



Interagency Commission on Homelessness

Montgomery County Continuum of Care System Coordination Committee

Committee Responsibilities and Composition

I. Roles and Responsibilities of the Committee to include:

- Coordinate the implementation of a housing and services system
- Recommend to the Executive and Council any improvements to local policy to improve the system response to ending and preventing homelessness
- Oversee the Coordinated Entry System Subcommittee, charged with establishing and operating a coordinated assessment system in consultation with recipients of ESG funds and establishing and following written standards for providing CoC assistance in consultation with recipients of ESG funds
- Conduct, at least biennially, a PIT count of homeless persons that meets HUD's requirements
- Oversee population-specific workgroups

II. System Coordination Committee Roles and Responsibilities

Members of the System Coordination Committee will:

- Serve as representatives of key stakeholder groups who are committed to ending homelessness for all residents of Montgomery County
- Participate and make decisions with our shared commitment to ending homelessness for all Montgomery County residents at the center
- Be committed to making improvements to our coordinated response to homelessness through a data driven, cross sector systems approach
- Provide knowledge, leadership, and connections within the sector they represent to inform efforts to improve the collective system response
- Recruit membership, organize and monitor the Coordinated Entry Subcommittee to ensure both compliance with regulatory requirements and implementation of a

Coordinated Entry system that optimizes outcomes for people at risk and experiencing homelessness

- Management of the annual PIT count of homeless persons, including ensuring compliance with HUD requirements on administering the count, securing participation from organizations, staff, and volunteers necessary, overseeing analysis of the results and working with the Communications Committee and other committees as relevant to inform the community of progress and gaps.
- 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 ad hoc and standing workgroups as necessary to conduct specific tasks and/or 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 [Chief of Services to End and Prevent Homelessness of the Department of Health and Human Services]: 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 major deliberations and votes
- Commission Representative: Must be a Commissioner 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. System Coordination Committee Composition

The System Coordination Committee will consist of 15 representatives from the broad array of public and private stakeholders who are actively committed to ending homelessness in Montgomery County, to include:

- Leaders of homeless service organizations representing core functions of the system of care, including outreach, prevention, emergency shelter, and permanent housing programs.
- Leaders of agencies, both public and private, representing the core sectors critical to implementing a coordinated community response to homelessness:
 - Housing and Community Development
 - Public and Behavioral Health
 - Corrections and Justice
 - Public Education
 - Hospitals and Healthcare
 - Aging and Disability Services
 - Children and Youth Services
 - Workforce and Employment Services
- The Department of Health and Human Services, Services to End and Prevent Homelessness
- At least two members with lived experience of homelessness or housing instability
- A Commissioner of the Interagency Commission on Homelessness (in addition to the Chair)