



Alaska Homeless Management Information System (AKHMIS) Advisory Board Governance Charter

STATEMENT OF PURPOSE

MISSION

The AKHMIS Advisory Board exists to:

- ensure AKHMIS Policies and Procedures engender the diversity, culture, and needs of social services in Alaska;
- function as an oversight body ensuring the AKHMIS is being administered in compliance with HUD requirements;
- determine priorities for ending homelessness by evaluating data and hypothesis testing;
- explore and implement best practices for system-wide strategies in ending the experience of homelessness.

Mission Priorities

- Providing guidance and system expertise with ICA to the Alaska CoCs on AKHMIS governance.
- Ensuring and providing oversight for HUD compliance of the AKHMIS.
- Developing the capacity for statewide data analysis and the application of resulting best practices.
- Working with Stakeholders to develop statewide system strategies to end the experience of homelessness

VISION

The AKHMIS Advisory Board will ensure that through the understanding and use of AKHMIS, outcomes will improve for those experiencing homelessness.

ADVISORY BOARD ROLE

The Alaska Homeless Management Information System (AKHMIS) Advisory Board (hereinafter the Board) is responsible for recommending to the two Alaska Continua of Care (AK CoCs) – the Alaska Balance of State Continuum of Care (AK 501) and the Anchorage Continuum of Care (AK 500) – policies, procedures, and protocols for functions essential to the viability and success of the AKHMIS, including – but not limited to – data privacy, data quality, analysis, reporting, and data sharing protocols. Additional roles of the Board:

- Provide strategic planning, policies, and priorities for the administration of the AKHMIS through strategic-level review, guidance, and oversight.
- Seeking and reviewing stakeholder feedback on AKHMIS operations by serving as a forum for broader stakeholder engagement, program coordination, policy, planning, and operation of AKHMIS program.
- Helping establish annual system performance targets.
- Working with the HMIS Lead Agency to assure and support application of the AKHMIS Strategic Plan, policies, and priorities through:
 - High level guidance and oversight of AKHMIS prioritization.

- System performance quarterly reviews and feedback.
- Assisting HMIS Lead Agency in finding solutions to improve system performance, utilization, and quality functionality.
- Assisting HMIS Lead Agency with ensuring system compliance with HUD and legislative mandates.
- Resolving issues as they arise related to the AKHMIS program and participate in annual review of the performance of the designated HMIS Lead Agency.
- Appointing members and officers of the AKHMIS Advisory Board, consistent with established protocols.

SYSTEM GOVERNANCE, POLICIES, AND PROCEDURES

The Board's recommendations on policy, procedures, and AKHMIS protocols will be attempted through consensus and conversation but will ultimately be decided by simple majority.

The Board is responsible for providing input and feedback on policies and procedures related to AKHMIS, which includes all AKHMIS Governance Documents and AKHMIS Strategic Planning.

Board members will have the ability to inform the CoCs on the areas of AKHMIS that would benefit from enhancement or improvement. The Board will also be instrumental in providing feedback on system structure, training practices, and policies.

BOARD COMPOSITION

The Board will consist of a maximum of 15 members. The two Alaska Continua of Care and ICA will be represented on the Board to ensure ease of collaboration. Recommended Board composition:

- At a minimum, at least one person from each HUD-defined Continuum of Care Board.
- At a minimum, at least two persons from ICA will be designated as members of the Board, and other ICA staff may attend the meetings to provide technical assistance.
- The remaining seats will be filled by participating organizations within Anchorage, participating organizations within Alaska Balance of State.
- At a minimum, 50% of Board member seats will be filled by HMIS users and at least one individual with life experience.

Members will be publicly identified and available for contact by AKHMIS users and agencies throughout the state.

BOARD MEMBER RECRUITMENT

At minimum, the two CoCs will provide a list of suggested board members to the Board chair annually or as positions become vacant. These proposed members should be representative of the CoC that recommends them. Selections will be vetted/discussed by the Board and ICA before extending an offer to join. Members should have differing system-related educational and experiential backgrounds to offer feedback and information. Members may be drawn from or chosen for their experience in distinct areas of service. Representation will take into account AKHMIS user diversity by considering the following attributes:

- AKHMIS user level;
- geographic location of the organization where the Board member is employed;
- population density of the location of the Board member's organization;
- size or client volume of the Board member's organization or program;
- type of service or program provided by the Board member's organization; and
- the special interest or demographic served by the Board member's organization.

BOARD LEADERSHIP

Board officer positions will consist of Chair, Vice Chair, and Secretary and will be elected by the Board. Elections will be held every two years at the January Board meeting. The Secretary will take meeting minutes and post them to the AKHMIS Advisory Board page on the AKHMIS (ICA) website.

BOARD COMMITTEES

The Board and its committees provide strategic direction and decision-making support of AKHMIS. The Board may institute committees if a need arises.

In 2022, the Board instituted four committees with formal acknowledgement from the Alaska CoCs.

EXECUTIVE COMMITTEE

Vision. The Executive Committee will lead the AKHMIS Advisory Board, ensuring mission, vision, and communication are intentional, with fidelity to necessary standards and obligations, and consistently.

Description.

- Coordinates and plans monthly HMIS Governing Board meetings;
- Serves as an ad hoc work group as directed by the HMIS Governing Board;
- Tasked with annual review and compliance with AKHMIS Advisory Board Governance charter;
- Develops effective communication strategy for external sharing (i.e., CoC Boards)

Duties.

- Serve as the primary conduit of two-way and consistent communication between the AK CoCs, the Alaska Balance of State Continuum of Care and the Anchorage Continuum of Care and ICA (Communication)
- Establish annual system performance targets (in conjunction with Data Standards Committee)

STATEWIDE DATA COMMITTEE

Vision. The Statewide Data Committee will be the platform for the development of statewide research, evaluation, and learning of the Alaskan homelessness response system, through data in AKHMIS.

Description.

- Big picture, philosophical conversations around purpose of AKHMIS;
- Platform for the application of data science for statewide evaluation of the homelessness response system

Duties.

- Ensure the AKHMIS scope aligns with the requirements of AKHMIS-Participating Organizations, HUD, and other stakeholder groups (System Administration)
- Provide feedback on system structure, training practices and policies. (User/AKHMIS Participating Organization)

DATA STANDARDS AND USABILITY COMMITTEE

Vision. The Data Standards/Usability Committee will be the platform for the support and development of the Data Quality Plan through the AKHMIS Advisory Board. This committee will also help develop and ensure tools and conversation for the improvement of Data Quality generally throughout the AKHMIS.

Description.

- Learns, understands, and communicates Data Quality Plan requirements and deadlines;
- Reviews the Alaska HMIS Data Quality Plan annually (as part of Governance review process);
- Makes suggestions for needed changes/updates to Data Quality Plan;

- Liaison to CoC Boards for communicating DQP tasks that CoCs are required to complete (i.e., communicate with providers regarding the AKHMIS Data Quality Plan);
- Communicates with CoCs to support data standards compliance

Duties.

- Ensure system compliance with HUD and legislative mandates (Compliance);
- Inform the AK CoCs on the areas of the system that would benefit from enhancement or improvement (System Administration);
- Resolve issues as they arise related to the AKHMIS program and participate in annual review of the performance of the designated HMIS Lead Agency (Reporting);
- Establish annual system performance targets (in conjunction with Executive Committee);
- training capacity based on demand; training timeliness; project setup timeliness; develop process for communicating with providers regarding “healthier” system engagement (in conjunction with Executive Committee);
- Work with HMIS Lead Agency on quarterly system reports (establish a plan for what to do with that info for external sharing, such as communicating with the AK CoCs and their Boards)

GOVERNANCE COMMITTEE

Vision. The Governance Committee will ensure the AKHMIS Advisory Board faithfully executes its duties of the review and suggested amendments of governance documents for the AKHMIS.

Description.

- Annual Document Review;
- Works with HMIS Lead Agency to assure and support application of the AKHMIS Strategic Plan;
- Works with HMIS Lead Agency to assure and support application of AKHMIS Policies and Procedures

Duties.

- Provide strategic planning, policies, and priority recommendation to the two COC boards for the administration of the AKHMIS program (System Administration);
- Review AKHMIS operational policies procedures, and protocols developed by ICA and submit recommended documents to each AK CoC Board of Directors or equivalent governing body for approval (Policies and Procedures);
- Responsible for providing input and feedback on policies and procedures related to the system. (Policies and Procedures)

MEETINGS

Board meetings will be held at least quarterly. Meetings will occur on an on-line meeting platform. Guests, including but not limited to CoC representatives, HMIS vendor representatives, and funder stakeholders, may be present to witness the proceedings of meetings, or present to the Board. The AKHMIS Advisory Board hosts an Annual Meeting every year to inform AKHMIS stakeholders about the Advisory Board, what has happened over the past year, and what is coming in the year ahead.

Any formal changes to governance policies should be reviewed by the Governance committee, presented at a board meeting, and recommended before being presented to the CoCs for final approval. Important AKHMIS policy items that arise between meetings will be handled via email or on-line meeting.

MEETING MINUTES

The Board Secretary will be responsible for taking minutes at each meeting and distributing minutes to meeting attendees and ICA to post on the AKHMIS Advisory Board page for public access. Minutes will include meeting attendees, CoC Updates, Executive Committee Updates, HMIS Lead Updates, and other topics of discussion.

QUORUM

A quorum is the minimum number of members of the Board that must be present at a Board meeting to make the meeting valid. Establishment of quorum is 51% or more of the members in attendance. If quorum has been established, a vote may take place. For a motion to pass, a majority of 51% or more must vote in the affirmative. For a vote to occur, at least one member from each of the two Continua governing bodies must be in attendance. If a continuum's jurisdiction is not represented at a meeting, any actionable items that are up for a vote will be communicated over email prior to the next meeting and decided upon at the next meeting.

MEMBER REQUIREMENTS

MEMBER AGREEMENT

All members must sign Member Agreements listing the responsibilities of the Board and describing the term. Board members serve two-year terms on the Board. Membership may be renewed for additional terms upon agreement by the Advisory Board, ICA, and the member seeking reappointment. Board participation is voluntary, and members will not be compensated for participation.

ATTENDANCE

Board members are required to attend all meetings. Members with unexcused absences of 30%, with excused absences of 50%, or with two consecutive unexcused absences will be asked to resign from the Board, unless a majority of the Board members determine there are extenuating circumstances. If the member does not resign within 30 days after being requested to do so by the Board, a majority of the Board may vote to remove the member. A majority of the Board is one half plus one of the members present at the meeting when the vote is taking place.