

Diversity, Equity, and Inclusion Committee Policies and Procedures

Overview and Relationship to CoC

The Diversity, Equity, and Inclusion Committee shall provide insight and advice into promoting diversity, equity and inclusion in the Pinellas Continuum of Care (CoC). The Diversity, Equity, and Inclusion Committee will consider and develop strategies for board consideration that foster greater participation and make the CoC more accommodating and reflective of members from diverse backgrounds, perspectives, and abilities. The Diversity, Equity, and Inclusion Committee will be aware of and ensure coordination and collaboration of diversity, equity and inclusion efforts throughout the CoC. The board is committed to incorporating the values of diversity, equity and inclusions in the governance and operations of the CoC. These values shall be codified in a Diversity, Equity, and Inclusion Committee policy adopted by the board.

The objectives of the Diversity, Equity, and Inclusion Committee are to:

- Reduce and eliminate the impact of disparities on people of color who experience or are at-risk of homelessness in Pinellas County;
- Ensure CoC Board membership is reflective of the population being served by the Homeless Prevention and Response System; and,
- Establish measurable objectives to reduce and eradicate disparities on minority populations who experience or are at-risk of homelessness in Pinellas County.

Membership Policy

The Diversity, Equity, and Inclusion Committee is required to have a chair, appointed by the CoC Board Chair, serving for three years with the option of renewable terms. The HLA staff liaison takes minutes, submits to the Diversity, Equity, and Inclusion Committee for approval at the following committee, and once approved, submits to the lead agency for public record.

Diversity, Equity, and Inclusion Committee Membership should be at least 11 seats with no more than 15 at any given time. If membership drops below 11, the Diversity, Equity, and Inclusion Committee will utilize the CoC distribution list to send a request for members. Once the Diversity, Equity, and Inclusion Committee has identified potential new members, the HLA staff liaison reaches out, sends the Diversity, Equity, and Inclusion Committee policies and procedures then meets to review with potential members. The Diversity, Equity, and Inclusion Committee will present a slate of proposed candidates to the CoC. Diversity, Equity, and Inclusion Committee membership will be submitted and approved by the Board on an annual basis. Members need to have a connection to homeless services and have a working knowledge of disparities, disproportionate populations, diversity, equity, and

inclusion.

The committee will strive to have at least one (1) Diversity, Equity, and Inclusion Committee member for each category:

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- Funder;
- CoC-Funded Provider that is a member of the CoC Providers' Council;
- CoC Board Member;
- Lived Experience Expert
- Representative from Pinellas County Office of Human Rights;
- Domestic Violence Provider;
- LGBTQ+ Advocate; and,
- Mental Health Advocate.

The remaining number of members, four (4) general seats, are to be made up of representatives from the Department of Juvenile Justice, local Housing Authority, Veteran Affairs, state funder, law enforcement, medical professional, community and faith-based organization, unaccompanied youth, affinity group and/or a human rights organization.

This committee is to have a Chair and Vice Chair. If the committee would like to appointment a Secretary, they may, otherwise, the HLA staff liaison will be responsible for ensuring meetings are recorded and completing minutes or workgroup notes.

Attendance and Participation

The Diversity, Equity, and Inclusion Committee has a robust workload and requires members to be active and engaged participants. After two (2) consecutive missed meetings, or three (3) non-consecutive missed meetings in a calendar year, HLA staff will send a notice to the member on behalf of the committee chair regarding attendance. If the member was appointment from an organization, the organization must also be notified. Members who miss three (3) consecutive meetings, or four (4) within a calendar year, or fail to meet the expectations of the group may be asked to step down from the group. No business may be conducted unless quorum is present (50% + 1 of active roster members). Members are expected to follow the established Code of Conduct for the CoC Board.

If a member wishes to resign, they should send an email to the Chair and HLA staff liaison. the name will be removed from the DEI roster.

If there is a vacancy for Vice Chair, the Chair may appoint someone, or the committee can appoint a Vice Chair with quorum in the absence of the Chair.

Decision-Making

Per the CoC Governance Charter, unless authority is otherwise designated to a Committee, the CoC Committees will make recommendations to the CoC Board for approval. The CoC

Committee(s) will make decisions through consensus. When consensus is not possible, decisions shall be made by a vote of the majority of members present.

If a Committee recommendation requires a formal decision-making process, there is no proxy/alternate member representatives voting for CoC Committees.

Decision-making requires in person participation.

Roles and Responsibilities

1. Work with the CoC to accomplish the following:
 - a. assess diversity and climate in the CoC to include continuous research investigation of current demographic characteristics and trends;
 - b. review and continuously evaluate survey data that reveal:
 - i. perceptions of the CoC's climate and level of respect, and
 - ii. incidents of exclusionary behavior and micro-aggressions; and,
 - c. articulate the CoC's expectations of its staff for cultural competence
2. Work with the CoC to provide diversity-related educational opportunities for members and providers.
3. Create opportunities and venues for discussion of diversity/equity/inclusion issues within the CoC.
4. Advise the CoC Board on policy or other issues related to diversity, equity and inclusion.
5. Advise the CoC Board, Provider's and Funder's Council on innovative ways of recruiting and hiring from diverse groups.
6. Share information and best practices with relevant groups and others as appropriate.
7. Provide an annual report to the CoC.
8. Recommend and promote policies, programs and other initiatives that will attract and retain a diverse mix of CoC Members.
9. Examine formal and informal structures and processes that may inhibit the CoC from being more inclusive—and recommend changes that foster greater inclusion.
10. Identify constraints and barriers to affirmative action and equal opportunity and assure that the CoC's policies and procedures are being used appropriately and judiciously.
11. Form subcommittees to address specific short or long-term issues that have been identified as relevant to the charge of the Committee.
12. Promote and support diversity awareness CoC-wide.