

# BLUE RIDGE CONTINUUM OF CARE OPERATING GUIDELINES



## ARTICLE I – ORGANIZATION

**Section I – Name:** The name of this group shall be the Blue Ridge Continuum of Care, hereafter referred to as the CoC.

**Section II -- Geographic Area:** The CoC will primarily provide services to the geographic areas of the Counties of Alleghany, Botetourt, Craig and Roanoke and the Cities of Covington, Roanoke and Salem.

**Section III -- Address:** The principal office of the CoC shall be at the office of The Human Services Administrator for the City of Roanoke, unless changed by the CoC.

## ARTICLE II – MISSION AND DESCRIPTION

**Section I -- Mission:** Our mission is to work to end the cycle of homelessness in the Blue Ridge CoC through interagency collaboration, effective allocation of resources, increased access to immediate services, and development of new strategies. Using the community’s Coordinated Entry System (CES) as a point of contact, we will identify the service and housing needs of people who experiencing a housing crisis and create solutions needed to ensure that homelessness is rare, brief and non-recurring.

**Section II -- Description:** The CoC is the voluntary association that provides leadership, strategic planning services, advocacy and information for the Blue Ridge region’s homeless and at risk population.

For the purposes of relating to HUD, the City of Roanoke shall serve as the Collaborative Applicant and lead administrative agency of the CoC. The CoC and all its committees shall be staffed by the City of Roanoke and/or an entity designated by the Executive Committee of the COC.

The CoC is responsible for broad array of services that includes, but is not limited to:

- Coordinating a regional commitment to the goal of ending homelessness;
- Approving CoC funding recommendations for ending homelessness;
- Promote access to, and effective use of mainstream resources by homeless individuals and families; and
- Promote housing retention, stability, and success in the community for people who have experienced homelessness or a housing crisis.

The CoC agencies will provide these services through the acquisition of funding from local, state, federal and private sources. The CoC will monitor trends and service models and effectively collaborate with other service providers, local, state and federal governments, congregations, and other concerned organizations.

### ARTICLE III – MEMBERSHIP

**Section I – General Public:** Meetings are open to the general public. Interested persons may attend and participate in discussion but will not have voting rights. Members of the general public may submit a written request for CoC Membership using the CoC Membership Application.

**Section II -- Membership:** Members and individuals on this CoC represent and may include but are not limited to human services agencies, businesses, faith organizations, homeless persons and public agency representatives. The CoC approves Members and categorizes Membership as described below. These will be defined by the current Membership and updated in our bylaws as needed.

- A. **Associations:** human service agencies, businesses, faith organizations and public agencies are examples of associations.
- B. **Individuals:** any single person not related to an association.

**Section III -- Representation and Voting:** Consensus of the group as a whole is considered by this CoC to be the most useful and healthy means of making a decision. However, in the event that a consensus is not forthcoming the following voting regulations will be called upon:

- A. **Associations:** Each association (*human service agency, business, faith organization and public agency*) shall have at least one official representative who attends meetings. Each agency/organization/unit of government that has attended at least one-half of the previous six CoC meetings has one vote. One designee of the official representative may vote in the absence of the official representative.
- B. **Individuals:** Persons who join (attend regular meetings, and participate in the business of the CoC) and who are not connected with and have not been connected with any agency within the past year may have one vote. They may have one vote if they are regular Members of the CoC and have attended at least one-half of the previous 12 meetings.

### Section III – Attendance and Participation

- A. **Continuum of Care Grantees:** All DHCD-VHSP, ESG, SSO, and PSH grantees, including Executive Directors or program decision makers, are required to actively participate on the CoC, or have a representative actively participating on a working committee, and attend at least one-half of the previous twelve meetings in order to maintain or be a part of the combined HUD application to receive new funding.
- B. **Other Agencies:** In order to fairly distribute the work on the CoC, each agency shall have at least one official representative actively participating on at least one working committee.
- C. **Individuals:** In order to fairly distribute the work on the CoC, all individual Members are expected to actively participate on one working committee.
- D. **Resignations:** Individuals and agencies may resign by providing written notice to the Chair of the CoC. If a member has missed more than 6 consecutive meetings, they may be removed from the CoC at the discretion of the CoC body. An alternate representative will be requested from the agency to fill that vacancy.

**Section IV -- Meetings:** The full CoC shall meet monthly and as scheduled by the CoC as a whole; all meeting dates shall be posted on the city's website at [www.roanokeva.gov](http://www.roanokeva.gov) or other sites as determined by the CoC. Special meetings of the Members may be called by a majority of the CoC.

#### A. **Quorum:**

- 1. **Regular Meetings:** Those Members present at a regularly scheduled meeting will constitute a quorum. The act of a majority of the Members present shall be the act of the full Membership.
- 2. **Special meetings,** not on the regular schedule, may be called by the Chair of the CoC for the purpose of voting or handling any official business of the CoC. A minimum of one week prior notice must be provided to CoC Members in writing.

- B. **Minutes of Meetings:** Minutes shall be kept of every meeting and shall include, at a minimum, the date, time and place of the meeting, the names of all who are in attendance, the topics discussed, the decisions reached and actions taken, any reports made, and any other information as may be deemed necessary by the Chair. The City of Roanoke's Human

Services Administrator will keep official copies of the minutes for a minimum of five years or as is standard for HUD documentation.

**Section V – Conflict of Interest:** No CoC Member of record shall vote on a matter for which s/he or his/her member organization has a vested interest. Members of the CoC and its Committees shall comply with federal, state and local laws.

- A. In general, a conflict of interest occurs when Member takes an action, which results or has the appearance of resulting in personal organizational or professional gain. No Member of the CoC or its Committees shall knowingly take action to influence the conduct of the CoC in such a way as to confer any financial benefit on such Member, his or her family members, spouse or partner, or any organization in which the Member, his or her family members, spouse or partner serves in an official capacity. Service in an official capacity shall include service as an employee, owner, stockholder, director, board member, consultant, or officer that represents any such entity or organization which is seeking or receiving funding through the CoC process, but shall not include service solely as a volunteer (that do not serve as board members or consultants) or recipient of services.
- B. On issues in which a CoC Member has a conflict of interest as described above, neither the Member nor his/her designee may vote. The Member or his/her designee may participate in discussion upon declaring a conflict of interest or other representatives of that agency who are not CoC Members or designees are encouraged to take part in the discussion. CoC Chair will be responsible for monitoring the disclosure of Member's conflicts of interest.
- C. In the event that a matter, which raises a potential conflict of interest, comes before the CoC or its Committees for consideration, recommendation and decision, the Member shall disclose the conflict of interest as soon as he or she becomes aware of it, and the disclosure shall be recorded in the minutes of the meeting.

#### **ARTICLE IV – CoC STRUCTURE**

**Section I -- Officers:** The officers of the CoC shall consist of the Chair and Vice Chair for a two-year term. In June, elections will be held for Chair and Vice Chair. Those elected will take office July 1. The secretarial duties will be provided by the CoC planning agency.

## **Section II -- Duties of the Chair:**

- A. Preside at all CoC meetings
- B. Make all committee appointments deemed necessary for the operation of the CoC
- C. Serve as a Member ex-officio of all committees
- D. Provide reports to the CoC as needed
- E. Execute all papers, documents, and instruments ordered to be executed by the CoC
- F. Coordinates the development of Continuum of Care statement to the U.S. Department of Housing & Urban Development (HUD) and to the community
- G. Perform all other such duties usually pertaining to the office of Chair and as determined by the CoC
- H. Publicly represent the CoC
- I. Call special meetings of the CoC

## **Section III -- Duties of the Vice Chair:**

- A. Preside at meetings in the absence of the Chair and serve as otherwise needed in absence of the Chair
- B. Assist the Chair in making committee appointments deemed necessary for the operation of the CoC
- C. Provide reports to the CoC as needed
- D. Perform all other such duties usually pertaining to the office of Vice Chair as determined by the CoC

## **Section IV -- Resignation and Removal:**

The Vice Chair or any standing committee Chair may resign by tendering a written notice to the CoC Chair. The Chair may resign by tendering written notice to the CoC. Any officer or standing committee chair may be removed by the CoC whenever, in the judgment of the CoC, the best interest of the group will be served thereby. A majority vote of the CoC present shall be required to remove an Officer or standing committee chair.

## **ARTICLE V – COMMITTEES**

**Section I -- Standing Committees:** The CoC may establish standing and ad hoc committees as the need arises. All standing and ad hoc committees shall

consist of sufficient numbers to provide broad representation of the CoC as appropriate. Unless otherwise specified, all Committee Members shall be appointed for a term of one year. The CoC shall specify the duties of the Committee.

**A. Executive Committee –**

1. Review existing HUD programs
2. Review annual progress reports of HUD funded projects
3. Develop guidelines for project ranking committee
4. Make recommendations to CoC for ranking committee members
5. Other on-going tasks as appointed by the CoC committee

**B. Blue Ridge Community Assistance Network (BRCAN), a/k/a HMIS –** developing information sharing protocols, HMIS standard operating procedures, and provider training to guide HMIS implementation, coordinating with CoC on HMIS selection and implementation process; identifying existing provider database and determining how to relay information between systems, building provider awareness and buy-in; assessing agency hardware and training needs, and equipping agencies with computers, internet connections, and technical support resources. The planning entity for the CoC will assist in gaps analysis and implementation of the annual Point in Time Count and Housing Inventory data collection.

**C. Coordinated Entry System –** The role of this committee is to aid in the establishment and operation of a centralized or Coordinated Entry system that provides a process for conducting comprehensive assessments of housing and services needs for individuals and families. This group will also focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community. To facilitate this perspective the CoC will measure performance as a coordinated system, in addition to analyzing performance by specific projects or project types.

**D. Project Ranking Committee –** consists of Members appointed by the CoC.

1. Appointed annually to serve for the duration of the current CoC funding cycle
2. Review proposals and prioritize projects using guidelines approved by the CoC
3. Present recommendations to the CoC

**Section II – Ad Hoc Committees** (Special Committees): There shall be special committees as the CoC may create, the Membership and duties of which shall be as determined by the CoC. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by the CoC. Upon completion of the task for which appointed, a special committee shall stand discharged.

**Section III -- Committee Activities:** Business conducted within established committees will follow the same rules established herein for the overall CoC activities.

**Section IV -- Limitations on Committee Authority:** The CoC must approve all recommendations of the Standing and Ad Hoc Committees before action may be taken. No commitments on behalf of the CoC may be made by any committee chair or members of any committees without the approval of the CoC.

#### **ARTICLE VI – APPEALS**

**Section I – Membership:** Individuals and organizations denied membership on the CoC may appeal in writing to the Blue Ridge Interagency Council on Homelessness (BRICH), whose decision is final.

**Section II – Project Ranking:** Individuals or organizations questioning the ranking process should be directed to:

City of Roanoke  
Department of Planning, Building & Development  
Division of HUD Community Resources  
215 Church Avenue, SW  
Roanoke, VA 24011-1538  
Phone: 540.853.6804

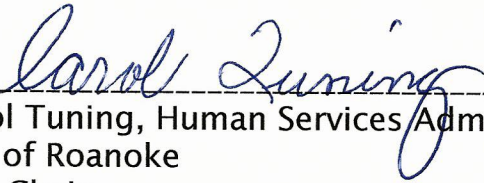
#### **ARTICLE VII – GENERAL PROVISIONS**

**Section I -- Fiscal Year:** The fiscal year of the CoC shall be from July 1 through June 30.

**Section II -- Parliamentary Authority:** In the absence of consensus, the rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedures.

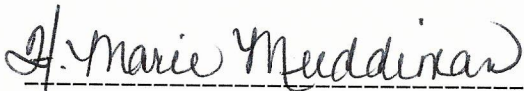
**ARTICLE VIII – ADOPTION AND AMENDMENT OF GUIDELINES**

These Guidelines may be amended at a regular or special meeting of the CoC by a majority affirmative vote of the Members present and voting on a bi-annual basis. The forgoing guidelines were adopted by action of the CoC on July 17, 2018.



\_\_\_\_\_  
Carol Tuning, Human Services Administrator  
City of Roanoke  
CoC Chair

\_\_\_\_\_  
7/17/18  
Date



\_\_\_\_\_  
H. Marie Muddiman, Executive Director  
Family Promise of Greater Roanoke  
CoC Vice Chair

\_\_\_\_\_  
7/17/18  
Date



# Blue Ridge Continuum of Care

## Membership Application

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Brief Statement regarding your interest/participation on the Blue Ridge Continuum of Care:

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Applications may be obtained at  
[www.endhomelessnessblueridge.org](http://www.endhomelessnessblueridge.org)