

Program Policy Committee Governance Charter

Revised May 21, 2026. Changes reflect additional process guidelines for PPC membership selection and are in accordance with the updated CoC Charter.

This Charter sets forth the guiding principles of membership and participation in the Cuyahoga County Continuum of Care (CoC) Program Policy Committee (PPC) and the provisions for PPC operations through the Office of Homeless Services (OHS)

- The governing body for the Cuyahoga County Continuum of Care (CoC) is the OHS Advisory Board. The Advisory Board established the PPC to address issues of program and system policy analysis on behalf of the Advisory Board. This charter details the roles and responsibilities of the PPC, as well as the rules and policies governing PPC meetings, membership and decision making.
- The PPC is not a decision-making body. Program and system policy questions are analyzed and deliberated with recommendations submitted to the OHS Advisory Board for Advisory Board action and/or adoption.
- The OHS Advisory Board and the PPC membership will review this subcommittee Charter annually to ensure it remains consistent with CoC objectives and responsibilities.
- The OHS Advisory Board will have the power to adopt, amend, or repeal provisions of this Governance Charter by a majority vote of the Advisory Board present at any meeting where the proposed action has been described in the notice of the meeting.

A. The Purpose of the PPC:

promote communitywide commitment to the goals of reducing homelessness by 25% through strategies aligned with **Strategic Action Plan for Homelessness: Advancing Pathways to Housing Through Equity**, adopted by the CoC Advisory Board in March of 2023. The goals are:

1. Improve Engagement and Access
2. Improve the Experience of Clients in Crisis Housing
3. Expand Housing Stabilization Capacity
4. Connect Clients to Income and Benefits
5. Build System Capacity

B. PPC Subcommittee Guiding Principles:

- a. Homelessness is the result of system failures to identify, engage, and adequately support the needs of individuals experiencing extreme poverty
- b. All program models must adopt principles of Housing First, trauma-responsive care, race equity and inclusiveness, and equal access for all family configurations, actual or perceived sexual orientations, gender identities, in addition to all Civil Rights protected classes.
- c. All persons experiencing a housing crisis can be housed, with the right housing model and service supports, and when other system barriers are addressed.

- d. To the greatest extent practicable, individual choices about where and how to live will be honored.
- e. Addressing homelessness requires collaboration from multiple sectors and systems; no single entity can or should have exclusive responsibility.
- f. Intensive and persistent client engagement is key to building trust among persons experiencing homelessness.
- g. Persons experiencing a housing crisis do best with clear pathways to housing, low-barriers to program entry and defined service strategies that result in permanent housing.
- h. Permanent Housing arrangements/placements should be followed by support services as needed to support individuals in successfully maintaining their housing.
- i. Program improvements and system refinements must be informed by data-driven decision-making centered on the experience and direct engagement of persons with lived experience of homelessness
- j. Persons experiencing unsheltered homelessness require specialized and targeted engagement and housing location supports

C. PPC Subcommittee Operating Guidelines:

- a. Meet monthly under the direction and facilitation of OHS
- b. Provide guidance and leadership on standards, policies and procedures for housing and services programs funded by the CoC, including the Coordinated Entry System (CES)
- c. Develop, revise, amend and promulgate standards for the administration and operation of emergency shelter (ES), permanent supportive housing (PSH), rapid rehousing (RRH) and additional program models as funded by the CoC and the OHS.
- d. Develop, revise, amend and promulgate standards for the administration and operation of the CoC's CES.
- e. Use an equity framework that promotes diversity, equity and inclusion of underserved groups and examines racial and LGBTQIA+ disparities in the development, review and revision of policies.
- f. Establish a nimble and flexible process for achieving its goals that allows for input while supporting efficient and effective decision-making.
- g. Create a forum and systems for feedback, evaluation and continuous improvement of housing and service programs and the CES.
- h. Review data on the operations and outcomes of CoC programs and the CES and make data-driven decisions about revisions to policies and practices. This includes quarterly review of the Housing First dashboard and other relevant dashboards and data sources.
- i. Provide regular reports to the CoC Executive Committee and the Advisory Board.
- j. Present policies and procedures to the OHS Advisory board for approval and adoption. In time-sensitive situations, recommended policies and procedures may be circulated and voted on by email. A majority of submitted "yes" votes will be sufficient to adopt the policy.
- k. Review policies and procedures contained in program standards that are flagged for review by a majority vote of the Advisory Board.

D. The membership of the PPC

To become a voting member of the PPC, interested parties will submit annual applications to be reviewed by OHS. Members will be selected by OHS in consultation with the Executive

Committee. OHS will select from the applicants based on expertise and representation from all program types, diverse agencies and staffing levels (i.e., Street Outreach, Emergency Shelter, Rapid Rehousing, Permanent Supportive Housing and front line/managerial levels etc.) Members may be added during the course of the year to fill gaps in knowledge and expertise on the PPC. OHS and the Executive Committee will review and approve/decline applicants that present outside the annual membership cycle.

E. PPC Deliberation and Action

PPC will recommend decisions for Advisory Board action based on active deliberation and input from all PPC members, guided analysis of data and best practices information, and promotion of system and programmatic strategies that are most likely to advance CoC goals. The PPC is not a formal decision-making body; recommendations are formulated based on consensus of PPC members. When consensus is not reached but recommendations are necessary to be formulated, PPC members will take a vote of all members present at the meeting. PPC will reconsider previous actions when any of the following conditions are present:

- a. New information is introduced that wasn't available at the time of the initial discussion and decision
- b. A significant system change has occurred (provider change, funding change, natural disaster, political/legal changes impacting system, etc.) that warrants a different policy approach
- c. Annual reassessment, or other time period
- d. Full Advisory Board tasks PPC to review/revisit decision