



Lake County  
Continuum of Care  
Governing By-Laws 2023  
Adopted August 3, 2023

The Lake County Continuum of Care is a coordinating group that aligns resources to facilitate equitable solutions to end homelessness in our community.

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## **Amendments**

# Lake County Continuum of Care

## Article I – Organization

### Section 1 - Organization's Name

The name of the organization is Lake County Continuum of Care, hereafter referred to as the LCCoC.

### Section 2 - Geographic Area

The LCCoC is responsible for the area that the United States Department of Housing and Urban Development (HUD) has designated CA-529. The boundary of the LCCoC is Lake County, California, hereinafter referred to as the “geographic area”.

### Section 3 – Purpose

The LCCoC serves as the Housing Urban Development (HUD) designated primary decision-making group, whose primary purpose and scope is to implement the Continuum of Care program, which is authorized by Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389).

Comprised of public and private agencies, along with community members and current residents experiencing homelessness and persons with lived experience; the LCCoC is designed to assist homeless or at risk of being homeless individuals and families by:

- 1.) Assessing their needs.
- 2.) Providing affordable housing services
- 3.) Developing and implementing a Continuum of Care Strategic Plan.

The specific purpose of the LCCoC is:

- 1.) Promote communitywide commitment to the goal of ending homelessness.
- 2.) Assist individuals and families who are homeless, at risk for homelessness, very low or low-moderate income, to attain and maintain safe, decent affordable housing and supportive services.
- 3.) Promote access to and effective utilization of mainstream programs by homeless individuals and families.
- 4.) Optimize self-sufficiency among individuals and families experiencing homelessness.
- 5.) Coordinate the census of persons experiencing homelessness in the geographic areas, required by HUD, otherwise known as the Point in Time (PIT) Count.

### Section 4 – Collaborative Applicant

Lake County Department of Behavioral Health Services will function as the Collaborative Applicant, the Administrative Entity, and submit grants to HUD, California, other federal programs, and to-be-determined, on behalf of the LCCoC.

## **Section 5 – Principal Office**

The LCCoC shall have its principal office located at Lake County Behavioral Health Services, 6302 Thirteenth Avenue, P.O. Box 1024, Lucerne, CA 95458.

## **Article II - General Membership Establishment**

### **Section 1 - Organization Representatives**

Representatives from relevant organizations within the geographic area will be members of the LCCoC. “Within the geographic area” is defined as being located and/or providing relevant services within the geographic area.

Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social services providers, mental health providers, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and individuals experiencing and previously experiencing homelessness.

The list of organizational groups noted is expanded to include entities that provide substance abuse recovery, youth services, employment services, neighborhood associations, civic organizations, and mainstream resources. Organizational Representatives will be asked to offer four hours of service to committee work, of their choice, each year.

Organization or program representatives must be clearly designated as such on their membership application form. Each approved organization/program is authorized one vote from their perspective organization/program at the General Membership Meeting. Organization representation at standing committees may vote on behalf of their perspective agency if stated on the agency application, along with alternate voter if the primary voter is not present. Organizations/programs like the County of Lake, which has multiple departments and specialized branches within those departments may elect to have one voting member represent each branch, so long as it is clearly outlined in the membership application form. Please see Article VII – Section 3 Voting.

### **Section 2 – Community-At-Large Voting Representatives**

There will be an unrestricted number of community–at–large members representing the general community. However, any such member must reside in the Lake County area. Community-at-large voting members may not be involved as a staff member, board member, or compensated volunteer with any organization that is a member of the LCCoC.

Members who are volunteers and receive no financial compensation may be voting members of the LCCoC. A LCCoC member cannot represent both an organization and a community-at-large member. Their designation, community-at-large or organizational representative must be clearly designated in their membership application form.

Community-at-large-members will be asked to offer four hours of service to committee work, of their choice, each year.

### **Section 3 – Residents Non-Voting Members /Guests**

Lake County residents are welcome to attend general meetings and participate in standing committees of the Lake County Continuum of Care. Residents do not need to be community-at-large voting members to share their time, expertise, or lived experience to assist or help the LCCoC. Residents are often recruited for the PIT Count and can be a valuable resource in sharing ideas at meetings. Residents attending and participating in Standing Committees will not be able to vote, should a vote arise.

### **Section 4 - Nomination for Membership**

A public invitation within the geographic area for new members to join will be extended at least annually in accordance with the Interim Rule of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) as described in 24 CFR § 578.7 Responsibilities of the Continuum of Care.

Membership is achieved by:

- a) A request to be added to the LCCoC by completing and submitting a Membership Application online at [www.lakecoc.org](http://www.lakecoc.org) and
- b) a commitment to actively participate in the responsibilities of the LCCoC, which will include four hours of committee participation.
- c) Election to the LCCoC General Membership can happen during any scheduled meeting and is determined by a majority vote of all voting members present. d) New members and/or organizations approved are active immediately.

### **Section 5 – Executive Committee Establishment**

The Lake County Continuum of Care is committed to an inclusive environment and is committed to making every effort of having a diverse Executive Committee that will be comprised of up to eleven voting members to act on its behalf using the process established as a requirement by 24 CFR § 578.7 (a)(3) and must comply with the conflict-of-interest requirements a 24 CFR § 578.95(b)2.

The Executive Committee will include a CoC Chair, Vice-Chair, up to 3 Individuals Experiencing and/or have Previous Experience of Homelessness, Government Official Chair and the Chair of each of the following LCCoC Committees: Strategic Planning Committee, Point-in-Time Count, Homeless Management Information System, Performance Review and Interfaith Committee. The Executive Committee will also include the Administrative Agency Collaborative Applicant's representative and the Executive Committee Secretary who is assigned by the Administrative Agency Collaborative Applicant. Both may be the same person and will be non-voting members of the Executive Committee.

The LCCoC Executive Committee will be representative of the relevant organizations, agencies, programs and of projects serving individuals experiencing homeless as

required by HUD which are: chronic substance abusers, chronically homeless individuals, chronically homeless families, families, persons with HIV/AIDS, seriously mentally ill, veterans, veterans-females, victims of domestic violence, unaccompanied youth under age 18 and youth aged 18-24.

Nominations for Executive Committee members will be made by the general members of the LCCoC General Membership. Members of the LCCoC Executive Committee will be elected during the first regular meeting of the new calendar year. The election of Executive Committee members will be determined by a majority vote of all voting members present. Executive Committee members will hold office for a term of two or three years, to ensure staggered terms. Each Executive Committee Member may serve up to two consecutive terms.

If the Executive Committee Chair is vacated, the Vice-Chair will complete the rest of the Chair's term. An acting Vice-Chair will be elected by a vote of the majority of the LCCoC General Membership at any meeting a quorum is present. Other vacancies among the Executive Committee members (besides Secretary) may be filled by a vote of the majority of the LCCoC General Membership at any meeting a quorum is present. The elected successor will be the committee representative for the remainder of the term, of the person vacating the Executive Committee. At the end of the term, a regular election will be held as described in this governing document.

## **Article III - Responsibilities of the Lake County Continuum of Care (LCCoC)**

The four major responsibilities of the LCCoC consist of (1) operating the Continuum of Care, (2) designating a Homeless Management Information System for the Continuum of Care, (3) planning for the Continuum of Care, (4) preparing an application for funds which is in accordance with 24 CFR § 578.7. Responsibilities of the Continuum of Care and in the Interim Rule and 24 CFR § 578.79 Preparing an Application for Funds and are as follows:

### **Section 1 - Operation of the Continuum of Care.**

- 1.1) Hold meetings for the full membership, with published agendas, at least four times a year.
- 1.2) Make an invitation for new members to join publicly available within the geographic area at least annually.
- 1.3) Adopt and follow a written process, included in Article II Section 4, to select an Executive Committee to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the LCCoC at least once every year, in accordance with the Interim Rule of the HEARTH Act, as described in § 578.7 Responsibilities of the Continuum of Care.
- 1.4) Appoint additional committees, sub-committees, and workgroups.
- 1.5) In consultation with the Collaborative Applicant and the HMIS lead, develop, follow, and review annually the Governing By-Laws, which will include all procedures and

policies needed to comply with Article III Section 2 HMIS requirements as prescribed by HUD, a code of conduct and recusal process for committee chair(s), and any person acting on behalf of the Executive Committee.

- 1.6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and act against poor performers.
- 1.7) Evaluate outcomes of projects funded under the LCCoC grant-funded projects, and report to the state and/or HUD.
- 1.8) In consultation with recipients of LCCoC project funds within the geographical area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The LCCoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements by HUD by Notice.
- 1.9) In consultation with recipients of LCCoC project funds within the geographic area, establish and consistently follow written standards for providing LCCoC assistance. At a minimum, these written standards must include:
  - (a) Policies and procedures for evaluating individual and family eligibility for assistance under this section.
  - (b) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance.
  - (c) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance.
  - (d) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance.
  - (e) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing.
  - (f) Where the Continuum is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix). In governance not bylaws.

## **Section 2 - Requirement for the Homeless Management Information System (HMIS)**

- 2.1) Recommend a single Homeless Management Information System (HMIS) for the geographical area.
- 2.2) Recommend an eligible applicant to manage HMIS, which will be known as the HMIS Lead.
- 2.3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- 2.4) Ensure consistent participation of recipients and sub-recipients in the HMIS.



- 2.5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

### **Section 3 - Lake County Continuum of Care Planning**

3.1) Coordinating the implementation of a housing and service system within the geographical area that meets the needs of individuals experiencing homelessness, (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

- (a) Outreach, engagement, and assessment.
- (b) Shelter, housing, and supportive services. (c) Prevention strategies.

3.2) Planning for and conducting, as least biennially, a point-in-time count of individuals experiencing homelessness within the geographic area that meets the following requirements: Individuals experiencing homelessness who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.

- (a) Persons living in emergency shelters and transitional housing projects must be counted as sheltered individuals experiencing homelessness. (b) Other requirements established by HUD by Notice.

3.3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area.

3.4) Providing information required to complete the Consolidated Plan within the LCCoC's geographic area.

3.5) Consulting with state and local government grant project recipients within the LCCoC Geographic area, on the plan for allocating grant project funds and reporting on and evaluating the performance of LCCoC grant project recipients and sub- recipients.

### **Section 4 - Preparing an Application for Funds**

In compliance with § 578.9, the Lake County Continuum of Care, through the Collaborative Applicant, will:

4.1) Assist in the recommendation process for the development of applications and approve the submission of applications in response to a Notice of Funding Available (NOFA) published by HUD under § 578.19 of this subpart.

4.2) Determine if one application for funding will be submitted for all projects within the geographical area or if more than one application for the projects within the geographic area:

- (a) If more than one application will be submitted, designate an eligible applicant to be the Collaborative Applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the LCCoC has selected funding. The Collaborative Applicant will also apply for LCCoC planning activities. If the LCCoC is an eligible applicant, it may designate itself.

- (b) If only one application will be submitted, that applicant will be the collaborative applicant and will collect and combine the required application information from all projects within the geographic area that the LCCoC has selected for funding and apply for Continuum of Care planning activities.
- 4.3) The LCCoC retains all its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the LCCoC application.

## **Article IV - LCCoC Executive Committee**

### **Section 1 - Executive Committee**

- 1.1) The LCCoC Executive Committee shall be comprised of up to 11 voting members to act on the LCCoC's behalf.
- 1.2) LCCoC Executive Committee members will not be compensated for their services.
- 1.3) The LCCoC Executive Committee will follow the California Brown Act California Code §54950 and Robert's Rules of Order.
- 1.4) Quorum will consist of 51% of the Executive Committee.
- 1.5) At Executive Committee meetings, business items may be decided by arriving at a consensus. The Secretary and Collaborative Applicant Representative, also known as the Administrative Entity, are non-voting members. When a vote is necessary, all votes will be by voice, hand, or ballot, at the will of the majority in attendance. No Executive Committee member may vote on any item which presents a real or perceived conflict of interest.
- 1.6) The LCCoC Executive Committee will make every effort to have a diverse committee within the Executive Committee.

### **Section 2 - Executive Committee Responsibilities**

- 2.1) The Executive Committee Chair is responsible for coordinating with the Administrative Entity on scheduling and setting the agenda for the meetings and shall give all notices required by law or this Governing By-Laws.
- 2.2) The Chair will:
  - (a) Convene and preside at regularly scheduled Executive Committee and General Membership meetings or arrange for other members of the Committee to preside at each meeting.
  - (b) Act as the spokesperson and point of community contact for the LCCoC.
  - (c) Is responsible for completing the managerial duties voted upon by the CoC without fail.
  - (d) *Answer requests for letters of support for member agencies applying for outside (the CoC) grant funding to assist people who are at-risk of or experiencing homelessness.*
  - (e) Is responsible for overseeing and facilitating all General Membership, Executive Committee, and Special Meetings.
  - (f) Communicates with Executive Committee via email and CC's Vice Chair and Administrative Entity.

2.3) The Vice-Chair will:

- (a) Preside at regularly scheduled Executive Committee and General Membership meetings in the absence of the Chair.
- (b) Conduct all CoC Chair responsibilities in the absence of the Chair.
- (c) Succeed the Chair upon the Chair's resignation or vacancy until the next term.

2.4) The Executive Committee Secretary will:

- (a) Keep accurate records of the acts and proceedings of all LCCoC meetings, including the names of those in attendance.
- (b) Prepare, at the direction of the Executive Committee Chairs, and distribute meeting agendas at least 72 hours (3 days) prior to all regular meetings; the distribution includes emailing the agenda to the General Membership and posting the agenda to the LCCoC website.
- (c) Prepare and distribute prior General, Executive Committee, and Special Meeting Minutes at all regular General Membership meetings.
- (d) Have general charge of LCCoC records and shall keep records at the principal office of the LCCoC.

2.5) The Collaborative Applicant Representative will:

- (a) Provide grant status reports to the Executive Committee.
- (b) Make financial records and statements available to the Committee and to the public, see Article VI Section 1.
- (c) Assign the CoC Secretary.
- (d) Apply for LCCoC funding on behalf of the LCCoC.
- (e) The Collaborative Applicant Representative will facilitate General and Executive meetings in the absence of the Chair and Vice-Chair.

2.6) The LCCoC Executive Committee will appoint committees, subcommittees, or working groups to assist the Executive Committee in carrying out the LCCoC goals and policies.

- (a) The LCCoC Executive Committee will determine the appropriate number of committee members.
- (b) The Standing Committees will be comprised of at least three LCCoC members and a minimum of three members will constitute a quorum for the transaction of business at any Standing Committee meeting.
- (c) The LCCoC Executive Committee will determine whether a committee meeting will be an open or closed meeting.

2.7) The Executive Committee is the governance body and is the final decider for LCCoC Business, including all policies and procedures, from Standing Committees, Working Groups, and General Members recommendations.

*There are several categories of business for the CoC, approving committee policies and procedures, fiscal duties (which includes approving and monitoring Request for Proposals from the LCCoC), HUD data requirements, minor actions such as letters of support and requests for HMIS data. Letters of support requested of the Executive Committee and from nonmember agencies will require an action from the Executive Committee.*

*This Governing By-Laws allows the Executive Chair to respond to requests of*

*letters of support from the Lake County Continuum of Care. The Executive Chair will inform the General Members of any Letters of Support that are written on behalf of the CoC. The CoC will respond to requests of demographic data in a similar manner. The Chair or the Collaborative Applicant (Lead Agency) Data Analyst may respond to member requests for information, then notify the General Members of the request at the next meeting.*

## **Article V – LCCoC Standing Committees**

### **Section 1 – Strategic Planning Committee and Equity Advisory Working Group**

1.1) The Strategic Planning Committee shall assist the Executive Committee and General Membership in the annual update of the Governing By-Laws, the development of the LCCoC structural framework written standards, and assist in the making of any recommendations for revisions to such standards.

1.2) The committee shall assist in the development of the LCCoC Strategic Plan and make recommendations to the Membership regarding implementation and revisions to such plan. The committee shall assess the community needs in writing the LCCoC plan.

1.3) The Committee shall provide an annual report to the Membership on the LCCoC program framework objectives and on the goals and strategies for ending homelessness in Lake County.

1.4) The Equity Advisory Working Group will be a body of representatives from special population groups, including individuals experiencing homelessness with present or past lived experience, a veteran, a representative for the LGBTQ+ community.

a) The Equity Advisory Working Group will also include a representative for the threshold ethnic Hispanic/Latinx community, representation for Native Americans and representation for other ethnicities other than White.

b) The Equity Advisory Working Group will look for liaisons to participate in the Executive Committee and in each standing committee, including Strategic Planning, HMIS/CES, Point in Time, and Performance Review Committees. This is to ensure equity implementation, with a voice in the decision-making body of the LCCoC.

c) The Equity Advisory Working Group shall review all policies and procedures of the LCCoC to ensure proper language and considerations are included. This body will review each Notice of Funding Availability (NOFA) that is released, to make sure there is no bias, actual, or perceived.

d.) The Equity Advisory working group will review HMIS data annually.

e.) The Equity Advisory Working Group will advise the Administrative Agency on how best to provide culturally proficient training to the General Membership. f)

The Equity Advisory Working Group will outreach to all specific population groups for opportunities and engagement for the LCCoC.

## **Section 2 – Homeless Management Information System (HMIS) Committee, Coordinated Entry System (CES) Working Group, and Housing Navigators Working Group**

2.1) The Homeless Management Information System Committee is responsible for planning, coordinating, and evaluating the implementation of HMIS for the LCCoC. The HMIS committee is also responsible for data collection and processing, as well as making recommendations to improve the process to the Membership. The committee will be comprised of three LCCoC members in good standing, who have utilized or utilize HMIS. The HMIS committee will (Article III Section 2):

- a) Recommend to the LCCoC a single Homeless Management Information System for the geographic area.
- b) The HMIS Chair will be responsible for HMIS user agreements.
- c) Review, revise and approve a privacy plan, security plan, and data quality plan for HMIS.
- d) Ensure consistent participation of recipients and sub-recipients in the HMIS.
- e) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

2.2) The Coordinated Entry System (CES) Working Group will assist the HMIS Committee with:

- a) The CES working group shall assist the LCCoC in establishing either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and/or services.
- b) The working group shall assist the LCCoC Membership in developing a specific policy consistent with the requirements established by HUD to guide the operation of the centralized or coordinated assessment system to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.
- c) The working group shall also make recommendations to the General Membership regarding discharge planning to ensure to serve that current and appropriate agreement are in place with local institutions that may release individuals into a situation as opposed to homelessness.

2.2) The Navigation Working Group will be comprised of agency/program navigators. The Navigation Working Group shall:

- a.) In consultation with recipients of LCCoC project funds within the geographic area, establish and consistently follow written standards for providing LCCoC assistance:
- b.) Landlord/Tenant Policies and Procedures for obtaining and maintaining housing and mediation when problems arise.
- c.) Client Rights to receive services from the LCCoC.
- d.) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance.

- e.) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance.
- f.) Client termination policies and procedures.
- g.) Establish Rapid Rehousing processes that are aligned with ESG Rapid Rehousing program requirements.

### **Section 3 – Point in Time (PIT) Count Committee**

- 3.1) The PIT Chair will appoint, from this committee, a team leader for each geographical location of Lake County. Other team leaders may be appointed, as needed, from the General Membership.
- 3.2) The PIT Committee shall be responsible for establishing the survey methods and tools for the annual count of individuals experiencing homelessness in Lake County.
- 3.3) The PIT Committee will coordinate the annual count of individuals experiencing homelessness, ensuring that proper procedure is followed.
- 3.4) The PIT Chair will report the findings to the General Membership and to HUD.

### **Section 4 – Performance Review Committee**

- 4.1 The Performance Review Committee shall be comprised of three LCCoC members in good standing, of whom one or two should be/or have been recipients or sub-recipients of LCCoC funding. The Performance Review Committee shall:
  - a) Be responsible for recommending to the General Membership performance targets for population and program type.
  - b) Assist the General Membership in monitoring recipient and sub-recipient performance and evaluating outcomes; allowing the General Membership to act against poor performers and to report outcomes to HUD.
  - c) Evaluate the outcome of any project(s) funded allowing the LCCoC to report those outcomes to HUD.
  - d) The committee will be responsible for providing technical support to the Collaborative Applicant to assist in the completion of the applications for grant funds in response to a Notice of Funding Availability (NOFA).
  - e) Provide guidance in preparing the application and updates to assist the LCCoC in the application and grant process as outlined at 24 CFR 578.15 et seq.
- 4.2 The Grant Selection Working Group shall be comprised of three or more LCCoC members in good standing, with a minimum of decided members to score any Request for Proposal for LCCoC grant projects. The Grant Selection Working Group shall:
  - a) Meet regularly to review the annual gaps analysis and strategic plan for project guidance: to align projects with the Coordinated Entry System in what is needed in the Lake County community.
  - b) Make recommendations to the Administrative Applicant for community-based projects with future Notice of Funding Available (NOFA) applications to the state or HUD.

- c) Follow the grant model protocols review the NOFA from the state, help write the local Request for Proposal (RFP), add the grant selection process timelines, vet and train the scoring members, score the grant application proposals, interview each applicant, and send the scores and recommendations to the Executive Committee, for final approval.

### **Section 5– Interfaith Committee (Ad-Hoc Committee)**

The Interfaith Committee helps coordinate faith-based groups to align their ministry and outreach to serve individuals experiencing homelessness in Lake County in collaboration with one another and LCCoC partner agencies. Some examples of this collaboration include but not limited to the Pop-Up Care Shower Project and food programs for those individuals experiencing homelessness.

## **Article VI – Collaborative Applicant and HMIS Lead**

### **Section 1- Collaborative Applicant**

The Collaborative Applicant/fiscal agent (also known as the Administrative Entity) of the LCCoC is the designated legal entity to fulfill the following responsibilities:

#### 1.1 HUD Responsibilities of the Collaborative Applicant:

- a.) Collects and submits the LCCoC Registration, Consolidated Application and CoC Priority Listing.
- b.) Applies for LCCoC planning funds on behalf of the LCCoC.
- c.) Acts on behalf of the LCCoC when applying for HUD grants and is the point of contact with HUD representatives.

#### Collaborative Applicants Additional Responsibilities:

- 1.2 ) Has a leadership role in the development of the LCCoC Consolidated Application, aligning with the Notice of Funding Availability.
- 1.3) Applies for additional funding as directed by the LCCoC.
- 1.4) Recommends an eligible applicant to manage the LCCoC HMIS, which will be known as the HMIS Lead.
- 1.5) Fulfills fiscal responsibilities for the LCCoC planning and related project funds in accordance with HUD requirements (OBM 2 CRF 200), as well as state and nonfederal funds, that include, but are not limited to maintain all financial records of related expenses for HUD-required and LCCoC activities, ensure match requirements are fulfilled, provide at least quarterly financial reports to the LCCoC Executive Committee and General Members, contract with all LCCoC awarded Request for Proposals (RFP), and execute and oversee fulfillment of contracts as directed by the LCCoC.
- 1.6) Make available LCCoC records to the public, by written request, within seven to ten working days. The Collaborative Applicant representative will inform the Executive Chair of public disclosure requests.

## **Section 2 –Homeless Management Information System (HMIS)**

The HMIS Lead is the legal entity that has been designated by the LCCoC in accordance with the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program (24 CFR Part 578) to operate the LCCoC Homeless Management Information System on its behalf. The LCCoC Executive Committee will vote to approve the HMIS Lead services. The HMIS Lead agency will work with the LCCoC to assist in following all U.S. Department of Housing and Urban Development regulations and protocols. The HMIS Lead will assist the LCCoC with annual reports and will consult with the LCCoC on annual updates made to this Governing By- Laws.

## **Article VII - General Items Pertaining to the LCCoC Executive Committee, Members and Standing Committees**

### **Section 1- Meetings**

Regular meetings of the General Membership with published agendas will occur at least four times a year. Meeting agendas will be published at least 72 hours before the regular meeting and will be posted on the LCCoC Website, [www.lakecoc.org](http://www.lakecoc.org). Currently monthly meetings are held the first Thursday of every month at 3:00pm. Meetings for 2023 will be held in person and virtual. Voting members must attend in person to vote, unless otherwise approved by the General members. Special meetings may be called by the Chair.

The Executive Committee will meet monthly, and the Standing Committees and Work Groups will meet as needed. Meeting notices will be placed on the LCCoC website.

### **Section 2 – Quorum**

A minimum of fifty percent plus one members will constitute a quorum for the transaction of business at any General Membership meeting. A minimum of three members will constitute a quorum for the transaction of business at any standing committee or working group meeting.

### **Section 3 – Absenteeism**

Regular attendance is expected for all LCCoC members. If a member has missed 3 General Meetings in a row, the Administrative Entity will reach out via email to check on your membership status. If a member has missed 4 meetings in a row without contact, general membership may be revoked with a 2/3rds vote of members present at the General Meeting.

### **Section 4 – Voting**

At General Membership and Executive Committee meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes will be by voice, hand, or ballot as determined by the majority in attendance. A simple majority is needed to pass a business item, to vote on members, and to elect Executive Committee members. A



two-thirds majority will be required to approve the Governing By-Laws. No member may vote on any item which presents a real or perceived conflict-of-interest.

Only one (1) representative from each organization/program may vote on behalf of that organization, based on written authorization from the organization (membership application form). Each organization shall indicate in writing the names of the persons, in priority order, who may represent the organization as an alternate voting member. To vote at a General Membership meeting the member/organization must have attended the previous meeting. The LCCoC Secretary will keep records of approved voting members/organizations for each General Membership meeting. The LCCoC Secretary will keep records of any business items that were voted on and who voted in the LCCoC minutes.

General Members will approve agendas, meeting minutes, vote for General Members and Executive Committee Members, and approve the annual Governing By-Laws. The Executive Committee will vote on, and be the final decider for LCCoC business items, which include the HMIS contract, professional consultant contracts, applying for and distributing grant funding, and any other related general business for the LCCoC.

### **Proxies – Section 5**

The use of proxies for the purposes of voting at the General Membership and Executive Committee meetings is not allowed. Votes by organizational representative alternates is allowed at the General Meetings when the voting representative is not present.

### **Conflict of Interest – Section 6**

All LCCoC General Members and Executive Committee members must declare any conflict of interest they or their organizations have on any voting issue. Organization and community-at- large members are required to excuse themselves from voting on any issue in which they, or their organization may have a financial interest.

Community-at-Large and organization members must sign an acknowledgment of the LCCoC Conflict of Interest policy on the application for the LCCoC, in order to participate in the LCCoC activities and functions, including voting.

The entire LCCoC Conflict of Interest Policy is posted on the LCCoC website, [www.lakecoc.org](http://www.lakecoc.org).

### **Standard of Conduct – Section 7**

Standards of conduct for all LCCoC General Members and Executive Committee members include demonstrating the highest standards of ethical conduct including respecting one another by refraining from distractions, interruptions, rudeness, and brash behaviors that are even perceived as such by another and accusing others in verbal and written communications that are unnecessary, undeserved, and unfounded;

and who will demonstrate exemplary leadership in public settings on behalf of the LCCoC.

Failure to act in accordance with the standards of conduct of the LCCoC and/or failure to act in a positive respectful manner on any matter related to the LCCoC will be grounds for revoking LCCoC membership and/or removal from Executive Committee by a 2/3rds vote of all voting members.

### **Grievance Process – Section 8**

The Lake County Continuum of Care is committed to addressing problems as they arise in a transparent, prompt, and fair manner. Complaints and grievance procedures are defined in our Grievance Policy. The policy is posted at lakecoc.org.

### **Non-Discrimination – Section 9**

The LCCoC is committed to providing equal opportunity for all members, extended agency members and individuals served. All LCCoC activities, projects and practices shall not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual The LCCoC is committed to providing equal opportunity for all members, extended agency members and individuals served. All LCCoC activities, projects and practices shall not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, age, sex, gender, gender identity, gender expression, sexual orientation, or military and veteran status; the perception of any such characteristic, or association with an individual or group with one or more actual or perceived characteristics, such as the LGBTQ+ community.

#### **Non-discrimination statement for Grantee Applications**

LCCoC will not deny the benefits of this grant from or discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The sponsor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. LCCoC will comply with the provisions of the Fair Employment and Housing Act (Gov.

Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

**Access for Individuals with Disabilities- Section 10**

The Lake County Continuum of Care will work with individuals with disabilities providing equal opportunity to participate in LCCoC activities and services. These services will include meeting rooms in compliance with the Americans with Disabilities Act or allowing virtual connections, taping meetings, and large printed materials. Reasonable notification should be given before any LCCoC activity.

The Lake County Continuum of Care is committed to providing inclusive and welcoming environments for all members, staff, clients, volunteers, and agency sponsors. If anyone believes they have been discriminated against, a Grievance Form may be obtained at lakecoc.org for submission.

**Communications- Section 11**

Lake County Continuum of Care will provide effective communication to the public. The General Membership public meeting’s agendas and minutes are posted on the LCCoC Website at Lakecoc.org. All governing documents and notices of application for funding (NOFA) can be translated upon request. The LCCoC will provide translation support services by arrangement and establishing good communication practices will help us assist the community.

We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and vendors.

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Adopted and Approved by the General Membership on this 3<sup>rd</sup> day of August 2023  
We, the Executive Committee of the Lake County Continuum of Care, certify these Governing By-Laws, consisting of the preceding pages, as the Governing By-Laws of this LCCoC organization.

Kimbralee Guerra

Chair:

\_\_\_\_\_  
Kimbralee Guerra (Sep 5, 2023 15:21 PDT)

Vice Chair: \_\_\_\_\_  
Bre RO

\_\_\_\_\_  
Saba (Sep 27, 2023 22:51 PDT)

Caressa Smith

Representative Who Has Experienced Homelessness: Caressa Smith (Sep 29, 2023 14:57 PDT)

\_\_\_\_\_  
(Heather J. Frawley)

HMIS & Coordinated Entry Chair: Heather J. Frawley (Oct 2, 2023 15:07 PDT)

Point in Time Chair: Kara-Faye Ingram (Oct 5, 2023 07:56 PDT)

Ana Santana

Strategic Planning Chair: Santana (Oct 9, 2023 09:19 PDT) Ana

Holly Hana

Performance Review Chair: Holly Hana (Oct 10, 2023 09:51 PDT)

Debra Fiedler

Interfaith  
Chair: Debra Fiedler (Oct 11, 2023 12:41 PDT)

Administrative Attest: Elise Jones (Oct 11, 2023 13:44 PDT)

## Amendments from 2022 Governing By-Laws

Executive Committee, Article IV and Article V, May 2022, Restructure the Executive Committee, by reducing the number of committees and committee chairs. The Equity Advisory Committee, Navigator's Committee and the Grant Selection committee will become working groups under Standing Committees. The Equity Advisory Working Group will become part of the Strategic Planning Committee, the Navigator's Working Group will be under the HMIS Committee, and the Grant working group will be part the Performance Review Committee.

General Membership, Article II Section 1, January 2022, Organizational Representatives will be asked to offer four hours of service to committee work, of their choice, each year.

Executive Committee, Article IV Section 1.3, March 2023, The LCCoC Executive Committee will follow the Brown Act and Robert's Rules of Order.

Executive Committee, Article V Section 1.4, Spring 2023, Quorum will consist of 51% of the Executive Committee.

Executive Committee, Article IV, Section 2.2, Spring 2023, Is responsible for completing the managerial duties voted upon by the CoC without fail.

Executive Committee, Article IV, Section 2.2, Spring 2023, Is responsible for overseeing and facilitating all General Membership, Executive Committee, and Special Meetings.

Executive Committee, Article IV, Section 2.2, Spring 2023, Communicates with Executive Committee via email and CC's Vice Chair and Administrative Entity.

Executive Committee, Article IV Section 2.5, Winter 2023, Assign the CoC Secretary.

Executive Committee, Article IV Section 2.5, Winter 2023, Apply for LCCoC funding on behalf of the CoC.

Executive Committee, Article IV Section 2.5, Winter 2023, The Collaborative Applicant Representative will facilitate General and Executive meetings in the absence of the Chair and Vice-Chair.

General Membership, Article VII Section 3, June 2023, Absenteeism - Regular attendance is expected for all LCCoC members. If a member has missed 3 General Meetings in a row, the Administrative Entity will reach out via email to check on your membership status. If a member has missed 4 meetings in a row without contact, general membership may be revoked with a 2/3rds vote of members present at the General Meeting.

General Membership, Article VII Section 7, Spring 2023, Standard of Conduct -Failure to act in accordance with the standards of conduct of the CoC and/or failure to act in a positive respectful manner on any matter related to the CoC will be grounds for revoking CoC membership and/or removal from Executive Committee by a 2/3rds vote of all voting members.

General Membership, Article VII, Section 9, Winter 2022 Non-Discrimination was updated.

General Membership, Article VII Section 10, Winter 2022, Access with Disabilities added.

General Membership, Article VII Section 10, Winter 2022, Communication added.

Signing Page end of document edited per county council, July 2023,  
We, the Executive Committee of the Lake County Continuum of Care, certify these Governing By-Laws, consisting of the preceding pages, as the Governing By-Laws of this LCCoC organization

Current Addendum Page for the Signed 2023-2034 Governing By-Laws

Addendum to the Governing By-Laws approved by the General Membership on May 2, 2023 State:

Article IV Executive Committee Section 2 - Executive Committee Responsibilities-

*2.2) (d) Answer requests for letters of support for member agencies applying for outside (the CoC) grant funding to assist people who are at-risk of or experiencing homelessness.*

*2.7) There are several categories of business for the CoC, approving committee policies and procedures, fiscal duties (which includes approving and monitoring Request for Proposals from the LCCoC), HUD data requirements, minor actions such as letters of support and requests for HMIS data. Letters of support requested of the Executive Committee and from nonmember agencies will require an action from the Executive Committee.*

*This Governing By-Laws allows the Executive Chair to respond to requests of letters of support from the Lake County Continuum of Care. The Executive Chair will inform the General Members of any Letters of Support that are written on behalf of the CoC. The CoC will respond to requests of demographic data in a similar manner. The Chair or the Collaborative Applicant (Lead Agency) Data Analyst may respond to member requests for information, then notify the General Members of the request at the next meeting.*

Created: 2023-08-21

By: Scott Abbott (Scott.Abbott@lakecountyca.gov)

Status: Signed

Transaction ID: CBJCHBCAABAAuz0YYQjhVG8rdnrmpop8USqBHaX0sdzo

# LCCoC Governing By-Laws 2023





## "LCCoC Governing By-Laws 2023" History

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