

# Heading Home Anoka Housing Collaborative

## BYLAWS

Amended March 11, 2020, Approved April 8, 2020

### ARTICLE I—Organization.

Section 1. Name. Heading Home Anoka Housing Collaborative (HHAHC)

Section 2. Geographic Composition. The Heading Home Anoka Housing Collaborative is composed of the geographic area of Anoka County.

### ARTICLE II—Mission and Description.

Section 1. Mission. The HHAHC’s mission is to ensure that every person in our community has access to safe and affordable housing and the supports needed to maintain housing.

Section 2. Vision. Our vision is that by the year 2020, all people facing homelessness in Anoka County will have access to safe, decent and affordable housing and the supports and resources to sustain it.

Section 3. Composition. The Heading Home Anoka Housing Collaborative, hereafter referred to as the “HHAHC”, is a network of various organizations and concerned individuals that serves as the primary community planning entity that provides leadership and strategic planning to address the needs and resources of the homeless population in Anoka County.

Section 4. Purpose. The HHAHC is responsible for the overall performance and results of our community’s effort to end homelessness. At least annually, the HHAHC shall perform the following functions in a very public forum:

1. Do broad goal setting identifying unmet needs and priorities for investment and providing clear direction to funders and providers on our most critical needs. This will include obtaining input from consumers of housing services as to their needs.
2. Perform needs assessment with the intent of improving performance not only in the functioning of the committee but also in addressing needs of the public.
3. Elect members of the Suburban Metro Area Continuum of Care (SMAC) Governing Board.
4. Advocate for the maintenance, improvement, and creation of affordable housing resources that meet existing needs.
5. Monitor, advise, and provide progress reporting and updates to County, State and Federal funders.
6. Collaborate with other organizations, groups and individuals whose objectives are consistent with the HHAHC’s mission and purpose.

7. Promote community awareness and engagement of shelter and affordable housing issues in Anoka County.

Section 5 Guiding Principles. The HHAHC follows the principles set by the Executive Committee to end homelessness, which are:

- All people deserve safe, decent and affordable housing
- People who are homeless deserve housing options
- Homelessness costs more than housing
- Collecting and presenting data is important
- There is a critical relationship between housing and services; without housing, services and supports cannot be effective – without services and support, housing doesn't last
- Prevention is a key component of the solution
- Community-wide involvement is required
- Ending homelessness is attainable

### ARTICLE III—Meetings.

Section 1. Meeting Frequency. The Heading Home Anoka Housing Collaborative will meet once per month. However, this schedule may be adjusted from time to time as needed.

Section 2. Special Meetings. Special meetings may be requested by any five (5) members of separate organizations and/or consumers or non-affiliated community stakeholders, provided notification of each member occurs at least five (5) days before the meeting. Special meetings may consider only those items so specified in advance and may be conducted in person, teleconference or electronically.

Section 3. Meeting Minutes. Proceedings of all meetings will be recorded and distributed to the membership in person and/or electronically.

Section 4. Meeting Leadership. The meeting shall be presided over by the chairperson; or vice-chairperson, in his/her absence, and in the absence of the chairperson and vice-chairperson, the remaining members shall appoint a chairperson pro tem.

Section 5. Meeting Scope. Monthly meetings will focus on community engagement and education and will provide opportunity for community partners to network and share information and resources. Most of the planning and program oversight components will happen in the active workgroups. (See Article VI, Section 1).

### ARTICLE IV—Membership.

Section 1. Composition. The Heading Home Anoka Housing Collaborative will have membership that may include homeless individuals and their families; state and local government; nonprofit organizations; business community, faith-based organizations, schools, community associations as well as any other interested parties. All such persons and organizations interested in advancing the purposes of HHAHC are welcomed as members.

Section 2. Expectations of Members. Members are expected to attend meetings regularly, participate in planning of annual events, and share their concerns, insights, and perspectives on housing and shelter issues.

#### ARTICLE V—Officers.

Section 1. Officers. The officers of the Heading Home Anoka Housing Collaborative shall be a Chair person, Vice-Chair person, or Co-Chair persons, and a Secretary.

Section 2. Chair Person. The Chair person will act as chair and preside at all meetings of the Heading Home Anoka Housing Collaborative and establish an agenda for each meeting. The Chair person shall be the principal representative and spokesperson for the Heading Home Anoka Housing Collaborative. The Chair shall send notice prior to each scheduled meeting. Term of office will be *12 months* starting in March. A member may serve *no more than 3 consecutive years in this position.*

Section 3. Vice Chair Person. The Vice Chair person shall act as chair person in the absence of the Chair person and when acting shall have all the powers and authority of the Chair person. The Vice Chair person shall succeed the Chair person in the case of a vacancy of that term. Term of office will be *12 months starting in March. A member may serve no more than 3 consecutive years in this position.*

Section 4. Co-Chair Persons. Co-Chairs shall be elected for subcommittees. A Co-Chair shall act as Chair person in the absence of the Chair and Vice Chair and when acting shall have all the powers and authority of the Chair or Vice Chair. Co-Chairs are elected to represent subcommittees and elections will be held for new officers or to renew current co-chairs. *Term of office will be 12 months starting in March. A member may serve no more than 3 consecutive years in this position.*

Section 5. Secretary. The secretary will ensure meeting minutes are recorded and stored, will distribute minutes to all Heading Home Anoka Housing Collaborative Members. The Secretary is responsible for passing along stored documentation to the next Secretary at the end of their term. *Term of office will be 12 months starting in March. A member may serve no more than 3 consecutive years in this position.*

Section 6. Local Homeless Planning Lead. The Local Homeless Planning Lead will ensure HHAHC members are accurately represented at the SMAC Governing Board, assist in

aligning and coordinating COC and other homeless assistance and mainstream resources, partnering to complete annual HUD grant (NOFA), assist in evaluating performance measures, serves as local HMIS LSA, organizes annual Point-In-Time count and Wilder Research Center triennial survey and ensures local planning, implementing and evaluating coordinated homeless response system, including local alignment of SMAC policies and procedures.

## ARTICLE VI - Committees

Section 1. Executive Committee of HHAHC: Meets monthly via teleconference or electronically to set agenda pertaining to respective workgroups and is comprised of:

- A. Chair/Vice Chair of HHAHC
- B. Co-chairs of Prevention and Outreach
- C. Local Homeless Planning Lead
- D. Secretary of HHAHC and/or Prevention and Outreach

Section 2. Committees. The HHAHC will have committees outside of the regular HHAHC meeting to strategize, plan and provide oversight to the community's efforts to end homelessness. Additional committees may be created during the year to respond to community need.

a. Prevention and Outreach – Meets monthly to organize client outreach, outreach to landlords, and other community partners. This group also serves as the Anoka County Family Homeless Prevention and Assistance Program (FHPAP) workgroup.

b. Anoka Community Connect – Meets monthly starting in March to invite local businesses, housing providers, and other social service agencies to participate in a one-day resource fair each fall for people on the verge of becoming homeless, or who may currently be homeless. Planning is time-limited, the Local Homeless Planning Lead shall be the designated Project Manager.

c. Point-In-Time (PIT) Crew – This committee is responsible for planning, educating and outreaching to local businesses about the Point-In-Time conducted annually on the earliest of Wednesdays within the last 10 days in January. Planning starts in September with the creation of the PIT crew and ends on the day after the Point-In-Time. The Local Homeless Planning lead shall be the designated project manager.

Section 3. Suburban Metro Area Continuum of Care (SMAC). Anoka County, as well as the HHAHC members are a part of the Suburban Metro Area Continuum of Care (SMAC) along with representatives from Dakota, Scott, Carver, and Washington counties. The SMAC is a regional planning body that coordinates housing and services funding for homeless families and individuals.

- a. Anoka County will designate a staff member to serve as the “Local Homeless Planning Lead” formerly the CoC Coordinator to the Heading Home Anoka Housing Collaborative.
- b. Up to three members of the HHAHC will be elected to serve on the SMAC Governing Board. **SMAC membership terms will be for up to two years. There is no limit on the number of consecutive years a member may serve.**
- c. SMAC is responsible for:

- i. Development of a Continuum of Care Plan that includes estimates of homeless people, resources available, unmet needs, service gaps and priorities;
  - ii. Annual review of Plan;
  - iii. Annual review of HUD Project applications;
  - iv. Periodic review of Annual Performance Reviews (APRs) of CoC grantees in Anoka County.
  - v. Review proposals and, where justified, issue Certificates of Consistency.
  - vi. Implement and oversee Coordinated Entry.
- d. The HHAHC will consider whether any subsequent amendments made to SMAC bylaws are in the best interest of HHAHC, if not alternative solutions will be proposed.

Section 4. Family Homeless Prevention and Assistance Program (FHPAP). The Minnesota Housing Finance Agency awards a state FHPAP grant to Anoka County on a biennial basis. The HHAHC agrees to meet the state's requirement and serve as the Advisory Committee for the FHPAP grant.

- a. The Prevention and Outreach Committee will act as the FHPAP advisory sub-committee.
- b. While it will be desired that the HHAHC will conduct all formal votes related to the FHPAP grant, the HHAHC gives authority to the Selection Committee to make time-sensitive and focused decisions on behalf of the HHAHC.
  - i. The Selection Committee consists of Anoka County as Grantee, non-profits, and other interested parties who are not sub-grantees and do not have a conflict of interest related to the selection of sub-grantees or usage of dollars, and other matters that directly impacts client service.
  - ii. All decisions made by the Selection Committee will be reported to the HHAHC at their next scheduled meeting.
- c. Per Minnesota §462A.204, The FHPAP Advisory Committee shall consist of a homelessness advocate, a homeless person or formerly homeless person, a member of the Minnesota Interagency Council on Homelessness (MICH) who is assigned by the MICH, as well as local representatives, if any, of public and private providers of emergency shelter, rent assistance, transitional housing, and permanent affordable housing, and other members of the public. The advisory committees may also include county economic assistance and human service staff, tribal representatives, local work force center representatives, local landlords, members of the faith community, legal aid staff, County Veterans Service Officers, youth service providers, school homelessness liaisons, and other community members as deemed appropriate by the committee.
- d. All FHPAP voting must ensure that no more than 20% of the voting members of the HHAHC Advisory Committee are representatives of organizations that receive FHPAP funding (sub-grantees).

#### ARTICLE VII—Decision-Making.

Section 1. Quorum. A quorum shall consist of five (5) members of separate organizations and/or consumers or non-affiliated community stakeholders that are members.

When a quorum does not exist, the members present may proceed, but no business can be acted upon.

Section 2. Voting. Consensus is the desired method for decision making. Consensus is reached when each member in attendance has the opportunity for input, understands the decision and is prepared to support it. Voting shall be used for decision-making when the membership is unable to reach consensus, when a member requests a vote, and when the HHAHC is adopting formal measures such as changes in mission, governance, or structure. Members will have attended at least 50% of meetings over the past 12 months, and have participated in the planning of at least one of the below events annually, to have voting rights (this includes voting in HHAHC workgroups). Organizations that meet the 50% attendance threshold may assign an alternate to vote in their place. *If organizations have more than one member in regular attendance, the organization will delegate one member to vote for the organization; therefore, ensuring equal voting rights to all members/organizations of HHAHC.*

Planning events include:

1. HUD's annual Point-In-Time Count (PIT) - (January)
2. Anoka Community Connect (ACC) - (Fall)
3. Homeless Awareness Month (November) and/or
4. Homeless Outreach Events (3-4 per year – 2 of which coincide with the PIT and ACC)

HHAHC is most effective when agencies collaborate and work together to end homelessness.

Section 3. Elections. Elections shall be held annually or as needed to fill officer positions, SMAC positions and other positions yet to be determined.

- a. HHAHC members may nominate individuals who they think will be a good candidate to hold the identified positions.
- b. If a member is nominated by someone and does not wish to hold either position, the member may reject the nomination.
- c. HHAHC members may also volunteer to nominate themselves.
- d. When nominations are over, each member who is nominated will explain to the Heading Home Anoka Housing Collaborative why they are interested and qualified for the position.
- e. For HHAHC Officers, members will then first vote for the Chair and the Vice-Chair, second when voting for both positions. Co-Chairs for subcommittees will follow.
- f. Nominations for HHAHC three (3) members to serve on SMAC Governing Board will follow the above process and be in compliance with the SMAC bylaws.

## ARTICLE VIII—Amendments.

Section 1. These Bylaws may be suspended, altered, amended, repealed or added to by an affirmative vote of a quorum of the membership.

Section 2. Notification to membership of any changes to the Bylaws will occur within 30 days prior to an actual vote on any changes to the bylaws.

### ARTICLE IX—Conflict of Interest.

Section 1. Definition. A conflict of interest may occur when a member takes an action which results or has the appearance or intention of resulting in any financial benefit on such member, his or her family members, spouse or partner, or any organization in which the member, his or her family members, spouse or partner serves in an official capacity. Service in an official capacity shall include service as an employee, owner, stockholder, director, board member, consultant, or officer that represents any such entity or organization which is seeking or receiving funding through the Continuum of Care, FHPAP, or Heading Home Anoka, but shall not include service solely as a volunteer (that do not serve as board members or consultants) or recipient of services.

Section 2. Recusal. On issues in which a voting member of the HHAHC has a conflict of interest as described above, the member must recuse her/himself from voting. The member may participate in discussion upon declaring a conflict of interest. The HHAHC Chair will be responsible for monitoring the disclosure of voting member's conflicts of interest.

Section 3. Disclosure. In the event that a matter which raises a potential conflict of interest comes before the HHAHC or its Committees/workgroups for consideration, recommendation and decision, the member shall disclose the conflict of interest as soon as he or she becomes aware of it, and the disclosure shall be recorded in the minutes of the meeting. In order to establish a procedure to encourage disclosure, all members will be required to sign the Disclosure Statement (attachment A, as may be subsequently amended by the Committee) on an annual basis.

**Conflict of Interest Disclosure Statement**

***I have read and am fully familiar with the Heading Home Anoka Housing Collaborative Conflict of Interest policy as described in the Bylaws. Except for the matters listed below, there is no situation in which I am involved in which my decision on behalf of the Heading Home Anoka Housing Collaborative may be influenced by my own gain or advantage, financial or otherwise.***

Please describe any existing or potential conflict of interest associated with any particular contract or transaction relating to your role within the Heading Home Anoka Housing Collaborative. If “none”, please indicate in space below.

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I agree to promptly, in accordance with the requirements of the Heading Home Anoka Housing Collaborative Bylaws and Conflict of Interest Policy, any additional interests which may arise after the filing of this statement.

Date \_\_\_\_\_

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Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency/Organization