NORTHWEST REGIONAL HOMELESS ADVISORY BOARD

BY LAWS/POLICES AND PROCEDURES

The Northwest Regional Advisory Board (RHAB) believes that our mission as a volunteer community board is:

‘To ensure that at least an adequate level of quality service is provided along the homeless Continuum of Care in each county in the Northwest region and that providers throughout the Region collaborate with each other to maximize the availability of services to the homeless.’

Voting Membership:

1. The voting membership of the Board would consist of a cross section of County MH Programs, Community Action Agencies, MH provider organizations, Homeless Services providers within the region, and two (2) representatives from DCED. Some members represent more than one County in the Northwest region. Total number of voting board members will not exceed 15. If two board members are from the same agency, one person will be designated as the primary representative and together they will have only one vote.

2. All voting members of the Board must attend at least 50% of the meetings in order to retain their ability to vote. It will be the responsibility of the Board Chairs to keep record of attendance and ask any one out of compliance with this policy to resign from their voting position.

3. Any vacant voting positions on the Board will be filled through a nomination process from the entire membership and a vote by the current voting members.

4. A quorum is needed to complete the voting process. A quorum consists of 51% voting members which are 8 members, either physically present or present by way of speakerphone.

5. There is no limitation on how long a voting member can remain in their position.

6. Letters of interest to become voting members should be submitted to either Board Chair at least a week prior to the next meeting for voting consideration. In order to be considered for a board position that person must be participating with their local housing coalition and must also be a member of the Western COC. Further, participation in the Western COC subcommittees is strongly encouraged.

7. Individuals seeking voting positions are required to attend at least one meeting prior to the Board voting upon their application.

Ancillary Membership:

1. Ancillary members of the Northwest RHAB are any individuals who are interested in homeless issues in the region and choose to attend at least one Board meeting. Everyone is welcome to attend and become an ancillary member.

2. There is no limitation of how many or long an individual can remain an ancillary member of the Board.

Board Chairpersons:

1. The Board Chairpersons are elected annually by the voting members of the Board through an anonymous, written ballot process at the October meeting.

2. Nominations for Chairpersons must be made from current voting membership, and can be made by any individual on the Board.

3. In the case of a tie the full Board will revote by anonymous written ballot.

4. There are no limitations on an individual’s number of terms (or years) as Chairperson, as long as they are elected annually by the majority of the voting membership.

Rating and Ranking Process

1. The Rating and Ranking Committee’s goal is to read all applicants for the HUD McKinney Continuum of Care discuss the applications as a group and complete the Regional Project Rating Form. Upon completion of this form the proposals will all be ranked upon their final scores on the Regional Project Rating Form. This ranking will be submitted to the Consultant Agency for inclusion in the regional proposal to HUD.

2. The RHAB members will receive all Notice of Intents from the Consultant, listing the agencies interested in applying for the funds, their proposed program, target population and goals.

3. All agencies submitting Notice of Intent forms will receive the Northwest RHAB’s ‘Information for Applicants’ informational memo which outlines the Rating and Ranking procedure, policies and final rating form, reviews requirements for renewal applicants and outlines procedures for categorically funded programs.

4. Categorical Proposals: Any proposal considered categorical in nature will be expected to document significant financial leveraging from the categorical funding stream(s) toward the program for the entire grant period. Documentation will be required for any programs not able to secure significant and ongoing financial leveraging from categorical funding stream(s).

5. All applicants are required to meet with the Rating and Ranking Committee to address questions from the Committee regarding their application prior to the Rating and Ranking Committee meeting.

6. The Board Chairpersons shall attend the rating and ranking meeting for the sole purpose of taking notes, specifically feedback information for the applicants.

Northwest Regional Homeless Advisory Board

Code of Conduct

General

The Northwest RHAB ensures the Commonwealth’s Homeless Steering Committee established ranking criteria and process is carried out in the Northwestern area of PA. Any disputes or problems that arise with the ranking process will be overseen by the Commonwealth’s Homeless Steering Committee as a means of assuring a fair application of the criteria and process across all regions of the state of PA.

Conflict of Interest

• The Review Committee Chair Person(s) may have no project from their employing agency for consideration.

• Review Committee members do not participate in ranking for projects submitted by their employing agency or County (averages calculated appropriately without their scores)

• Review Committee members may not collude with others to corrupt ranking results and selection of projects recommended for funding for the Continuum of Care.

• No Review Committee members may have personal ownership of any proposed project sites and may not have any direct pecuniary benefit from the approval of any project.

Sanctions

Members found to be in violation of this Code of Conduct may be subject to sanctions from the State Ethics Commission and/or criminal prosecution.