

# MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

## Coordinated Entry Committee

### CHARTER

#### A. PURPOSE

The purpose of the Mid-Willamette Valley Homeless Alliance Continuum of Care (CoC) Coordinated Entry Committee is to create policies and procedures for the CoC's Coordinated Entry System; to monitor the implementation of coordinated entry to ensure it is functioning effectively; to conduct an annual Coordinated Entry System evaluation; and to recommend and facilitate system changes, as necessary. The Committee will also incorporate the Built for Zero case conferencing methodologies into the Coordinated Entry System.

#### B. MEMBERSHIP

1. **APPOINTMENTS.** The Mid-Willamette Valley Homeless Alliance CoC Board of Directors is responsible for appointing members of the Coordinated Entry Committee.
2. **TERMINATION.** The board may remove any member when it determines it is in the interest of the CoC to do so. Member terminations require a 2/3 vote. Reasons for removal include excessive absences from meetings, conduct that is contrary to the CoC's code of conduct, or noncompliance with other policies.
3. **RESIGNATION.** Resignations by Coordinated Entry Committee members shall be submitted in writing to CoC staff and chair, who will forward the resignation notice to the CoC Board of Directors at the next regularly scheduled board meeting.

#### C. MEETINGS

1. **MEETINGS.** Coordinated Entry Committee meetings will occur monthly, or as directed by the chair. A telephonic meeting may occur so long as all parties can both hear and communicate with each other. The Coordinated Entry Committee is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public. The meeting agenda will be distributed to members and through public notice at least one week prior to a committee meeting.
2. **QUORUM.** A majority, defined as 50% plus one, of the appointed, voting membership will constitute a quorum for any business requiring a vote at meetings. Members may attend either in person or by conference call, so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.
3. **VOTING.** Coordinated Entry Committee decisions shall be made by a 2/3 majority of the total votes available to the entire appointed, voting Coordinated Entry Committee membership present in-person or by phone.

## D. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS.** A conflict of interest is a situation in which CoC board or committee members, or one of their family members, have a personal or financial interest that compromises or could compromise the board or committee members' independence of judgment in exercising their responsibilities to the CoC. It is the position of this CoC that conflicts of interest shall not compromise the CoC's work and that even the appearance of a conflict shall be avoided in all circumstances.
2. **ADHERENCE TO CONFLICT OF INTEREST POLICY.** CoC board and committee members are expected to adhere to the CoC Conflict of Interest Policy, which requires the member to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

## E. CODE OF CONDUCT

1. **GENERAL PROVISIONS.** CoC members (including all board and committee members) are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.
2. **ANNUAL DECLARATION.** Board and committee members are to annually receive a copy of the Code of Conduct, acknowledge receipt by signing a form, and submit a copy of the signed form to CoC staff.

## F. AMENDMENTS

1. **PROCESS.** This charter may be amended at any CoC board meeting by a majority vote of the appointed, voting board membership. Copies of proposed amendments will be available for review at least one week prior to the board meeting at which the proposed amendments are considered. The board will seek prior review and recommendation by the Coordinated Entry Committee of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, CoC staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the board meeting.
2. **FREQUENCY OF REVIEW.** The Coordinated Entry Committee will review this charter annually and submit any recommended revisions to the CoC Board of Directors.

Last updated December 8, 2022