



COORDINATED ACCESS SYSTEM COMMITTEE APPLICATION FORM INFORMATION

COORDINATED ACCESS SYSTEM COMMITTEE GOVERNANCE

The Coordinated Access System (CAS) committee is a committee of the Continuum of Care (CoC). The Coordinated Access System Committee monitors compliance of the CoC in accordance with the reporting requirements, funding requirements, and governing documents mandated by the Department of Housing and Urban Development (HUD).

The Coordinated Access System committee provides macro-level oversight of the Coordinated Access System. The committee troubleshoots issues and makes recommendations to the CoC Governing Board and the full CoC membership on any macro-level changes for system improvement, such as significant changes to policy and prioritization of people experiencing homelessness. This committee must include representation from the CoC Collaborative Applicant to provide administrative support and expert knowledge.

COORDINATED ACCESS SYSTEM COMMITTEE ROLES & RESPONSIBILITIES

CAS ensures that the Wake County CoC maintains a transparent process when evaluating and monitoring the homelessness crisis response system. The CAS committee's responsibilities shall include but not limited to:

- Ensuring fair and equitable distribution of services and resources.
- Regularly reviewing and overseeing the prioritization process.
- Ensuring consumers, providers, and key stakeholders are involved with the prioritization process.
- Ensuring homelessness service providers receive ongoing training and learning opportunities.
- Recommend changes/modifications to the CAS Written Standards and the policies and procedures.
- Ensuring feedback loops are created for consumers and homeless system providers. Feedback should be presented to the CoC Governance Board.
- Provide oversight of the CoC's CAS Lead to ensure compliance with HUD reporting, standards, and expectations.

COORDINATED ACCESS SYSTEM COMMITTEE COMPOSITION

The CAS committee will consist of no more than 7 members, and no fewer than 5, all of whom will have one vote. CAS slate of seats is recommended by the Nomination Committee and elected by the CoC Governance Board annually. Elected positions include population-specific, homeless service areas and other entities. It is possible for one CAS member to cover multiple sections as well as different roles/areas. All

members should have general knowledge of Wake's Coordinated Access System.

- Minimum of 1 CoC Board member
- Minimum of 1 person with lived experience
- Up to 5 other members within the CoC
- The membership should be demographically diverse.

The CAS is committed to a diverse and inclusive oversight committee composition in terms of race, gender, sexual orientation, immigration status, and other factors.

The Nominations Committee of the CoC will be charged with monitoring the CAS and undertaking efforts to recruit a diverse membership.

COORDINATED ACCESS SYSTEM COMMITTEE ELECTED ROLES

To ensure that the CoC membership, Governing Board, and Committees are diverse and inclusive, multiple populations must be represented on the committee. The CAS should make every effort to have Service Provider representation from each area outlined below by at least (1) one CAS member. It is possible that one committee member may represent more than one area.

- | | |
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| • Organizations or government entities that provide funding to address homelessness and/or housing | • Organizations or government entities that provide advocacy to address homelessness and/or housing |
| • Person with Lived Experience | • Veterans Service Provider |
| • Victim Services Provider | • System Partners (behavioral health, justice system, school system, medical system, faith community, etc.) |
| • Single Adults Service Provider | • Family Service Provider |
| • Unaccompanied Children and Youth Service Provider | • LGBTQIA+ Service Provider |

EXPECTATIONS OF CAS MEMBERS & CAS MEETINGS

It is expected that CAS members participate fully in all aspects of the CAS, attend at least 75% of the CAS meetings. Members must fully participate and engage in all aspects of the committee; and complete external committee work as required, such as

review of updated policies and procedures and data performance reports. The meeting schedule will be determined by the CAS Chair, in consultation with CAS members. All meetings are open to the public. Approved copies of committee meeting minutes will be posted on the CoC website.

ELECTED ROLES TERM LENGTH & LIMITS

Terms will be staggered, creating 1-year limits for each member of the CAS, with the ability to renew for two additional 1-year extensions (maximum of 3 years, unless there are extenuating circumstances for a member who is filling an unexpired term). Terms will run January 01- December 31. The first Coordinated Access System Committee will have an extended term to begin in 2021 through-December 31, 2022. Term extensions must be requested by the individual elected member and approved by the Committee. If a CAS member leaves before the end of the term, the replacement will be nominated by the Nominations Committee and elected by the CoC Governance Board. The replacement will serve to the end of that term, and then must be reappointed or reelected.

PROCESS FOR CAS MEMBER SELECTION

Nominations Committee recruits and nominates committee members for the CoC Governance Board to elect. The CAS will vote for the Chair of the CAS. The Chair will coordinate with the Nominations Committee to solicit nominations for open seats from the community via website posting, agency distribution and CoC email list. The open seats will specify which roles/areas need to be covered, using the CAS Application Form.

Nominations will be collected and reviewed by the CoC Nominations Committee with input from the CAS. The first Coordinated Access System Committee will have an extended term to begin in 2021 through December 31, 2022.

How to Apply

The application for the Coordinated Access System Committee will be linked here: <https://wakecoc.org/coordinated-assessment-system-cas-committee/>.

If you do not have access to a virtual application, please call Jenn Von Egidy at 919-443-0098 x1001 and she will complete it on your behalf.

COORDINATED ACCESS SYSTEM COMMITTEE APPLICATION

TERM: Fall 2021-December 31, 2022

The purpose of this form is to collect information for interested applicants to serve in an open, elected seat on the Coordinated Access System Committee. Elected seats represent either a population-, service or other-specific area within the Continuum of Care. Information about the Coordinated Access System Committee, including governance, composition, roles and responsibilities and term lengths are also provided.

NAME: _____ **CONTACT #:** _____

EMAIL ADDRESS: _____

Organization/Place of Employment (if applicable): _____

TYPE OF COC MEMBERSHIP: ☐ ORGANIZATION: ☐ INDIVIDUAL

COORDINATED ACCESS SYSTEM COMMITTEE POPULATION OR SERVICE AREA

Eligible candidates must be able to demonstrate they can adequately represent the vacant population-, service or other-specific area identified below. **Please check all that apply to you.**

- ☐ Lived Experience
- ☐ Providers that serve Single Adults
- ☐ Providers that serve Families
- ☐ Providers that serve DV/SA Victims
- ☐ Providers that serve Unaccompanied Youth
- ☐ Organization/Government Entity that provides funding to address homelessness or housing
- ☐ Organization/Government Entity that provides advocacy to address homelessness or housing
- ☐ **System Partners:** Other systems such as, temporary housing types including institutional and residential settings such as law enforcement/jails/reentry, hospitals, or mental health and/or substance use treatment programs, public school system and other systems working with people experiencing homelessness
- ☐ **LGBTQIA:** To ensure the needs of the Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex and Asexual population are heard across the CoC.

APPLICATION QUESTIONS

Eligible candidates must submit written responses to the questions below.

1) What experience do you have with Wake County's Coordinated Access System?

Lack of experience does not mean you will be denied, but it is helpful for staff to know training needs.

2) What is your comfort level with reviewing and evaluating data performance metrics?

3) What is your comfort level with reviewing and evaluating related policies and procedures?

4) In what ways will you contribute to the diversity of this committee?

5) What do you hope to contribute to and gain from participating on this committee? Be sure to answer both parts of the question.

COMMITMENT & SIGNATURE

Coordinated Access System Committee members are required to attend 75% of meetings, as scheduled based on the work of the committee, which will vary throughout the year depending on grant application timelines. Members must fully participate and engage in all aspects of the committee and complete external committee work as required. In addition, it is important that committee members are committed to fulfilling the responsibilities listed above to ensure an efficient, equitable and transparent Coordinated Access System. Effective committee members possess effective communication and problem-solving skills; are flexible and open to change; and can balance the need for systemic solutions with consistent and fair policies and procedures. By signing below, you indicate you are a member of the CoC, aware of the commitment and qualities required, and agree to serve as a fully participating and engaged committee member.

Signature

Date