

# CT HMIS Steering Committee By-Laws

Reviewed and Updated June 2022

Approved by the CT HMIS Steering Committee September 9, 2022

## **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 provide 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 based on HUD HMIS Data Standards or community/funder input for non-HUD programs.
  - Programs that are not HUD or state funded and pay privately for set up in CT HMIS for use as their Electronic Client Record are not subject to data element requirements set by the CT HMIS SC.
- Defining criteria, standards, and parameters for the release of aggregated and disaggregated data.
- Approving the software vendor.
- Disseminating information about the CT HMIS database, the steering committee and its activities, policies, and procedures.
- Identifying, developing, and implementing strategies for improving CT HMIS coverage and data quality.
- Providing support to entities in their efforts to identify and diminish potential barriers to the use and improvement of the CT HMIS database.
- Ensuring CT HMIS lead agency has established and implemented strategic initiatives to improve data quality.
- Ensuring CT HMIS lead agency has set standards for data security and privacy protections.

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- Ensuring that the CT HMIS Lead Agency has established and implemented appropriate criteria and procedures for the analysis and release of CT HMIS data;
- Ensuring that the CT HMIS Lead Agency monitors CHO and vendor compliance with HUD HMIS requirements and CT HMIS Policies and Procedures and promptly ensures the establishment and implementation of corrective actions, as necessary, to address any compliance issues.
- Regularly reviewing and prioritizing requests for system enhancements.
- Providing regular opportunities for constructive feedback related to HMIS from CHOs and other stakeholders.
- Exploring funding options to ensure effective ongoing operations and enhancement of the CT HMIS.
- Delegating and overseeing completion of any of the above responsibilities to one or more subcommittees.

#### **Article IV: Composition**

The CT HMIS Steering Committee is a partnership of representatives from the Opening Doors Fairfield County Continuum of Care and the Balance of State Continuum of Care (CoC). The seven geographical Coordinated Access Networks (CANs) make up each CoC and for that reason the committee is composed of two representatives from each CAN appointed by their respective CAN. One individual from each CAN 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 CAN must be provided in writing from the CAN to the CT HMIS steering committee. Members will serve two year terms. Members can serve an unlimited number of terms. Terms will be staggered within each CAN. If a representative changes at the end of their term the alternate will become the primary and the new representative will become the alternate.

#### **Article V: Committees**

The CT HMIS Steering Committee shall have the following committees:

##### 1. CT HMIS Grievance Committee

The Grievance Committee members shall be selected on an as needed basis. No member shall have a conflict of interest for the grievance they are adjudicating. Membership will consist of one Co-Chair of the CT HMIS Steering Committee, one CT HMIS Lead Organization representative and three CT HMIS Steering Committee members. The committee will consider grievances as outlined in the CT HMIS Policies and Procedures.

##### 2. CT HMIS External Data Request Committee

The External Data Request Committee members shall be formed on an as needed basis and will evaluate external requests for identifiable data from the CT HMIS system. The committee will be comprised of one Co-Chair of the CT HMIS Steering Committee, one CT HMIS Lead Organization representative, one representative from the HMIS System Administrator, and a

quorum of CT HMIS Steering Committee members. The committee is responsible for approving or denying requests and no member shall have a conflict of interest in any request they are reviewing.

### 3. 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 by 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, a representative of the CT HMIS Lead Organization, and a representative from the HMIS System Administrator. Subject Matter Experts or others may be invited to give input on the requests.

### 4. Ad Hoc Committees

In addition to the above named committees the CT HMIS SC has the ability to create ad hoc committees to review specific topics such as data quality needs or undertake time limited projects.

## **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 meetings will be scheduled during the first meeting of each calendar year so that members may plan accordingly.

Members are requested to attend each meeting to ensure continuity in the process. Remote access to the meetings will be provided as needed, and remote participation will serve as attendance. Primary members are expected to attend a minimum of four of the regularly scheduled meetings. If a member attends less than four meetings in a year or misses two meetings in a row without notice or confirmation that the alternate will attend, chairs will conduct outreach to the CAN to troubleshoot absenteeism. If troubleshooting is unsuccessful the committee may request that the CAN nominate a new member. 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**

- One committee member from five of the seven CANs represented on the CT HMIS Steering Committee will constitute a quorum.
- A quorum is needed to:
  - Change CT HMIS Steering Committee bylaws

- Approve CT HMIS Steering Committee Officers
- Modify CT HMIS Policies and Procedures
- Vote to remove a steering committee member as outlined in Article X
- Approve Data Sharing Agreements (DSA)

For all quorum votes except for those to approve DSAs, items up for a vote will be presented for review by members and the vote will take place at the following meeting. Members are expected to bring the items for discussion to their CAN and provide feedback or questions to the Chairs prior to the vote.

### **Article VIII: Voting**

- The CT HMIS Steering Committee operates by consensus whenever possible. When a vote is necessary, each CAN shall have one vote upon any motion.
- Every CAN 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 CAN will be the allowable vote, in that individual's absence the alternate CAN 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 provide input and feedback but will not have voting privileges.

### **Article IX: Officers**

The CT HMIS Steering Committee members shall elect two Co-Chairpersons

The Chairperson's duties will be to:

- Serve as primary points of contact for the Steering Committee
- Preside over Steering Committee meetings
- Facilitate the development of meeting agendas
- Ensure communication of Steering Committee matters to all members

The steering committee shall elect the 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 staggered. Elections of officers will be made by a quorum.

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

A committee member may resign from the Steering Committee by submitting a written notice to the Chairpersons and their CAN. The CAN must then appoint a new member and inform the

Steering Committee. A member or chairperson 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 the Code of Conduct as outlined in Article XI.

If a chairperson 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 chairperson.

### **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.

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. 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.

1. No committee member shall do business with, award contracts to, or show favoritism toward a member of their 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.
2. 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.
3. 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.
4. Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behavior likely to cause offense or humiliation, will not be tolerated and may result in disciplinary measures up to and including removal from committee/s
5. CT HMIS Steering Committee business will be conducted in a 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. By-Laws will be reviewed every 3 years by an ad hoc committee of the CT HMIS Steering Committee. If changes are needed the process for amendment in article XIII will be followed.

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### **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 members of the committee. Upon approval, the CT HMIS Lead Agency shall update the by-laws document to reflect the changes and distribute updated copies to all members before the next regular meeting.

Date	Section Name	Change	Additional Information
9/9/2022	Article III: Activities of the Committee, bullet 2	Add sub bullet: Programs that are not HUD or state funded and pay privately for set up in CT HMIS for use as their Electronic Client Record are not subject to data element requirements set by the CT HMIS SC	
9/9/2022	Article III: Activities of the Committee, bullet 7	Remove reference to “continuum and subcontinuum”	
9/9/2022	Article III: Activities of the Committee, bullets 8 – 15	Add the responsibilities in bullets 8 – 15 to align with various CT HMIS agreements	
9/9/2022	Article IV: Composition	Remove references to continuum and subcontinuum and replace with references to the CAN based make up of each CoC.	
		Add: Members will serve two year terms. Members can serve an unlimited number of terms. Terms will be staggered within each CAN. If a representative changes at the end of their term the alternate will become the primary and the new representative will become the alternate.	
9/9/2022	Article V: Committees, Section 1 Grievance Committee	Add: Committee will consider grievances as outlined in the CT HMIS Policies and Procedures	
9/9/2022	Article V: Committees, Section 2 CT HMIS Data Quality Management Committee	Remove section	Subcommittee will be replaced with agenda items at each HMIS SC or Ad Hoc Committee as needed

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Date	Section Name	Change	Additional Information
9/9/2022	Article V: Committees, Section 3 CT HMIS External Data Request Committee	Update composition of membership to include one representative from the HMIS System Administrator, and a quorum of CT HMIS Steering Committee members	
		Re-number to be section 2	
9/9/2022	Article V: Committees, Section 4 CT HMIS Release Management Committee	Update composition of membership to include one representative from the HMIS System Administrator and SMEs or others as invited	
		Re-number to be section 3	
9/9/2022	Article V: Committees	Add: Section 4: Ad Hoc Committees	
9/9/2022	Article VI: Meetings and Attendance	Remove: references to quarterly meetings	
		Clarify expectation for members to attend each meeting and procedures if at least 4 meetings are not attended	
		Add: If a member misses two meetings in a row without notice or confirmation that the alternate will attend, chairs will conduct outreach to the CAN to troubleshoot absenteeism. If troubleshooting is unsuccessful the committee may request that the CAN nominate a new member.	
9/9/2022	Article VII: Quorum at SC Meetings	Remove: reference to continuum and subcontinuum and replace with reference to CANs	
		Add: Clarification that members from 5 CANs constitutes a quorum	

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Date	Section Name	Change	Additional Information
		Add: bullet e	
		Add: For all quorum votes except for those to approve DSAs, items up for a vote will be presented for review by members and the vote will take place at the following meeting. Members are expected to bring the items for discussion to their CAN and provide feedback or questions to the Chair prior to the vote.	
9/9/2022	Article VIII: Voting	Remove: reference to continuum and subcontinuum and replace with reference to CANs	
		Clarify role of meeting guests	
9/9/2022	Article IX: Officers	Update officer roles to two chairpersons and remove secretary position, remove vice chair and secretary duties	CT HMIS Lead Agency undertakes the secretary duties for the CT HMIS SC
		Clarify when officers will be elected and that they will be elected by a quorum	
9/9/2022	Article X: Resignation and Removal	Clarify that any resigning members must submit notice in writing to their CAN and the chairs	
		Clarify that the CAN must appoint a new member to the CT HMIS SC when a member resigns	
9/9/2022	Article XII: By-Laws	Add: By-Laws will be reviewed every 3 years by an ad hoc committee of the CT HMIS Steering Committee. If changes are needed the process for amendment in article XIII will be followed.	

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