

## HOMELESS MANAGEMENT INFORMATION SYSTEM GOVERNING BOARD

### CHARTER

WHEREAS, Minnesota's initiatives to end homelessness statewide include numerous stakeholders, including Continuums of Care jurisdictions ("CoCs"), state agencies, statewide coordinating bodies, regional and local communities and governmental bodies, Indian tribes and community organizations; and

WHEREAS, a critical element of Minnesota's initiative to end homelessness statewide is to ensure consistent, complete and accurate data collection and management to support effective individual case-planning as well as program-level, system-level and statewide planning and evaluation; and

WHEREAS, in 2004, after Congress directed the U.S. Department of Housing and Urban Development ("HUD") to work with all CoCs receiving HUD homelessness assistance funding to implement a local database to collect information on persons experiencing homelessness, all CoCs in Minnesota joined together to implement a single, statewide Homeless Management Information System ("HMIS"); and

WHEREAS, the CoCs agreed to use the same software vendor and to select a single agency to serve as their lead agency to coordinate the HMIS, fulfill lead agency duties of the applicable HUD regulations and funding requirements and facilitate a statewide collaboration around the development and implementation of the HMIS, as well as to serve as the system administrator, overseeing the technical design, implementation and operation of the HMIS system and software; and

WHEREAS, the State of Minnesota, through its Department of Human Services and Minnesota Housing Finance Agency ("Minnesota Housing"), has joined with the CoCs to provide substantial support to developing and maintaining the HMIS collaboration; and

WHEREAS, although great strides have been made to develop an effective HMIS collaboration, areas for improvement and enrichment remain and must be collaboratively addressed; and

WHEREAS, in 2016, after a thorough examination of the HMIS collaboration governance and functionality that involved multiple stakeholders, it was determined that several improvements to the HMIS collaboration were needed which include, among others, adopting a new statewide governance model for the HMIS collaboration that provides leadership in oversight and direction, and identifying a single organization to serve as the lead agency to provide strategic direction and oversight (the "Lead Agency"), as well as to serve as the system administrator to focus on technical systems and management (the "System Administrator"); and

WHEREAS, the stakeholders have agreed that the best structure for the new statewide governance model is for Minnesota to form a Governing Board to advise the Lead Agency with respect to the HMIS collaboration, to be the forum for broader stakeholder engagement, program coordination, policy, planning, and operation of the HMIS collaboration, and to be the point of collaboration among the CoCs, state agencies, tribes, affected communities, the State Director to Prevent and End Homelessness and the Interagency Council on Homelessness; and

WHEREAS, the stakeholders have agree that the new governance structure should be modeled off Continuum of Care governance structure, where membership is seen as the collection of all stakeholders of HMIS and that this group should have annual input into Governing Board membership and revisions to bylaws;

NOW, THEREFORE, the undersigned, as HMIS Governing Board, adopt the following Charter:

**Article I. Name**

The name of this Governing Board is the Homeless Management Information System Governing Board.

**Article II. Purpose**

The purpose of the HMIS Governing Board is to enhance Minnesota’s ability to end homelessness by helping to ensure that Minnesota’s HMIS is functioning at its highest potential; helping to inform and improve client services, community planning, program and system evaluation, and funding decisions. The HMIS Governing Board will fulfill its purpose by playing the following roles:

1. Work with the **Lead Agency** to take decisive action on policy, planning, funding, priorities, evaluation, and operations matters concerning the implementation and administration of HMIS;
2. Serve as a forum for broader stakeholder engagement, program coordination, evaluation, policy, planning, and operation of the HMIS;
3. Serve as the point of collaboration among the CoC’s, State agencies, tribes, affected communities, the State Office to Prevent and End Homelessness and Minnesota Intergangy Council on Homelessness (MICH);

**Article III. Guiding Principles**

The following principles will be used to guide HMIS governance:

1. HMIS Governing Board will support the delivery of services and the evaluation of efforts to prevent and end homelessness in Minnesota through proactive support for system maintenance and modification.
2. HMIS Governing Board members will represent and seek to meet the needs of all HMIS stakeholders
3. Governance and budgeting decisions will be made by the Governing Board cooperatively with input from a variety of stakeholders.
4. Governance and budgets will be reviewed and openly discussed annually
5. Stakeholders will provide sufficient resources needed so HMIS can best meet the requirements of both service providers and policy makers.
6. Composition of the HMIS Governing Board will be representative of the shared responsibility and authority among stakeholders.
7. Decision-making will be transparent and inclusive.
8. Simplicity will be sought with any proposed changes to HMIS.
9. HMIS Governing Board will ensure that progress is not slowed by undue delays and process.
10. Stakeholders will have the ability to control decisions that impact obligations and performance.

**Article IV: Duties**

The duties of the HMIS Governing Board include:

1. Direct the Lead Agency on strategic planning, finance, policies, and priorities for ~~the~~ HMIS administration ~~of the HMIS collaboration.~~
2. Work with the Lead Agency on developing a system-wide budget and an annual work plan for ~~the~~ ~~HMIS collaboration~~ HMIS Operations, participating in the establishment of a funding plan that includes the targeted contributions per funder, program, and/or user.
3. Establish, monitor and adapt a process for approving and prioritizing HMIS projects using the annual work plan.
4. Participate in developing resources to meet HMIS collaboration budget needs and encourage stakeholders to provide sufficient resources to insure that HMIS can best meet requirements of both service providers and policy makers.
- ~~5. Coordinate decision-making among the CoCs related to their designation and evaluation of the Lead Agency.~~
- ~~6. Work with the Lead Agency to resolve issues as they arise related to the HMIS collaboration and participate in the CoCs' annual review of the Lead Agency's performance, as further set forth in the MOUs between each CoC and the Lead Agency.~~
7. Direct the Lead Agency regarding HMIS public communications ~~related to the HMIS collaboration.~~
8. Direct the Lead Agency on the use of HMIS ~~collaboration~~ data for research purposes to enable the production of jurisdictional reports, including the reporting needed to meet state and HUD requirements.
9. Advise the Lead Agency on establishing and maintaining a grievance policy that is understood and trusted by all constituencies.
10. Provide the Lead Agency with information and advice needed to ensure system compliance with HUD and legislative mandates.
11. Serve as a forum for broader stakeholder engagement, program coordination, policy, planning, and operation of ~~HMIS~~ ~~the HMIS collaboration.~~
12. Seek to support the delivery of services and the evaluation of efforts to prevent and end homelessness in Minnesota through positive support for system maintenance and modification.

#### **Article V. Scope of Authority**

The HMIS Governing Board holds full authority to:

1. Select and evaluate the performance of the HMIS Lead ~~Agency and System Administrator.~~
2. Establish annual budgets and workplans.
3. Establish funding plans that include the targeted contributions per funder, program, and/or user. This may include establishing policies or actions that address cases in which entities are unwilling or unable to meet contribution targets.
4. Establish policies and protocol for data collection, data sharing, administration, reporting, and any other use of or changes to HMIS.
5. Establish, monitor and adapt a process for approving and prioritizing HMIS projects.
6. Take corrective action, where necessary, to alter or advance system changes in order to ensure optimal performance of HMIS.

HMIS Governing Board authority will be established through common language in contracts and MOUs (or similar binding documents) adopted by CoCs and funders with the HMIS Lead/System Administrator recognizing the authority of the HMIS Governing Board in making HMIS decisions. ~~HMIS Governing Board Charter and Bylaws will be reviewed at a broad, state-wide annual meeting and subsequent revisions to MOUs and contracts.~~

**Article VI. Decision Making**

1. Governing Board voting members will commit to pursuing decision-making through the lens of “common interests”, as opposed to representing only “their” stakeholder group. The Governing Board will ensure discussion is held, when needed, to recognize areas where **individual** professional interests may conflict with common interests. The Governing Board will create and adhere to a communication plan to ensure that stakeholders are informed and given opportunities for input.
2. Governing Board voting members will be regularly reminded to utilize a lens of ~~the most~~ marginalized people’s needs when making difficult decisions and deliberating.
3. The Governing Board will seek to make decisions by consensus where possible. Where not possible and in time-sensitive situations, the Governing Board will use “Roberts Rule of Order—Simplified” which can be found at the end of this document.
4. Decisions will be informed by geography, communities served, stakeholders, and practical considerations.
5. The Governing Board will seek to balance transparency and timeliness in their decision-making.
  - a. To the greatest extent possible, the Governing Board will seek to provide time for sharing information with all HMIS stakeholders on items needing decisions.
  - b. Where this is not possible, the Governing Board will make time-sensitive decisions and will communicate these decisions broadly.
  - c. In making timely decisions, **the Governing Board will seek to** do no harm to communities.

**Article VII. Bylaws**

The HMIS Governing Board shall act according to the Bylaws that have been approved by the HMIS Governing Board.

**Article VIII. Membership**

The HMIS Governing Board shall consist of no more than nine (9) members. The Bylaws shall set forth the composition of the membership and procedures for their nomination and appointment.

The undersigned have signed this Charter on this \_\_\_\_\_, 2017  
\_\_\_\_\_

## Roberts Rules of Order – Simplified

### **Guiding Principles:**

- Everyone has the right to participate in discussion if they wish
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting). Any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely). It should be noted that in order to ensure transparency and representation for all Governing Board members, all motions must follow these rules:

- “Old business” motions—For the purposes of HMIS governance, Old Business motions are motions that result from items that are included on the Governing Board meeting agenda, and distributed prior to the meeting. Old business motions require simple majority to pass.
- “New business” motions—For the purposes of HMIS governance, New business motions are motions that result from discussion in Governing Board meetings, were not on the initial meeting agenda, and therefore reasonably anticipated prior to the meeting. New business motions require 2/3 majority to pass.

According to **Section 5** of HMIS Advisory Task Force Bylaws, any formal motion and subsequent vote (other than a motion to adjourn) must be conducted under **quorum**—the majority of voting members. Section 2 in HMIS-Governing Board Bylaws indicate the Governing Board is comprised of 9 members, therefore at least 5 members must be present for quorum.

### **How to do things:**

#### **You want to bring up a new idea before the group.**

Present your motion. A second is required for the motion to go to the floor for discussion, or consideration

#### **You want to change some of the wording in a motion under discussion.**

Move to amend by

- adding words,
- striking words or
- striking and inserting words.

#### **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

#### **You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

#### **You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.

#### **You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds Vote of people attending.

**You have heard enough discussion.**

Move to close the debate. Requires a 2/3rds vote. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rdsvote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

**You want to end the meeting.**

Move to adjourn.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

**You may INTERRUPT a speaker for these reasons only:**

- To get information about business – **point of information**
- To question the relevance of the speaker’s comments—**point of relevance**
- To get information about rules – **parliamentary inquiry**
- If you can't hear, safety reasons, comfort, etc. – **question of privilege**
- If you see a breach of the rules – **point of order**
- If you disagree with Chair of the committee’s ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion (old business)	✓	✓		Majority	✓
Main Motion (New business)	✓	✓		2/3rds	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3rds	✓
Close Discussion	✓			2/3rds	✓
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓