GOVERNANCE CHARTER
ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS
Chapel Hill/Orange County Continuum of Care (CoC)

ARTICLE I
ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS

SECTION 1. NAME. The name of the organization is the Orange County Partnership to End Homelessness (hereinafter "Partnership") which serves as the Chapel Hill/Orange County Continuum of Care (hereinafter "CoC"), designated by the U.S. Department of Housing and Urban Development (hereinafter "HUD") as NC-513. The Partnership is a collaborative program created and supported by Orange County, Chapel Hill, Carrboro, and Hillsborough, North Carolina.

SECTION 2. PURPOSE. The mission of the Orange County Partnership to End Homelessness is to implement Orange County's Plan to End Homelessness. The Partnership is established by representatives of relevant organizations within Orange County, North Carolina to carry out the responsibilities set forth in the CoC Program interim rule (24 CFR Part 578).

SECTION 3. MEMBERSHIP. Membership in the Partnership is open to any community member and is meant to ensure a community-wide commitment to ending and preventing homelessness. Members are meant to represent the relevant homeless service organizations within Orange County.

SECTION 4. BOARD. The Orange County Partnership to End Homelessness Leadership Team (hereinafter "Leadership Team") is the governing body of the Partnership and CoC, provides leadership to the work of the Partnership, and acts on behalf of the CoC.

SECTION 5. FUNDING APPLICATIONS. The Partnership is responsible for preparing and overseeing the CoC and ESG funding applications. The Partnership establishes funding priorities and an application process via a transparent and inclusive process for each funding opportunity. The Partnership encourages all eligible applicants to submit project applications.

SECTION 6. CoC COLLABORATIVE APPLICANT. Orange County serves as the collaborative applicant for CoC funding for the Chapel Hill/Orange County CoC, NC-513. The Leadership Team, Homeless Programs Coordinator (hereinafter "Coordinator"), project applicants, and funding committees work together to prepare and submit the CoC Application: the community application, project application, and project priority listing. Each year the application timeline is contingent on HUD.

SECTION 7. EMERGENCY SOLUTIONS GRANT (ESG) FUNDING. The State of North Carolina, through the state Department of Health & Human Services, Division of Aging and Adult Services, Adult Services Section determines the amount of ESG funding available for each CoC in North Carolina. The Partnership manages the ESG application process in conjunction with the Leadership Team, Coordinator, project applicants, and funding committees.

SECTION 8. MEETING OF FULL CoC MEMBERSHIP. In compliance with the CoC Interim Rule (24 CFR Part 578), all meetings of the Partnership are open to the full membership of the CoC and indeed to any member of the public. Meeting agendas and meeting minutes are published online on the Partnership web page.

SECTION 9. COORDINATED ASSESSMENT & WRITTEN STANDARDS. In compliance with the CoC Interim Rule (24 CFR Part 578), the Partnership is working to develop a comprehensive community-based approach to accessing homeless services in Orange County to include a common assessment tool and coordinated referral process. The Partnership will also develop a comprehensive set of written standards for all CoC and ESG funded programs to be tied into the Coordinated Assessment system.

ARTICLE II
LEADERSHIP TEAM

SECTION 1. PURPOSE. Members of the Leadership Team serve as the CoC Board for the Chapel Hill/Orange County Continuum of Care, advise on the management of the Partnership, and protect and advance the interest of the Partnership.

SECTION 2. COMPOSITION. The Leadership Team shall consist of a minimum of sixteen (16) and maximum of twenty-five (25) elected and appointed voting members. The Coordinator shall serve as a non-voting member of the board. Each of the elected bodies of the four (4) local governments (Orange County, Chapel Hill, Carrboro, and Hillsborough) shall appoint one of their members to the Leadership Team. The elected members of the Leadership Team shall be a balance of representatives of homeless service providers, individuals who have experienced homelessness, faith-based communities, local businesses, UNC-CH, UNC Hospitals, developers/homebuilders, funders, chambers of commerce, prison system, and other homelessness stakeholders.

SECTION 3. MEMBERSHIP ELIGIBILITY. Individuals who live and/or work in Orange County, are at least eighteen years old, and are interested in the mission of the Partnership shall be eligible to apply for membership in the Partnership's Leadership Team.

SECTION 4. APPLICATION FOR MEMBERSHIP. An application for Leadership Team membership shall be available on the Partnership's website and from the Orange County Homeless Programs Coordinator (hereinafter "Coordinator") and shall be advertised to the public. Current members may encourage people they know to apply as well. Applicants shall complete the application and submit them to the Coordinator who shall give them to the Board Development Committee for review.

SECTION 5. BOARD SELECTION PROCESS. At a regular Leadership Team meeting prior to September 1 each year the Chair shall appoint, subject to the concurrence of the Leadership Team, a Board Development Committee of at least three (3) members. The committee shall be responsible for nominating a new Chair, Vice Chair, and new members of the Leadership Team. Also prior to September 1 the Coordinator will publicly solicit applications for Leadership Team membership. Prior to November 1 the Board Development Committee shall send the names of all applicants to the Leadership Team so that members have the opportunity to make comments or recommendations. The Board

Development Committee will review the applications and input from the Leadership Team and make a recommendation for Chair, Vice Chair, and new members at the November Leadership Team meeting; the slate of candidates will be approved with a majority vote. This selection process shall be reviewed, updated, and approved by the CoC at least once every (5) five years.

SECTION 6. TERM. Leadership Team members' terms shall be staggered in order that approximately one-half of the voting members of the Leadership Team (with the exception of elected officials) are appointed annually to serve for two (2) years. Elected officials shall be appointed at the discretion of their appointing body. Elected members of the Leadership Team may serve no more than three (3) consecutive two-year terms and no more than six (6) consecutive years; terms of local government elected officials will not be limited. Following a year of not serving on the board, a member is again eligible for election to the board. The duties of the Leadership Team members shall begin January 1 following elections held in November each year. Except for elected officials, a member of the Leadership Team who shall be absent from more than fifty percent (50%) of Leadership Team meetings in a calendar year may be considered to have resigned from the Leadership Team, unless the absences are approved by the Chair.

SECTION 7. ORIENTATION. The Coordinator will provide orientation on the activities of the Partnership for new members.

SECTION 8. VACANCIES. Any vacancies in elected positions on the Leadership Team shall be filled by elections of eligible candidates by the current members of the Leadership Team for the unexpired portion of the vacated term.

SECTION 9. REGULAR MEETINGS. The Leadership Team shall establish its meeting schedule each year, but must meet no less than every other month. At the direction of the Chair a regular meeting date may be changed by notifying members of the Leadership Team at least three (3) days prior to such meeting, provided that a majority of the members concur, by electronic or telephone poll or in a meeting of the whole, with the change. A special meeting of the Leadership Team may be called at any time by the Chair, or any two (2) members. Notice in writing or via electronic communication stating the purpose shall be sent to all members of the Leadership Team at least three (3) days prior to a specifically called meeting.

SECTION 10. VOTING & QUORUM. In any proceeding in which voting by members is called for, each member shall be entitled to one vote. A majority of the voting members of the Leadership Team shall constitute a quorum. If a quorum is not present at a regular Leadership Team meeting, matters under consideration may be voted upon via electronic mail, subject to the discretion of the Chair.

SECTION 11. AVOIDING CONFLICT OF INTEREST & RECUSAL. 24 CFR 578.95(b) states, "No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents." Leadership Team members will complete and sign Conflict of Interest Information Form (APPENDIX 2) each year with updated information about organizations that they represent as an employee, donor, volunteer, member, board member, trustee, or any other affiliation. Leadership Team members will recuse themselves from discussions or decisions that could violate conflict of interest.

SECTION 12. FUNDING APPLICATIONS. The Leadership Team reviews recommendations from CoC and ESG Funding Committees and votes to approve final funding recommendations, including the CoC Project Priority Listing and the ESG project funding recommendations.

SECTION 13. TERMINATION. Any member may resign from the Leadership Team upon written notice to the Chair. Any member may be expelled by a two-thirds vote of the Leadership Team. An opportunity for written appeal of that decision to the Executive Committee will be afforded the member facing expulsion.

ARTICLE III
LEADERSHIP TEAM: OFFICERS, MANAGEMENT TEAM, AND EXECUTIVE TEAM

SECTION 1. OFFICERS AND MANAGEMENT TEAM. The officers shall be the Chair, Vice Chair, and the Coordinator who shall serve as the Secretary of the organization. The Management Team is made up of the Chair, Vice Chair, and Coordinator.

SECTION 2. OFFICER SELECTION PROCESS. The Board Development Committee shall nominate the Chair and Vice Chair. Officers shall have served at least one (1) year as a member of the Leadership Team before taking office. The Leadership Team shall elect the officers prior to December 1 each year. All officers shall serve for a term of two (2) years beginning January 1 or until their successor is elected and assumes the duties of the office. Officers shall be voting members of the Leadership Team.

SECTION 3. DUTIES OF THE CHAIR. The Chair shall serve as the head of the Leadership Team and shall preside at all meetings of the Leadership Team and the Management Team. The Chair, with advice and counsel of the other officers, shall determine all committee chairs and assist in the selection of the committee personnel. The Chair shall have the authority to appoint all Ad Hoc and special committees. The Chair shall serve as a voting member of the Leadership Team and serve as a member of and chair the Management Team.

SECTION 4. DUTIES OF THE VICE CHAIR. The Vice Chair shall exercise the powers and authority and perform the duties of the Chair in the absence or disability of the Chair. The Vice Chair shall chair the Board Development Committee. The Vice Chair shall serve as a voting member of the Leadership Team.

SECTION 5. MANAGEMENT TEAM. The Management Team shall act for and on behalf of the Leadership Team when the Leadership Team is not in session, but shall be accountable to the Leadership Team for its actions. It shall be composed of the Chair, Vice Chair, and Coordinator. The Chair shall serve as Chair of the Management Team.

SECTION 6. DUTIES OF THE SECRETARY. The Secretary shall: (a) keep the minutes of the meetings of the Leadership Team and of all committees in electronic and hard copy; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; and (c) in general perform all duties incident to the office of secretary and such other duties as from time to time may be prescribed by the Leadership Team.

SECTION 7. EXECUTIVE TEAM. One elected appointee from each of the governments that fund the Partnership shall form the Executive Team. The Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, and Orange County shall each have one member of this group. The purpose, roles, and responsibilities of this group are outlined fully in APPENDIX 3: The Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness. This group meets quarterly, sets the work plan for the Coordinator, and provides ongoing supervision of the Coordinator through the County Manager.

ARTICLE IV
STAFF ROLES

SECTION 1. GENERAL DUTIES OF THE HOMELESS PROGRAMS COORDINATOR. The Coordinator shall function as the chief executive officer of the Partnership. The Coordinator shall perform all duties as may be incident to the office and all duties as delegated by the Leadership Team. The management of the staff of the Partnership shall be the sole responsibility of the Coordinator. It will be the duty of the Coordinator to act in an advisory capacity to the other officers, the Leadership Team, the Orange County Board of Commissioners, the Orange County Manager and the Committees in order to promote the projects and activities of the Partnership in accordance with the Memorandum of Understanding between Orange County, NC and the Towns of Chapel Hill, Carrboro, and Hillsborough and the Leadership Team. The Coordinator shall be an ex-officio, non-voting member of the Leadership Team, the Executive Committee, and all committees. The Coordinator shall also serve as the Secretary of the Partnership. The Coordinator shall support the NC HMIS implementation and complete all HUD-required data submissions, including PIT/HIC, AHAR, and system performance measures by annual deadlines established by HUD (see below, Article VI, Data Collection & Assessment). The Coordinator shall organize and staff workgroups as needed for time-limited projects. At the end of the period of employment, the Coordinator shall deliver to the Leadership Team all books, papers, and property of the Partnership.

SECTION 2. HIRING & SUPERVISION. The Executive Team (see above Article III. Section 7. EXECUTIVE TEAM, and see below APPENDIX 3: The Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness) participates in interviews and provides ongoing supervision of the Coordinator through the County Manager.

SECTION 3. TECHNICAL SUPPORT. The Coordinator shall provide technical support and capacity building for homeless project applicants in Orange County. The Coordinator shall support CoC and ESG grantees in program performance, HUD regulation compliance and reporting.

SECTION 4. COMMUNICATIONS. It shall be the duty of the Coordinator to conduct the official correspondence, preserve all books, documents, and communications, and maintain accurate record of the proceedings of the Partnership, the Leadership Team, and all Committees (see below, Article V. COMMITTEES). The Coordinator shall manage the Partnership website, email lists, and other communications.

SECTION 5. FUNDING APPLICATION PROCESS. The Coordinator shall coordinate the CoC and ESG funding application processes, including:

- Preparation and validation of the Grant Inventory Worksheet and CoC registration
- Staffing Funding Committees (see below Article V. Section 6. FUNDING APPLICATION COMMITTEES) in the development of scorecard(s), assisting in the scoring and ranking of project applications and development of funding recommendations
- Completion of community section of ESG and CoC applications, including the CoC project priority listing
- Assist new and renewal applicants in completing CoC project applications by providing technical assistance and feedback
- Prepare pre-application information and forms as needed

ARTICLE V
COMMITTEES

SECTION 1. APPOINTMENT AND AUTHORITY. The Chair shall appoint all committee chairs and assist in the selection of committee members. Committee chairs shall serve at the will and pleasure of the Chair of the Leadership Team and in no event shall exceed the term of the appointing Chair unless reappointed by the succeeding Chair. It shall be the function of the committees to make recommendations to the Leadership Team and carry out such activities as may be delegated to them by the Leadership Team.

SECTION 2. LIMITATION OF AUTHORITY. No action by any member, committee, employee, or officer shall be binding upon, or constitute an expression of the policy of the Partnership until it has been approved or ratified by the Leadership Team. Committees shall be discharged by the Chair when their work has been completed and their reports accepted, or when, in the opinion of the Leadership Team, it is deemed wise to discontinue the committee.

SECTION 3. BOARD DEVELOPMENT COMMITTEE. At a regular Leadership Team meeting prior to September 1 each year the Chair shall appoint, subject to the concurrence of the Leadership Team, a Board Development Committee of at least three (3) members. The committee shall be responsible for nominating a new Chair, Vice Chair, and new members of the Leadership Team per process outlined above (Article II. Section 5. BOARD SELECTION PROCESS).

SECTION 4. 100,000 HOMES TASKFORCE. Homeless service providers in the Partnership shall meet monthly to develop and work a by-name list of people who are chronically homeless in Orange County. The goal of this Committee is to prioritize permanent supportive housing vouchers and coordinate care for the most vulnerable people in our community.

SECTION 5. DATA & GRANTS WORKGROUP. CoC and ESG recipients in the Partnership shall meet monthly to work on coordinated entry, written standards, program performance improvement, and the CoC collaborative application.

SECTION 6. FUNDING APPLICAION COMMITTEES. The Leadership Team will create committees to meet on an as-needed basis for CoC and ESG grant applications.

- Scorecard Committees determine the criteria and scoring guidelines for new and/or renewal project scorecards
- Project Review Committee (members cannot be from agencies applying for funding) apply the scorecards to project applications to review and rates each project application according to the current scorecard and recommends ranked list of project applications to the Leadership Team for final approval

SECTION 7. ADDITIONAL COMMITTEES. The Leadership Team may create any additional committees as it deems advisable to handle the work of the Partnership. The Leadership Team shall authorize and define the powers and duties of all committees, which shall report annually to the Leadership Team on their objectives, activities and accomplishments. Committee membership will vary depending on the particular needs of the group, but generally should represent the totality of the Partnership as feasible.

ARTICLE VI
DATA COLLECTION & ASSESSMENT

SECTION 1. HMIS. The Partnership is a part of the North Carolina Homeless Management Information System (hereinafter "NC HMIS") and a member of the NC HMIS Governance Committee. As such the Partnership has four primary responsibilities:

1. Designate an Homeless Management Information System (hereinafter "HMIS") Lead Agency: At the recommendation of the NC HMIS Governance Committee, the Leadership Team shall approve an HMIS Lead Agency to operate the local HMIS as part of the statewide NC HMIS. This entity will be responsible for ensuring that all applicable federal partner regulations and notice requirements are met.
2. Designate an HMIS Grantee: The Leadership Team shall designate an HMIS Grantee who will be the single agency to manage the HMIS funding and ensure all local financial obligations are met. The HMIS Grantee will contract with the HMIS Lead Agency to operate HMIS in Orange County. The Contract and MOU will describe the exact responsibilities of the HMIS Lead Agency, HMIS Grantee, and Continuum of Care for meeting federal partner regulations and notice requirements.
3. Designate HMIS Governance Committee Representatives: The Leadership Team shall designate one representative and one alternative representative from the Continuum of Care to the NC HMIS Governance Committee.
4. Review NC HMIS Governance Committee Bylaws: NC HMIS Bylaws direct the governance of the statewide NC HMIS system. The Partnership may approve or send suggestions to the NC HMIS Governance Committee on amendments for adoption.
5. Role of Coordinator: The Coordinator, in partnership with the NC HMIS Governance Committee, shall ensure the following:
   - Consistent participation in HMIS for all federal partner funded programs and encourage the same for all other agencies
   - For agencies that are exempt from participating in HMIS by federal statute (for example, domestic violence service providers) the Coordinator will support participation in a comparable database that meets the HUD standards for HMIS
   - HMIS is administered within Orange County in compliance with requirements prescribed by HUD

- Oversight is provided by the NC HMIS Governance Committee
- Compliance with all HUD rules and regulations, including reviewing, revising, and approving three key data documents: a privacy plan, a security plan, and a data quality plan. Orange County uses the Partnership to End Homelessness budget to fund the CoC's HMIS, including funding user license fees.

SECTION 2. POINT-IN-TIME COUNT. The Partnership plans and conducts an annual Point-in-Time Count (PIT) that counts and collects data on people experiencing homelessness who are both unsheltered and sheltered within emergency shelters and transitional housing. The Partnership will provide training, forms, and instruction for agencies and individuals conducting this count. Normally, the PIT is held on the last Wednesday in January. The PIT will comply with any additional HUD requirements.

SECTION 3. HOUSING INVENTORY CHART (HIC). The Partnership completes the annual Housing Inventory Chart (hereinafter "HIC"), which includes a bed inventory of all emergency shelters, transitional housing programs, rapid re-housing programs, and permanent supportive housing programs in the CoC, as well as the CoC's Point-in-Time Count data and an assessment of the CoC's unmet need for homeless programs. The PIT and HIC are submitted to HUD through the Homeless Data Exchange (hereinafter "HDX") in accordance with the deadline set by HUD.

SECTION 4. ANNUAL HOMELESS ASSESSMENT REPORT (AHAR). The Partnership completes the Annual Homeless Assessment Report (hereinafter "AHAR"), which includes both point-in-time and year-round HMIS data on homeless clients enrolled in the CoC's emergency shelter, transitional housing, and permanent supportive housing programs. The AHAR is submitted to HUD through HDX in accordance with the deadline set by HUD.

SECTION 5. SYSTEM PERFORMANCE MEASURES. HUD has established seven system-level performance measures to help communities gauge their progress towards preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of people experiencing homelessness;
4. Jobs and income growth for people experiencing homelessness in CoC Program-funded projects;
5. Number of persons who become homeless for the first time;
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD's homeless definition in CoC Program-funded projects; and
7. Successful housing placement.

The Partnership will submit data on community system performance measures, submitted to HUD through HDX in accordance with the deadline set by HUD.

ARTICLE VII
FINANCES

SECTION 1. BUDGET AND ACCOUNTING. The budgeting and accounting systems of the Partnership shall be an integral part of the budgeting and accounting systems of

Orange County Government.

SECTION 2. FISCAL YEAR. The fiscal year of the Partnership shall begin on the first day of July and end on the last day of June.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

SECTION 1. PARLIAMENTARY AUTHORITY. The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the Governance Charter of the Partnership.

ARTICLE IX
GOVERNANCE CHARTER

SECTION 1. RATIFICATION. The Orange County Partnership to End Homelessness bylaws were formally adopted on November 5, 2008 and most recently amended on June 1, 2016.

SECTION 2. AMENDMENTS. The Governance Charter of the Partnership may be amended or revised by a two-thirds vote of the Leadership Team present at any special or regular meeting thereof. Proposed amendments must be in written form and distributed to Leadership Team members prior to the presentation and vote. The Governance Charter may be fully revised to include agreed-upon changes, or an Amended Article may be added for insertion into the existing document.

SECTION 3. ANNUAL RENEWAL & UPDATES. The Partnership Leadership Team will formally review and update the CoC Governance Charter annually, making changes as necessary.

SECTION 4. DISSOLUTION. The Governance Charter of the Partnership will be dissolved upon termination of the Memorandum of Understanding between Orange County, NC and the Towns of Chapel Hill, Carrboro, and Hillsborough and the Leadership Team of the Partnership.

APPENDIX 1: ABBREVIATIONS

Abbreviation	Full name
CoC	Chapel Hill/Orange County Continuum of Care
Coordinator	Orange County Homeless Programs Coordinator
ESG	Emergency Solutions Grant
HIC	Housing Inventory Chart
HMIS	Homeless Management Information System
HDX	Homeless Data Exchange
HUD	U.S. Department of Housing and Urban Development
Leadership Team	Orange County Partnership to End Homelessness Leadership Team
NC HMIS	North Carolina Homeless Management Information System
Partnership	Orange County Partnership to End Homelessness
PIT	Point-in-Time count

APPENDIX 2: Conflict of Interest Disclosure Form

Orange County Partnership to End Homelessness

24 CFR 578. 95 (b) ***Continuum of Care board members.*** No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

Leadership Team members fill this form once per year; Coordinator keeps current year forms on file.

Name	
Current Employer or Business Affiliation	
Position	
Other Activities *Please include all employment, business, or financial interest which you or a member of your immediate family may have as an officer, director, trustee, partner, employee, or agent which might give a rise to a possible conflict of interest with the Orange County Partnership to End Homelessness.*	
Charitable or Civic Involvement *Please list all official positions which you or any member of your immediate family may have as a director, trustee, or officer of any charitable, civic, or community organization as well as any unofficial roles such as significant donor, volunteer, advocate, or advisor which might give rise to a possible conflict of interest with the Orange County Partnership to End Homelessness.*	

If at any time there is a matter under consideration that may constitute a direct or indirect conflict of interest not listed on this form, it is your obligation to disclose the facts to the Leadership Team.

I do hereby affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

_____ _____ Signature

Date

APPENDIX 3: MOU between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness

PAF 1-22-2015
7a
2015-135

Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness

Whereas, in April 2008, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Board of Aldermen, and Hillsborough Board of Commissioners endorsed the Orange County 10-Year Plan to End Chronic Homelessness and entered into a memorandum of understanding to fund and support the Plan's implementation by the Orange County Partnership to End Homelessness, and

Whereas, the Partnership has made significant progress in ending and preventing homelessness in Orange County over the past six years, and

Whereas, reflecting a combination of national best practices, national funding models, and local experience, the Orange County 10-Year Plan to End Chronic Homelessness has evolved to become an ongoing program, the Orange County Plan to End Homelessness, and

Whereas, the role of the Partnership is to implement Orange County's Plan to End Homelessness, and

Whereas, the parties to this Memorandum understand the value of this work to each jurisdiction and accordingly intend to continue to fund and support it, and

Whereas, the initial 10-Year Plan created a body called the Executive Team, now called the Leadership Team, consisting of representatives appointed from each of the above governmental partners and a cross-section of community representation, charged with providing oversight and direction to the plan, and the parties to this Memorandum intend for the Leadership Team to continue to perform this role, and

Whereas, the parties to this Memorandum intend to continue funding the Partnership's Homeless Programs Coordinator, whose responsibilities have been outlined in a Job Description (Attachment A), and

Whereas, the four elected appointees recommend the creation of an Executive Team, which shall consist of the four elected appointees, to ensure that the interests of all four funding jurisdictions are consistently represented;

The parties to this Memorandum hereby clarify the roles and responsibilities of each body as it relates to funding and oversight.

A. The Executive Team will:
   1. Provide ongoing supervision of the Coordinator through the County Manager by:

i. Conducting joint annual performance reviews of the Coordinator with the Manager, after gathering input from the Chair of the Leadership Team and others, as appropriate;
ii. Approving an annual work plan for the Coordinator based on the goals of the Plan, subject to final approval by the Manager;
iii. Meeting with and reviewing the work plan with the Coordinator and the Manager quarterly ;
iv. Participating in interviews for the hiring of the Coordinator;
v. Making recommendations to the Manager regarding performance concerns related to the Coordinator.

2. Operate its program on the same fiscal year as that operated by the Towns and County.

3. Not have supervisory authority over any Town or County staff who may be assigned to provide assistance to the Leadership Team or Executive Team.

4. Meet quarterly, with staff support, to review progress under the annual work plan.

B. Towns and County will:

1. Provide office space and supplies for the use of the Coordinator.

2. Provide staff assistance as needed to support the Executive Team and Leadership Team subject to Town Manager and County Manager direction.

3. Provide an annual appointment from the elected governing bodies to the Leadership/Executive Team.

4. Assist with the annual implementation efforts of the Plan.

5. Continue to support the Partnership.

6. The amount of funding to be provided by each partner will be determined by utilizing a population-based formula based on the latest Census data. Based upon the 2010 Census data, the percentage contributions are as follows:
   - Orange County 39%
   - Town of Chapel Hill 41%
   - Town of Carrboro 15%
   - Town of Hillsborough 5%

7. Receive an annual report from the Coordinator.

8. Not be required or expected to continue funding the Coordinator position should the funding not be available through any one or more of the other partners.

9. Not require or suggest the Coordinator perform work on goals that are not in her/his work plan for the Partnership.

C. The Plan is understood to be a living document that the Partnership will update over time to reflect its accomplishments and the evolution of policies, evidence-based practices, and funding.

D. This Memorandum supersedes the 2008 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for two years from the date of its adoption by all Parties. The Memorandum may be renewed for up to five additional two-year terms. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least 12 months prior to the start of the fiscal year in which the Party wishes to withdraw.

[SIGNATURES TO FOLLOW]

Wherefore the Parties hereto have set their hands and seals on the day and dates recorded below.

ORANGE COUNTY

Earl McKee

Earl McKee, Chair

ATTEST

STATE OF NORTH CAROLINA
~~ORANGE~~ COUNTY
GUILFORD

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Donna S. Baker, personally came before me this day and acknowledged that she is the Clerk to the Board of Commissioners for Orange County, North Carolina and that by authority duly given and as the act of said County, the foregoing instrument was signed in its name by the Chair of said Board of Commissioners and attested by her as Clerk to said Board of Commissioners.

Witness my hand and official stamp or seal this 18th day of February, 2015.

Donna S. Lloyd
Notary Public Donna S. Lloyd

Donna S. Lloyd
Notary Public
Guilford County
North Carolina
My Commission Expires

(Notary Seal)

My commission expires: 10-10-2015

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TOWN OF CHAPEL HILL

Mark Kleinschmidt, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Sabrina M. Oliver, personally came before me this day and acknowledged that ~~he/~~she is the Town Clerk for the Town of Chapel Hill, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Chapel Hill, NC and attested by her as Town Clerk for the Town of Chapel Hill, NC.

Witness my hand and official stamp or seal this 6 day of February, 2015.

Notary Public Amy T. Harvey

(Notary Seal)

My commission expires: May 15, 2015

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TOWN OF CARRBORO

Lydia E. Lavelle

Lydia Lavelle, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Catherine Wilson, personally came before me this day and acknowledged that she is the Town Clerk for the Town of Carrboro, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Carrboro, NC and attested by her as Town Clerk for the Town of Carrboro, NC.

Witness my hand and official stamp or seal this 24th day of November, 2014

Sharmin E. Mirman

Notary Public Sharmin E. Mirman

(Notary Seal)

SHARMIN E. MIRMAN NOTARY PUBLIC ORANGE COUNTY, N.C.

My commission expires: 11-30-2018

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TOWN OF HILLSBOROUGH

Tom Stevens, Mayor

ATTEST 2/9/15

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that ~~of Tom Stevens~~ Katherine M. Cathey, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Hillsborough, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Hillsborough, NC and attested by her as Town Clerk for the Town of Hillsborough, NC.

Witness my hand and official stamp or seal this 9 day of February, 2015.

Notary Public Julia A. Laws

JULIA A. LAWS NOTARY PUBLIC ORANGE COUNTY NC

(Notary Seal)

My commission expires: 09/05/17

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