

**PROPOSED BY-LAWS FOR THE HOMELESS ADVISORY BOARD
DRAFT 9.30.2023**

BYLAWS

Article I – Purpose

The Homeless Advisory Board (HAB) is established by the Board of County Commissioners for the purpose of ensuring a coordinated and collaborative approach to the work to make homelessness in Washington County rare, brief and non-recurring. The HAB will provide high level oversight to the large suite of programs and services provided to Washington County households who are at risk of losing their housing or are unhoused. The HAB ensures focus on Washington County’s homelessness response plans and promotes and sustains the vision of these plans; encourages collaborative partnerships across a broad array of stakeholder groups and service systems; provides guidance to the annual workplan; advocates for resources and funding opportunities to achieve outcomes and goals. The HAB will serve as the Washington County Continuum of Care (CoC) Board by representing the CoC membership in fulfillment of CoC roles and responsibilities, advising the Board of County Commissioners and staff in the Homeless Services Division of the Department of Housing Services. A primary goal of the HAB is to ensure that the broadest possible array of voices from the Washington County community has access to the planning process and implementation of programs or program changes. These voices must include historically marginalized communities including those of people who have faced housing crises and/or homelessness.

Article II – Authority for Continuum of Care

The Washington County Homeless Advisory Board (HAB) serves as The Continuum of Care (CoC) Board. The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act.¹ The program is designed to: promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to people experiencing homelessness, ensure effective utilization of mainstream programs by households experiencing homelessness; and optimize self-sufficiency among individuals and families experiencing homelessness.

A Continuum of Care is a community wide network of stakeholders collectively invested in preventing and ending homelessness. The CoC is composed of representatives of organizations in Washington County including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.

Section 1. Definition and Mission of the Homeless Advisory Board (HAB)

The Washington County Homeless Advisory Board, serving as the County CoC Board, coordinates public and community-based housing and services to assist persons who are homeless or at imminent risk of homelessness in Washington County to obtain permanent housing, increase economic stability, and promote housing stability.

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The Washington County HAB addresses critical issues related to homelessness through a coordinated community-based advisory process of identifying and addressing system needs utilizing U.S. Department of Housing and Urban Development (HUD) funding, as well as other sources of funding. The objectives of the Washington County HAB are often achieved through the work of technical subcommittees, and community-based organizations that provide services within the County. The HAB may delegate authority to meet urgent HUD timelines or make technical decisions, as needed to executive officers or technical subcommittees.

The Washington County CoC geography includes the geographic area containing the cities of Beaverton and Hillsboro, Tigard, Forest Grove, Cornelius, Sherwood, Tualatin, Durham, King City and surrounding geographies in Washington County.

Section 2: Duties and Responsibilities of the HAB

The duties and responsibilities of the HAB are to:

- a) Serve as the Washington County Continuum of Care Board and oversee all the required activities of the CoC lead agency, the Department of Housing Services Homeless Services Division.
- b) Promote public awareness of and support for the variety of policies and practices that are a part of the work to address issues of housing instability and homelessness in our community.
- c) Provide strategic planning and guidance to inform the development of annual work plans and other guiding documents.
- d) Provide budgetary guidance and advise on investments in homeless services programming to meet the identified needs of the system and prioritized outcomes.
- e) Advise on investment coordination and leveraging across funding sources including CoC, ESG, Metro SHS and other local, state, and federal funding sources for homelessness.
- f) Recruit community members from the broad and diverse set of stakeholders in our community to participate in and support the work of HAB, technical and standing subcommittees, and other convenings of the HAB.
- g) Establish additional committees, subcommittees, or workgroups as needed to ensure the responsibilities of the body.
- h) Monitor and promote the development of programs and practices that are culturally aware, trauma-informed, and include the voices of our many marginalized communities including those with lived experience of homelessness.
- i) Review annual evaluations of the homeless services system's performance, including a comprehensive review of racial equity considerations, to enhance the effectiveness and inclusivity of homeless services. Provide strategic recommendations based on the findings to support the goal of ending homelessness.

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- j) Review this governance structure and receive feedback from broad community stakeholders at least every 5 years to ensure practices are consistent with guidance from Washington County Board and Commissions, HUD, and other funders.

Article III. Washington County HAB Membership

The Board of County Commissioners, through the Board’s Rules and Procedures, will appoint HAB members. Members serve at the pleasure of the Board of County Commissioners. The HAB will be comprised of not less than nine (9) and not more than fifteen (15) members, representing the diversity of Washington County including geographic, income, cultural, racial and personal experience. Members shall be persons who have demonstrated a commitment and understanding of the complex issues of housing instability and homelessness and an appreciation of cultural differences and the impact of the crisis of homelessness on members of our community.

Section 1: Board Diversity and Inclusion

The HAB will make recommendations to the Board of Commissioners whenever an opening occurs. Membership recommendations to the Board of Commissioners will ensure a diversity of lived experiences, professional expertise, and a balance of perspectives to ensure sound planning and accountability for the homeless services system.

- a.) To ensure collaborative and knowledgeable work on the HAB, membership expertise shall include, but not be limited to expertise in homeless services provision, workforce development experts, criminal justice experts, behavioral health and healthcare system experts, education system experts, and civil rights and justice advocates.
- b.) The HAB shall, to the greatest extent possible include a balanced representation from all of the previously listed stakeholder groups. The total board membership shall not have a majority representation of contracted service providers to ensure a breadth of expertise and non-conflicted voices. Additionally, the Board may designate a member of the Board of Commissioners to serve as an ex officio, non-voting member.
- c.) To ensure the representation of impacted community members in the advisory body’s work, membership shall include a significant number of people who identify as having lived experience of homelessness, and no fewer than two at any time.
- d.) To ensure membership represents our Washington County community, membership will include a diversity of race, ethnicity, sexual orientation, gender identity, and socio-economic status at all times.
- e.) Membership of the community advisory body intended to advise the Board of County Commissioners, shall not include other public officials, elected or staff persons. However, if a particular expertise is unavailable to be represented from among community experts, a public staff person may be considered to serve on the committee in an ex officio, non-voting capacity.

Section 2: Terms

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Terms of appointment shall be three (3) years. The initial slate of members shall be appointed to staggered terms by the Board of County Commissioners. Thereafter, the HAB will recommend candidates to fill vacancies as needed. Members' terms shall commence on January 1st and end December 31st (unless an appointment is filling an unexpired term).

- a) Members may serve a maximum of two (2) consecutive terms. In the case of a resignation, a new member shall be appointed to fill the remainder of the unfilled term.
- b) In the event that a replacement for a member whose term is up cannot be found after substantial recruitment efforts have been undertaken, the Chair, with approval of the Executive Committee can extend the term of that member.
- c) Members who have served the maximum of two, three-year terms may be reappointed to the HAB after a one-year hiatus.
- d) Recruitment of new members to fill expired or vacated positions shall be coordinated through the Board of County Commissioners' established process, including announcement of vacancies, advertisement, applications, review and appointment. The HAB shall actively encourage applications by qualified community members, ensuring that information about the work of the HAB and how to apply is noticed through social media, notices in places where effected persons may be exposed to the notice such as libraries, laundromats, grocery stores, food pantries, homeless service providers offices, shelters and other "non-traditional" locations and in multiple appropriate languages. The HAB will ensure that the application process is easy to understand and complete and will offer the assistance of County staff to interested parties if needed.
- e) A selection process will be conducted by a temporary nominations committee and include the participation of the CoC membership to make recommendations to the HAB. The HAB will recommend candidates to the County Board of Commissioners for appointment.

Section 3: Board Orientation

When a new member is appointed to the HAB, the Executive Committee will work with staff to develop and conduct a full orientation to the work and history of actions of the HAB. Such orientation will take into consideration the member's familiarity and/or comfortability with participating on a board such as the HAB. If needed, the Board and/or County staff will arrange to pair up new members with another member to have a welcoming and inviting person to review upcoming meeting agendas, ask questions of, or generally get support for their active participation in the meetings. This orientation will include a conversation about the need for compensation to make participation more easily possible for new members to fully participate in the activities of the HAB (see Section 5 below).

Section 4: Compensation

Washington County recognizes that not all members of our community have the time, resources, or ability to volunteer their time to participate in the work of the HAB. Due to this fact, the HAB will establish a fair and reasonable internal compensation plan to address these inequities, consistent with other Boards and Commissions activities across the County.

Section 5. The Officers

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Officers of the HAB shall be a Chair and Vice-Chair. The officers make up the Executive Committee of the HAB. The officers shall be elected by the HAB for a term of two (2) years and shall serve until their successors are elected. Vacancies shall be filled by an election of the HAB for the unexpired term for a vacant office.

a) Chair

The Chair shall preside at all HAB meetings, call special meetings as he/she/they deems appropriate in consultation with County Staff Liaison, serve as spokesperson for the HAB and act as liaison to the Washington County staff and Board of Commissioners and appoint all work groups committees or task forces, their tasks and duties in collaboration with the Executive Committee.

b) Vice-Chair

The Vice Chair shall serve in the absence of the Chair, including serving as Interim Chair in the event of a vacancy in the Chair until such time that an election can be held.

Article V Committees and Work Groups

Section 1. The HAB may convene, as needed, Committees or Work Groups of knowledgeable persons to advise the HAB on specific needs and/or to address ad-hoc issues. Committee and Work Group membership may include members of the greater Washington County homelessness service providers and/or lived experience stakeholder groups and other appropriate stakeholders. Each Committee or Work Group will (when possible) be chaired by a member of the HAB assigned in collaboration with the HAB Executive Committee.

Section 2: Standing committees

The HAB will establish appointed standing committees to manage appropriate aspects of their work. These committees will be convened as often as described, or as directed by the HAB, or as required by staff to support technical aspects of the work. Standing committees will include:

- a. Lived Experience Advisory Committee: will be comprised of persons who have experienced homelessness in our community and who are interested in providing feedback and input into the design, impact, and/or discussions about all aspects of the implementation of the Homeless Services strategic and annual work plans, and the various programs making up the homelessness services in Washington County. The LEAC provides advice and counsel to the HAB, the Washington County Dept of Housing Services, and its partners in support of efforts that strive to end homelessness, as well as to ensure that the unique voice of those with lived experience of homelessness is incorporated throughout the Washington County homeless crisis response system. HAB designated entities and committees are encouraged to consult with LEAC while carrying out their delegated responsibilities. The LEAC may be convened in partnership with the lived experience advisory body that advises on Housing Authority activities as well. To be convened at least quarterly.

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- b. Performance Evaluation technical sub-committee will be comprised of knowledgeable persons representing a diversity of stakeholders to provide input and feedback about how to conduct performance evaluation of the homelessness service system. This committee will review annual system performance reports including the HIC/PIT, System Performance Measures, and Longitudinal Systems Analysis and make recommendations for overall system improvements including annual review of the Rating and Ranking methodology to be applied to funding decisions. To be convened at least quarterly.
- c. Equitable Procurement technical sub-committee will be comprised of knowledgeable persons representing a diversity of stakeholders to provide input into the procedures for how procurement processes are conducted and how contracts are awarded. This committee will have responsibility for defining local funding priorities for the annual CoC HUD NOFO based on the information provided by the Performance Evaluation sub-committee. This committee will also complete the annual Rating and Ranking process required by HUD as a part of the annual HUD Notice of Funding Opportunity process and recommend projects for inclusion in the annual HUD CoC Application. The membership of this committee cannot include any provider of services who receives or intends to apply for funding by HUD or Washington County, any participant of such providers, or any other person with a specific relationship to one of these providers (such as a member of their board or staff). To be convened at least twice annually.
- d. Coordinated Entry (CES) technical sub-committee: will be comprised of people and organizations utilizing the Coordinated Entry System to provide evaluation, feedback and recommendations for improvements. This committee will continually evaluate the effectiveness of the system in terms of accessibility, ability to equitably assess households for services, prioritization, and connect households to programs. To be convened at least quarterly.
- e. Homeless Management Information System (HMIS) technical sub-committee: will be comprised of knowledgeable persons who are utilizing the HMIS system who can provide input and feedback about the functioning of the system, the needs of providers and the work group for data and information, data quality practices, and the trauma-informed approaches required to successfully gather data on people being served by the homelessness system. To be convened at least annually.
- The HMIS workgroup will work with HMIS Lead staff to establish HMIS evaluation criteria to assist assessment of HMIS function and governance needs.
 - The HMIS workgroup shall use evaluative criteria to review, revise, and approve recommendations for the HAB regarding the functionality, privacy, security, and data quality plans for the HMIS. The review of these HMIS governing documents will take place no less than annually.

Additional committees may be established as needed to address community or system needs. Should further permanent committees be established between bylaw reviews, they will be written into the bylaws at the next annual review.

Section 3: Temporary Work Groups

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Work Groups will be established and convened as determined by the staff to support technical or policy work, with approval of the HAB based on the interests, goals and needs of the HAB. These groups will be tasked with particular technical or policy work and should include subject matter experts who may be contracted providers to provide expertise to county staff. Examples of types of work could include: to resolve particular program needs, to prepare technical feedback requested by the HAB or other advisory committees including BCC. These committees will generally be convened for a project consisting of work that can be achieved within the work plan year.

Section 4: Community Membership Convenings

The Washington County HAB will engage a broader community and membership that support the activities of the HAB, the Department of Housing Services and the responsibility of the CoC. This collaboration and communication will enhance inclusion and involvement in homeless system advisory work, provide important feedback and guidance on community needs, and demonstrate transparent and ongoing communication with our public. These convenings will include but are not limited to:

- a. Housing and Supportive Services Network (HSSN). The HSSN convenings will inform the HAB on critical issues experienced in the community, across service provider agencies, and generally “on the ground” to help develop strategic plans and investments to address homelessness. The HSSN also convenes to serve as a forum to provide information and educational opportunities to staff providing homeless services throughout the system. This shared learning space is an opportunity for program updates, best practice trainings, and other collaboration to support the workforce providing direct services and working across the Continuum of Care. To be convened monthly.
- b. Homeless youth forums of Washington County that work to end youth homelessness in Washington County by centering the voices of youth with lived expertise in decision-making on program development, funding, policy making and program and system performance evaluation. The HAB’s designated entities and committees are encouraged to consult with HYF formats while carrying out delegated responsibilities. To be consulted at least annually.

Article VII HAB Meetings

Section 1. Regular meetings shall be held by the HAB at the date and time agreed upon by the majority. Special meetings may be called by the Chair or at the request of three or more members. Due to the importance of the responsibilities of the HAB, the Board will meet no less than six (6) times a year and can meet as often as is required to manage their business.

- The time and location of the meetings should be discussed by the HAB while also providing the opportunity for public comment on this subject to ensure that the time and location does not exclude participation from historically marginalized communities that identify as Black, Indigenous, Latino/a/x, communities of color and those with lived experience.
- To the extent possible, meetings will follow recommended equity and trauma-informed guidelines to create an accessible and welcoming environment for participation.

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- To the extent possible language services will be provided to those who want to participate including interpretation/translation request no less than two days prior to the scheduled meeting date.

Section 2. All meetings will be held as “hybrid” meetings utilizing conference telephone, electronic video meetings communication or other available technology so long as each board member can hear one another or can communicate concurrently to ensure that the broadest possible participation can be accommodated. Members’ ability to participate remotely shall not be discouraged.

Section 3. Notice of meetings shall be given no less than fourteen (14) days in advance of a meeting. However, should an issue of urgency arise, a meeting notice may be given twenty-four hours in advance of a meeting. Meetings shall be held at a location agreed upon by the HAB and shall be accessible to persons with disabilities. Considerations for how members of the lived experience and provider communities can participate or attend meetings of the HAB should be of highest concern.

Section 4. A quorum shall consist of a majority of HAB members. Any formal action shall be taken with a majority vote by a quorum of the membership. Once a quorum is established, business can be transacted for the remainder of the meeting regardless of number of members present.

Section 5. Each member of the HAB shall have one vote.

Section 6. In the event that urgent business must be transacted between regularly scheduled meetings, the Executive Committee will be empowered (by vote of the HAB membership) to meet to resolve that business. At the next meeting of the HAB immediately following such action, the Executive Committee will report out what was done.

Section 7 A HAB member who is unable to attend a meeting shall notify the Chairperson or Staff to have an excused absence. At the discretion of the Chair, three unexcused absences may result in dismissal from the HAB. Replacement members will be appointed by the County Board of Commissioners following the County’s adopted procedures for advertising, recruitment, review and appointment of residents to boards and commissions.

Section 8: The Chair presides over the meetings and is responsible for setting the tone and guiding the discussion and actions. A part of this responsibility will be to ensure that people generally unfamiliar with the business of the HAB or with the procedures of such meetings, receive respectful and welcoming treatment and explanations as the meeting continues. Many people who have experienced homelessness or housing crises are simultaneously experiencing trauma and stress overload. It is important to ensure that people with these experiences are treated with care and understanding before, during and after the meetings.

Section 9: Open Meetings

Notice stating the time and place of all meetings and containing an agenda of all scheduled actions to be considered shall be posted not less than seven (7) days prior to the meeting in conspicuous places in the County Building and other places that may be frequented by people who would have an interest in the proceedings of the HAB. The County Staff Liaison will be responsible for ensuring that such postings are made. The HAB shall conform to the procedures outlined in the Open Meeting Laws of the State of Oregon (192.610-192.690).

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Article IX HAB Rules of Conduct

Section 1: Code of Conduct

HAB members must always conduct themselves with the highest ethical standards. The following standards should be regarded as minimum expectations for conduct. HAB members and those conducting official business on behalf of the HAB, will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity, and productivity. HAB business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations.

- a. Compliance with Policies: Members will conduct the HAB business in accordance with respective by-laws and conflict of interest policies.
- b. Confidentiality: Members must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the HAB. This includes but is not limited to information about members and their organizations and funded agencies. Members must also avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.
- c. Impartiality: Member agencies shall act impartially and with integrity. Members will:
 - Not knowingly be a party to or condone any illegal or improper activity.
 - Not directly, or indirectly, seek personal gain which would influence, or appear to influence, the conduct of their duties.
 - Not exploit Washington County CoC professional relationships for personal or financial or professional gain.
 - Be alert to the influences and pressures that interfere with the professional discretion and impartial judgment required for the performance of members.

Section 2: Conflict of Interest

In the event that a member of the HAB engages in business that could present a potential or actual conflict of interest with matters within the HAB purpose or agenda (such as are affiliated with, representative of organizations seeking or considering seeking, funds under the endorsement of the Washington County CoC) must adhere to the following:

- a. Member shall disclose to the HAB any conflict or appearance of conflict which may or could be reasonably known to exist.
- b. Member shall not vote on any item that would create a conflict or appearance of conflict.
- c. Member shall not participate in or influence discussions on resulting decisions concerning the award of a grant or other financial benefits to the organization that the member is associated with.
- d. Member shall not lobby or seek information from any other member of the HAB if such action would create a conflict or appearance of a conflict.

Section 3: Public Statements

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No member of the HAB is authorized to speak on behalf of the board until the committee takes a position by formal action and such communications are approved. Generally speaking, the Chair of the HAB will be considered the spokesperson for the Board unless they designate someone else to speak publicly about an issue or topic. This does not prevent any member from making public statements regarding personal or agency views on an issue as long as it is clear that they are not speaking on behalf of the HAB.

Section 4: It is important that the HAB be a place that is genuinely welcoming and respectful to all persons regardless of their background including lived experience. If a member of the HAB or a member of the public attending a meeting of the HAB feels that they are being treated in a discriminatory or less than welcoming manner, the person will be directed to talk with a member of the Executive Committee about their concern, who will determine the best course of action and inform and discuss with the full Executive Committee.

Section 5: Recommendations and Actions

The HAB will make recommendations to the Department of Housing Services and to the Board of County Commissioners as the HAB sees fit following a simple majority vote of the current membership.

Section 6: Fraud

The term fraud refers to, but is not limited to: intentionally entering false or erroneous information into electronic software systems; any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies, or continuum of care materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures, or equipment; accepting or seeking anything of material value from vendors or persons providing services or materials to the continuum of care for personal benefit; or any similar or related irregularities. Fraudulent acts will not be tolerated and may result in termination from HAB membership.

Section 7: Gifts or Honoraria

It is not permissible to offer or accept gifts, gratuities, excessive favors or personal rewards intended to influence the HAB's decisions or activities.

Section 8: Harassment

Harassment of any kind against any person on the HAB or conducting business with the HAB will not be tolerated and may result in disciplinary measures up to and including removal from HAB membership.

Article X: Communications from the Public

Section 1:

The HAB welcomes communication by members of the public about any item for which they are responsible. The work of ending homelessness in Washington County must include all voices. The HAB shall provide for a system by which written communications from the public can be made part of the agenda. Each meeting of the HAB will allow for two opportunities for oral communication from the public as a regular part of the agenda. In order to ensure that all who wish to address the HAB have an

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equitable opportunity to do so, public comments will be limited to three (3) minutes per person. The HAB shall create a system by which a person/s desiring to address the HAB is able to make that desire known to the HAB at the appropriate time on the agenda. This may include a public comments sign-up sheet, a personal conversation with the County Staff Liaison, a request to speak made in advance of the meeting or other appropriate and welcoming procedures.

however:

Section 2: The Chairperson or presiding officer of the meeting may limit the time and number of appearances concerning an item under consideration in the interest of facilitating the orderly business of the HAB.

Article XI. – Publication of Rules

A copy of these Bylaws and governing Rules of Procedure shall be provided to each HAB member and shall be available at all regular and special meetings of the Board.

Article XII. – Adoption and Amendments

Section 1: These Bylaws shall be initially adopted by the Board of Commissioners and shall take effect at the next meeting of the HAB following their approval. The Board of Commissioners shall, in their discretion, retain authority to repeal, revise or amend the Bylaws. However, in the absence of any objection by the Board of Commissioners, these Bylaws may be amended by the HAB upon approval of a majority vote of the HAB members at a regular meeting. All voting members must be sent copies of the proposed amendments along with the meeting agenda in the time frame set out above in Article VII, Section 3 before a vote can be taken.

Section 2: These bylaws shall be reviewed as needed. Changes to the bylaws shall be approved by the Board of County Commissioners.