

## Plumas-Sierra Counties CoC Advisory Board Membership Policy

The Plumas-Sierra Counties CoC Advisory Board membership is made up of agency/organization representatives from Plumas County, Sierra County, City of Portola, City of Loyalton, and relevant stakeholders that include a broad representation of service providers and key groups found within the counties encompassed in the CoC as articulated in the HUD Interim Rule.

Advisory Board members must adhere to the guidelines and responsibilities as outlined in the NorCal CoC Governance Charter.

Advisory Board participation is mandatory for agencies in Plumas and Sierra counties receiving CoC funding.

There are **two types** of members:

### **a. Voting Member**

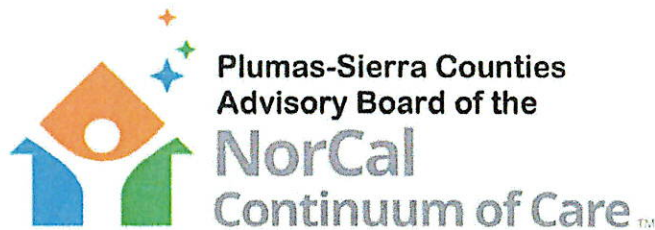
A Voting Member is an Officer and must attend regularly scheduled Advisory Board meetings and shall have the authority to one vote on all action items. Each Agency, Department, or Division is allowed one Voting Member on the Advisory Board. Designation of Officers shall be made by nomination and election by a majority vote of the Voting Members. A quorum shall consist of a majority of the total Voting Members. All Voting Members shall serve a term of 2 years. Any Voting Member may make a motion to appoint an alternate from their agency/organization/stakeholder who must be a Participant Member and can act on their behalf during Advisory Board meetings. A Voting Member Alternate shall be approved by a majority vote by the Voting Members.

The Plumas-Sierra Counties Advisory Board will be made up of 5 Voting Members, as follows:

- |               |                        |
|---------------|------------------------|
| 1. Chair      | 4. Membership Director |
| 2. Vice-Chair | 5. At-Large            |
| 3. Secretary  |                        |

### **b. Participant Member**

A Participant Member may participate in Advisory Board meeting discussions but do not have the authority to vote on any action items. There is no meeting attendance requirement for Participant Members. Participant Members can self-nominate and be confirmed by a majority vote of the Voting Members. If a Participant Member is appointed as an alternate, that Participant Member will have authority to act on the behalf of the Voting Member during Board meetings.



Both member types must complete a membership application (Attachment A).

The agenda for Advisory Board meetings shall be prepared by the Advisory Board Secretary who shall consult with the Chair.

Minutes of the Advisory Board meetings shall be prepared by the Advisory Board Secretary who shall consult with the Chair and subsequently reviewed and approved by roll call action of the Voting Members.

If the Advisory Board wishes to call a special meeting, or set a special meeting time, action shall occur at a regularly scheduled meeting of the Advisory Board and must be at least 72 hours prior to the time the scheduled special meeting is intended to be held, provided that all public hearing notice requirements are satisfied.

The Advisory Board Membership Director will be responsible for maintaining records of all membership applications and a roster of both Participant Members and Voting Members.

If a Voting Member is aware that they will be unable to attend a regularly scheduled Advisory Board meeting, they are responsible for notifying the Advisory Board Chair and may also notify the Vice Chair and/or Secretary in advance. This will ensure that quorum will be met.

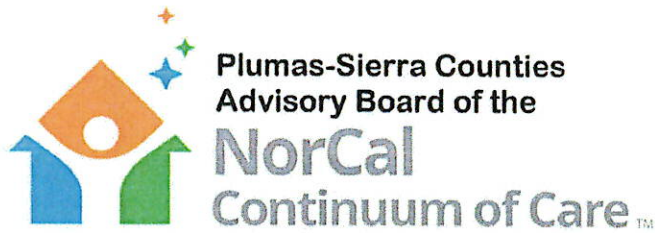
Advisory Voting Members and Participant Members may be removed for good cause upon a majority vote of Voting Members. Good cause may include, but is not limited to, the following conduct specific to Voting Members and Participant Members:

1. Voting Member accumulating two consecutive absences without contacting the Advisory Board Chair ("unexcused").
2. Voting Member refusing to participate in Advisory Board functions and responsibilities.
3. Voting Member and Participant Member engaging in activities not authorized by the Advisory Board that are disruptive or otherwise detrimental to the work of the advisory board.
4. Voting Member and Participant Member speaking on behalf of the CoC, unless authorized to do so.

In all cases, before removal shall be implemented, the Advisory Board member subject to removal shall:

1. Receive written notice from the Advisory Board Chair and/or Vice-Chair, at least fifteen (15) days prior to the date of discussion, stating the grounds for removal including dates, times, and places that may be applicable.
2. Receive an opportunity to be heard on the removal issue by the Advisory Board Voting Members and Participant Members prior to a vote by the Voting Members.





***This Membership Policy shall be:***

- *adopted by 4/5ths vote of the Voting Members;*
- *amended by 4/5ths vote of the Voting Members; and*
- *reviewed annually, in January, in addition to review of the membership roster and member participation.*

**PASSED AND ADOPTED** as a Policy of the Plumas-Sierra Counties CoC Advisory Board at a meeting held on the 27th day of October, 2020, by the following roll call vote:

**AYES:** FERGUSON, DIEFENDORF, HEANEY, RAHMEYER

**NOES:**

**ABSENT:** SALAS

Said Policy to be effective as of the 27th Day of October, 2020.

Tracey Ferguson, Chair

Plumas-Sierra Counties CoC Advisory Board

ATTEST:

Aimee Heaney, Secretary

Plumas-Sierra Counties CoC Advisory Board



# Plumas-Sierra Counties CoC Membership Application

## Vision for Success

The NorCal Continuum of Care (CoC) envisions a homeless response system that uses resources effectively, quickly connecting our neighbors with services to regain and retain housing or to prevent homelessness from occurring. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

The CoC Executive Board has established Advisory Boards to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within the counties encompassed in the CoC as articulated in the HUD Interim Rule. Each of the counties participating in the CoC region will be responsible for forming a local Advisory Board. There may be no more than one Advisory Board per county.

## Values

Our values, based on a unified and community-wide solution, will align efforts to address homelessness and mitigate the impacts it has on our communities. Together, we create an assertive, effective and strategic approach that will serve as the homeless response system.

- Healthy Communities - with a coordinated, regional response, support our most vulnerable populations in identifying housing opportunities and achieving greater dignity and self-sufficiency.
- Coordinated System of Care – a community-wide response to homelessness prioritizes the quality of life for all persons, understanding that each person has unique needs, strengths and experiences.
- Long-term Sustainability-investments in the right solutions will result in effective use of resources and significantly reduce the number of persons experiencing homelessness.

### Advisory Board Membership Responsibilities

Responsibilities include providing input, expertise, and recommendations to the Board regarding all matters relating to Continuum of Care ("COC") responsibilities, policies, and procedures, including

- |   |  |
|---|--|
| • Strategic planning for the COC                | • Community planning   |
| • Coordinated entry                             | • Resource planning and allocation                           |
| • Homeless Management Information System (HMIS) | • Housing Inventory count                                    |
| • Project compliance                            | • Point-In-Time count  |
| • Data quality                                  | • Coordination of COC with other community resources         |
| • Training                                      | • Establishing workgroups as needed to perform COC functions |

There are two types of members:

**a. Voting Member**

A Voting Member is an Officer who must attend regularly scheduled Advisory Board meetings and shall have the authority to one vote on all action items.

**b. Participant Member**

A Participant Member may participate in Advisory Board meeting discussions but do not have authority to vote on action items. There is no meeting attendance requirement for a Participant.



Attachment A



**PLUMAS-SIERRA COUNTIES CoC MEMBERSHIP APPLICATION**

Name \_\_\_\_\_ County \_\_\_\_\_  
Phone \_\_\_\_\_ Title \_\_\_\_\_  
Email \_\_\_\_\_  
Agency Name (If Applicable) \_\_\_\_\_  
Membership request: ☐ Voting Member ☐ Voting Member Alternate ☐ Participant  
Voting Member please identify an alternate (if applicable): \_\_\_\_\_

**\*\*Please Select the Category(ies) below that best defines you or your agency/organization type.\*\***

*What service area, jurisdiction, or special population do you represent? (Check all that apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> Local Government Staff/Officials      | <input type="checkbox"/> Youth Advocates                                      |
| <input type="checkbox"/> CDBGHOME/ESG Entitlement Jurisdiction | <input type="checkbox"/> School Administrators/Homeless Liaisons              |
| <input type="checkbox"/> Law Enforcement                       | <input type="checkbox"/> CoC Funded Victim Service Providers                  |
| <input type="checkbox"/> Local Jail(s)                         | <input type="checkbox"/> Non-CoC Funded Victim Service Providers              |
| <input type="checkbox"/> Hospital(s)                           | <input type="checkbox"/> Domestic Violence Advocates                          |
| <input type="checkbox"/> EMT/Crisis Response Team(s)           | <input type="checkbox"/> Street Outreach Team(s)                              |
| <input type="checkbox"/> Mental Health Service Organizations   | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates |
| <input type="checkbox"/> Substance Abuse Service Organizations | <input type="checkbox"/> LGBT Service Organizations                           |
| <input type="checkbox"/> Affordable Housing Developer(s)       | <input type="checkbox"/> Agencies that serve survivors of human trafficking   |
| <input type="checkbox"/> Disability Advocates                  | <input type="checkbox"/> Other homeless subpopulation advocates               |
| <input type="checkbox"/> Public Housing Authorities            | <input type="checkbox"/> Homeless or Formerly Homeless Persons                |
| <input type="checkbox"/> CoC Funded Youth Homeless Org.        | <input type="checkbox"/> Emergency shelter                                    |
| <input type="checkbox"/> Non-CoC Funded Youth Homeless Org.    | <input type="checkbox"/> Veteran service providers and advocates              |
| <input type="checkbox"/> Other:                                | <input type="checkbox"/> Locality taskforce representatives                   |

**Please provide the mission statement of your agency/organization. For individuals, please explain your interest in joining the Plumas-Sierra Counties CoC Advisory Board.**

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**Please describe how your agency/organization (or personal experience) is working to end homelessness.**

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**What does the agency/organization or individual hope to contribute, and gain, by being a member of the Plumas-Sierra Counties CoC Advisory Board?**

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**Statement of Commitment:** By my signature below, if nominated and elected/appointed/confirmed to the membership of the Plumas-Sierra Counties Continuum of Care Advisory Board, I understand that I will attend, with frequency as required by the Membership Policy, the Advisory Board Meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I may revoke my membership at any time, and acknowledge my membership may be revoked for good cause, if I am not adhering to this Policy and the NorCal CoC Governance Charter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_