



North Carolina Balance of State Continuum of Care

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Local Leadership & Regional Committee Roles & Responsibilities

REGIONAL LEADS & ALTERNATES

OVERALL: Regional Leads and alternates communicate information between local Regional Committees and the Steering Committee, the governing body of the NC Balance of State CoC.

<u>Duties</u>	<u>Timeframe</u>
Attend Steering Committee meetings <ul style="list-style-type: none"> Regional Leads and alternates can make motions and vote 	Monthly (first Tuesday 10:30 a.m. - noon)
Organize local Regional Committee meetings <ul style="list-style-type: none"> Update email distribution list of members Send meeting reminders with minutes and agendas Maintain open, public meetings in accordance with HUD guidelines 	Monthly or on locally designated, regular schedule
Oversee local webmaster posting Regional Committee meeting agendas and minutes to NCCHEH website	Within 30 days of meeting
Supply regional information to NC BoS staff for grant applications	As needed, usually annually
Complete signed Conflict of Interest form	Annually (January)
Encourage broad-based community stakeholder participation in meetings from entire geographic area of Regional Committee <ul style="list-style-type: none"> Homeless/housing service providers, including Public Housing Authorities, victim service providers, homeless school liaisons from each LEA, and emergency assistance providers DSS Law enforcement Local government staff/elected officials Local jails Hospitals Affordable housing developers Youth advocates People who are homeless or formerly homeless 	Ongoing
Ensure Regional Committees are fulfilling committee-wide roles and responsibilities (listed on next page)	Ongoing

REGIONAL COMMITTEE

OVERALL: Regional Committees coordinate local homeless services and further the work of NC Balance of State CoC to end homelessness. At a minimum Regional Committees must:

- Conduct regular, public meetings
- Post meeting materials, including minutes and agendas, on the NCCEH website within 30 days of the meeting date
- Implement a local coordinated assessment system and report data quarterly to the BoS Coordinated Assessment Council (CAC)

<u>Duties</u>	<u>Timeframe</u>
Elect Regional Lead and alternate <ul style="list-style-type: none"> • If the Regional Lead is a CoC or ESG grantee, it is a good idea to elect an alternate who is not a grantee so they have no conflict of interest in voting on decisions related to funding 	Annually (January)
Elect Coordinated Assessment (CA) Lead <ul style="list-style-type: none"> • Manage local CA process <ul style="list-style-type: none"> ○ Provide monthly CA reports to Regional Committee ○ Process local grievances as needed • Submit quarterly outcome reports to NCCEH in January, April, July, October 	Annually (January)
Appoint Regional Committee webmaster <ul style="list-style-type: none"> • Post meeting materials to NCCEH website within 30 days of meeting 	As needed
Appoint Point-in-Time Count lead <ul style="list-style-type: none"> • Coordinate PIT Count • Submit data to NC BoS staff 	Annually (PIT Count held the last Wednesday in January)
Coordinate annual ESG funding competition <ul style="list-style-type: none"> • Complete regional ESG application • Run competitive process for selecting project applications 	Annually during ESG application
Appoint representatives to CoC Scorecard and Project Review Committees	Annually during CoC application
Encourage homeless service grantees (CoC, ESG, SSVF, RHY, etc.) to give reports on local activities during Regional Committee meetings	Ongoing
Promote HMIS and data-driven decision making in accordance with HUD guidelines <ul style="list-style-type: none"> • Increasing the number of agencies entering data into HMIS • Increasing data quality for agencies using HMIS 	Ongoing



COORDINATED ASSESSMENT LEAD

OVERALL: Monitor, continuously improve, and report on the local coordinated assessment system.

<u>Duties</u>	<u>Timeframe</u>
Understand how the coordinated assessment process works <ul style="list-style-type: none"> • Agencies' roles in system • How individuals and families access homeless services <ul style="list-style-type: none"> ○ To solve immediate housing crisis (shelter) ○ To return to permanent housing (program referral or other means) 	As outlined in local coordinated assessment plan
Facilitate coordinated assessment implementation <ul style="list-style-type: none"> • Evaluate effectiveness of BoS assessment tools <ul style="list-style-type: none"> ○ Prevention/Diversion screen ○ VI-SPDAT ○ Case management tool • Manage referral process between agencies • Manage and troubleshoot the waitlist system 	As outlined in local coordinated assessment plan
Attend coordinated assessment workgroup meetings	Monthly (second Tuesdays, 3:00 - 4:00 p.m.)
Submit quarterly outcome reports to BoS Coordinated Assessment Council (CAC) using outcome form	Quarterly (January, April, July, October)
Share information with BoS staff and other Regional Committees about successes and challenges of coordinated assessment in your Regional Committee during <ul style="list-style-type: none"> • Monthly coordinated workgroup call • Quarterly outcome report • Other calls/emails as needed 	Regularly
Manage local grievance process for coordinated assessment for <ul style="list-style-type: none"> • Households that do not agree with program referrals • Agencies that do not want to accept program referrals 	As outlined in local coordinated assessment plan
Submit coordinated assessment plan change requests to CAC <i>See CA Plan Change Policy for more information</i>	As needed
Recruit other community partners to participate in coordinated assessment	As needed
Provide coordinated assessment updates at Regional Committee meetings	As outlined in local coordinated assessment plan
With other members of the Regional Committee, identify system gaps and develop plans to address these gaps	As outlined in local coordinated assessment plan
Answer questions about coordinated assessment from local stakeholders	As needed

