

# Connecticut HMIS Steering Committee

## By-Laws

### Article I: Name

The name of the entity shall be Connecticut Homeless Management Information System Steering Committee.

### Article II: Purpose

The purpose of the Connecticut Homeless Management Information System (CT HMIS) Steering Committee is to serve as the decision making body and provides advice and support to the CT HMIS Lead Agency. The Committee shall collectively determine the guiding principles that should underlie the implementation of activities on the CT HMIS system.

### Article III: Activities of the Committee

The responsibilities of the Steering committee include but are not limited to the following:

- Determining the guiding principles that should underlie the implementation activities of the CT HMIS, including participating organizations, consumer involvement and service programs;
- Selecting the minimal data elements to be collected by all programs participating in the CT HMIS project;
- Defining criteria, standards, and parameters for the release of aggregate data, aggregated and disaggregated;
- Approving the software vendor;
- Disseminate information about the statewide HMIS database, the steering committee and its activities, policies, and procedures;
- Identify, develop, and implement strategies for improving HMIS coverage and data quality;
- Provide support to individual continuum and sub-continuum entities in their efforts to identify and diminish potential barriers to the use and improvement of the statewide HMIS database.

### Article IV: Composition

The CT HMIS Steering Committee is a partnership of representatives from each of the participating continuum and sub-continuum of the Balance of State Continuum of Care. The committee is composed of two representatives from each continuum/sub-continuum of care as appointed by their respective CoC's. One individual from each CoC / Sub CoC will be the primary representative and the other will be the alternate. It is the responsibility of the CT HMIS Lead Agency to keep an active list of the CT HMIS Steering Committee members. Any change in CT HMIS Steering Committee representation for any CoC / Sub CoC must be provided in writing from the CoC / Sub CoC to the CT HMIS steering committee.

### Article V: Committees

The CT HMIS Steering Committee shall have the following committees:

#### Section 1: CT HMIS Grievance Committee

The Grievance Committee members shall be selected on an as needed basis and any member shall not have a conflict of interest for the grievance they are adjudicating. Membership will consist of either the Chair or Vice-Chair of the CT HMIS Steering Committee, one CT HMIS Lead Organization representative and three CT HMIS Steering Committee members.

### **Section 2: CT HMIS Data Quality Management Committee**

The Connecticut HMIS Data Quality Management Committee (DQMC) will review the most current data on homelessness from all available sources in order to inform practice and bring information to the CT HMIS Steering Committee to improve local crisis response systems. Committee will be responsible for:

- Set programmatic and community-level expectations
- Review data tools
- Continuous Quality Improvement around performance measures

Members of the DQMC will include individuals knowledgeable and experienced in the CT HMIS project, and has direct or indirect responsibility for programmatic outcomes. The committee will be comprised of one member of the CT HMIS Lead Organization, and at a minimum two representative from separate CoC's or Sub CoC's. The committee will report quarterly to the CT HMIS Steering Committee.

### **Section 3: CT HMIS External Data Request Committee**

The External Data Request Committee members shall be selected on an as needed basis and will evaluate external requests for information from the CT HMIS system. The committee will be comprised of one either the Chair or Vice-Chair of the CT HMIS Steering Committee, one CT HMIS Lead Organization representative, and three CT HMIS Steering Committee members. The committee is responsible for approving or denying such requests, and any member shall not have a conflict of interest in any request they are reviewing.

### **Section 4: CT HMIS Release Management Committee**

The Release Management Committee shall inform the approach for making enhancements to the CT HMIS system. The role of the committee will be to:

- Review all system enhancement requests;
- Prioritize requests for approval of the CT HMIS Steering committee;
- Maintain a release "bin" – a list with relevant information where change requests are stored;
- Design and development procedures (specifications, testing).

Membership will consist of at least three CT HMIS Steering Committee members, and a representative of the CT HMIS Lead Organization.

## **Article VI: Meetings and Attendance**

At a minimum, the CT HMIS Steering Committee conducts meetings on a quarterly basis with increased frequency when needed. Advance notification of meeting dates, times, and locations will be provided to all committee members. The quarterly meetings will be scheduled during the first meeting of each calendar year so that members may plan accordingly.

Members are requested to attend meetings quarterly to ensure continuity in the process. Remote access to the meetings will be provided as needed, and remote participation will serve as attendance. Members are expected to attend a minimum of 75% of the regularly scheduled quarterly meetings.

Should a member experience a last-minute issue that prevents attendance, the member shall notify the Chairperson or other committee officer via telephone or email.

### **Article VII: Quorum at Steering Committee Meetings**

- Two thirds of the total continuum and sub continuum represented on the CT HMIS Steering Committee will constitute a quorum.
- A quorum is needed to:
  - a) Change CT HMIS Steering Committee bylaws
  - b) Approve Steering Committee Officers
  - c) Modify CT HMIS Policies and Procedures
  - d) Vote to remove a steering committee member as outlined in Article X

### **Article VIII: Voting**

- The CT HMIS Steering Committee operates by consensus whenever possible. When a vote is necessary, each continuum and sub-continuum representative shall have one vote upon any motion.
- Every continuum and sub-continuum representative who is entitled to vote may vote in person or, unless the articles of incorporation or the bylaws otherwise provide, may vote by proxy executed in writing by the member.
- The primary representative from each CoC / Sub CoC will be the allowable vote, in that individual's absence the alternate CoC / Sub CoC representative will be allowed to vote.
- No member shall vote on any issue where there could be a conflict of interest. (Refer to Conflict of Interest).
- As needed, Roberts Rules of Order will govern procedural questions during CT HMIS Steering Committee Meetings.
- A simple majority vote of members present will be used to settle issues that reach an impasse, unless a quorum is required as outlined in Article VII.
- Meeting guests may speak, if granted permission by the committee, but will not have voting privileges.

### **Article IX: Officers**

The CT HMIS Steering Committee members shall elect a Chairperson Vice-Chairperson, and a Secretary.

The Chairperson's duties will be to:

1. Serve as primary point of contact for the Steering Committee
2. Preside over Steering Committee meetings
3. Facilitate the development of meeting agendas
4. Ensure communication of Steering Committee matters to all members

The Vice-Chairperson's duties will be to:

1. Assist the Chairperson as necessary
2. Fulfill the duties of the Chairperson in the absence of said Chairperson

The Secretary's duties will be to:

1. Record minutes of all steering committee meetings
2. Ensure distribution of minutes to all members

3. Carry out the duties of the Chairperson and Vice-Chairperson in the event both officers are absent

The steering committee shall elect the three officers during the first meeting of the calendar year. The newly elected officer shall assume office at the close of that meeting and shall serve a term of two years, and can serve unlimited consecutive terms. Elections of officers will be made by a simple majority vote.

#### **Article X: Resignation and Removal**

A committee member may resign from the Steering Committee by submitting a written notice to the Chairperson. A member or officer may be removed from the Steering Committee by a quorum vote of all voting members. This may only occur if the member is in violation of the attendance policy or a Code of Conduct as outlined in Article XI.

If an officer resigns or is removed from the committee, an election will be held at the next meeting to fill the vacancy of the removed or resigned member or officer.

#### **Article XI: Code of Conduct**

A Code of Conduct shall govern the performance, behavior and actions of the CT HMIS Steering Committee and its members.

1. No committee member shall participate in the selection, award or administration of a bid or contract supported by Federal funds if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any committee member has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
3. No committee member shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. Committee members shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
5. As permitted by law, rule, policy or regulation, the Steering Committee shall pursue appropriate legal, administrative or disciplinary action against a committee member, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or activities on behalf of the Steering Committee.

6. Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behavior likely to cause offence or humiliation, will not be tolerated and may result in disciplinary measures up to and including removal from committee/s
7. CT HMIS Steering Committee business will be conducted in manner that reflects the highest standards and in accordance with all federal, state, and local laws and regulations.

#### **Article XII: By-Laws**

These By-Laws shall be in effect upon approval by a quorum vote as outlined in Article VI of current and present members of the Steering Committee.

#### **Article XIII: Amendments**

Recommendation to change or amend by-laws may be made by any member and shall be submitted at a regular meeting of the committee. Proposals shall stand for action and be open for discussion among members. Changes shall be in effect upon approval by a quorum vote of the current and present members of the committee. Upon approval, the Secretary shall update the By-Laws document to reflect the changes and distribute updated copies to all members before the next regular meeting.