

Orange County Continuum of Care Lived Experience Advisory Committee Governance Charter

At the meeting dated November 18, 2020, the Orange County Continuum of Care (CoC) Board approved the creation of the Lived Experience Advisory Committee. The Lived Experience Advisory Committee was created to obtain and include community-level feedback from persons with current and past lived experience of homelessness in the CoC's efforts to end homelessness in Orange County. This includes, creating working relationships with persons with current and past lived experience of homelessness on policies, procedures, and standards development and input on improving the quality and types of services provided.

1. Name

The technical name of this committee is the Lived Experience Advisory Committee, hereinafter referred to as the "Advisory Committee".

2. Purpose of this Document

This document will outline the Advisory Committee's purpose and operations, who may participate, and expectations of members and chair. The governance charter will be reviewed and updated annually, as needed, by the CoC Collaborative Applicant and Advisory Committee membership.

3. Purpose of the Advisory Committee

The Advisory Committee will function in an advisory capacity to the CoC Board and align its efforts to those of the Orange County CoC Board Vision. The Advisory Committee has no direct policymaking authority but may make recommendations to the CoC Board on matters within its purview. The Advisory Committee is intended to ensure that the voices and perspectives of persons with current and/or past lived experience of homelessness are heard and considered in the decision-making process of the Orange County CoC, and to provide a way to share recommendations and feedback on the CoC Board and the programs and services. The Advisory Committee may be called on to collaborate with and/or support other Committees of the CoC Board for the purposes of evaluation and systems improvement.

4. Responsibilities

The Advisory Committee is key to developing a homeless response system that provides fair and effective services to those most vulnerable in our population. The Advisory Committee will be responsible for making recommendations for improvement, providing input on development, and sharing feedback on improving the quality and types of services provided. The Advisory Committee responsibilities are shaped around supporting the CoC, the CoC Board and its committees and working groups in the development and improvement of a homeless response system and completing activities in accordance with § 578.7 Responsibilities of the Continuum of Care and in the HEARTH Act and § 578.79.

The Advisory Committee will fulfill its responsibilities by working with the CoC Collaborative Applicant (County of Orange). Specific roles and responsibilities of the Advisory Committee include:

- Supporting the development of policies and procedures which impact homeless services in Orange

County.

- Ensuring that the CoC Board is supporting programs, policies and procedures that are mindful of and take into consideration the expertise of people with lived experience of homelessness.
- Creating forums and other meetings to engage persons with lived experience of homelessness in the community.
- Assisting in leading focus groups that provide feedback on the homeless response system and specific issues to the CoC Board.
- 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.

5. Chair and Vice Chair

The Advisory Committee will be chaired by the CoC Board member elected to serve in the seat designated for individuals with lived experience or formerly experienced homeless for the duration of the elected term. The Chair may appoint a Vice Chair from the Advisory Committee membership to support the Chair's responsibilities and the Advisory Committee's efforts.

Responsibilities of the Chair:

- Establish meeting agendas in collaboration with the CoC Collaborative Applicant.
- Facilitate and coordinate meetings of the Advisory Committee in collaboration with the CoC Collaborative Applicant.
- Provide reports and carry forward recommendations from the Advisory Committee to the CoC Board.

Responsibilities of the Vice Chair:

- Establish meeting agendas in collaboration with the Chair and CoC Collaborative Applicant.
- Support the facilitation and coordination of meetings of the Advisory Committee in collaboration with the Chair and the CoC Collaborative Applicant.
- Facilitate meetings in collaboration with the CoC Collaborative Applicant in the Chair's absence.

6. Membership

The Advisory Committee will consist of no more than eleven members, including the Chair. To be eligible to serve on the Advisory Committee, interested individuals must identify themselves as having an experience of homelessness, past or present. Those whose experience took place in Orange County will be prioritized for membership.

The CoC aims to build a diverse and inclusive Advisory Committee. As such, the membership of the Advisory Committee should also be representative of the different regions within Orange County and subpopulations experiencing homelessness. The following representation within the Advisory Committee is highly desirable:

- Individual who experienced homelessness within the North Service Planning Area

- Individual who experienced homelessness within the Central Service Planning Area
- Individual who experienced homelessness within the South Service Planning Area
- Individual who experienced homelessness as part of a family (household with minor child)
- Individual who served in the Armed Forces (veterans) and experienced homelessness
- Individual who is ages 18 to 24 (Transitional Aged Youth) and experienced homelessness
- Individual who experienced homelessness as a result of Domestic Violence
- Individual who represents the LGBTQ community and experienced homelessness
- Individual who represents BIPOC (black, indigenous, and people of color)
- Individual who represents behavioral health or disabling conditions
- Individual who is age 62 or older (older adult) and experienced homelessness

For the first meeting, each member will be randomly assigned a term of two (2) years or three (3) years. After the initial term, all members will have three-year terms; The Advisory Committee will, at its first meeting, confirm the initial, randomly selected two and three-year terms.

Maintaining Membership

Resignation: If a member chooses to voluntarily resign from the Advisory Committee, the member should provide notice to the CoC Collaborative Applicant as soon as possible. The CoC Collaborative Applicant will communicate the resignation to the Chair and its membership.

Attendance-Based: If a member misses three meetings in a row with no advance notice to the CoC Collaborative Applicant, then that missing member can be presumed to have resigned and be dismissed. In this situation, a majority vote of members present can dismiss the missing member. Before dismissing such a member, other members should attempt to get into contact with the individual and resolve the situation in a manner in line with the missing member's desired outcome if possible.

Removal: A member may be removed from the Advisory Committee through vote to remove by two-thirds of all current Advisory Committee members. The member at issue does not participate in the vote and must be out of the room while voting takes place.

7. Meeting Schedule

Regular meetings will be held on a monthly basis. Meetings will be held at a time of day agreed upon by members as most convenient. The Advisory Committee will schedule additional meetings as needed at the recommendation by the CoC Board or the Policies, Procedures and Standards Committee.

8. Voting and Quorum

Quorum describes the number of members who need to be present for decisions to be made or activities to occur. For a vote to be held, a majority (more than half) of existing members must be present. A quorum is necessary to conduct business and make recommendations.

A majority vote of those members present and voting is required to take any action. Each member will be entitled to one vote; no proxy votes will be accepted. No quorum is needed to hold a meeting, but quorum is needed to make decisions affecting the whole group.

9. Conflict of Interest

Conflict of interest is defined as a situation in which decisions made in a person's official capacity may result in personal benefit or harm. A member who has a conflict of interest should disclose the potential conflict to the other members and must abstain from participating in any vote or decision making that implicates the conflict.

10. New Member Orientation

Each new member will be required to review the New Member Orientation materials, will be asked to review the Orange County CoC Board Governance Charter and the Lived Experience Advisory Committee Charter before serving as an Advisory Committee member. The Continuum of Care staff will support new members in reviewing the New Member Orientation materials and provide additional support to the member.