



Del Norte County Advisory Board of the
NorCal
Continuum of Care™

Del Norte Advisory Board Meeting
March 12, 2026
3pm – 4:30pm
455 K Street, Crescent City, CA 95531
Big Conference Room

To Join via Zoom:

<https://dnco.zoom.us/j/87037899210?pwd=YysrY29Ub3NLQjB4azhua2x2d2QvZz09>

Meeting ID: 87037899210

Passcode: 42957

Phone: [\(US\) +1 719-359-4580](tel:+17193594580)

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.), Board action or discussion cannot be taken on non-agenda matters but the Board may briefly respond to statements or questions. Persons wishing to address the Board on agenda items or during Public Comment please sign up by emailing Lisa Sellars at lisa.sellars@co.del-norte.ca.us. You may also submit your public comment via email that will be read into the record.

- 1. Call to Order/Quorum Established/Introductions**
- 2. Public Comments (limited to 3 mins. per comment)**
Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.
- 3. Approval of Meeting Minutes**
Board members will review and approve minutes from the January 8, 2026 NorCal CoC Advisory Board meeting (Attachment A).
- 4. Action Items**
 - I. Review membership application and approve Shiann Hogan, DHHS Behavioral Health Deputy Director, as a voting member of the Del Norte County Advisory Board of the NorCal CoC (Attachment B).**

***Advisory Board
Members***

Dorothy Waddelow
Chair

Michael Coats
Vice Chair

Lisa Sellars
(Participant)
Secretary

Dana Gill

**Daphne Cortese-
Lambert**

Jeri Robertson

Megan Miller

Pam Wilder

Sarah Johnson

You may contact County of Del Norte Housing Services by emailing Lisa Sellars at lisa.sellars@co.del-norte.ca.us for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.



**Del Norte Advisory Board Meeting Minutes
January 8, 2026
3pm – 4:30pm
455 K Street, Crescent City, CA 95531
Big Conference Room**

1. Call to Order/Quorum Established/Introductions

Quorum was established. Meeting was called to order at 3:03pm by Michael Coats.

Voting Members Present: Michael Coats (DHHS Housing Services Manager), Daphne Cortese-Lambert (Del Norte Mission Possible Director), Jeri Robertson (Tolowa Dee-ni' Nation Housing Manager), Megan Miller (City of Crescent City Housing Authority Director), Pam Wilder (DNUUSD Foster and Homeless Youth Services Director)

Non-voting Members Present: Lisa Sellars (DHHS Analyst)

Members of the Public: Shiann Hogan (DHHS Behavioral Health Deputy Director), Meaghan McGlasson (DHHS Behavioral Health Program Manager and Bridge Housing Program), Hien Sounthone (DHHS Housing Services Case Manager), Lisa Daniels (DHHS Housing Services Client Services Specialist), Syllas Ryan (Smith River United Methodist Church Certified Lay Minister), Anna Costa (Partnership HealthPlan)

2. Public Comments (limited to 3 mins. per comment)

Daphne said, "Happy New Year! You guys are all rocking it."

3. Approval of Meeting Minutes

- I. **Board members will review and approve minutes from the December 11, 2025 NorCal CoC Advisory Board meeting (Attachment A).** Megan motioned to approve the minutes. Daphne seconded the motion. Roll Call Vote was taken. All approved the motion passed.

4. Discussion

- I. **Point-In-Time (PIT) Count and Housing Inventory Count (HIC).** Michael said that he has been working with other agencies to complete the HIC Count. The Bridge Housing program is the only program that has beds year round. Other programs will be counted for the night of the 26th. Daphne asked if the people in recuperative care count as beds and what category. Michael said to forward him the email and he will send it to Seth. Jeri said that she might have one family on the night of the PIT Count.

The PIT event is scheduled for January 27 from 9am to 3pm. There will be about 30 vendors including the shower program, the Yurok Tribe's laundry truck, and a couple of barbers including one from Partnership. Michael said that he has his volunteer list starting to fill up for people who will be working the tables, doing surveys, etc. He said he wants about twelve people to do surveys. There will not be a live band due to concerns about the noise. Maybe there can be some light music in the background. Michael said that there is one flyer out for vendors and one for community boards. He said that next week he should have the half sheet flyer out announcing the event.

Daphne said that she has someone who might like to donate a couple of bikes. It was suggested that maybe we do a raffle for the bikes. Mission Possible could handle the drawing. The window to do the count is from midnight on the 26th to one week later. Shiann suggested that we have the count completed by Friday the 30th at 5pm.

Michael said that he was waiting for a flyer from the Yurok Tribe because they want to host an event the following day in Klamath from 10am to 2pm at their new gym. It will be the first time that they host their own event.

Michael said that for the event they will have breakfast, lunch, backpacks, etc. A lot of donation items will be available at the event. The event will be at the fairgrounds. There will be water available to connect to the showers and laundry truck. The mobile medical bus will also be at the event.

Training for the Counting Us app should be coming out soon. It is on-demand training. Michael will send out the final draft of the survey. They are working to make the Counting Us app match the survey questions.

Daphne said that one of her staff told her that she heard the count for homeless people was about 1,900 for Del Norte County per Medi-Cal or Partnership. Shiann said that according to Partnership's data report there are 1,926 homeless individuals.

II. Transitional Rent.

Shiann Hogan reported that Transitional Rent started on the first of January. DHHS Behavioral Health has opted not to be a Transitional Rent provider at this time after reviewing the contract. Some of the factors involved in the decision include the administrative responsibilities, the delay in approval, and the rates. Shiann said that we have to exhaust the avenue of Transitional Rent before we use some of our other funding to house people but that we will be autodenied after we do the required referral because currently there is no Transitional Rent provider in Del Norte. Also, the Transitional Rent benefit only lasts for six months and you must submit a plan for permanent housing including how the client will be housed for months seven through twelve. After six months if the client remains unhoused you will have to transition them to another source of funding. HUD assistance cannot be depended on as an available resource within that time frame.

Daphne asked some questions and provided a couple of scenarios to determine if Transitional Rent might be used to assist people in her transitional home. She said that they often have empty beds due to a lack of funding. Shiann said that she can see it working for some limited populations if you have a plan to transition them to another program. She said that she

can send some information to Daphne and Charlaine so that they can be better prepared if they meet with Partnership.

5. Updates

- I. **HHAP (Michael Coats).** Michael said that they are applying for HHAP 6. They previously received HHAP rounds 1 and 2 and have submitted the contracts to receive HHAP-3. Michael said that they haven't heard anything on Round 4. He said that the second half of Round 4 funds were withheld because the CoC had not met some of the system performance measures. He said that the CoC was on a corrective action plan and has now met the measures. He said that we are waiting for the contracts to come to receive the funds from T.E.A.C.H. Michael said that there will be a meeting on January 21 between HCD and the City of Redding to clarify the HHAP-5 contract language needed to direct the City of Redding to transfer the HHAP-5 funds to the new Administrative Entity T.E.A.C.H.
- II. **NorCal CA 516 CoC Executive Board Meeting (Michael Coats).** Michael said that the Executive Board discussed HMIS data clean up, the Notice of Funding Opportunity (NOFO) that was withdrawn in December, the governance charter, and getting reading for the Point-In-Time (PIT) Count. The NOFO is still on hold. Michael and Jeri expressed appreciation for the new Administrative Entity T.E.A.C.H. and how they are really on top of getting things restructured and organized.
- III. **NorCal CA 516 CoC PIT Committee (Michael Coats).** Michael said that the PIT Committee went over the HIC and PIT Count and the surveys. He said that they voted on the final draft of the survey so that it could be sent to the Executive Board for approval. Training will be coming out this week on how to do the surveys. It is preferred that the mobile app Counting Us be used for the surveys when possible so that they can pinpoint locations of people. He said that they are making sure that the mobile app matches the paper surveys.
- IV. **NorCal CoC HMIS/CEP Committee (Daphne Cortese-Lambert or Lisa Sellars).** Daphne expressed that she would have liked to have seen Lisa Sellars, the alternate, at the last meeting to provide insight. Daphne said that the Committee is currently reviewing policies and procedures for Coordinated Entry. Daphne said that she thinks it would be great if Lisa could review those and provide her perspective. Michael added that there is a Coordinated Entry Process Training for January 16 that he will send to Lisa. Shiann would like Meaghan to attend as well. Michael said that this training is for HMIS licensed users. Daphne said that there was a discussion about uploading ID, birth certificates, and other documentation into Coordinated Entry so that those documents are shared more broadly and available when needed to apply for housing. Daphne said that they also looked at reviewing the priority list referrals. New forms for Coordinated Entry will be released next week. They should be shorter and easier to complete. Daphne said that the VI-SPDAT was no longer visible for her in HMIS and she was told that since it is optional you must now request it from Pathways. Daphne said that they are also working on a way to track requests for prevention funds to show that that is a need in our county. It is much less expensive to keep a person housed than to allow them to enter into homelessness and then secure different permanent housing. Daphne said that they also discussed handling referrals including the reason for denial. She said that she thinks we need training to use Coordinated Entry to the fullest. They discussed having signed security and privacy forms for the participants in the Coordinated Entry meetings who are not licensed HMIS users.

- V. **BHBH (Meaghan McGlasson).** Shiann reported for Meaghan that Bridge Housing will be opening up their new house on the 26th. More details will come. They will continue to accept referrals. There is a waitlist. Shiann said that they also have a lease for a place that has a 5-bedroom home and five studio apartments.
- VI. **Mobile Shower Project/DNMP (Daphne Cortese-Lambert).** Daphne said that she does not have the numbers for the shower program but that it is going well.
- VII. **DNMP Street Outreach (Daphne Cortese-Lambert).** In December there were 115 people served on Tuesday and 299 on Thursday. Daphne said that they served 399 meals on Tuesday and 530 meals on Thursday. Total number of people served was 870 for December, 414 unduplicated. Daphne said that they are also giving out a lot of bus tokens. She said that they have 46 new people.
- VIII. **Recuperative Care (Daphne Cortese-Lambert).** They served 29 people in December for 499 nights.
- IX. **CalAIM/DNMP Navigation Center (Daphne-Cortese-Lambert).** Daphne said that they served 127 individuals on Monday and 100 on Wednesday. They entered nine households into HMIS. She said that they are giving a lot of meals out. She said that they have a chef on board that is going to help them with cooking.
- X. **ERF (Michael Coats or Daphne Cortese-Lambert).** Daphne said that they still do not have a date for opening. She is hoping for February. There is also no date for when the kitchen will arrive. Daphne said that she will be able to use the kitchen at the Probation Department to store food but the kitchen there will be utilized for training. She is looking into using the Service Center kitchen to cook meals if the kitchen does not arrive before the shelter opens. Daphne said that staffing and training for the shelter is going fabulously.
- XI. **The Legacy (Michael Coats).** The Legacy is at full capacity. One individual graduated into permanent housing today. This will open up a unit for a youth. Michael said that he has a youth that will go into that room. Staff are working with residents to develop and work on goals. The offices are not yet open but there is now sufficient power to the building. Michael reported that they just discovered that the sky lights leak. Spectrum is currently working to deliver cable to each individual unit. Michael said that he hopes that offices will be open from 8am to 5pm within the next month.
- XII. **HDAP (Michael Coats).** Michael said that he just did a Director Certification to get more funding for HDAP, \$283,000. He said that he will be adding a couple of people to the program to bring the total to five individuals being served. He said that he will reach out to Pat Black to identify people who may be appropriate for the program, people who are unhoused and disabled and going through the process of applying for their Social Security benefits.
- XIII. **Housing Authority (Megan Miller).** Regarding the Battery Point Apartments senior units which are supposed to be ready in June, there are six or eight two-bedroom units out of the 40. It is harder to fill two-bedroom senior apartments than expected. If you have any clients that would meet the criteria and are interested send them over to sign up. Married couples or partners only qualify for a one-bedroom unit because it is understood that they will share a room. Household compositions that would meet the criteria, such as two friends or a grandparent and grandchild, might not have a long waitlist at all. Only one of the people has to be 62+. Megan said that if they open in June

they will start sending the applicants to the management for selection in March. The first building for the family units is expected to be ready this summer. The waiting list will open two to three months before then. Harbor Point is full.

- XIV. Tolowa Dee-ni' Nation Mvn'-dvn/Housing Division (Jeri Robertson).** Jeri said that the elder (55+) housing is nearly built. She notified two people that a unit will be available for them but has not given them a move-in date yet. Jeri said that she will have some vacancies in the elder housing soon. They give quite a preference to Tolowa citizens but recently housed a non-Tolowa citizen, a member of a different federally-recognized tribe.
- XV. Foster and Homeless Youth Program (Pam Wilder).** Pam said that there are currently 174 McKinney-Vento eligible students, about 4.2% of the student population. In December they had their winter extravaganza event. Forty-eight people came through with games and food. They are trying to get families comfortable walking through the doors. They provided winter break meals in December. Her team together with people from Nutrition Services and the community put together 600 meal packs for students, anyone under 18 could get the meal pack. Each meal pack contained eight breakfasts and 8 lunches for a total of 9,600 meals. At the Epicenter site, 22 children from the program picked up meals for a total of 352 meals provided. Each of the households also received two ready-to-make meals and recipe cards. They are piloting their backpack meal project. They hope to be able to do this in January and again in February during the last week or weekend of the month. Pam said that the County Office of Education for Del Norte is in the certification process so that her team can be reimbursed for Enhanced Care Management (ECM) for case management.
- XVI. United Methodist Church (Dana Gill).** Dana was not present but Michael stated that 11am to 2pm on Wednesdays is the drop off time for donations for the PIT. He clarified that the location is the United Methodist Church in Crescent City.
- XVII. Governance Charter Committee (Dana Gill).** Michael said that he attended this committee today. He said that they discussed establishing policies and procedures for the Advisory Boards so that they are operating consistently.
- XVIII. Partnership HealthPlan (Vicky Klakken).** No updates.

6. Discussion Items for Next Meeting

- I. **Bring forward updates.** Updates will be brought forward.
- II. **Other discussion items.** Shiann Hogan submitted her application to become a voting member of the Board and requested that it be on the next agenda.

7. Adjournment

Jeri motioned to adjourn the meeting. Pam seconded the motion. Roll Call Vote was taken. All approved. The motion passed and the meeting was adjourned at 4:32pm.

Next Meeting

February 12, 2026

3pm – 4:30pm



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

There are two types of members:

a. Voting Member

A Voting Member must attend regularly scheduled Advisory Board meetings and shall have one vote on all action items.

b. Participant

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

Attachment B



Name Shiann Hogan County Del Norte
Phone 707-464-7224 Title Deputy Director
Email Shogan@co.del-norte.ca.us

Agency Name (If Applicable) County of Del Norte Department of Health and Human Services Behavioral Health Branch

Membership request: [X] Voting Member [] Participant
Voting member please identify an alternate (If Applicable)

Please Select the Category that best defines you or your agency type. What service area, jurisdiction or special population do you represent? (Check all that apply):

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

Please provide the mission statement of the agency/organization, for individuals, explain your interest in joining the CoC:

Mission is to respectfully promote the health, safety, self-sufficiency, and wellbeing of children, families, and individuals creating hope for the future. I directly oversee many programs and services that provide supports to the unhousing community.

Describe the agencies/organization's or personal experience working to end homelessness:

I have extensive experience working to prevent and end homelessness through both direct service delivery and systems-level leadership. In my current role as Deputy Director of the Behavioral Health Branch within a county Health and Human Services department, I oversee multiple programs that serve individuals and families experiencing or at risk of homelessness, including crisis response, bridge housing, permanent supportive housing, outpatient behavioral health services, substance use disorder treatment, and intensive case management.

What does the agency/organization or individual hope to contribute and gain by being a members of the (CoC)? : As a CoC member, I would bring this lens to support thoughtful planning, identify gaps in the current system of care, and help assess how programs, funding streams, and policies intersect. This includes

Attachment B

examining where regulations may unintentionally limit access, where services are misaligned with community need, and where collaboration or program design adjustments could improve outcomes for individuals and families experiencing homelessness.

Statement of Commitment: By my signature below, if nominated and elected to the Continuum of Care Advisory Board, I understand that I will attend, with frequency, 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 cause, if I am not adhering to the NorCal CoC Governance Charter.

Attachment B

Signature: _____

A handwritten signature in blue ink, consisting of stylized, overlapping letters that appear to be 'AD' or similar initials, written over a horizontal line.

Date: _____

1/8/26

**Summary: NorCal CoC Governance Charter Revisions
November 2025-February 2026**

Structure & Organization

- Added a Charter Revision History table to track future updates.
- Drafted narrative text describing the regional structure.
- Added brief introductory text to each section for context.
- Consolidated related content that was previously dispersed into clearly defined sections, e.g.:
 - Executive Board
 - Advisory Boards
 - Committees & Workgroups
- Removed standalone sections (Coordinated Entry, Policies & Procedures, Strategic Plan, Website) and incorporated relevant content into appropriate sections.
- Removed county-specific content to ensure the charter remains applicable to the full CoC and identified that the local Advisory Boards may build upon the baseline expectations established in the charter at their discretion.

Executive Board

- Reorganized all Executive Board information into a single consolidated section with sub-sections for:
 - Responsibilities
 - Composition
 - Meetings
 - Decision-making
- Streamlined and clarified Executive Board responsibilities.

Advisory Boards

- Consolidated all Advisory Board information into one section with sub-sections for:
 - Responsibilities
 - Membership
 - Decision-making
- Rewrote responsibilities for clarity and alignment.
- Incorporated Advisory Board membership policy language directly into the Charter.
- Established baseline expectations for all Advisory Boards while clarifying when local policies or procedures may be developed at the Advisory Board level.

Committees & Workgroups

- Consolidated all Committee and Workgroup information into one section.
- Drafted descriptions for existing committees to provide clarity.

Other

- Created a new Code of Conduct section and incorporated the existing Conflict of Interest policy.
- Clarified grievance and appeals procedures related to funding applications.
- Updated the Funding section to more clearly capture application standards, rating and ranking processes, and related guidance.

2/17/26 DRAFT

Contents

Charter Revision History	2
Section I. Continuum of Care Overview	2
A. CoC Vision	2
B. CoC Values	3
C. Regional Structure of the CoC.....	3
Section II. The CoC Executive Board	4
A. Responsibilities of the Executive Board.....	4
B. Composition of the Executive Board	5
Roles within the Executive Board	5
Executive Board Selection Process	5
Executive Board Service Terms	5
C. Executive Board Meetings	6
D. Executive Board Decision-making Process: Quorum.....	6
Section III. The CoC Advisory Boards	6
A. Responsibilities of the Advisory Boards.....	7
B. Advisory Board Membership	7
Roles within the Advisory Board.....	8
Termination of Advisory Board Membership	8
C. Decision-making for the Advisory Boards.....	8
Section IV. CoC-wide Committees and Workgroups.....	8
A. Standing CoC-wide Committees and Workgroups	9
Section V. Designated Entities	10
A. Administrative Entity	10
Designation and Solicitation Process	10
Review of Administrative Entity Performance.....	11
Responsibilities of the Administrative Entity.....	11
B. HMIS Lead Agency	12
C. HMIS System Administrator.....	12
Designation and Solicitation Process	12
Review of HMIS System Administrator Performance	13
Section VI. Code of Conduct	13

A. Conflict of Interest 13

Section VII. Funding 13

 A. Application Standards and Thresholds 14

 B. Subrecipient Threshold Requirements 14

 C. Rating and Ranking 15

 D. Grievance and Appeals 15

Section VIII. Review and Amendment of the CoC Governance Charter 15

 A. Feedback 15

 B. Annual Charter Updates 15

 C. Emergency Amendments 16

Section IX. Appendix 16

 Advisory Board Membership Application 16

Charter Revision History

Date	Revisions

Section I. Continuum of Care Overview

The NorCal Homeless Continuum of Care (CoC) coordinates the implementation of a housing and service system that meets the needs of persons experiencing homelessness in the CoC. The CoC geographic area includes Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou counties.

This Governance Charter outlines the roles and responsibilities of the CoC, the Executive Board, the Advisory Boards, the Administrative Entity, and the Homeless Management Information System (HMIS) Lead Agency.

A. CoC Vision

The CoC envisions a homeless response system that uses resources efficiently and responds quickly to connect our neighbors with services that help them regain and maintain housing or prevent homelessness altogether. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

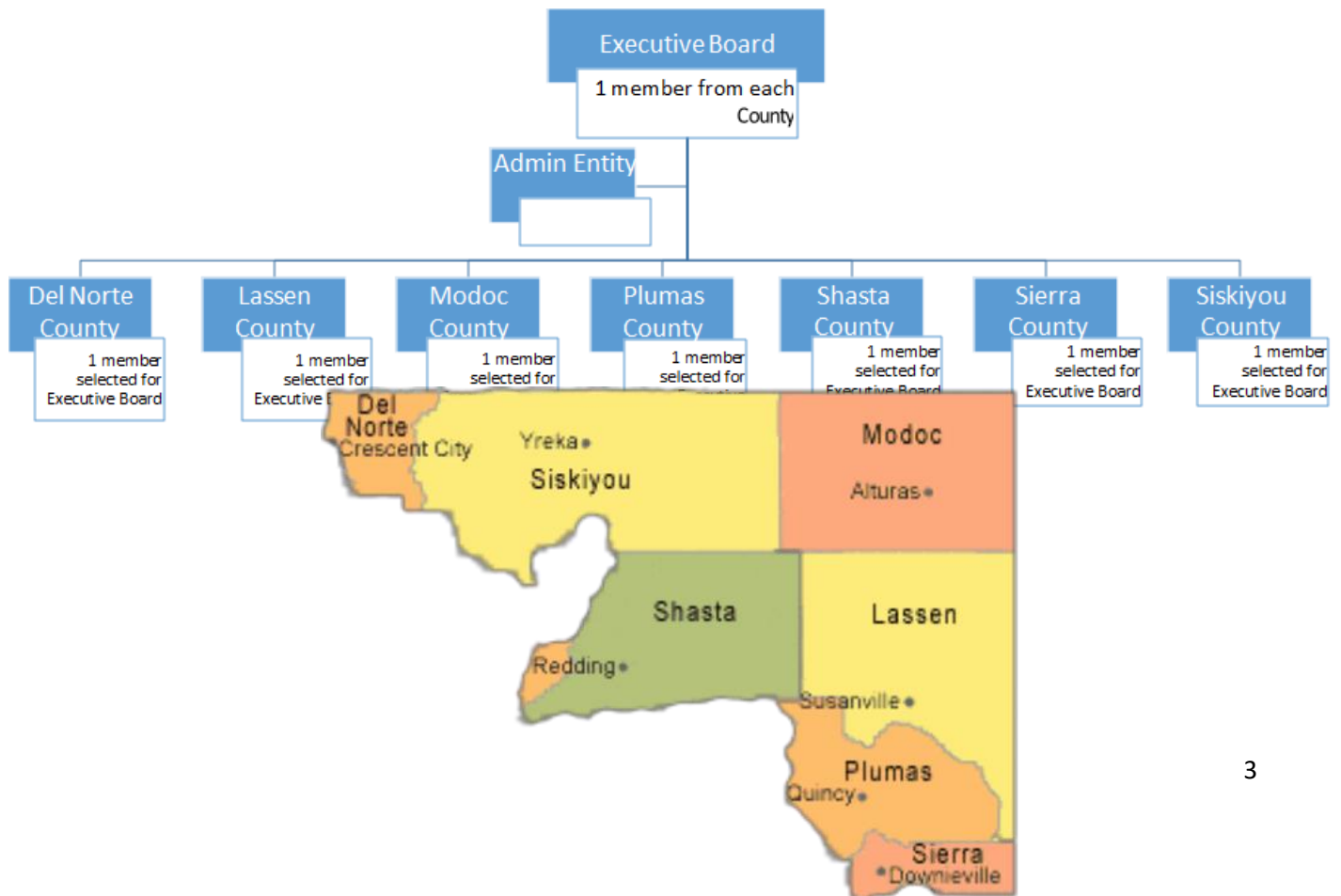
B. CoC Values

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.

C. Regional Structure of the CoC

The Continuum of Care (CoC) serves a geographically expansive region spanning seven Northern California counties: Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou. This region is defined by its rural and remote communities, sparsely populated areas, small cities, and key service hubs that support surrounding populations. The scale and rural character of the region require a collaborative and adaptable approach that balances local priorities with regional coordination. Each county presents unique demographic, economic, and housing challenges, and the CoC’s structure reflects this through Advisory Boards for each county, ensuring that system planning and resource allocation are responsive to local needs while maintaining cohesive, region-wide coordination.



Section II. The CoC Executive Board

The Executive Board (also referred to as “the Board”) is the representative, governing body of the CoC and is authorized by CoC members to make decisions on behalf of the CoC. The Board provides oversight and governance on behalf of the CoC to ensure the CoC is consistent with the requirements articulated in the CoC Program Interim Rule and other directives, with applicable federal, state, and local laws, and with the CoC’s strategic direction.

A. Responsibilities of the Executive Board

The responsibilities assigned to the NorCal CoC Executive Board are as follows:

- Designate an Administrative Entity (e.g., Collaborative Applicant) for the CoC
- Designate an HMIS Lead and HMIS System Administrator for the CoC
- In consultation with the Administrative Entity and HMIS System Administrator, maintain and update CoC policies and procedures as needed
- In consultation with the Administrative Entity and HMIS System Administrator, develop HMIS governance charter and review annually or updates and revisions
- Manage the CoC’s strategic planning process, including the evaluation of progress
- Conduct an annual gaps analysis to determine resource needs of CoC
- Hold meetings of the full CoC membership, with published agendas, at least semi-annually
- Establish standing and ad hoc committees and work groups as needed
- Consult and coordinate with ESG recipients to maximize resources available to prevent and end homelessness
- Review and understand program performance and system-wide analyses of strengths and gaps presented at meetings or gleaned from involvement with the local community
- Manage and oversee the preparation of the HUD Continuum of Care application, in partnership with the CoC Collaborative Applicant (e.g., Administrative Entity).
- Establish impartial Review and Rank Panels as required for local funding applications.
- Oversee completion of other funding applications, such as state funded homeless services grant programs (HHAP)

B. Composition of the Executive Board

The CoC Executive Board is the decision-making body for the CoC. Members of the Board may include local officials, service provider agencies, formerly homeless individuals, advocates, and more. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the counties in the CoC region. This ensures fair representation across the counties, organizational affiliations, and community members. Executive Board composition must include at least one homeless or formerly homeless individual.

The Executive Board member must:

1. Be elected by an Advisory Board;
2. Have knowledge of the homeless services and organizational needs within their County; and
3. Actively participate in the interest of their Advisory Board and capacity as an Executive Board member.

Roles within the Executive Board

Secretary: The Administrative Entity acts as the Executive Board's Secretary. (See the Responsibilities of the Administrative Entity section.) All minutes of the meetings of the Executive Board shall be recorded by the Secretary. Draft minutes shall be distributed electronically to all Executive Board members with the next Executive Board Agenda for review and approval. The Secretary shall also distribute agendas for upcoming meetings prior to the date of each meeting.

Chairperson and Vice-Chairperson: The Executive Board shall be led by a Chair and Vice-Chair. In the event that the Chair cannot fulfill one or more of the duties described below, the Vice-Chair shall fulfill the responsibilities. The Chair may also request the Vice-Chair to collaborate to fulfill these responsibilities.

The Chair shall be responsible for the following:

1. Call and preside over regular and special CoC Executive Board meetings.
2. Set the CoC Executive Board meeting agenda, in consultation with the Administrative Entity
3. Ensure that the CoC Executive Board and committees are working collectively in accordance with the Governance Charter to accomplish goals of the CoC.
4. Represent the NorCal CoC during meetings and submit documentation as needed, to California Housing and Community Development (HCD) and Housing and Urban Development (HUD).

Executive Board Selection Process

Executive Board members will be selected by each of the seven Advisory Boards through the locally defined decision-making process.

The Chairperson and Vice Chairperson of the Executive Board will be selected by the Executive Board through a majority vote.

Executive Board Service Terms

Executive Board Members will be re-certified annually, at which point a new Executive Board member may be appointed by an Advisory Board. Advisory Boards may also re-nominate the same Executive Board member for consecutive terms if desired. Re-certifications will take place in July.

Resignation: Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chairperson and the Administrative Entity. Any such resignations shall take effect at the time specified within the written notice or if the time is not specified therein upon its acceptance by the Executive Board. In any instance of a vacant seat on the Executive Board, Advisory Boards will be expected to select a new Executive Board member to represent the county as soon as possible, ideally within 90 days, to ensure adequate representation of each county at the Executive Board level.

C. Executive Board Meetings

All meetings shall be open to the public except as otherwise determined by the Executive Board or Advisory Boards for reasons, including, but not limited to, discussion of anticipated or pending legal or personnel matters. A CoC Executive Meeting annual calendar will establish a regular meeting day, time, and location and will follow a schedule for the calendar year. The meeting agendas shall be distributed via e-mail and posted on the CoC website.

D. Executive Board Decision-making Process: Quorum

Quorum determination must be made at the beginning of each Board meeting. A quorum shall consist of a majority of eligible voters. No business may be officially transacted without a quorum.

Section III. The CoC Advisory Boards

The CoC is comprised of six Advisory Boards,¹ which are representative of the seven counties in the CoC's geography. CoC Advisory Boards are comprised of a wide range of partners, constituting the CoC's general membership. Advisory Boards are encouraged to include broad representation of key stakeholder groups and partners working to end homelessness in the region. Membership may include, but is not limited to:

- Representatives from nonprofit homeless assistance providers
- Victim Service Providers (VSPs)
- Faith-based organizations
- Governments
- Local businesses
- Advocates
- Persons with lived experience
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans and homeless and formerly homeless individuals

¹ Plumas and Sierra Counties have one combined Advisory Board.

This CoC governance charter provides baseline requirements for Advisory Board responsibilities, membership, and decision-making. To better address the needs of each county, Advisory Boards may develop policies and procedures to provide structure for local operation beyond what is included here. Examples of when an Advisory Board may decide to develop a local policy or procedure are included throughout this section (e.g., membership criteria, decision-making processes, etc.). When available, these Board-specific documents are included in the Appendix. At minimum, they must be maintained at the Advisory Board level and available upon request.

A. Responsibilities of the Advisory Boards

The responsibilities assigned to the NorCal CoC Advisory Boards are as follows:

- Develop local policies and procedures for how the Advisory Board will operate, make decisions, and carry out responsibilities identified in CoC agreement and governance charter;
- Elect or appoint an Executive Board member to represent the county/region;
- Identify a process to identify members with system and program expertise to join committees and workgroups (e.g., volunteer basis, elect, appoint, etc.);
- Collaborate with the Administrative Entity to plan and conduct an annual needs assessment of the homeless needs and services available;
- Support programs within the regional geography to meet the goals of the CoC Strategic Plan;
- Coordinate the implementation of an effective regional housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services;
- In conjunction with the Administrative Entity and the PIT Committee, plan for and conduct an annual Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons;
- Ensure consistent participation of recipients and subrecipients in the HMIS; and
- Develop, with support of Domestic Violence service providers, the emergency transfer plan for the counties that meets the requirements under § 578.99(j)(8).

B. Advisory Board Membership

Each Advisory Board should be made up of a minimum of 3 members. The CoC does not mandate a maximum number of Advisory Board members; however, a cap may be applied at the local level if it is determined necessary. In order to become an Advisory Board member, an interested party must complete an Advisory Board membership application. Advisory Boards may establish local policies and procedures for approving and onboarding new Advisory Board members as necessary.

Advisory Board members must attend all regularly scheduled Advisory Board meetings. If an Advisory Board 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, Vice Chair, or Secretary in advance to ensure quorum will be met. Voting Members may send an alternate in their place.

Advisory Board members hold voting power and are expected to participate in decision-making at the local level. Because of significant differences across the seven counties, each Advisory Board may establish additional policies related to Advisory Board membership composition as necessary.

Note that because Advisory Boards are subject to the Brown Act, interested parties such as non-member organizations and members of the public may freely attend meetings to learn about the state of homelessness in the community and the work of the CoC.

Roles within the Advisory Board

Advisory Board members will identify a Chair/Co-chair and Secretary to facilitate meetings and carry out administrative tasks such as setting the agendas, meeting minutes, etc. Advisory Boards may establish and fill additional roles within the board structure as necessary.

Termination of Advisory Board Membership

Advisory Board members may be terminated for good cause upon agreement of a two-thirds majority of the rest of the Advisory Board membership. Good cause may include, but is not limited to:

- Non-participation (For example, accumulating more than 2 consecutive absences without communication with the chair/co-chair or secretary, refusing to carry out Advisory Board functions and responsibilities)
- Engaging in activities that are disruptive and detrimental to the work of the Advisory Board
- Speaking on behalf of the CoC unless authorized to do so

In the event that an Advisory Board member is to be terminated, the Advisory Board must:

- Provide written notice from the chair/co-chair to the Advisory Board member in question at least 15 days prior to the date of the meeting during which the termination will be discussed. Written notice must include the grounds for termination, date/time of upcoming Advisory Board meeting, and any other applicable information.
- Provide an opportunity for the Advisory Board member in question to speak to the rest of the Advisory Board about the situation

C. Decision-making for the Advisory Boards

Advisory Boards conduct business and make decisions in compliance with the Brown Act. A quorum is a majority (50% + 1) of the Advisory Board membership, and this quorum must be present to conduct business. Advisory Boards may establish additional policies and procedures regarding how decisions are made at the local level as necessary.

Section IV. CoC-wide Committees and Workgroups

The work of the NorCal CoC is carried out in part by committees and workgroups. The CoC's governance structure includes both standing committees and ad hoc work groups that are established by the Executive Board on an as-needed basis to address CoC specific needs. A standing committee is defined as a permanent committee of the CoC that meets regularly. An ad hoc work group is defined as a time-limited work group that is established with a specific goal or purpose, disbanding when that purpose or goal has been met. Standing committees are subject to the parameters of the [Brown Act](#), while ad hoc working groups are not.

Each committee or workgroup will select a chair(s) to facilitate meetings and ensure progress is reported to the Executive Board. A representative of the Administrative Entity may also serve as a chair as

needed. Committee/workgroup Chairs and the Administrative Entity should work together to determine how the following responsibilities will be carried out:

1. Establish regular recurring meetings;
2. Track attendance and active participation;
3. Set and distribute a written agenda to all committee members prior to each meeting;
4. Ensure meeting minutes are documented for each official committee meeting and distributed to all committee members as well as the Administrative Entity for posting;
5. Report on progress to the Executive Board

Committee and workgroup participation is volunteer-based, with the exception of the Rating and Ranking Committee. Advisory Boards may establish a local process for identifying volunteers for CoC-wide committees and workgroups, as needed. Volunteers who are interested in joining a committee may do so by contacting the committee chair/co-chair or Administrative Entity in writing, or by another process described through the committee's outreach for new membership. All efforts will be made to ensure committee and workgroup membership is inclusive of all seven counties to ensure adequate representation. For this reason, it is recommended that each Advisory Board identify a primary member and an alternate to ensure that there is coverage for each meeting in the event that the primary member is unable to attend. The Executive Board will provide support to Advisory Boards on an as-requested basis if an Advisory Board is having difficulty identifying volunteer members for committee and work group participation.

A. Standing CoC-wide Committees and Workgroups

1. **Rating and Ranking (R&R):** The Rating and Ranking Committee oversees the annual rating and ranking process for CoC project applications during the HUD and state funding cycles, assessing program outcomes, compliance, and alignment with CoC priorities. The Committee determines the funding amounts of applications based on the NOFO criteria and is responsible for meeting deadlines set by the Administrative Entity. The Committee is comprised of active CoC members without conflicts of interest. (See Code of Conduct section.) To maintain objectivity, agencies receiving CoC funding do not participate in this process. The Committee meets as needed to recommend improvements that strengthen system performance and funding effectiveness.
2. **HMIS / Coordinated Entry:** The CE and HMIS Committee oversees the design, implementation, and evaluation of the CoC's Coordinated Entry System (CES) and Homeless Management Information System (HMIS). It ensures that the CES effectively connects people experiencing homelessness to appropriate housing and services, while maintaining accurate, timely, and compliant data to inform CoC planning and performance. The Committee monitors system access and outcomes; reviews assessment and referral processes; ensures HUD compliance and data quality; and recommends policy and system improvements to strengthen coordination, accountability, and data-driven decision-making across the CoC.
3. **Point-In-Time Count:** The PIT-Committee oversees the planning, coordination, and execution of the annual Point-in-Time Count across the CoC's seven-county region. The committee ensures compliance with HUD requirements related to the PIT Count and accurate data collection on people experiencing sheltered and unsheltered homelessness, and oversees key reports such as the Housing Inventory Count and Point-in-Time Count. Responsibilities include developing count methodologies and training materials, supporting county community members and volunteers,

monitoring data quality, and analyzing trends to inform system planning. The committee also ensures broad participation among CoC members and partners to produce reliable data that guides local priorities and funding decisions.

4. **Project Evaluation:** The Project Evaluation committee advises the CoC Executive Board on both short and long-term strategic funding strategies that support the system of care strategic plan goals and meet performance outcomes indicated by the State of California and Office of Housing & Urban Development. Key responsibilities of the committee include serving as a knowledge base to staff and the HMIS Administrator in the development of tools, benchmarks, processes, and policies that are used to make funding; collaborating with the HMIS Committee on the design the evaluation tool and process for the annual HMIS Lead evaluation and participating in the HMIS Lead Evaluation process; developing and evaluating long-term funding strategies and plans, and serving as a learning opportunity for NorCal homeless programs to improve service delivery through a data-informed approach.

Advisory Boards may establish their own local committees and workgroups that address matters relevant to their geographic area.

Section V. Designated Entities

Per the CoC Program Interim Rule, all CoCs must designate a Collaborative Applicant and a Homeless Management Information System (HMIS) Lead within the CoC's geographic region to help carry out the duties in 24 CFR 578.7–9. These designated entities work collaboratively with CoC membership to prevent and end homelessness. This section outlines the roles and responsibilities of the Collaborative Applicant, also referred to by the NorCal CoC as the Administrative Entity, and HMIS Lead.

A. Administrative Entity

The CoC Executive Board has established an Administrative Entity role to provide guidance to ensure that duties of the CoC are being met. The Administrative Entity may be a unit of local government, a non-profit agency or an individual person. The CoC Board will enter into a Memorandum of Understanding (MOU) with the designated Administrative Entity. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Designation and Solicitation Process

Every five years beginning in 2026, the CoC Executive Board will review the performance of the current Administrative Entity and determine if it will publicly solicit an Administrative Entity or continue to designate the current Administrative Entity. That decision can be made through a simple majority vote during the CoC Executive Board meeting. With six months written notice to the Executive Board, the Administrative Entity can terminate its status.

If the Executive Board determines that it needs to procure a new Administrative Entity, it does the following:

1. Form a workgroup to manage the procurement process
2. Use an RFP to procure a new Administrative Entity
3. Designate the Administrative Entity resulting from the procurement process

Review of Administrative Entity Performance

Every five years beginning in 2025, the Executive Board will designate a Workgroup, consisting of members of key committees and stakeholders, to conduct a review of the performance of the current Administrative Entity and make recommendations to continue to designate the same entity to serve as the Administrative Entity or to seek to procure a new Administrative Entity. The performance review will include the following at minimum:

1. Review MOU between CoC Executive Board and Administrative Entity and status of agreed upon work
2. Review of CoC Planning grant APRs
3. Review of CoC Planning grants for issues with grant execution, match, reporting, or expenditures
4. Review available HUD program monitoring reports and the results of findings/concerns
5. Review compliance with requirements related to the submission of HIC/PIT data, LSA data, System Performance Measures, CoC Planning APR, and the CoC Application
6. Review recent CoC Program grant awards and CoC Application scores
7. Review compliance with all applicable sections of the CoC Program Rule

The designated workgroup will present the results of the Administrative Entity performance review to the Executive Board for consideration, along with recommendations for Administrative Entity designation (either to continue to designate the current Administrative Entity or to procure a new Administrative Entity).

If needed, the Executive Board has the authority to initiate an Administrative Entity performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Executive Board members.

Responsibilities of the Administrative Entity

The responsibilities assigned to the designated Administrative Entity are as follows:

- Serve as the CoC's Collaborative Applicant and Lead Agency, responsible for submitting the annual CoC Registration, Consolidated Application, and Planning Grant to HUD.
- Manage the CoC Program Competition, including reviewing HUD notices and the Grant Inventory Worksheet (GIW), preparing and submitting the CoC Application and Priority Listing, coordinating the Rating and Ranking process, and providing technical assistance to applicants.
- Coordinate and facilitate CoC meetings, including publishing agendas, providing remote participation options, and serving as Secretary for Executive Board meetings.
- Ensure compliance with HUD requirements, including timely submission of reports such as System Performance Measures, the Housing Inventory Count (HIC), and the Point-in-Time (PIT) Count.
- Consult with CoC- and ESG-funded recipients and subrecipients to establish written standards, set performance targets, evaluate outcomes, and support performance improvement.
- Support HMIS administration, ensuring consistent participation, data quality, and compliance with HUD requirements in partnership with the HMIS System Administrator.
- Monitor funded projects to ensure compliance.
- Support CoC governance and operations, including maintaining official policies and procedures.

- Act as fiscal agent for State Homeless Housing, Assistance and Prevention Program (HHAP) and CoC planning and HUD funds, ensuring fair distribution and compliance with funding requirements.
- Coordinate system planning and evaluation, including conducting annual needs assessment, supporting housing and service coordination across the region, and reporting on program outcomes to HUD.
- Enhance provider and community capacity through CoC-wide training, technical assistance, and outreach to increase awareness of homelessness needs and system performance.

B. HMIS Lead Agency

The HMIS Lead Agency is responsible for providing support and accountability for the HMIS. NorCal CoC Executive Board may revisit the HMIS Lead Agency designation at its discretion.

HMIS Lead Responsibilities:

- Serve as recipient of HUD CoC Program HMIS grant, subcontracting with an HMIS System Administrator as applicable
- Serve as the HMIS Lead Agency for the NorCal Continuum of Care.
- Develop, review, and revise all HMIS plans, forms, standards, and governance documents.
- Oversee and ensure the HUD System Performance Measures, AHAR/Longitudinal System Analysis, and State of California HDIS data submissions meet deadlines and the data contains minimal errors.
- Staff the HMIS Committee
- Staff the Ad Hoc Data Reporting Workgroup
- Report to CoC Executive Board and relevant committees upon request
- Strive to ensure that data is reported accurately and with integrity so that the CoC Executive Board and general public have confidence in the credibility of all reported data
- Serves as Liaison and executes contract with HMIS software vendor
- Oversee HMIS licensing - procuring, issuing, removal

C. HMIS System Administrator

The CoC Executive Board, in partnership with the HMIS Lead Agency, may choose to designate an entity to serve as the HMIS System Administrator (SA) and operate the CoC's HMIS. The responsibilities of an HMIS System Administrator are detailed in the NorCal HMIS Policies and Procedures. With six months written notice to the Executive Board, the HMIS SA can terminate its status.

The Administrative Entity on behalf of the CoC Executive Board will enter into a contract with the designated HMIS SA. The contract is in effect for a maximum of two years and may be re-executed upon a successful performance review, as described below.

Designation and Solicitation Process

If the Executive Board determines that it needs to procure a new HMIS SA, it does the following:

1. Form a workgroup to manage the procurement process
2. Use an RFP to procure a new HMIS SA
3. Designate the HMIS SA resulting from the procurement process

Review of HMIS System Administrator Performance

Every two years, the CoC Board will designate a workgroup to conduct a review of the performance of the current HMIS SA and make recommendations regarding the HMIS SA designation. The performance review will include the following at minimum:

1. Review contract between the Administrative Entity on behalf of the CoC Executive Board and HMIS SA and status of agreed upon work
2. Review of HMIS data (LSA & SPM)
3. Review of HMIS grants for issues with grant execution, match, reporting, or expenditures
4. If/when applicable, review available HUD program monitoring reports and the results of findings/concerns
5. Review status of Service Participation policy, fee collection, any negative feedback from end users or providers related to administration of the fee policy

The designated workgroup, consisting of members of key committees and stakeholders, will present the results of the HMIS SA performance review to the Executive Board for consideration, along with recommendations for HMIS SA designation (either to continue to designate the current HMIS SA or to procure a new HMIS SA).

If needed, the Executive Board has the authority to initiate a HMIS SA performance review outside of the 2-year requirement. This decision must be agreed to by a majority of Executive Board members.

Section VI. Code of Conduct

The NorCal CoC has adopted the following Code of Conduct that provides a foundation for the conduct and ethics of the CoC membership. Any new Executive Board member will be advised of this policy.

A. Conflict of Interest

All CoC members must comply with 24 CFR 578.95 (Conflicts of Interest) in the CoC Program Interim Rule. CoC members must disclose any potential conflict of interest when the CoC is considering funding decisions or other actions that could result in the financial benefit or loss to an organization they, or a family member, represent as an employee, agent, consultant or board member. When a conflict of interest exists, the member(s) must immediately disclose the conflict of interest. The member must recuse themselves from related discussions and voting and will not be counted in determining the quorum.

The CoC is committed to ensuring that all decisions are informed, transparent, and free from conflict. Broad stakeholder input is essential in developing and refining key system activities such as the annual gaps analysis, eligibility criteria, prioritization standards, and performance targets. Participation in these general planning discussions does not constitute a conflict of interest. Funded projects and jurisdictions may provide input on CoC priorities, funding policies, and scoring criteria. However, the Rating and Ranking Committee is responsible for evaluating this input and making final decisions on scoring criteria and the application process.

Section VII. Funding

There are multiple funding sources distributed through the structure of the CoC, including HUD CoC Program funds, ESG Program funds, and HHAP funds. The CoC follows a collaborative process for

developing applications and approving the submission of applications in response to a NOFA published by HUD and/or the State of California; in concert with the funding priorities and plan adopted by the Strategic Plan.

When funding is made available to the CoC, a NOFA process begins, which will include an open application process across the CoC region, including an addendum with County specific criteria if applicable, and use of the Rating and Ranking committee when funds are oversubscribed.

A. Application Standards and Thresholds

The Administrative Entity will annually update the requirements for federal and/or state applications, as specified in the funding contract.

In general, all applicants for funds distributed through the structure of the CoC must meet the following threshold requirements at the time of application:

1. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count;
2. Actively collect, enter, and maintain HMIS data, including, but not limited to the following:
 - a. Provide timely and accurate HMIS data input, based on current HMIS user policy;
 - b. Provide timely responses to data requests; and/or
 - c. Applicant may partner with an agency that currently collects and enters HMIS data. The partner Agency must be listed in the application.
3. Participate in Coordinated Entry, if applicable, per user agreement as referenced in 24 CFR 578.7;
4. Be a participating member of their local NorCal CoC Advisory Board voting or participant in good standing (as defined by the applicable Advisory Board);
5. A completed application is submitted by the deadline;
6. Provide the following completed certifications with the funding application or NOFA:
 - a. Verification of Advisory Board member status;
 - b. HMIS certification of project participation; and
 - c. Verification of Point in Time participation.
7. The applicant's organization must adequately demonstrate they have capacity and experience to successfully manage the funds, including consideration of their ability to manage existing grants. Additional financials may be requested per the project funding per 2 CFR Part 200.501;
8. The applicant's organization must adequately demonstrate they have capacity and experience to implement the project in their application;
9. The grant request is reasonable based upon the proposed scope, number of client services, and availability and utilization of existing competitive programs within the geographical area;
10. The application is likely to improve the CoC's outcome performance and will contribute to reducing or preventing homelessness; and
11. The project meets specific threshold requirements per the NOFA.

B. Subrecipient Threshold Requirements

1. Any agency awarded funding through the structure of the CoC must maintain threshold requirements throughout the grant performance period, in accordance with the applicable funding type and agreement with recipient agency

2. Upon request of remaining funds, the Administrative Entity will confirm adherence with continuing to meet threshold requirements.
3. If a grant subrecipient is not maintaining threshold requirements, they will not be eligible to receive remaining funds until requirements are met, or will be required to repay the funds as outlined in the contract.

C. Rating and Ranking

Agencies may be called upon to participate in the Rating and Ranking (R&R) Committee. See the section on Committees and Workgroups for more information.

D. Grievance and Appeals

Funding applications that do not meet threshold requirements will be denied. Applicants may submit a grievance or appeal, which will be reviewed by Executive Board members who are neutral and have no conflicts of interest. . The Executive Board is responsible for designating a neutral group of members to review grievances and appeals if no Board members can perform this duty. The Executive Board will provide a written decision.

Section VIII. Review and Amendment of the CoC Governance Charter

To ensure that the Governance Charter remains relevant and reflective of the needs of the community, the Governance Charter shall undergo regular reviews and updates as outlined in this section.

A. Feedback

Feedback from all stakeholders, including board members, committee members, staff, and the broader community, shall be encouraged on an ongoing basis.

Feedback can be submitted through the following channels:

Formal Meetings: Stakeholders may provide feedback during designated feedback sessions at Advisory Board Meetings.

Written Submissions: Stakeholders may submit feedback in writing via email to teachinc.modoc@gmail.com, or other designated methods.

Surveys: Periodic surveys may be conducted to gather input on the effectiveness of the Charter and its implementation.

B. Annual Charter Updates

The Governance Charter shall be reviewed and updated annually, with revisions taking effect as designated and upon approval by the Executive Board each year.

All feedback received prior to these dates will be reviewed, and proposed amendments will be drafted and presented for approval during the update process.

Review Process:

1. **Governance Charter Workgroup:** A designated Workgroup, consisting of members from key committees and stakeholders, shall be responsible for reviewing all feedback and proposed changes.

2. Drafting Amendments: The Workgroup shall draft any necessary amendments to the Governance Charter based on the feedback received. Proposed amendments must be circulated to the Advisory Board for review and comment a minimum of two weeks prior to Board approval.
3. Approval: The updated Governance Charter, including any amendments, shall be approved by the Advisory Boards through a majority vote. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.
4. Communication of Updates: Once the Charter has been updated, all stakeholders will be informed of the changes through official communications, including email announcements, website updates, and presentations at board or committee meetings.

C. Emergency Amendments

In exceptional cases where urgent changes are needed outside of the Annual review cycle, the Workgroup may propose emergency amendments. These amendments will follow an expedited review and approval process as determined by the Advisory Boards.

The Expedited Review Process: Proposed amendments will be circulated to each Advisory Board 72 hours prior to Advisory Board approval. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

Section IX. Appendix

Advisory Board Membership Application