To: Interested Applicants and Nominees to the Detroit Continuum of Care (CoC) Board:

Thank you for your desire to serve on the Detroit CoC Board! To provide some history, the Detroit CoC Board was restructured to its current format in January of 2016. Each year, the Continuum holds elections to fill vacant seats through a nomination, application, and voting process.

The CoC Board is responsible for the governance and oversight of the Detroit CoC as well as carrying out of specific responsibilities entrusted to the board by the Continuum at large (more information on the function of the board and the responsibilities/qualifications of board members can be found later in the document). Please make sure to read **all** the information in this document to ensure that serving on the CoC Board is a good fit for you.

This year the CoC Board has **7 vacant seats** available for election. The types of seats available are as follows:



For more information on the role/qualifications of the various seats, please see further details on basic composition, responsibilities, and functions of the CoC Board later in the document.

Applications due Wednesday, October 25th, 2023 at 11:59pm.. **ACCESS THE APP BY CLICKING HERE.**

(Note: for community advocates, applications are due on November 30th)

A profile will be constructed for all applicants which will be made available to the Detroit CoC membership for their consideration before casting a vote on applicants at the November CoC General Membership Meeting.

Each nominee will be asked to prepare a 2-5 minute “Campaign Speech” to introduce themselves to the CoC General Membership on **November 21, 2023**. This short speech should include:

- Why you are interested in serving on the Detroit CoC Board
- Highlights of your experience that makes you qualified to serve on the Detroit CoC Board
- Why the members of the Detroit CoC should elect you

(Note: for community advocates, elections will be held with our Detroit Advisors Group on November 16th)

Each person elected to serve the **3 year term** on the CoC Board must participate in a mandatory training series held in the early months of 2024.

A timeline of important dates is available below (see green above for alternative dates for community advocates):



FURTHER INFORMATION ON THE DETROIT CoC BOARD

Basic Composition, Responsibilities, and Supports

CoC Board Composition:

- The Detroit CoC Board consists of no less than 19 or more than 25 members with at least 51% elected at any given time.
- No more than one staff person and/or Board Member of a single agency/ organization may be an Elected Member of the Detroit CoC Board (unless serving as homeless or formerly homeless).
- With the exception of the founding election, Detroit CoC Board Elected Members will serve three (3) year terms up to a maximum of six (6) consecutive years (including partial terms) before rotating off for at least one (1) year.
- The officers of the Detroit CoC are a Chair, Vice Chair and Secretary, and two At-Large Seats.

Members of the Detroit Continuum of Care Board represent local funders, government, service providers, consumers and other community members whose interests relate to homeless services and housing systems. Specifically, the Detroit Continuum of Care Board consists of the following:

COC BOARD SEAT DESIGNATIONS	
Elected Seats (10-16) **what you're applying for**	**Appointed Seats (Up to 10)**

● 4-7 Direct Homeless Service Providers
● 2-3 Homeless or Formerly Homeless Individuals
  ○ (Referred to as Community Advocates)
  ○ Prefer at least 1 youth
● 4-6 Members at Large (defined as stakeholders and partners otherwise not listed in the other elected categories above)
  ○ i.e., Faith-Based Organization, Homeless Advocacy or other appropriate advocacy agencies, Business Entities, Public Schools and/or Higher Education Institution, Department of Community Health, Healthcare for the Homeless and/or Hospital, Police Department, Workforce Development, Department of Corrections, Landlords, Philanthropy/foundation, State and/or Federal Interagency Council on Homelessness
	● City of Detroit Housing and Revitalization Department
	● Detroit City Council
	● Hamtramck, Mayor's Office
	● Highland Park, Mayor's Office
	● Michigan State Housing Development Entity (State Entity)
	● Detroit Housing Commission
	● Michigan Department of Health and Human Services (State Entity)
	● Detroit Wayne Mental Health Authority
	● VA Medical Center
	● Two open seats for new cultivated seats from the business community, workforce development, hospitals, criminal justice, etc.

Responsibilities of the CoC Board:

The Detroit Continuum of Care gives authority to the Detroit Continuum of Care Board for specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in the Governance Charter and are as follows:

- Elect a Chairperson, Vice Chairperson, and Secretary;
- All Board members are required to serve on at least one committee of the CoC;
- Establish policies for funding and resource allocation;
- Set priorities for the CoC and establish an annual workplan;
- Take action against poor performers
  - Review and act on any programs that should be removed from HUD funding and any proposed funding reallocations;
- Implement a CoC-funding appeal process;
  - Review and make final determination on CoC-funding appeals;
- Designate the Housing Assessment Resource Agency (HARA) for administration of the MSHDA ESG Program;
  - Identify an agency to function as Fiduciary for MSHDA ESG funds; and
  - Assure that services provided by the Fiduciary, HARA, and sub-grantees are meeting the needs of the local community and that critical issues are addressed;

CoC Board Supports:

CoC Committees: The Detroit CoC may establish Committees, Subcommittees, or Work Groups that are made up of CoC members to act on behalf of the Detroit CoC. The Committees are the action planning components of the system. Unless authority is designated by the CoC, Committees make recommendations to the CoC Board for approval.

CoC Lead Agency: The CoC Lead Agency is responsible for working with the Board Chair to schedule meetings, develop agendas, issue meeting materials and post all relevant documents to the Detroit CoC website. The agency will provide recommendations to the Detroit CoC Board for its final decisions.

CoC Collaborative Applicant: The Collaborative Applicant is responsible for collecting and combining the required application information from all CoC Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for CoC Program funding and to apply for CoC Planning dollars.

HMIS Lead: The Homeless Management Information System (HMIS) Lead will maintain the community's HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to contributing organizations.

Coordinated Entry Lead: The CE Lead is designed to coordinate program participant initial screening, assessment, and provision of referrals. As defined by HUD, the CE will cover the geographic area, be easily accessed by individuals and families seeking housing services, be well advertised, and include a comprehensive and standardized assessment tool.

Additional Information and Requirements:
Additional requirements for the CoC Board are described within the Detroit CoC Governance Charter which can be accessed by clicking here. It is recommended that all applicants consult the charter for additional information.

For more information about the CoC, visit HAND's website at www.handetroit.org.

Once elected, the Detroit CoC Board members will also be asked to sign a board member agreement. This agreement is included for your reference on the next page.

Thank you again for your interest in becoming a Detroit CoC Board Member! If you have any questions, please don't hesitate to reach out to the CoC Coordinator at elise@handetroit.org or the Program Coordinator at chelsea@handetroit.org.

Again, you can access the application by clicking here. *Remember to apply by* ***October 25, 2023.***

Detroit Continuum of Care (CoC)
2024 Board Member Agreement

The CoC Board is composed of elected and appointed members and provides oversight and leadership for the Detroit CoC, while ensuring accountability for results. The CoC Board acts as the Board for the CoC as defined in the CoC interim rule section 578.5 (b). The Board brings together a diverse body of stakeholders working to address issues of homelessness and leverage the expertise and resources of the partners. This Agreement outlines the roles, responsibilities, key skills, and time commitment.

1. Roles
    a. Promoting community-wide commitment to the goal of ending homelessness
    b. Define the vision and performance expectations for the Detroit housing and service system (as a whole and its component parts), consistent with the vision and plan to end homelessness.
    c. Review and understand federal, state and local regulations and guidance related to homelessness and ensure system alignment.
    d. Be a leader in the community to further the goals of the CoC, including serving as a community champion, speaking on behalf of the CoC Board and assuring ongoing dialogue with the community on opportunities, progress, results and barriers to ending homelessness in Detroit. Additionally, work to adopt priorities to inform ongoing and future tasks, in conjunction with CoC committees.

2. Responsibilities:
    a. Participate in CoC Board orientation
    b. Make attendance at all CoC Board meeting a high priority (in alignment with Governance Charter and appropriate CoC Policies). Prepare for, attend, and conscientiously participate in Board meetings – this means reading all materials provided during the new board member orientation and in advance of Board meetings. Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
    c. Actively participate in one or more committee(s). As a committee member work to share information between the committee and Board
    d. Participation via conference call is allowed only two times per calendar year for CoC Board members. Additionally, you must have access to email to participate in electronic voting, if needed.
    e. CoC Board members that do not receive and do not plan on applying for CoC Program funding must participate in the annual funding and application process at least once during your board term, which involves being part of the Values and Funding Committee.
    f. Adhere to CoC Board meeting attendance requirements and attend at least 50% of the CoC General Membership meetings.
    g. Adhere to the Conflict of Interest policy.
    h. Commit to actively represent the voice and experience category for which the member has been appointed or elected. Assure cross-communication by providing regular information and updates.
    i. Commit to listen, value and utilize the experience and contribution of people who are or have experienced homelessness as equal partners in ending homelessness.
    j. Represent the voice for the population/group that you represent, such as survivors of domestic/intimate partner violence, youth, veteran, etc.

3. Key Skills:
    a. Be passionate about the work
    b. Commit to continuous learning - work to increase your knowledge of the Detroit CoC,

including understanding the necessary regulations, history, performance measures, priorities, etc.

c. Be an active participate in meetings, which includes asking related questions and being solution oriented
d. Represent the CoC Board and CoC System in a positive and supportive manner at all times and in all places.
e. Serve as a CoC advocate and champion within your own organization and within the community
f. Leverage connections, networks, and resources to develop collective action
g. Cooperate with and respect the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
h. Putting the interest of the CoC (system) above your organization and personal interests
i. Show respect and courteous conduct in all CoC meetings

4. Time Commitment:

a. On average, about 10 hours a month, minimally.
b. This includes preparation and attendance at monthly CoC Board meeting, committee preparation and participation, and networking and building of relationships with fellow Board members and staff.