

## **PIERCE COUNTY COMPREHENSIVE PLAN TO END HOMELESSNESS IMPLEMENTATION ADVISORY BOARD**

### **CHARTER**

Approved By Advisory Board, June 3, 2022

#### **1. BACKGROUND**

The Pierce County Council, by Resolution R2022-22s of March 15, 2022, directed the Human Services Department to convene “a Comprehensive Plan to End Homelessness Implementation Advisory Board.” The resolution’s provision for the Advisory Board states in full:

“The Pierce County Council directs the Human Service Department to do the following:  
. . . . 3. Regularly convene, through June of 2024, a Comprehensive Plan to End Homelessness Implementation Advisory Board, composed of members of the Steering Committee and other community representatives to ensure broad engagement.”  
[Resolution 2022-22s, Section 2.]

The Advisory Board follows the work of the Steering Committee (“Comprehensive Plan to End Homelessness Ad Hoc Committee”). The Pierce County Council had convened the Steering Committee by Resolution R2021-30s. That resolution provided as follows:

“Section 1. The Pierce County Council hereby establishes the Comprehensive Plan to End Homelessness Ad Hoc Committee to develop an action plan for the purpose of completing, in no more than six months, a comprehensive plan to end homelessness. The Committee’s action plan shall be delivered to the County Council no later than thirty days from the date of this Resolution.

“Section 2. The Ad Hoc Committee shall consist of ten members. Three members representing the Pierce County Human Services Department; two members representing the Continuum of Care Committee; one member representing the City of Tacoma; one member representing the City of Puyallup; one member representing the City of Lakewood; and two members representing the Tacoma Pierce County Coalition to End Homelessness. At least one member of the Ad Hoc Committee shall represent those with the lived experience of homelessness.”  
[Resolution R2021-30s]

The Steering Committee presented an Action Plan to the County Council Human Services Committee. The Council Committee adopted the Action Plan. The Action Plan included an expansion of the 10 member Ad Hoc Committee as follows:



“When discussing who should lead this work and oversee the larger comprehensive planning process, the Ad Hoc Committee generally supported creation of a steering committee. Many of the members of the Committee expressed interest in being part of the steering committee, and offered the following additional suggestions:

- Consider a workable size for the steering committee – large enough to be representative, but small enough to encourage meaningful engagement and input.
- Develop a feedback loop for the larger population of interested parties so they can stay apprised with what’s happening and to amplify the work.
- Broaden the steering committee to include additional representation from the provider community, and from constituents representing East Pierce and unincorporated Pierce County.
- Be clear about who/what the steering committee members represent – themselves and/or their organizations?
- Include the Continuum of Care Committee (COC) in a meaningful way.
- Include and compensate experts with lived experience of being homeless.”

The Steering Committee delivered its proposed Comprehensive Plan to End Homelessness to the Pierce County Council. The Council adopted the plan on March 15, 2022 by the same Resolution R2022-22s. that convened the Advisory Board.

The Advisory Board, with the approval of the Human Services Department, adopts this Charter to direct its work. The Charter provides useful detail to supplement the direction of the Pierce County Council.

## **2. PURPOSE OF THE ADVISORY BOARD**

The purpose of the Advisory Board is to do the following:

- (1) To advise and support the Pierce County Human Services Department and the Pierce County Council on the implementation of the Comprehensive Plan to End Homelessness;
- (2) To serve as a community source of expectation that Pierce County will effectively implement that plan in a way that reflects the “urgent priority” the Pierce County Council declared in Resolution 2021-30s homelessness to be;
- (3) To monitor implementation of the plan from a system perspective;
- (4) To advocate for the policies, resources, and resolve that effective implementation will require.
- (5) To do this seeking a just and equitable resolution that accounts for the racial and gender disproportionately present among the population of persons experiencing homelessness.

### **3. COMPOSITION OF THE ADVISORY BOARD**

**3.1** Pursuant to Resolution 2022-22s, the Human Services Department shall convene and determine the membership of the Advisory Board. That resolution states that the Advisory Board members shall include “members of the Steering Committee and other community representatives to ensure broad engagement.” Section 2. The Action Plan provided more detailed direction on the composition of the Advisory Board. See Above.

**3.2** The Advisory Board will advise the Human Services Department on its appointment of members. In doing so, the Advisory Board shall urge appointments to give the Board a broad representation as follows, as within the direction from the County Council:

- community interests, in addition to those listed in Resolution 2021-30s and the Action Plan, including providers of shelter, housing and direct services to persons experiencing homelessness, affordable housing providers, public health authorities, law enforcement, neighborhood representatives, and businesses;
- those with lived experience of homelessness as single adults, families, and youth and young adults who were homeless without families;
- a diversity of members to reflect the racial and gender composition of persons experiencing homelessness in Pierce County;
- geographic diversity inside Pierce County.

### **4. Roles and Responsibilities of an Advisory Board Member**

**4.1** It is intended that the Advisory Board leverage the experiences, expertise, and of key individuals at organizations or representative of stakeholders. Advisory Board members are not responsible for managing or directing specific projects, but to provide support and guidance to those who do. Individually, Advisory Board members should:

- Represent, report to, and serve as a liaison to the organization or group they represent;
- Attend all advisory board meetings, and if unable to attend, designate an alternate;
- Help balance conflicting priorities;



- Foster communication outside the Advisory Board around the efforts to end homelessness.

## **5. ADVISORY BOARD EXECUTIVE COMMITTEE**

**5.1** *Establishment of an Executive Committee:* The Advisory Board shall establish an Executive Committee of at least three (3) but no more than five (5) Advisory Board members. The Advisory Board shall appoint the members of the Executive Committee, who shall serve at the discretion of the Advisory Board.

**5.2** *Executive Committee's Responsibilities and Authority:* The Executive Committee shall have the following responsibilities and authority:

- confer with Human Services Department staff for the purpose of setting the agenda for the Board's meetings;
- represent the Board and its work in communication with county staff and with members of the public;
- seek and accept the Board's direction about the substantive content of its representation and communication.

## **6. MEETINGS OF THE ADVISORY BOARD**

**6.1** *Frequency of Meeting:* The Human Services Department shall convene the Advisory Board at least monthly.

**6.2** *Agenda:* The Human Services Department staff and the Advisory Board's Executive Committee shall confer and together devise the agenda for Advisory Board meetings. Except when other topics require the meeting time, every agenda of the Advisory Board's regular meetings shall include the following two topics: (1) staff update on the implementation of the approved comprehensive plan; (2) staff presentation and review of the data and metrics on the extent and nature and trends of homelessness in Pierce County, especially information that shows the effect or lack of effect of the comprehensive plan's implementation.

**6.3** *Quorum:* Sixty percent (60%) of the Advisory Board's membership shall constitute a quorum

**6.4** *Making Decisions:* The Advisory Board will make decisions in the following way:

- A decision requires a quorum of the membership.



- The Advisory Board will seek but will not require a consensus to make a decision. For these purposes a consensus shows if everyone present at a Board meeting indicates approval of a proposal (thumb up) or a willingness to live with it (sideways thumb). Seeking a consensus means having adequate discussion, either before or after a vote, to review a member's reasons for disapproval (thumb down). However, the Board may act without a consensus if it shows an "adequate preponderance" of either approvals or a willingness to live with a proposal. An "adequate preponderance" will be sixty percent (60%) of the members in attendance.

Attendees can indicate their vote by a display of thumbs or by its verbal or written equivalent.

## 6.5 *Respectful Discussion*

Advisory Board members shall show the following qualities in Board discussions:

- preparation and review of material distributed in advance;
- attention to the discussion;
- encouragement of participation by all members and respect for all views;
- good humor;
- willingness to understand and support Board decisions even if a member disagrees with it.

## 7. MISCELLANEOUS

**7.1 Staff Support:** Human Services Department staff shall provide staff support for the Advisory Board. This support will include, but not be limited to, the following:

- convening Board meetings;
- providing meeting space, including virtual meeting space;
- printing and circulating meeting agendas in advance;
- preparing and circulating meeting written material in advance.