

Orange County Continuum of Care  
Coordinated Entry System Steering Committee  
Governance Charter

The Coordinated Entry System (CES) Steering Committee is an approved standing, ongoing committee of the Orange Continuum of Care (CoC). The CES Steering Committee was created to continuously review and advise the CoC Board and Policies, Procedures and Standards (PPS) Committee on items related to the policies, procedures and operation of the CES in Orange County. This includes designating and assigning tasks to workgroups to improve the CES core elements of access, assessment, prioritization and referral.

**1. Name**

The technical name of is the Coordinated Entry System Steering Committee hereinafter referred to as the “CES Committee.”

**2. Purpose**

The CES Committee will function as an advisory group to the CoC Board and PPS Committee to align its efforts to those of the Orange County CoC Board Vision including but not limited to reviewing CES policies and procedures for process review, policy formation, assessment of current policies and procedures and formation and conduct of committees in the service of the CoC, Coordinated Entry System (CES) and Homeless Management Information System (HMIS). The CES Committee will support the CoC Board with policy development, supporting strategic implementation of the CES and evaluating the efficiency and effectiveness of CES.

**3. Responsibilities**

The CES Committee is responsible for the following functions:

- a. Creating any workgroups necessary for the proper and efficient functioning of the CES and dissolving workgroups, if they are determined to be unnecessary for the proper and efficient functioning of the CES.
- b. Vetting all proposed policies arising from workgroups to ensure adherence to the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, U.S. Department of Housing and Urban Development (HUD) Notices and regulations, and evidence-based practices. The CES Committee will then determine whether proposed policies and standards will be referred for additional input and recommendation to the PPS Committee.
- c. Identify opportunities and develop recommendations to strengthen and improve the CES core elements of access, assessment, prioritization and referral.
- d. Identify opportunities and develop recommendations to align HMIS functionality with CES policies and procedures.
- e. Working with the CES Lead Agency (County of Orange) to update the CES Policies and Procedures at minimum every five years, which will include all procedures and policies needed to comply with HUD mandates and HEARTH Act regulations.
- f. Committing to advancing equity in the Orange County CoC, specifically addressing populations who have been most disproportionately impacted by homelessness, to ensure all people in Orange County experiencing homelessness and those at-risk will have equitable access to navigation, housing, and

supportive services in ways that ensure equitable outcomes including overall well-being and long-term housing stability.

#### **4. Recommendations**

Matters referred to the CES Committee by workgroups shall be placed on the calendar for consideration and recommendation at the first meeting of the CES Committee after such reference. If there is an issue of importance to the CES Committee, the CES Committee may submit recommendations to the PPS Committee and/or the CoC Board for their consideration in coordination with the CoC Collaborative Applicant. The PPS Committee and/or CoC Board may recommend, amend, or reject the recommendations of the CES Committee when considering moving recommendations forward for implementation for the Orange County CoC.

#### **5. Chair and Vice Chair**

The CES Committee shall be chaired by a CoC Board Member appointed by the CoC Board, ensuring continuity and alignment with the CoC Board. The Chair will serve for the duration of their COC seat term. The Chair may appoint a Vice Chair to assist in the planning of the CES Committee functions and assist with planning, facilitation, and coordination of the CES Committee meetings.

#### **6. Membership**

As an advisory committee seeking inclusive input, all meeting participants of the CES Committee will be invited and encouraged to actively participate in the discussion and dialogue regarding all matters regarding CES. No additional membership will be appointed by the CoC Board or CES Committee Chair. Recommendations to the PPS Committee will be made through consensus by the CES Committee meeting participants.

The CES Committee is open to the CoC General membership, CoC funded agencies and the general public for active and ongoing participation as the matters for consideration and action impact policies, procedures, and standards for the CES.

#### **7. Meeting Schedule**

The CES Committee shall meet on an as-needed basis but no less than every six months and meetings will be open to the public except as otherwise determined by the CES Committee. Any person who attends a meeting may be asked by the CES Chair to leave if the person is disruptive; if a conflict of interest applies; or if an agenda business item(s) is deemed by the CES Chair to be of such nature that it involves only Orange County CoC closed session business.

#### **8. Voting and Quorum**

The CES Committee is an advisory, non-voting entity. Recommendations from the CES Committee to the PPS Committee will be made by the CES Committee Chair.