

The Rhode Island Continuum of Care (RICOC)
Governance Charter

Approved March 2, 2017 by RICOC Membership for RI-500 Continuum of Care

Purpose of Charter

This RI Continuum of Care Governance Charter ("Charter") identifies the goals, purpose, composition, responsibilities and governance structure of the Rhode Island Statewide Continuum of Care. The Continuum of Care's legal authority is established by Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act, and is currently governed by Title 24 CFR Part 578, known as the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 ("HEARTH"). HUD published the Continuum of Care ("COC") Interim/Final Rule in the Federal Register on July 31, 2012.

A Continuum of Care assists individuals and families experiencing homelessness or those at-risk of homelessness, and provides the housing and support needed to rapidly and permanently end their homelessness and maintain stable housing. The Continuum of Care program promotes community-wide planning and strategic use of resources to: address homelessness; improve coordination and integration with mainstream resources and other programs targeted to people at risk of or experiencing homelessness; and improve data collection and performance measurement that allows each community to tailor its program to the particular strengths and challenges within that community. Representatives of relevant organizations within a geographic area establish a Continuum of Care to carry out the responsibilities set forth in the Continuum of Care Program Interim Rule.

This Charter re-establishes a Continuum of Care that serves the State of Rhode Island.

Article I: Name, Purpose and Responsibilities

A. Name. The name of this association is The Rhode Island Continuum of Care (the "RICOC"). The RICOC is an unincorporated association.

B. Purposes. The purposes of the RICOC are to:

- Promote communitywide commitment to employ best practices to end homelessness in Rhode Island;
- Secure funding for efforts by providers and government entities to prevent homelessness and quickly re-house homeless individuals (including unaccompanied youth) and families in Rhode Island, while minimizing the trauma and dislocation that homelessness causes to individuals, families, and communities;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families that experience homelessness

C. Responsibilities. The RICOC will fulfill the responsibilities assigned to a Continuum of Care under Title 24 CFR Part 578 of the Code of Federal Regulations and will satisfy all other legal requirements necessary to secure maximum funding under relevant state and federal programs to end homelessness.

The Rhode Island Continuum of Care is advisory to the Housing Resources Commission ("HRC"). The RICOC may also make recommendations to the State's Interagency Council on Homelessness. Funding decisions of the RICOC will be presented at a meeting of the HRC for consideration and ratification.

Article II: Guiding Planning Document

Through its Housing Resources Commission and Interagency Council on Homelessness, the State of Rhode Island adopted Opening Doors Rhode Island ("ODRI"), a strategic plan to end homelessness. This plan, adopted in 2012 is fully aligned with the federal Opening Doors Plan to End Homelessness and serves as the guiding document for the RICOC.

ODRI's goals, strategies and objectives include:

- Eliminate homelessness among Veterans in five (5) years (2017);
- Eliminate chronic homelessness in five (5) years (2017);
- Significantly reduce homelessness among families, children and youth in ten (10) years (2022); and
- Set a path to reducing all homelessness.

Article III: RICOC Members and Meetings

A. Eligibility for Membership. Membership is available to (i) individuals with professional experience as demonstrated through affiliation with relevant organizations and agencies within Rhode Island and (ii) individuals interested in the well-being of households with experience of homelessness. Relevant organizations include the following:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Political subdivisions and other government entities
- Businesses
- Advocacy organizations
- Public housing agencies
- School districts
- Social service providers

- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement organizations
- Organizations that serve veterans
- Organizations that serve households experiencing homelessness
- Person(s) with lived experience of homelessness

The RICOC should strive for geographic, cultural and racial diversity of its membership, particularly with regard to the provider and agency categories.

B. Limit on Number of Voting Members from One Organization. Two (2) or more individuals affiliated with a single relevant organization may be members of the RICOC. However, only one such individual affiliated with a single relevant organization may exercise a vote. That voting member will be the highest ranking executive or administrator responsible for managing the relevant organization in attendance at the meeting.

C. Invitation for New Members. On an annual basis the RICOC, through the Continuum of Care Planner, will determine whether all current members intend to continue as members during the next calendar year. In addition, the RICOC will extend invitations for membership by (1) distributing invitations to relevant organizations and individuals interested in the well-being of homeless and formerly homeless people in Rhode Island and (2) using as many media outlets as practical to advertise to these relevant organizations and individuals.

D. Responsibilities of Full Membership.

- Members will vote to elect candidates from among the Membership to fill Board seats as vacancies arise.
- Members will vote to approve the governance framework outlined in Articles I through X of the Charter and any subsequent changes or additions to that framework.
- Members agree to attend four (4) mandatory Membership meetings annually.

E. Enrollment of Members. The Continuum of Care Planner, as defined within the RICOC Policies and Procedures, will manage the enrollment of members. New members are solicited annually by the Continuum of Care Planner.

F. Membership Meetings. Each calendar year at least four (4) meetings of all members will be held at approximately three-month intervals on the days and times set forth in a schedule distributed to members at the beginning of the calendar year. The meetings will serve as

conferences on ending homelessness in Rhode Island. The agenda for the Membership Meetings of the RICOC will include as needed:

- Review of proposed changes to the RICOC's governance framework followed by a vote on those changes. If a quorum of Membership, as quorum is defined by the Rhode Island Open Meetings Act, is not present to convene a Membership meeting to vote on proposed changes to the RICOC's governance framework, then the Board may vote on such changes, if a quorum of the Board of Directors is present in that same meeting so long as the meeting has been properly noticed. If a quorum of the Board is not present in that same meeting, then the Board may vote on proposed changes to the RICOC's governance framework at the next properly noticed meeting of the Board of Directors at which a quorum is present.
- Election of Member(s) to the Board of Directors
- Topics related to ending homelessness in Rhode Island (for example, progress reports from committees or state, regional, or national working groups; field reports; best practices; new evidenced-based approaches; or other information sharing)
- Other business the Board chooses to put before Members.

H. Special Membership Meetings. Special meetings may be called with the approval of the Board or upon written request by at least of thirty (30%) percent of the current RICOC Membership, submitted to the Chair of the Board with a copy to the Continuum of Care Planner. The Continuum of Care Planner will coordinate special meetings.

I. Notice of Membership Meetings. The Rhode Island Open Meetings Act will govern meetings of the RICOC Membership. The Continuum of Care Planner will send notice of the place, the date, time and agenda of each regular and special meeting by e-mail at least three (3) business days before the meeting date. If requested, notice may be sent by other reasonable means of communication.

J. Voting. Issues presented to RICOC Membership for a vote will be decided by a simple majority of the voting Membership in attendance at that Membership meeting.

K. Membership Minutes. Minutes at every Membership meeting will be recorded and made available to the public in accordance with the Rhode Island Open Meetings Act.

Article IV: RICOC Board of Directors

A. Composition. The composition of the RICOC Board will be in accordance with all pertinent HUD requirements of the Continuum of Care program.

The Board of the RICOC will consist of 15 RICOC members. The Board must include:

- At least two individual representatives of organizations providing housing or services for the homeless;
- At least one individual with lived experience of homelessness;
- Individual members from the public and private sectors; and
- Individual representatives of the various subpopulations served by the RICOC, such as persons with substance use disorders, persons with HIV/AIDS, veterans, the chronically homeless, families with children, unaccompanied youth, the seriously mentally ill, and victims of domestic violence, dating violence, sexual assault and stalking, to the extent that someone is available and willing to represent that subpopulation on the board. One board member may represent the interests of more than one homeless subpopulation.
- No agency may have more than one (1) member on the Board of Directors

B. The Board's Responsibilities. Except as provided in Article III(D), outlining the responsibilities of RICOC members, the Board will act on behalf of the RICOC to fulfill the responsibilities assigned to continuums of care by HUD.

The Board's primary responsibilities under applicable federal requirements are:

- Operate the RICOC;
- Designate a Homeless Management Information System ("HMIS") Lead Agency;
- Oversee the operations of HMIS;
- Ensure the HMIS is administered in compliance with requirements prescribe by HUD;
- Conduct planning activities;
- Designate a Collaborative Applicant for the annual Continuum of Care application;
- No less frequently than every five (5) years following the initial approval of the Charter, review, update, and approve the process for selecting Directors.

Operations:

The Board governs the following operational activities:

- Hold meetings of the full membership;
- Cause to be conducted an annual invitation to new members; vote to approve new members;
- Appoint Committee, Subcommittee and Working Groups as needed. Standing Committees will report to the Board;
- Establish and monitor performance targets in consultation with recipients and subrecipients and take action on poor performers;
- Monitor performance and outcomes of programs and report findings to HUD;

- Establish and oversee a Coordinated Entry System in consultation with Emergency Solutions Grant (ESG) recipient(s) that meets the necessary requirements outlined in the Interim Rule and the additional definitions and requirements specified in the HUD Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System.
- With approval by or ratification of the Housing Resources Commission, approve and cause to be submitted the annual application for funding to HUD in accordance with the requirements outlined in the Notification of Funding Availability (NOFA) published by HUD;
- Establish priorities for funding projects in the state of Rhode Island and a project selection process that is transparent, inclusive and based on standards in 24 CFR 578.19(b); and
- In consultation with Emergency Solutions Grant (ESG) recipients (State Office of Housing and Community Development, Cities of Pawtucket, Providence and Woonsocket) establish criteria for ESG & RICOC funding, as outlined in 24 CFR 578.7(a)(9).

Homeless Management Information System ("HMIS"):

The Board governs the following activities, which are carried out by the HMIS "Lead Agency." Policies and procedures relative to the HMIS are fully set forth in the Rhode Island Homeless Management Information System Policies and Procedures as may be amended from time to time:

- Designates a single HMIS for the state of Rhode Island;
- Designates a single eligible applicant to serve as HMIS Lead Agency;
- Review, revise, and approve privacy, security, and data quality plans;
- Ensure consistent participation of recipients and sub-recipients in HMIS; and
- Ensure HMIS is in compliance with HUD regulations.

Planning:

The Board may have additional duties as needed, including:

- Establishing Ad Hoc working groups;
- Evaluating the conduct of directors, especially their compliance with the conflict of interest and attendance policies, as set forth in this governance charter;
- Taking action to correct or recommend the removal of directors who are not fulfilling their responsibilities with a majority vote of the Board;

- Providing information to all RICOC members at the beginning of each calendar year of the work that each Board committee will undertake during the year, if such work is not already clearly defined in this charter; and
- Ensuring that each committee chair develops a reasonable schedule of meetings for the year.

Committees will draft and annually review policies and procedures and monitor operations relating to their discrete areas of responsibility and make recommendations for updates or changes. However, unless otherwise specified in this charter or approved by the Board, no committee of the Board may adopt policies or procedures or take any action on behalf of the RICOC without approval of or ratification by the full Board.

C. Term of Office. Directors will serve two (2) year terms. There is no limit to the number of terms that a Director may serve. At the end of a Director's term, the Continuum of Care Planner will initiate the nomination process set forth in section D below. The Continuum of Care Planner will assess the incumbent Director's interest in continuing for another term and, if the Director is interested in continuing to serve on the Board, the Continuum of Care Planner will submit the Director's name to the Membership for a vote along with the other candidates recommended by the Membership pursuant to the process set forth in section D below.

D. Director Nomination and Selection Process. When there is a vacancy on the Board, the Continuum of Care Planner will solicit recommendations from RICOC members for candidates for election to the Board. The Membership will give preference to those candidates who:

- Help satisfy the Board composition requirements of Article IV(A);
- Bring valuable experience and expertise to the Board; and
- Have proven their interest, diligence, and effectiveness in helping the RICOC fulfill its purposes.

Directors will be elected by a vote of the Membership. If a quorum of Membership, as quorum is defined by the Rhode Island Open Meetings Act, is not present to convene a Membership meeting to vote on election of Board member(s) then the Board may vote to elect Directors at the next properly noticed meeting of the Board of Directors at which a quorum is present.

E. Director Resignation and Removal. Directors may resign from the Board at any time by giving written or oral notice to the Board chair with a copy to the Continuum of Care Planner. In addition, directors may be removed from the Board by a majority vote of remaining Board members for repeated absence, misconduct, failure to participate, disruptive or obstructive conduct, or violation of conflict of interest policies.

F. Board Vacancies. When a director resigns or is removed from the Board or cannot serve his or her full term for any other reason, the Board may appoint another RICOC member to fill the vacancy.

G. Regular Board Meetings: The Board will meet no less than 6 times a year in accordance with a schedule given to all directors at the beginning of each calendar year. The Continuum of Care Planner will publish and maintain the meeting schedule.

H. Special Board Meetings: Special meetings of the Board may be convened by the Board chair or by petition or vote of at least 30 percent of the Directors. The Continuum of Care Planner will coordinate special meetings.

I. Notice of Board Meetings. The Continuum of Care Planner will post notice of the place, date, and time of each meeting of the Board to Directors in accordance with the Rhode Island Open Meetings Act.

J. Board Quorum. Rhode Island Open Meetings Act will govern meetings of the RICOC Board. A simple majority of the RICOC Board of Directors is required for a quorum.

K. Board Voting. All issues presented to Directors for a vote will be decided by a simple majority of Directors present at the applicable meeting.

L. Board Minutes. Minutes of every Board meeting will be recorded and made available to the public in accordance with the Rhode Island Open Meetings Act.

Article V: Board Officers

A. Officer Positions. The Board will have three officers: chair, vice chair, and secretary. No one may occupy more than one office at a time.

B. Election of Officers. Directors will elect officers from among the Board. Elections will take place when an Officer's term expires or at the next scheduled meeting following a mid-term vacancy in any Officer position.

C. Terms of Office. Officers will serve two-year terms unless filling a mid-term vacancy, in which case an officer will serve for the remainder of the calendar year in which s/he is elected and two full years thereafter.

D. Resignation and Removal. An officer may resign from his/her office at any time by giving written or oral notice to the Board chair or vice chair with copy to the Continuum of Care Planner. In addition, officers may be removed from their positions by a majority vote of remaining Directors for repeated violation of the code of conduct or conflict of interest policies outlined in Article IX of this charter.

E. Duties of the Chair. The chair will preside over meetings of (1) RICOC members; and (2) the Board.

F. Duties of the Vice Chair. In the absence of the chair or in the event of a mid-term vacancy in the chair position, the vice chair will assume the duties of the chair.

G. Duties of the Secretary. The Secretary will cause to be kept accurate minutes of Membership and Board meetings. In addition, the Secretary will ensure that:

- All minutes are promptly published; and
- Proper notice is issued for all Membership and Board meetings.

Article VI: Operating Committees - In General

A. Role of Committees. With the exception of work performed by the Continuum of Care Planner, the Continuum of Care is operated by unpaid volunteers who are organized into several standing Committees to carry out the day to day work of the Continuum. The standing committees of the Continuum will include the System Performance Planning Committee, the Recipient Approval and Evaluation Committee, Veterans Committee, Families Committee, Chronically Homeless/High Need Individuals Committee, Unaccompanied Youth Committee, and the HMIS Committee. The Standing Committees are further discussed in Article VII.

B. Committee Authority. Committees assist the Continuum to carry out routine operations. In some cases, Committees will provide recommendations or advice to the Board, but Committees do not have the authority to make decisions on behalf of the Continuum and are not subdivisions of the Board. No recommendations or actions taken by a committee will be considered actions of the Board without independent approval or ratification by the Board.

C. Committee Members and Chairs. The chair of each committee will be selected annually by the Board and each committee will include at least one Director. Non-directors and non-members may serve on committees. At least one representative from the Veterans Committee, Families Committee, Unaccompanied Youth Committee, Chronically Homeless/High Need Individuals Committee, and HMIS Committee will sit on the Systems Performance Committee.

The Continuum of Care Planner will provide an opportunity for RICOC Directors and Membership to volunteer for particular committees. Before selecting a chair for a committee, the Board will take into account:

- The relevance of the individual's experience and expertise to the work of the committee;
- The appropriate size of the committee and the unique contribution, if any, that the individual is likely to make to the committee's work;
- The potential conflicts of interest the individual will face in serving on that committee;

- The diligence and effectiveness the individual has demonstrated in carrying out previous assignments for the RICOC;
- The advantages of engaging as many interested members as possible in RICOC work; and
- The need to continuously cultivate new RICOC leaders.

The Board chair and the Continuum of Care Planner may participate on all committees.

D. Notice of Committee Meetings. Each committee chair will provide a meeting schedule to the Continuum of Care Planner who will distribute a complete committee meeting schedule to the Membership. Each committee chair will ensure that notice of the place, date, and time of each committee meeting will be sent to committee members by e-mail or any other reasonable means of communication in advance of the meeting date along with an agenda for the meeting.

E. Committee Recommendations. All committees must strive for consensus among their members in reaching recommendations to be put before the Board. If consensus cannot be achieved on an issue or recommendation, it will be presented to the Board as a whole.

F. Committee Minutes. Within two (2) weeks after every committee meeting a draft of the minutes of the meeting will be disseminated to participating members of the Committee by the Chair of the Committee or designee. Minutes will summarize the matters discussed at the meeting and reflect any recommendations reached and the reasons for those recommendations. In cases where a consensus has not been achieved, the arguments on all sides of an issue should be reflected, and committee participants may ask that their views be recorded in the minutes.

Article VII: Standing Committees

A. System Performance Committee. The System Performance Committee will collaborate with the Continuum of Care Planner, the Collaborative Applicant, services providers, and others to:

- Oversee the annual Point in Time count mandated by the Department of Housing and Urban Development (“HUD”);
- Develop performance measures and goals to evaluate Rhode Island's overall success in ending homelessness in the state using guidance available from HUD and making changes over time as necessary to incorporate any new regulations or guidance available from state and federal authorities;
- Track Rhode Island’s overall process in meeting performance goals and report findings to the RICOC Board.

B. Recipient Approval and Evaluation Committee. The Recipient Approval and Evaluation Committee will:

- Work with the Collaborative Applicant to design and implement a collaborative process for developing a consolidated application for Rhode Island programs and projects seeking Continuum of Care funding;
- Review and recommend for Board approval the consolidated application for Continuum of Care funding prepared by or caused to be prepared by the Collaborative Applicant;
- In accordance with federal regulation no Continuum of Care member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that a member represents;
- Review proposals for funding from agencies who wish to participate in the RICOC, or participating agencies who propose new programs or service delivery models;
- Evaluate reports provided by the Continuum of Care Planner on the performance of recipients and sub-recipients of Continuum of Care and Emergency Solutions Grant funding and recommend actions to be taken against poor performers;
- Use performance evaluations and funding priorities established by the Board to rank requests for Continuum of Care funding; and
- Develop and oversee the operation of grievance procedures for agencies whose applications for funding have not been approved by the RICOC.

C. Veterans Committee. The Veterans Committee will:

- Use a case conferencing approach and a service priority assessment to house veterans in the most appropriate housing program to meet the unique needs of the household, and to inform policy makers about policies which create barriers to successful placement.

D. Families Committee. The Families Committee will:

- Use a case conferencing approach and a service priority assessment to house families in the most appropriate housing program to meet the unique needs of the household, and to inform policy makers about policies which create barriers to successful placement

E. Chronically Homeless/High Need Individuals Committee. The Chronically Homeless Committee will:

- Use a case conferencing approach and a service priority assessment to house chronically homeless/high need individuals, including but not limited to those that meet the HUD definition of chronically homeless, formerly incarcerated individuals, and high users of Medicaid in the most appropriate housing program; and
- Identify housing programs to meet the unique needs of the household, and inform policy makers about policies which create barriers to successful placement.

F. HMIS Committee. The HMIS Committee will work with the HMIS Lead to:

- Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS and all other policies and procedures required by regulations and notices issued by the Department of Housing and Urban Development; and
- Develop for Board approval and implement a plan for monitoring the HMIS to ensure that :
 - Recipients and sub-recipients consistently participate in the HMIS;
 - HMIS is satisfying the requirements of all regulations and notices issued by the Department of Housing and Urban Development; and
 - The HMIS Lead is fulfilling the obligations outlined in its memorandum of agreement with the RICOC, including the obligation to enter into written participation agreements with each contributing HMIS organization.

G. Unaccompanied Youth Committee. The Unaccompanied Youth Committee will:

- Use a case conferencing approach and a service priority assessment to house unaccompanied youth in the most appropriate housing program to meet the unique needs of the household, and to inform policy makers about policies which create barriers to successful placement

Article VIII: Appointment of Agents and Designation of HMIS System

A. HMIS Lead. The RICOC Board will designate RICOC's "HMIS Lead" agency. The HMIS Lead will fulfill the responsibilities outlined in the Memorandum of Agreement between the RICOC Board and the designated HMIS Lead.

B. Collaborative Applicant. The RICOC Board will designate the RICOC's "Collaborative Applicant". The Collaborative Applicant will fulfill the responsibilities outlined in the Memorandum of Agreement between the RICOC Board and the designated Collaborative Applicant. These responsibilities will include employing and supervising a Continuum of Care Planner who will carry out the duties outlined in this charter.

C. HMIS Designation. The RICOC Board will designate a single Homeless Management Information System for its geographic area. The responsibilities of this designation will be reflected in a Memorandum of Agreement between the RICOC Board and the designated HMIS Lead.

Article IX: Code of Conduct and Conflicts of Interest

A. Attendance and Conduct. Officers, Directors, Membership, committee participants, and other RICOC employees and agents must exercise care, diligence, and prudence when conducting RICOC business. These individuals must complete on time the work they have

agreed to undertake. In addition, as required by their respective positions, they must attend meetings and be prepared to discuss matters presented for their deliberation.

B. Conflicts of Interest. The people of the State of Rhode Island believe that public officials and employees must adhere to the highest standards of ethical conduct, respect the public trust and the rights of all persons, be open, accountable and responsive, avoid the appearance of impropriety, and not use their position for private gain or advantage. Such persons shall hold their positions during good behavior.

The Rhode Island Code of Ethics regulates the ethical conduct of elected and appointed public officials as well as state and municipal employees. To access specific sections of the Code, including those provisions regarding prohibited conduct, nepotism, gifts, and revolving door (go to: <http://www.ethics.ri.gov/code/>) for more information/detail.

As a condition for their participation on the RICOC Board, Directors voluntarily agree at appointment to strictly adhere to state and federal Conflict of Interest statutes, rules and regulations in conducting any business associated with the RICOC. Directors are required to disclose any personal, professional or business relationship to the Board prior to discussing and/or acting upon any matter in which a possible conflict, perceived or actual, exists. Rules for recusal as set forth in the Rhode Island Code of Ethics will be followed whenever appropriate.

Article X: Approval of Governance Charter and Subsequent Amendments

A. Scope of the Governance Charter. The governance charter of RICOC ("the Charter") includes Articles I through X, which establish a framework for governing RICOC, as well as appendices that establish the policies and procedures needed to comply with Subpart B of 24 CFR Part 578.

B. Approval and Subsequent Amendment of RICOC's Governance Framework. The governance framework outlined in Articles I through X of the Charter and every subsequent amendment to that framework must be approved by a simple majority of the RICOC Membership. If a quorum of Membership, as quorum is defined by the Rhode Island Open Meetings Act, is not present to convene a Membership meeting to vote on proposed changes to the RICOC's governance framework, then the Board may vote on such changes, if a quorum of the Board of Directors is present in that same meeting so long as the meeting has been properly noticed. If a quorum of the Board is not present in that same meeting, then the Board may vote on proposed changes to the RICOC's governance framework at the next properly noticed meeting of the Board of Directors at which a quorum is present.

C. Approval and Subsequent Amendment of Operating Policies and Procedures. The operating policies, procedures, and agreements incorporated into the Charter as appendices and every

subsequent amendment or addition to those policies, procedures and agreements must be approved by the Board.

D. Regular Reviews of the Governance Charter. In consultation with the Collaborative Applicant and the HMIS lead, the Membership will review the Charter annually and may act to make changes to improve the functioning of RICOC and maintain compliance with federal and state regulations. If a quorum of Membership, as quorum is defined by the Rhode Island Open Meetings Act, is not present to convene a Membership meeting to vote on proposed changes to the RICOC's governance framework, then the Board may vote on such changes, if a quorum of the Board of Directors is present in that same meeting so long as the meeting has been properly noticed. If a quorum of the Board is not present in that same meeting, then the Board may vote on proposed changes to the RICOC's governance framework at the next properly noticed meeting of the Board of Directors at which a quorum is present.

Attachment A

History of Charter Review, Amendments and Approval:

Date	Summary of Review including any amendments	Date presented to Membership
February 1, 2018	Membership reviewed Article IV. Board of Directors; Membership voted to amend charter to reflect that “no agency may have more than one (1) member on the Board of Directors”.	February 1, 2018
November 1, 2018	Membership reviewed entire document and changes proposed by the COC Planner. Membership voted unanimously to approve the COC planner proposed changes with one additional amendment to the charter to change the name of the Families and Youth committee to the Families Committee throughout the document.	November 1, 2018