

# Mendocino County Homeless Services Continuum of Care

Dear Future MCHSCoC Member!

Thank you for your interest in becoming a new member of the Mendocino County Homeless Services Continuum of Care (MCHSCoC). You may be wondering what you can do as a member, so here is a basic list of responsibilities from our Governance Charter:

1. Attend Quarterly Meetings of the MCHSCoC (they occur in January, April, July, and October)
2. Serve on a minimum of one Standing Committee (see full list included with the membership application)
3. Participate in the annual Governing Board Selection Process each year
4. Collaborate with other members of the MCHSCoC
5. Participate in the Annual Homeless Survey/Point-In-Time Count

We thank you very much for your interest in joining us in our efforts to end homelessness in Mendocino County. If you have any questions or would like to discuss this process in more detail, feel free to speak with any member of the Membership Committee or contact the Housing Options for Mendocino (HOME) Team at [hometeam@mendocinocounty.org](mailto:hometeam@mendocinocounty.org).

Sincerely,

The MCHSCoC Membership Committee

Veronica Wilson (Chair)

Drew Iacomini-Hair

Faith Dayton

Noemi Guerrero

Dan McIntire

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## Standing Committee Summary

1. **Strategic Planning Committee:** Assists the Governing Board in the development and implementation of written standards, policies, and documents that govern the entire CoC.
2. **Homeless Management Information Services (HMIS)/Performance Measurement Committee:** Assists the Governing Board in the development and implementation of written standards, policies, and documents that pertain to the HMIS requirements and procedures.
3. **Coordinated Entry/Discharge Planning Committee:** Makes recommendations to the Governing Board regarding discharge planning, ensuring that current and appropriate agreements are in place with local institutions that may release individuals into a situation of homelessness, and to work toward the outcome of successful release into a housed situation as opposed to homelessness.
4. **Membership Committee:** responsible for accepting membership applications, reviewing for membership eligibility, and approving general MCHSCoC membership applications.
5. **Shelter and Solutions Committee:** The Shelter Services Committee addresses issues related to the current system of emergency shelter services and solutions for the geographic area of Mendocino County, including gaps in services, and any other shelter-related issue or emerging problem.

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## General Membership Form

PLEASE COMPLETE ALL SECTIONS:

(General Membership, including Advisory Membership roles and responsibilities are described on the back of this form)

**Check which Membership you would prefer:**

- Agency/Organization Membership  
 Individual Membership
- Check here if you are applying for Advisory Membership Status only (either as an individual or as part of an agency/organization)

Agency/Organization: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name & Title of Representative Designated to Vote at General Membership Meetings:

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*or, for Individual Membership:*

Individual Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Describe your organization/agency (advocate, social services agency, health care provider, etc.) and/or describe your interest in participating in the MCHSCoC, and how you or your organization can contribute to the goals of the MCHSCoC:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The MCHSCoC is a volunteer-based organization. The active participation of each and every member is critical to the success of the CoC. Members, other than those with advisory membership status, of the MCHSCoC are asked to attend general membership meetings and participate on a committee of their choice. Please select your first and second choice of committee from the list attached to this form:

Committee Choices: 1st \_\_\_\_\_ 2nd \_\_\_\_\_

Name & Title of Representative(s) on Committee(s): \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Individual or Authorized Agent

# Mendocino County

## Homeless Services Continuum of Care

### Definitions of General Membership Categories

- 1. Agency/Organization Membership:** A member agency/organization is a public or private agency or organization that can or does address short and longer-term housing needs, health needs, legal needs, case management, education, or other support services related to the homeless in Mendocino County. Agency/organization membership requires completion of the standard membership form as prepared and updated by the Governing Board with the assistance of the Membership Committee.
- 2. Individual Membership:** An individual member is a concerned community member who is homeless, or formerly homeless, or has otherwise demonstrated a personal interest in the needs of the homeless in Mendocino County. Individual membership requires completion of the standard membership form.
- 3. Advisory Membership:** An advisory membership is for those stakeholder individuals and agencies that are interested in participating in the MCHSCoC, but are unable to fulfill membership duties. Advisory membership requires completion of the standard membership form. Advisory members do not have the power to vote at any meetings.

### The MCHSCoC membership has the following responsibilities:

1. Adopt and follow a written process to select a board (the Governing Board) consistent with 24 CFR §§578.5(b), 578.7(a)(3) and this Charter, and review, update and approve the process for selection of the board at least once every 5 years;
2. Actively serve on or attend one committee or work group per year;
3. Comply with the conflict-of-interest requirements at 24 CFR §578.95;
4. Collaborate with other members to work toward the MCHSCoC mission, goals, and objectives;
5. Abide by the MCHSCoC Governance Charter;
6. Attend MCHSCoC Meetings. Active members missing three consecutive meetings could be moved to Advisory Membership status;
7. Participate in Point-in-Time Studies, outreach endeavors, training sessions or actual counts.