



Charter Agreement  
Committee To End Homelessness In King County **15284**

**1 Introduction**

This document establishes agreement regarding operations of the Committee to End Homelessness in King County (CEHKC)

**2 Duration**

The duration of this agreement shall be for two years, beginning on the day it is approved by the Governing Board.

**3 Structure**

"A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness" ('Ten Year Plan') provides overall guidance for the work of the CEHKC.

The Charter Agreement delineates operating structure, roles, responsibilities and commitments for the operation of the CEHKC.

Separate Memoranda of Agreement (MOA) will be established between the Administering Agency and any other jurisdiction or source providing funding and/or in-kind resources for the operations and staffing of the CEHKC.

All jurisdictions and organizations with an interest in addressing homelessness will be invited to adopt an endorsement agreement supporting the Ten-Year Plan.

The Governing Board, Consumer Advisory Council and Interagency Council are jointly responsible for implementing the Ten Year Plan to End Homelessness in King County. Membership, commitments and specific responsibilities of each are described in the following sections of this Charter Agreement.

**4 Governing Board**

**A Purpose**

The purpose of the Governing Board is to promote the political will to end homelessness, and to provide high-level direction, visibility, and resource development for implementation of the Ten-Year Plan to End Homelessness in King County.

**B Responsibilities**

1. Provide leadership to end homelessness in our community.
2. Build and sustain broad regional participation in ending homelessness;
3. Adopt policies to guide the development and implementation of countywide activities to end homelessness.
4. Set priorities and provide policy recommendations regarding resources and programs for homeless people.

5. Approve annual work program and priorities for the Ten-Year Plan to End Homelessness and update plan at least every three years.
6. Issue an annual report on progress in meeting the goal of ending homelessness.
7. Identify and pursue opportunities to expand the resource base for ending homelessness
8. Develop a legislative agenda, and advocate for systems reform on the local, state and federal level that would implement the adopted policies of the Ten Year Plan to End Homelessness.

### **C Decision Making**

The Governing Board will operate under the premise of consensus and will strive to operate in an open environment, with sufficient time for discussion so each person has a fair chance to be heard and issues can be understood.

1. Where substantial differences of opinion exist, the final report shall make an effort to reflect the divergence of views, and in cases of disagreement, the majority shall seek to assure that, where possible, final recommendations will be worded to achieve the broadest support within the Governing Board.
2. In cases where consensus cannot be reached, the Governing Board will resort to Roberts Rules of Order, with a requirement of a super majority vote of 60% approval for the item on the table.
3. Decisions may be made only when a quorum, defined as 50% plus one, of the Governing Board, is present.
4. Proxy votes will not be accepted. The Governing Board will be "principals only" – no alternates accepted for the purposes of voting

### **D Commitment**

1. Regular personal attendance at quarterly committee meetings and events. This commitment is not delegated to others.
2. Commitment to listen to, value and utilize the experience and contribution of homeless people as equal partners in ending homelessness.
3. A two-year term with the option of serving additional terms. This shall be extended or reduced in the case of elected officials to correspond to terms of office. Original terms may be two or three years as described in Section 4.F.
4. Additional efforts as needed to further the goals of the Committee to End Homelessness.

### **E Membership and Selection Process**

The Governing Board will have a membership of approximately 25 people.

1. Representational categories shall be identified to ensure that membership comprises an appropriate array of committed private and public community leaders

who reflect the diversity of the county and who will be able to mobilize public will and public and private resources to end homelessness.

2. Elected officials shall be selected by their respective entities. Other members are initially appointed by the Committee to End Homelessness. To assure continuity, the initial appointments include the 2004 Chair and Vice Chair of the CEHKC, who provided leadership during the planning phase. The Governing Board shall elect a chair and/or co-chairs.
3. After the initial selection process, a membership committee will be convened on an as-needed basis to determine if there are representational categories that have not been addressed or to receive nominations and approve new members as terms expire
4. New members shall be appointed under the following circumstances:
  - a. The resignation or dismissal of a current member, in which case the Membership Committee shall be directed to identify a replacement who fulfills the representation category being vacated;
  - b. A decision by the membership of the Governing Board to create a new/additional category or other changes that may be needed to ensure that an appropriate array of community members is represented within the CEHKC governance structure.
  - c. Instances in which a current member no longer fills the representation category in which they have been appointed (e.g., an elected official who is no longer in office, a member of the business or philanthropic community who is no longer affiliated with such an entity, etc.), in which case the Membership Committee will identify a person to fill the position being vacated with an individual who fulfills the representation category;

In each of these cases, a super-majority vote of 60% of the current membership shall be required to approve new members.

#### **F Terms**

Original terms shall be staggered, with one half of the total number of members serving a two year term, and one half serving a three year term. Subsequent terms shall be for two years

#### **G Conflicts of Interest**

Governing Board who find themselves faced with a potential conflict between their business or private interests and their CEH responsibilities shall avoid conflict of interest during the decision-making process by following these guidelines:

1. Disclose potential conflicts of interest in advance to the co-chairs
2. Publicly disclose conflicts of interest at Governing Board meetings; and
3. Abstain from participation in discussions or voting on any issue where a conflict of interest may be involved.

**5 Consumer Advisory Council****A Purpose**

To ensure that the effort to end homelessness in King County incorporates the expertise of people who experience homelessness - including those who are at risk of becoming homeless or were formerly homeless - at all levels of implementation, evaluation, and plan revision.

**B Key Elements of Consumer Involvement****1. Consumer Advisory Council formation**

Convene a discussion with advisors about what would constitute a meaningful vehicle for creating consumer power and involvement in the movement to end homelessness. Seek input from local community organizing groups, undoing racism groups, and homeless people to gather insight into how to structure such a function so that it will succeed in being a meaningful, productive council.

**2. Consumer Advisory Council function**

The manner in which the Consumer Advisory Council functions will be self-determined by members.

**3. Responsibilities**

- a. Provide advice and consultation services to the Governing Board and Interagency Council on strategies to end homelessness.
- b. Respond to requests for advice and consultation from the Governing Board and Interagency Council.
- c. Suggest and support means for the members of the Governing Board and the Interagency Council to participate in activities that would help them to develop an understanding of the realities of homelessness, and develop relationships with people in homeless or low income communities. This may involve activities directly with Consumer Advisory Council members or activities elsewhere in the community.
- d. Advocate for systems reform on the local, state, and federal level that would implement the adopted policies of the Ten Year Plan to End Homelessness.

**C Commitment**

To be determined by the Consumer Advisory Council.

**D Member Profile**

People who are currently or formerly homeless and people in poverty who are at risk of experiencing homelessness and who reflect the diversity of the county. Members will include single adults, families, and youth from various parts of King County.

**E Appointment/Selection Process**

To be determined by the Consumer Advisory Council.

**6 Interagency Council****A Purpose**

The purpose of the Interagency Council is to propose policy initiatives to the Governing Board and implement policy directives of the Governing Board, implement initiatives of the Ten Year Plan, and lead a coordinated response to end homelessness in King County.

**B Responsibilities**

1. Develop and recommend policy to the Governing Board that will further the goals and objectives of the Ten Year Plan to End Homelessness.
2. Identify and implement mechanisms for effective collaboration, especially linkages between housing and services.
3. Oversee coordination/development of overall work program/plans for presentation to Governing Board.
4. Develop and recommend new service delivery models, the expanded capacity of existing service delivery models, and enhancements to services to the Governing Board, as indicated by the recommendations within the Ten Year Plan to End Homelessness; coordinate implementation of adopted policies.
5. Identify opportunities to build capacity for homeless and housing services and take an active convening and brokering role in increasing the resource base for ending homelessness.
6. Identify and coordinate collaborative responses to grant opportunities.
7. Review grant applications and funding recommendations for consistency with the Ten Year Plan.
8. Advocate for systems reform on the local, state and federal level that would implement the adopted policies of the Ten Year Plan to End Homelessness.
9. Establish sub-committees to assist with implementing the Council's responsibilities and review and approve work program for each subcommittee.
10. Coordinate data collection, analysis and reporting.
11. Streamline and consolidate current advisory group, committees and projects as appropriate.

**C Decision Making**

The Interagency Council will operate under the premise of consensus and will strive to operate in an open environment, with sufficient time for discussion so each person has a fair chance to be heard and issues can be understood.

1. Where substantial differences of opinion exist, the final report shall make an effort to reflect the divergence of views, and in cases of disagreement, the majority shall seek to assure that, where possible, final recommendations will be worded to achieve the broadest support within the Interagency Council.

2. In cases where consensus cannot be reached, the Interagency Council will resort to Roberts Rules of Order, with a requirement of a super majority vote of 60% approval for the item on the table.
3. Decisions may be made only when a quorum, defined as 50% plus one, of the Interagency Council, is present.
4. Proxy votes will not be accepted. The Interagency Council will be "principals only" – no alternates accepted for the purposes of voting.

#### **D Commitment**

1. Personal regular attendance at monthly committee meetings. This commitment is not delegated to others.
2. Commitment to listen to, value and utilize the experience and contribution of homeless people as equal partners in ending homelessness.
3. A two-year term with the option of serving additional terms. Original terms may be two or three years as described in Section 6-F of this agreement.
4. Additional efforts as needed outside of meetings to help further the efforts of the Committee to End Homelessness.
5. Provide regular information on the CEH and implementation of the Ten Year Plan to higher level members of organization (s) represented.

#### **E Membership and Selection Process**

The Interagency Council will have a membership of approximately 30-35 people, comprised of staff with authority to make policy, staffing or budget decisions, and who have CEH work as an official element of their work plan.

1. Representational categories shall be identified to ensure that membership comprises an appropriate array of committed private and public community leaders who reflect the diversity of the county and who will be able to mobilize public will and public and private resources to end homelessness. Members are initially appointed by the Committee to End Homelessness.
2. After the initial selection process, a membership committee will be convened on an as-needed basis to determine if there are representational categories that have not been addressed or to receive nominations and approve new members as terms expire
3. New members shall be appointed under the following circumstances:
  - a. The resignation or dismissal of a current member, in which case the Membership Committee shall be directed to identify a replacement who fulfills the representation category being vacated;
  - b. A decision by the membership of the Governing Board or Interagency Council to create a new/additional category or other changes are needed to ensure that

an appropriate array of community members is represented within the CEHKC governance structure.

- c. Instances in which a current member no longer fills the representation category in which they have been appointed (e.g., a member of the business or philanthropic community who is no longer affiliated with such an entity, etc.), in which case the Membership Committee will identify a person to fill the position being vacated with an individual who fulfills the representation category;

In each of these cases, a super-majority vote of 60% of the current membership shall be required to approve new members.

#### **F Terms**

Original terms shall be staggered, with one half of the total number of members serving a two year term, and one half serving a three year term. Subsequent terms shall be for two years

#### **G Conflicts of Interest**

Interagency Council members who find themselves faced with a potential conflict between their business or private interests and their CEH responsibilities shall avoid conflict of interest during the decision-making process by following these guidelines:

1. Disclose potential conflicts of interest in advance to the co-chairs
2. Publicly disclose conflicts of interest at Interagency Council meetings; and
3. Abstain from participation in discussions or voting on any issue where a conflict of interest may be involved.

#### **7 Subcommittees**

At least two members of the Interagency Council, or their designees, shall be members of each subcommittee. Others members will be selected from the community at large based on their interest and expertise and who reflect the diversity of the county.

Each subcommittee shall have a designated staff person to coordinate scheduling, work and products for the subcommittee. This person shall be responsible for coordinating with CEH staff.

The Interagency Council shall name subcommittees on an as-needed basis. The designation and composition of subcommittees shall be flexible and dependent on the needs of annual work plans. The Annual Work Program shall include a description and objective of the proposed subcommittees.

#### **8 Administration**

##### **A Agency/Staff**

1. CEHKC may designate an entity to host project direction functions on behalf of CEHKC ('Administrative Agency'). The Governing Board has designated King County DCHS to be the initial Administrative Agency for CEHKC. Any changes to the Administrative Agency must be approved by the Governing Board.
2. CEHKC Finances / Budget

Activities of the CEHKC may be funded from a number of sources, including public and private funds, loaned staff and in-kind contributions. In many cases these resources will be managed by the Administrative Agency or the entities providing the in-kind service to CEHKC.

There may be opportunities for CEHKC to apply directly to foundations or government agencies for financial support for its activities. Staff and/or the Interagency Council may make recommendations to the Governing Board for specific funding requests. Such requests will detail how any funds received will be administered. The Governing Board will be responsible for approving such requests, and may delegate to the Interagency Council or the CEHKC staff the responsibility of completing applications and executing and administering agreements in behalf of CEHKC.

On an annual basis, CEHKC staff will provide a CEHKC financial report to the Governing Board. This report will include:

- a. Services being provided by the Administrative Agency and sources of funding to the Administrative Agency for these services;
  - b. Other funds secured by CEHKC such as through public or private grants, the status of these funds, and how such funds are being administered.
3. Annual Report
- The Governing Board will adopt an Annual Report that summarizes:
- a. CEHKC's activities of the previous year;
  - b. Key elements of the CEHKC Work Program for the coming year;
  - c. Summary of county wide efforts to address homelessness, including a summary of resources being utilized; and
  - d. An overview of financial matters related to the operation of CEHKC.

## **B Public Record**

1. All regularly scheduled meetings of the Governing Board, Interagency Council and Consumer Advisory Council will be open to the public.
2. The Committee to End Homelessness staff shall produce a summary of regularly scheduled Governing Board, Interagency Council and Consumer Advisory Council meetings, and summaries will be posted to the CEH website within one month after approval by the appropriate chairs of these bodies.
3. In order to maintain confidentiality of consumers, data that may be provided to members of the governance structure will not contain individual client information.

## **C Amendments to this Agreement**

This agreement will be reviewed regularly by the Governing Board, the Consumer Advisory Council and the Interagency Council. Any of the three bodies may propose amendments to be considered by the Governing Board. It will be the Governing Board's responsibility to consider proposed amendments.