



# Pikes Peak Continuum of Care

## Membership Agreement

We, the Membership of the Pikes Peak Continuum of Care (PPCoC), agree to operate as a voluntary, regional coalition to prevent and end homelessness in El Paso County. The PPCoC will provide the infrastructure to create community-level change through evidence-informed strategies that focus on swiftly and permanently resolving homelessness for all.

### SHARED VALUES

The Pikes Peak Continuum of Care is committed to fostering an environment where CoC partners, community members, and most importantly people experiencing homelessness feel valued and respected. Our shared values guide our actions and decisions, ensuring that we uphold the highest standards of integrity and collaboration.

- **Respect:** We treat everyone with kindness and consideration, recognizing the unique contributions of everyone towards our shared goals. We support homelessness solutions that respect individuals' autonomy and self-determination.
- **Dignity:** We honor the inherent worth of every person, creating culture between partners where everyone feels empowered and valued. We reject system and programmatic actions and decisions that harm the dignity of people experiencing homelessness.
- **Trust:** We prioritize building and maintaining trust and goodwill between individual partners and organizations with different ideas and viewpoints.
- **Openness:** We seek mutual understanding through open communication and the free, respectful exchange of ideas.
- **Transparency:** We are committed to being transparent in our processes and decisions, ensuring accountability and fostering trust.
- **Curiosity:** We embrace a spirit of curiosity, continuously seeking to learn, grow, and understand each other and best practices.
- **Connection:** We value the connections we build with each other, our partners, and our community, recognizing that collaboration is key to our success.
- **Tenacity:** We approach challenges with determination and perseverance, striving for excellence in everything we do.

## SHARED GOALS

All members and partners of the Pikes Peak Continuum of Care agree to work together based in our shared values to achieve our goals of:

- **Reducing both homelessness and harm** through comprehensive and compassionate solutions.
- **Implementing community-centered, person-centered, and data-centered** homelessness solutions.
- **Creating alignment of community approach** to homelessness solutions, reducing siloing and duplication of efforts.
- **Building a coordinated, efficient supportive housing system** that ensures people regaining housing have easy access to ongoing supports.
- **Using shared language and definitions** that increase collective understanding and prevent misinformation.
- **Embracing collaboration over competition** for limited community resources, challenging territoriality and inefficiency.

## COC MEMBERSHIP

The Pikes Peak Continuum of Care (PPCoC) at its core is founded on the investment, passion, and energy of its members to create a collaborative and well-functioning homeless response system throughout El Paso County. The work of the PPCoC can only be accomplished through the engagement and partnership of our members. PPCoC General Membership, or “Membership,” is open and encouraged to all individuals and organizations in El Paso County that support the PPCoC shared values and goals.

### Voting Members

“Voting Members” refers to the individual identified in the PPCoC General Membership Agreement as responsible for being the decision-making representative and the primary point of contact for PPCoC communications and activities. There are no term limits for Voting Members. At minimum, Voting Members commit to regularly participating in Membership Meetings, attending at least 75% of regularly scheduled meetings. They are also encouraged to participate as a member of the Governing Board and/or CoC Committees.

### Voting Member Decision-Making

Relying on guidance and recommendation from the Governing Board, the PPCoC Voting Membership holds the final decision-making authority to affirm:

1. Elected Board Members
2. Collaborative Applicant
3. HMIS Lead Agency
4. CoC-Wide Prioritization Guidance

### Organizational Representatives

“Organizational Representatives” refers to individuals from CoC member organization identified

to receive PPCoC communications and/or participate in CoC committees, including coordinated entry case conferencing. There are no limits on the number of Organizational Representatives a CoC member organization can identify.

## **EXPECTATIONS OF COC MEMBERS**

PPCoC Members are expected to participate in the PPCoC in the following ways:

1. Positively advance the shared goals and values of the PPCoC, as outlined in the governance charter and membership agreement.
2. Maintain a current, signed PPCoC General Membership Agreement on file with the CoC Lead Agency.
  - a. Signed PPCoC General Membership Agreements are valid for up to three (3) years.
3. Designate one (1) Voting Member from the organization (or the individual) responsible for serving as the decision-making representative and as the primary point of contact for PPCoC communications and activities.
  - a. Organizations may change their designated Voting Member at any time by submitting a new Membership Agreement to the CoC Lead staff representative.
4. Identify at least one (1) or more “Organizational Representatives” to receive PPCoC communications and/or participate in CoC committees and workgroups.
  - a. Updates related identified Organizational Representatives should be communicated in writing to the CoC Lead staff representative.
5. Keep informed and engaged with the work of the CoC, as appropriate considering member organization/individual capacity and topic.

## **COC COMMITTEES & WORKGROUPS**

Much of the work of the PPCoC will occur in committee and workgroup meetings. Specific committees will be established as needed to fulfill the expectations and requirements of the CoC process, as well as make progress towards locally established goals. Active participation and engagement from representatives of CoC members is essential to advance the work of improving homelessness response in El Paso County.

Decisions or recommendations made by committees will be confirmed and finalized by the Governing Board. All Voting Members and Organizational Representatives are eligible and strongly encouraged to participate on PPCoC committees. Full descriptions of the responsibilities and duties of permanent committees of the PPCoC are included in the “CoC Committees” section of the CoC Governance Charter and on the CoC website.

Standing committees comprised of CoC members include (but are not necessarily limited to):

- Coordinated Entry System Advisory Committee
- Data Systems Advisory Committee
- Lived Experience Advisory Committee
- Rating and Prioritization Committee
- Point in Time Planning Committee
- Street Outreach Committee
- Housing Navigation Network
- Built for Zero Improvement Teams

## MEETINGS

| <b>SEASONAL MEMBERSHIP MEETING</b><br><i>Virtual</i>  | <b>BI-ANNUAL ALL-PARTNER MEETING</b><br><i>In-Person</i>   |
|---|--|
| <b>Spring Membership Meeting</b><br>3 <sup>rd</sup> Thursday in March   | <b>All-Partner Meeting 1</b><br>1 <sup>st</sup> Thursday in June<br><i>*CoC 101 – 30 minutes before meeting</i>  |
| <b>Summer Membership Meeting</b><br>3 <sup>rd</sup> Thursday in July  |  |
| <b>Fall Membership Meeting</b><br>3 <sup>rd</sup> Thursday in September   | <b>All-Partner Meeting 2</b><br>1 <sup>st</sup> Thursday in November<br><i>*CoC 101 – 30 minutes before meeting</i><br><i>*Board Candidate Presentations</i>                           |
| <b>Winter Membership Meeting</b><br>3 <sup>rd</sup> Thursday in December<br><i>*End of Year Recap</i>   |  |
| <b>Target Audience:</b><br>CoC Member Organizations and Individuals,<br>CoC Voting Member, Organizational<br>Representatives and other staff, Homeless<br>Union liaison | <b>Target Audience:</b><br>CoC Voting Members & Organizational<br>Representatives, Homeless Union members<br>and others with Lived Experience, general<br>community, elected officials |

### SEASONAL MEMBERSHIP MEETINGS

These meetings occur four (4) times per year, in Spring, Summer, Fall and Winter. These meetings are intended to provide relevant information, training and education related to CoC activities and priorities, funding opportunities, best practices, etc. CoC Membership meetings are accessible to PPCoC partner organizations and individuals, including Voting Members, Organizational Representatives and other staff or volunteers. Though not specifically intended for the general community, these meetings are open for anyone interested in the work of the PPCoC. Notification of Seasonal Membership Meetings will be shared in advance to the PPCoC notification list, and information on how to participate in membership meetings will be posted on the CoC website. The designated Voting Member from CoC Member Organizations are required to attend 75% of quarterly membership meetings.

### ALL-PARTNER MEETINGS

These meetings occur two (2) times per year, in June and November. These meetings are intended to provide information to CoC partners on key issues of CoC governance, system performance and committee work, introduce board member candidates prior to board elections, review recommendations of CoC-wide priorities, and provide opportunity for input to System Leadership on key issues affecting homelessness response in El Paso County, among others. Attendance by the designated Voting Member at both All-Partner meetings is required;

if Voting Member is unable to attend, they will designate a proxy representative to attend on their behalf and communicate this to the System Lead point of contact.

In addition to the designated Voting Member, All-Partner meetings are open to all Organizational Representatives and members of the general community interested in learning more about the Continuum of Care.

There will be a “CoC 101” presentation covering the basics of the PPCoC offered for the 30 minutes prior to the All-Partner Meeting for any community member or CoC partner unfamiliar or new to the work.

## **COMMITTEE MEETINGS**

Regular meetings of Standing and Ad Hoc committees of the PPCoC typically occur monthly; time and date vary by committee. Information member engagement and involvement in committee work is available on the CoC website.

## **MEETING PARTICIPATION**

The effectiveness of the PPCoC to meet our shared vision relies on an engaged and informed CoC membership. Active participation of CoC members in membership meetings is essential for fostering collaboration, ensuring transparency, and driving the Continuum of Care’s mission to address homelessness effectively. These meetings provide a platform for diverse perspectives to be shared, enabling informed decision-making and strategic planning. When members engage fully, they contribute to a collective understanding of local needs and resources, help shape policies and initiatives and strengthen accountability within the CoC. Additionally, active participation reinforces a shared commitment to the CoC’s goals, enhances communication among stakeholders, and ultimately ensures that the CoC operates as a unified, effective network dedicated to improving the lives of individuals experiencing homelessness.

Voting Members designated to represent on behalf of their organization are expected to attend 75% (3 of 4) Seasonal Membership Meetings and both (2) All-Partner meetings and are highly encouraged to participate in a CoC committee. Organizational Representatives are welcome and encouraged to attend CoC membership meetings and participate in committees. General community members interested in learning more about the work of the Continuum of Care are welcome to attend the All-Partner meetings and other community-oriented events.

# Membership Agreement Signature Page

Pikes Peak Continuum of Care Partner Membership Agreement for:

\_\_\_\_\_ (Organization or Individual)

As a Member of the Pikes Peak Continuum of Care (PPCoC),

We agree to support and participate actively in the PPCoC to advance the shared values and shared goals of the PPCoC, knowing that each agency’s board of directors or council/commission is the legal decision-making entity for your organization.

The designated Voting Member will be expected to fulfil the following roles/responsibilities:

- be the primary contact to the PPCoC,
- regularly participate in CoC meetings and/or committee meetings,
- vote on behalf of the organization,
- identify Organizational Representatives to participate in CoC Member Meetings, Committees and receive CoC communications, as applicable.

Organization designated representative to serve as Voting Member:

\_\_\_\_\_ (Name/Email)

Additional Organizational Representatives:

*(people who also should receive PPCoC Communications, invites to CoC meetings, and potentially participate on committees)*

\_\_\_\_\_ (Name/Email)

\_\_\_\_\_ (Name/Email)

\_\_\_\_\_ (Name/Email)

What type of organization/representation best describes your affiliation to the CoC?

*(e.g. Homeless service provider, faith community, government, lived experience of homelessness, domestic violence, etc.)*

\_\_\_\_\_

By signing this membership agreement, I/we confirm our participation in the Pikes Peak Continuum of Care in the ways specified in this document and in the Governance Charter.

X \_\_\_\_\_ Signature \_\_\_\_\_ Date

\_\_\_\_\_ Printed Name \_\_\_\_\_ Agency

**Together we can end homelessness!**