

Ocean County Homelessness Prevention and Assistance Coalition (HPAC)

Bylaws

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Ocean County Continuum of Care (HPAC)

Bylaws

Article I: Organization

Section 1. Name: The name of this organization shall be the Ocean County Homelessness Prevention and Assistance Coalition, hereinafter referred to as the HPAC,

Section 2. Service Area: The HPAC shall enable organizations to serve the homeless and those at risk of homelessness in the County of Ocean, New Jersey.

Section 3. Address: The principal office of the HPAC shall be the office of the CoC Lead agency defined in Article VII of these bylaws; currently the Ocean County Department of Human Services, 1027 Hooper Avenue, Building 2, 3rd Floor, Toms River, New Jersey, 08753, unless changed by the HPAC.

Section 4. Description: The HPAC is a voluntary association that provides information, services, and advocacy for and on behalf of Ocean County's homeless population.

Article II: Mission and Purposes

Section 1. Mission: The HPAC works to ensure that people who experience homelessness or are at imminent risk of homelessness will have access to community resources to resolve their immediate housing crisis and facilitate transition from homelessness to stability in permanent housing as rapidly as possible.

Section 2. Purposes: The purposes of the HPAC are:

- To provide information and engage with the homeless population of Ocean County to enhance their knowledge of available services and service providers.
- To serve as a forum to analyze and discuss emerging housing needs of the homeless population and those at imminent risk of homelessness in Ocean County.
- To support planning and development of services to meet prioritized needs of homeless individuals and those at-risk for homeless in Ocean County.
- To develop and implement a coordinated community-based strategy for preventing homelessness when possible and rapidly rehousing those who become homeless in Ocean County through permanent supportive housing solutions, stabilization of at risk households, educational and

economic opportunities to promote self-sufficiency, and other mainstream and social services.

- To coordinate Ocean County's resources to effectively identify and address the needs of the county's homeless population.
- To create and maintain systemic approaches to addressing homelessness through collaboration with community and government organizations and liaison relations with statutorily created and other administrative or advisory boards, which are concerned with homeless services.
- To create and use data and performance measurement tools to evaluate and improve the county's response to homelessness, particularly projects funding through the US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program.
- To apply for funding from the US Department of Housing and Urban Development (HUD) under the Continuum of Care (CoC) Program and other funding programs for the homeless.

Section 3. Limitations: No part of the activities of the HPAC shall consist of lobbying or participation in any political campaign on behalf of or in opposition to any candidate for public office.

Article III: Participation and Membership

Section 1. Open Participation: Meetings are open to the general public pursuant to the State of New Jersey Open Public Meetings Act, chapter 231, P.L. 1975. Interested persons may attend and participate in discussion. Anyone who attends any meeting will be considered a "participant," but will not have voting rights. Participants may submit a written request for HPAC membership after attending at least three (3) consecutive HPAC meetings. The Executive Board of the HPAC will confirm membership on an annual basis.

Section 2. Membership: Members of the HPAC represent and may include service providers, local businesses and developers, faith-based organizations, homeless or formerly homeless persons, nonprofit organizations, representatives from public agencies, and other interested individuals who reside in or do business in Ocean County. The HPAC shall strive to be representative of all subpopulations of homeless persons in Ocean County. An invitation for new members to join will be made publicly available at least annually, in accordance with the HPAC Member Recruitment Policy.

Section 3. Membership Terms: Members will serve without compensation in one-year terms to begin January 1 and terminate on December 31, as appointed by the Executive Board. Membership may be renewed as long as the member remains in good standing: participates actively on the HPAC in accordance to its mission and purposes, regularly attends meetings, and continues to reside in or do business in Ocean County.

Section 4. Meetings: The HPAC shall meet bimonthly, as scheduled by the HPAC as a whole pursuant to the State of New Jersey Open Public Meetings Act, chapter 231, P.L. 1975. All meeting dates shall be announced, and posted on the CoC Lead Agency's website, and at other sites as determined by the HPAC. Special meetings of the members may be called by a majority of the HPAC.

Section 5. Attendance: Attendance will be recorded at each HPAC and Committee meeting. Members of the HPAC are expected to be present and active participants in HPAC and Committee meetings. Specific attendance requirements to maintain good standing are as follows:

- A. Continuum of Care Recipients and Subrecipients: All CoC recipients and subrecipients are required to participate (or in the case of an agency, have at least one representative participate) on a working Committee and attend at least two-thirds of the regularly scheduled meetings in order to be considered for funding through the Continuum of Care or other funding of the HPAC. In addition, Recipients and Subrecipients must participate in any mandatory grantee meeting(s) convened by the Executive Board or CoC Lead Agency.
- B. Other Members: All other HPAC members are required to attend at least one-half (1/2) of all meetings in a calendar year or, in the case of an agency, have at least one representative participate.

Section 6. Representation and Voting: Agencies and organizations should be represented by no more than one (1) member each, unless it is determined by the Executive Board that multiple program components within a larger umbrella organization may be represented separately on the HPAC to best serve its mission. Each member is entitled to one (1) vote on matters considered by the HPAC.

Section 7. Minutes: Minutes shall be kept of every meeting of the HPAC, Executive Board, and Committees by the CoC Lead agency. The minutes of the HPAC shall be distributed to the entire HPAC following each meeting for comments and corrections and shall be approved by a majority vote of the membership.

Section 8. Code of Conduct: Individuals participating in or influencing the HPAC decision making must disclose any actual or perceived conflict of interest as early as possible, in accordance with the HPAC Code of Conduct and Conflict of Interest Policy. Any member with a conflict shall abstain from voting on a matter for which he/she or his/her organization has a financial or other vested interest. Any participation in discussion must be in compliance with the HPAC Code of Conduct. If the HPAC Chair or a Committee Chair has a conflict, that individual shall designate a temporary chair for the discussion of that particular agenda item.

Article IV: Executive Board

Section 1. Executive Board: The Executive Board of the HPAC shall govern, control, and manage the HPAC and each of its activities. The purpose of the Executive Board is to provide leadership, policy direction, and strategic planning for the entire HPAC.

Section 2. Members of the Executive Board: The Executive Board shall be comprised of not less than five (5) and not more than ten (10) members who reside in or do business in Ocean County. Members will serve without compensation. One-third (1/3) of the membership shall represent public agencies and two-thirds (2/3) of the membership shall represent private entities. At least one seat on the Executive Board shall be filled by a homeless and/or formerly homeless individual. Executive Board members may appoint a designee to act in their stead, which will be filed with the Chair and CoC Lead agency on an annual basis. The HPAC shall make a concerted effort to include on the Executive Board representatives from the following groups:

- Government agencies throughout Ocean County
- Faith-based and other community-based organizations
- Nonprofit homelessness assistance providers
- Social service providers
- Nonprofit and for-profit housing developers
- Local businesses and law firms
- Local universities or colleges
- Law enforcement and correctional facilities
- County Superintendent's office and/or school district homeless liaisons
- Hospitals and health care providers
- Victim services providers
- Advocates
- Public housing agencies
- Behavioral health care providers
- Organizations serving veterans
- Funders

Section 3. Term of Office: Members of the Executive Board shall be appointed for three (3) year terms. Terms will be based on a calendar year. Members may not be re-appointed after serving two (2) full three (3) year terms, until one (1) year shall has elapsed since the expiration of such terms.

Section 4. Officers: On an annual basis, the Executive Board shall appoint a Chair and Vice Chair, who will serve both the HPAC and Executive Board.

Section 5. Executive Board Appointments: The Executive Board members shall be appointed by the Governance Committee of the HPAC, in accordance with the HPAC Member Recruitment Policy. Members of the Executive Board

must agree to uphold the mission and purposes of the HPAC, as defined by Article II of these bylaws.

On an annual basis and when a vacancy or unexpired term is to be filled, the following applies: New members will be solicited by the HPAC and CoC Lead Agency, in accordance to the HPAC Member Recruitment Policy. The Governance Committee shall review letters of interest from candidates and make a recommendation to the Executive Board. The full HPAC will have an opportunity to review and provide endorsement for the Governance Committee's recommendation(s) regarding membership prior to submission to the Executive Board for final approval.

Section 6. Executive Board Meetings: The Executive Board shall meet as often as deemed necessary, but no fewer than four (4) times per calendar year. Notice of meetings and any applicable documents shall be provided to all members of the Executive Board at least five (5) days in advance of a meeting.

Section 7. Duties of the Executive Board: The responsibilities of the Executive Board shall include, but not be limited to:

- Attend at least two-thirds (2/3) of all meetings of the Executive Board
- Attend an annual HPAC meeting to be determined by the Chair and Vice Chair
- Review and comment on local legislation affecting homelessness
- Monitor the implementation of Ocean County's Homeless Services Plan (the "Ten Year Plan")
- Revise and update the Ten Year Plan upon recommendation from the HPAC
- Gather and report community input on homelessness
- Set program performance standards and monitoring policies for projects receiving funding through the HPAC
- Establish policies for prioritizing projects to be funded by the HPAC
- Review and approve applications for funding on behalf of the HPAC, including but not limited to the HUD CoC Program
- Review and approve recommendations for funding from the Monitoring Team and Rank and Review Committee
- Review funding decision appeals, in accordance with the HPAC Right to Appeal Funding Decisions Policy.
- Establish a CoC Lead agency every five (5) years, as defined by Article VII of these bylaws.
- Abide by the HPAC Code of Conduct and Conflict of Interest Policy.
- The Executive Board may also be responsible for other duties that may arise from time to time.

Section 8. Quorum and Voting: A majority of members of the Executive Board (50% plus one(1)) shall constitute a quorum. Although the Executive Board shall strive to achieve consensus, the affirmative vote of a majority of its membership shall be required for the approval of any matter. With the exception of financial

matters that will require a roll call vote, motions may be considered via voice vote. Members shall be entitled to one (1) vote per matter. A vote by phone or email may be taken and recorded for non-financial matters at the discretion of the Chair and Vice-Chair of the Executive Board.

Article V – HPAC Officers

Section 1. HPAC Officers: On an annual basis, the Executive Board shall appoint a Chair and Vice Chair from its membership, who will serve both the HPAC and Executive Board. Other officers may be instituted as the Executive Board deems necessary for the implementation of the Executive Board and HPAC.

Section 2. Duties of the HPAC Officers: The Chair and Vice Chair of the HPAC shall:

- Preside at all HPAC meetings
- Serve as Chair and Vice of the Executive Board and attend all meetings of the Executive Board
- Provide reports to the entire HPAC from the Executive Board as needed
Call special meetings of the HPAC as needed
- Publicly represent the HPAC
- Design and coordinate the HUD Continuum of Care grant application process in partnership with the CoC Lead agency
- Draft letters of support on behalf of the HPAC
- Perform any other duties on behalf of the HPAC as determined by the Executive Board

Section 3. Resignation and Removal: The Chair and Vice Chair may resign by tendering written notice to the Executive Board and HPAC. Any officer may be removed whenever, in the judgment of the Executive Board, the best interest of the HPAC will be served thereby. An affirmative majority vote of the Executive Board shall be required to remove an Officer. This action will be taken at a duly called meeting of the Executive Committee.

Article VI – HPAC Committees

Section 1. Committees: The HPAC shall convene Committees, Workgroups, and/or advisory committees to address specific needs or projects of the HPAC. These Committees may be formed and disbanded as needed by a vote of the Executive Board. Each Committee shall designate a Chair or the Executive Board may appoint a Chairperson if needed. Assessments regarding the need for a particular Committee, appointments, and Chair designations shall be made at least annually. Committees shall meet as needed, shall keep the Executive Board informed of their progress, and shall provide findings and recommendations to the Executive Board as needed. Committees may include, but shall not be limited to:

- Monitoring Team
- Rank and Review Committee
- Project Homeless Connect Planning Team
- Education and Youth Committee
- Membership Committee
- Community Outreach and Participation Team
- Policies and Procedures Committee

Section 2. Limitations on Committee, Workgroup, and Advisory Committee

Authority: All committees, workgroups, and advisory committees of the HPAC shall provide findings and recommendations to the entire HPAC and Executive Board in writing, prior to the meeting at which the recommendation shall be discussed. The Executive Board must approve any recommendations before any action may be taken.

Article VII – CoC Lead Agency

Section 1. CoC Lead Agency: The CoC Lead agency shall be responsible for carrying out the administrative duties required by the HPAC, Executive Board, and applications for funding.

Section 2. Duties of the CoC Lead Agency:

- Apply for funding from the US Department of Housing and Urban Development (HUD) under the Continuum of Care (CoC) Program and other funding programs for the homeless.
- Design and coordinate the HUD Continuum of Care grant application process in partnership with the HPAC Officers.
- Publicly represent the HPAC.
- Maintain HPAC Policies and Procedures Manual.
- Maintain the HPAC membership email distribution list.
- Provide support to the HPAC Chairs and CoC Executive Board by preparing agendas and scheduling meetings.
- Record meeting minutes and prepare information for meetings.
- Develop, follow, and update a governance charter to comply with HMIS requirements as prescribed by HUD.
- Facilitate coordination between the HPAC and identified HMIS Lead agency.
- Facilitate any consultation services required by the HPAC.
- At the desire of the HPAC, may serve as a Unified Funding Agency and carry out all planning, fiscal, and monitoring duties required therein.

Section 3. CoC Lead Agency Appointment: Every five (5) years, the Governance Committee of the HPAC shall seek letters of intent to serve as CoC Lead Agency for the HPAC from nonprofit community based organizations that are based in and/or serve the Ocean County geographic area. Only

organizations that meet requirements set forth by HUD shall be eligible to serve as the CoC Lead Agency, in addition to any requirements agreed upon by HPAC as a whole. The Governance Committee shall review letters of intent and submit recommendation(s) to the Executive Board. The CoC Lead Agency shall be appointed by a majority affirmative vote of the Executive Board of the HPAC. The CoC Lead Agency must agree to uphold the mission and purposes of the HPAC, as defined by Article II of these bylaws.

Section 4. Limitations on the CoC Lead Agency: By virtue of this role, the CoC Lead Agency is excluded from direct service funding through the HPAC, with the exception of eligible general and administrative costs associated with the HPAC. Staff members of the CoC Lead Agency shall have no voting privileges at meetings of the HPAC or Executive Board. Staff members of the CoC Lead Agency shall not be eligible to serve as elected officers of the HPAC.

Article VIII – Policies and Procedures

Section 1. Policies and Procedures: The HPAC shall maintain and follow a written Policy and Procedure Manual that elucidates its compliance with governing requirements and specific activities to address its mission and purposes as defined in Article II of these bylaws. Whenever possible, policies and procedures developed by the HPAC shall be designed to meet or exceed the expectations for a High Performing CoC Community.

The HPAC and Executive Board shall develop written policies and procedures to address the following:

- Member Recruitment
- Code of Conduct and Conflict of Interest
- Right to Appeal Funding Decisions
- Compliance with Applicable Confidentiality Requirements
- HPAC Planning Process, including annual Point-in-Time Count, annual gaps analysis, determination of priorities for funding projects and coordination with other planning bodies or processes such as the Human Services Advisory Council, Consolidated Plan, and Emergency Solutions Grant
- Funding Application Process, including development and approval of an application to HUD under the CoC program, rank and review of projects, selection of type of applicant, and the development and approval of applications for any other relevant funding streams with the purpose to address homelessness or individuals at risk for homelessness that would fall under the purview of the HPAC
- HMIS Lead Agency, including selection of the HMIS lead agency and governance charter that addresses privacy, security, and data quality plans
- Recipient and Subrecipient Oversight, including the determination of performance targets per program component and recipient, evaluation of programmatic integrity, oversight of data quality and other HMIS requirements, evaluation of outcomes, and corrective action planning

- Coordinated Assessment System, including standards for determining eligibility for funded projects, standards for assistance provided through the CoC by program component, and other operational guidelines for a coordinated assessment of housing needs for individuals and families seeking services in Ocean County.

Section 2. Maintenance of Policies and Procedures: The Policies and Procedures Committee of the HPAC shall review policies and procedures every five (5) years or more frequently if necessitated by HUD Notice. The Policies and Procedures Committee shall review each policy and procedure and provide recommendations to the Executive Board. The Committee will have the authority to design and recommend new policies and procedures as deemed necessary. The full HPAC will have an opportunity to review and provide endorsement for the Committee's recommendation(s) prior to submission to the Executive Board for final approval. Policies and procedures shall be adopted by a majority affirmative vote of the Executive Board of the HPAC. The CoC Lead Agency is charged with maintaining digital and print copies of the HPAC Policies and Procedures Manual.

Article IX – Adoption and Amendments

These bylaws may be amended at a regular or special meeting of the HPAC by a majority affirmative vote of members present and voting, and with final approval by the Executive Board. Amendments must be in written form and distributed to the members of the entire HPAC and Executive Board at least two (2) weeks prior to presentation and vote.

The foregoing bylaws were adopted by action of the HPAC on January 13, 2014.