



Montgomery County Continuum of Care Interagency Commission on Homelessness Outcomes and Improvement Committee

Committee Responsibilities and Composition

I. Roles and Responsibilities of the Committee include:

- Establishing performance targets appropriate for population and program type in consultation with recipients and subrecipients
- Monitoring recipients and subrecipients performance
- Evaluating project outcomes of ESG and CoC programs, and reporting those outcomes to the Partnerships and Funding Committee
- Providing training and support on best practices
- Oversee HMIS, including establishing an HMIS subcommittee charged with:
 - Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS
 - Review, revise, and approve privacy, security, and data quality plans
 - Ensure consistent participation of recipients/sub-recipients in HMIS
 - Ensure that HMIS is administered in compliance with HUD requirements

II. Outcome and Improvement Committee Members will:

- Oversee the HMIS Subcommittee
- Carry out assigned task from 2020-2023 Strategic Plan:
 - **Strategy 2:** Build and Support Strong Adaptable Programs to Ensure Equitable Access and Programming Across the system to Effectively Address Client Needs
- Participate and make decisions with our shared commitment to ending homelessness for all Montgomery County residents
- Assist with preparation and delivery of presentations and other efforts to share information and align efforts across ICH committees in order to carry out responsibilities and achieve committee and community goals
- Identify specific improvements to the coordinated response to homelessness
- Attend and actively participate in monthly committee meetings
- Attend bi-monthly meetings of the full Interagency Commission on Homelessness
- Comply with the Conflict-of-Interest requirements outlined in 24 CFR part 578.95 and uphold the highest standards of ethical conduct. These standards are outlined in the

Montgomery County Statement of Ethics, Code of Conduct, and Conflict of Interest Policies and Procedures.

III. Chair, Co-chair, and Secretary Responsibilities

The committee positions are described below:

- Chair: Responsible for leading all aspects of the committee, including reporting on the goals and progress of the committee’s work, and identifying recommendations that need to be acted or voted upon by the full ICH
- Co-Chair: Supports the Chair to lead the committee and serves in the Chair’s role if the Chair is absent
- Secretary: Responsible for record-keeping for the committee, including taking minutes and recording significant deliberations and votes
- Commission Representative: Must be a commissioner or a proxy of ICH and is responsible for representing the committee on the Governance Committee. A Commission Representative may also serve as the Chair or Co-Chair of the Committee.

IV. Outcome and Improvement Committee Composition

The Outcome and Improvement Committee will consist of Individuals with expertise in harnessing data for improvement and knowledge of homelessness and housing instability.

- A Commissioner or Proxy of the Interagency Commission on Homelessness
- HMIS System admin/user
- A representative from the CoC’s emergency response system
- A representative from the CoC’s housing program
- A representative from Office of Management of Budget.