

Denton County Homelessness Leadership Team

Thursday, May 5, 2016 – Inaugural Meeting

8:00am to 10:00am

United Way of Denton County, Inc. (1314 Teasley Lane, Denton, TX)

Agenda

- | | | | |
|-------|--|---|---------|
| I. | Welcome & Introductions | C. Watts | 10 min. |
| II. | Purpose | C. Watts | 15 min. |
| | <ul style="list-style-type: none">• Mayor’s Housing the Homeless Task Force• City of Denton & UWDC Partnership• Role of Leadership Team | | |
| III. | Collective Impact Approach | G. Henderson | 15 min. |
| | <ul style="list-style-type: none">• Collective Impact Overview Video• Role of Backbone Organization | | |
| IV. | DCHLT Structure | C. Watts | 25 min. |
| | <ul style="list-style-type: none">• Discuss and Approve Charter and Bylaws• Appoint Mission and Vision Ad Hoc Committee• Appoint Nominating Committee for DCHLT Leadership | | |
| V. | Work Group Overview | | 20 min. |
| | <ul style="list-style-type: none">• Approach• Housing• Data• Consumer | L. Olson
L. Olson
D. Shaw
C. Cross | |
| VI. | Meeting Schedule | C. Cross | 5 min. |
| VII. | New Business | C. Watts | |
| VIII. | Adjourn | | |

Next Meeting Date:

Thursday, June 9, 2016 – 8:00 a.m. to 9:30 a.m.

Denton County Homelessness Leadership Team

Appointed By:	Appointee Name	Title	Organization	Phone	Email
Denton County Commissioners Court	Bobbie J. Mitchell	Commissioner	Denton County Precinct # 3	(972) 434-4780	bobbie.mitchell@dentoncounty.com
Denton City Council	Chris Watts	Mayor	City of Denton	(940) 349-7717	chris.watts@cityofdenton.com
Denton City Council	Keely Briggs	Councilwoman	City of Denton	(940) 453-8377	keely.briggs@cityofdenton.com
Lewisville City Council	TJ Gilmore	Councilman	City of Lewisville	(972) 219-3404	tgilmore@cityoflewisville.com
Lewisville City Council	Chasz Parker, Mdiv	Community Member	Christian Community Action	(972) 219-4302	chasz.parker@ccahelps.org
Small Cities/Towns	Thomas Muir	Mayor	City of Sanger	(940) 458-7930	thomas@cultivarcapital.com
Small Cities/Towns	Valerie Foster	Parent & Homeless Liaison	Sanger ISD & Community Outreach	(940) 458-4859	vfoster@sangerisd.net
Serve Denton	Stephen Coffey	Board Member	Serve Denton	(214) 449-1019	stephen@coffeyre.com
Giving Hope, Inc.	Cynthia Harris	Board Member	Giving Hope, Inc.	(940) 595-5609	cynthiaholleyharris2@gmail.com
Denton County Friends of the Family	Alice Mankoff	Board Member	Denton County Friends of the Family	(940) 594.2131	al.bluegown@gmail.com
Monsignor King Outreach Center	Roy Metzler	Board Member	Monsignor King Outreach Center	(940) 391-1593	srmetzler@verizon.net
Salvation Army - Denton	Sandra Robinson	Board Member	Salvation Army - Denton	(817) 925-6159	sandralrobinson@verizon.net
Denton Affordable Housing Corporation	Anjelita Cadena	Board Member	Denton Affordable Housing Corporation	(210) 585-0424	ac@acadena.com
Denton Regional Medical Center	Barton Duffy	Administrative Director	Denton Regional Medical Center	(940) 384-3225	barton.duffy@hcahealthcare.com
Denton Community Health Clinic	Terry Widmer	Board Member	Denton Community Health Clinic	(940) 368-5035	tbwidmer@gmail.com
Denton County Health Department	Isabel Rodriguez	Indigent Health Care Program Coordinator	Denton County Health Department	(940) 349-2940	isabel.rodriguez@dentoncounty.com
Texas Health Presbyterian	Kahty Srokosz, MS, RN	Outpatient and Chronic Care Services Director, Education and Professional Practice	Texas Health Presbyterian	(940) 898-7049	kathysrokosz@texashealth.org
Health Services of North Texas					
United Way of Denton County Inc.	Sherri McDade	Board Member	United Way of Denton County Inc.	(940) 383-3039 ext 121	s.mcdade@dentonhousingauthority.com
United Way of Denton County Inc.					

DENTON COUNTY HOMELESSNESS LEADERSHIP TEAM

Serves as the Denton County oversight committee (15-20 Total Members)

Denton County	City of Denton	City of Lewisville	Small Cities/Towns	Homelessness/ Housing Providers Board Member	Healthcare Providers	UWDC Board Member
(1)	(1-2)	(1-2)	(1)	(4-5)	(2-4)	(2)

WORK GROUPS

<u>HOUSING:</u> Emergency, Transitional, Permanent Supportive Housing	<u>DATA:</u> Consistent, Comprehensive and Accessible	<u>CONSUMER:</u> Homeless or Formerly Homeless	<u>TBD:</u> Future group as needed
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Work groups will involve broader range of Change Agents

HOUSING THE HOMELESS



Mayor's Task Force Report

DENTON COUNTY HOUSING & SUPPORTIVE SERVICES

- **ADEQUATE FUNDING & RESOURCES** [increase capacity]
- **ACCESSIBLE/AFFORDABLE HOUSING OPTIONS** [more beds/units] for Individuals & Families where the # of available Beds = Community Need
 - Supportive Housing Single/Group/Communal Units for Levels 0 - 3
 - Accessible/ Affordable Housing for Level 2, 3, & Independent Living

- **SYSTEM DESIGN** [community collaboration]

- Coordinated Access Network
 - Intake
 - Referral
 - Resource Tracking/Reporting
- Collective Impact Evaluation
- Shared Data
- Case Management Infrastructure
 - Coordination - Oversight
 - Training - Shared Learning
 - Teams - Supportive Services

i.e. Mental & Physical Health, Jobs, Legal, Care, Transit, Food, Goods, Education



INDEPENDENT LIVING

- Private Housing Options
- Denton Affordable Housing Corp.
- Prevention/Supportive Programs
- ie. Landlord Program



18 mo or more

LEVEL 3 LONG-TERM

- Connections-MHMR (19 + 1 family)
- Cumberland (8 Units & 32 youth)
- Denton Housing Authority (1526 Vouchers)
- Giving Hope, Inc (20 PSH)
- HSNT-HOPWA (44)



3 mo -18 mo

LEVEL 2 TRANSITIONAL

- **Denton Affordable Housing Corp. (30 Units)
- **Giving Hope, Inc. (10-20)
- **Wheeler Center (4 Units)
- Solutions of NTX (55)



up to 90 days

LEVEL 1 SHORT-TERM

- Cumberland (8)
- DC Friends of the Family (26 DV)
- Monsignor King Outreach Center (60*)
- Salvation Army (34 + hotel)



0-7 days

LEVEL 0 SAFE HARBOR

Not currently offered but identified as a priority need for first time homeless

PROGRESSION IN THE CONTINUUM OF CARE
SUPPORTIVE SERVICES



(#)Dentotes either # of current spaces or the # of Units. Units hold families and will have more than one bed. All #'s reported are operating at full capacity.
 * Not yet open. Expected January, 2016 **Giving Hope uses Wheeler Center & Denton Affordable Housing Units for Transitional Housing Programs.

**DENTON COUNTY HOMELESSNESS LEADERSHIP TEAM
BYLAWS**

ARTICLE I NAME

The name of the organization shall be the Denton County Homelessness Leadership Team, "DCHLT".

ARTICLE II MISSION/VISION

A permanent vision/mission will be developed and adopted by the DCHLT.

ARTICLE III ORGANIZATION

Section 3.1: Existence

The period of existence of the Denton County Homelessness Leadership Team shall be perpetual beginning May 5th, 2016.

Section 3.2: Purpose

The purpose of the Denton County Homelessness Leadership Team (DCHLT) is to convene as a policy making team tasked with improving the planning, coordination, oversight, and implementation required to create systems change, for housing/homelessness initiatives in Denton County.

Section 3.3: Fiscal Agent/Backbone Organization

The name of the agent and address of the DCHLT is:

United Way of Denton County Inc.
1314 Teasley Lane
Denton, TX 76205

United Way of Denton County Inc. (UWDC) will serve as the fiscal agent and backbone organization of the DCHLT to provide staff, guide vision and strategy, support aligned activities, establish shared measurement practices, build public will, advance policy and mobilize funding. DCHLT shall serve under the auspices of UWDC. The fiscal year shall follow UWDC and commence on April 1st and end on March 31st.

ARTICLE IV Appointments

Section 4.1: Appointment

Appointment to DCHLT is available to eligible entities as set forth below. The membership should represent the geographic, demographic and cultural diversity of Denton County, and to better serve the needs of Denton County.

The members of the DCHLT shall consist of the following entities:

- Denton County Commissioners Court
- City of Denton
- City of Lewisville
- Small Cities/Towns
- Homelessness/Housing Providers
- Health Care Providers
- United Way of Denton County

Section 4.2: Terms of Appointment

Initial appointments of the DCHLT shall serve a two (2) year term to ensure consistency and maintain a working knowledge of the DCHLT. Subsequent appointment terms will be developed by the DCHLT consisting of two (2) and three (3) year terms.

Section 4.3: Duties of Appointees

To ensure members are actively engaged members are expected to attend 75% of the meetings.

ARTICLE V MEETINGS

Section 5.1: General Meetings

Meetings of the DCHLT will be held monthly for a period of six (6) months. DCHLT members will review the scheduling needs to determine meeting frequency after the initial six (6) months. Meetings of the DCHLT shall be held at the United Way of Denton County Inc. office. All meetings of the DCHLT will be open to the public. Meeting agendas and minutes will be made available through the UWDC website.

Section 5.2: Special Meetings

Special meetings of the DCHLT may be called by an executive officer.

Section 5.3: Notice of Meetings

Notice of meetings shall be provided at least 3 days prior on the UWDC website, and notification delivered by phone, mail, or email.

Section 5.4: Chairperson/Co-Chairperson

The DCHLT shall elect a chair and co-chair to preside over meetings. In the absence of the chair, the co-chair shall preside.

Section 5.5 Secretary

The secretary shall be an elected member of the DCHLT, and shall be responsible for the written minutes of the DCHLT.

Section 5.6: Workgroup Meetings

Workgroup meetings will be held monthly or as needed to conduct the business of the DCHLT. Additional meetings may be convened as necessary to meet the goals and objectives of the DCHLT.

Section 5.7: Quorum

A simple majority shall be necessary and sufficient to constitute a quorum for the transaction of DCHLT business.

Section 5.8: Voting

Each appointee of the DCHLT shall be entitled to vote in person or electronically if deemed necessary for the transaction of business. In the event of an electronic vote, members will vote accordingly and sufficient documentation will be kept and provided at the next official meeting. Only appointees to the DCHLT shall have voting rights. Ex-officios and alternates attending meetings on behalf of an absent appointee may not vote.

Section 5.9: Parliamentary Authority

The meetings of the DCHLT shall be governed by the parliamentary rules and usages contained in the current edition of the "Roberts Rules of Order" unless otherwise directed within these bylaws.

ARTICLE VI Officers/BHLT Appointees

Section 6.1: DCHLT Appointees

The DCHLT shall consist of no less than fifteen (15) and no more than twenty (20) members. Such number may be increased or decreased by amendment to these Bylaws and the DCHLT structure. The DCHLT shall be composed of appointees from the following entities.

- | | |
|---------------------------------------|--------------------------------------|
| (1) Denton County Commissioners Court | (4-5) Homelessness/Housing Providers |
| (1-2) Denton City Council | (2-4) Health Care Providers |
| (1-2) Lewisville City Council | (1) United Way of Denton County |
| (1) Small Cities/Towns | |

Section 6.2: Eligibility

To be eligible a person must be appointed by one of the above name entities as outlined in **Article 6 Section 6.1** and possess strong business, policy, or health background.

With regards to appointments:

- Cities/Towns should identify a council member, senior staff, executive, or community member;
- Non-profit organizations should identify a board member;
- Higher Education should identify a senior level representative;
- All others should identify a board member, or senior level representative

Appointees are expected to remain actively engaged and report to the appointing agency/organization on an ongoing basis to ensure accurate communication. In the event an appointee is not fulfilling their role, the DCHLT will request a new appointee from the appointing agency/organization.

Section 6.3 Officers

Officers of the DCHLT are eligible for two consecutive one (1) year terms. Elections will be held during the 1st meeting in May. DCHLT shall call for a nominating committee to be formed to present a slate of officers annually.

Section 6.4: Chair

The Chair shall preside at all meetings of the DCHLT and shall exercise leadership to ensure the goals and objectives of the DCHLT are carried out. He/She shall have the powers and duties of supervision and management as it pertains to the office of Chair. The Chair shall serve a one year term and be elected each year.

The Chair shall:

1. Convene and manage meetings;
2. Set the agenda;
3. Represent the DCHLT at meetings;
4. Assure compliance with Roberts Rules of Orders

Section 6.5: Co-Chair

The Co-Chair shall assist the Chair in the leadership of the DCHLT. The Co-Chair shall serve a one year term and be elected each year. The duties of the Co-Chair include, but are not limited to the following:

1. Perform all duties of the Chair in the absence of the Chair, and when so shall have all of the powers and duties of Chair.
2. Prepare to succeed to the office of the Chair in the event of the Chairs resignation or vacancy.

Section 6.6: DCHLT Secretary

The secretary shall be an elected member of the DCHLT, and shall be responsible for the written minutes of the DCHLT. The Secretary shall serve a one year term and be elected each year.

Section 6.7 Past Chair

The past chair shall be an elected member of the DCHLT and will serve in an advisory capacity to ensure continuity of operations.

Section 6.8 DCHLT Ex-Officios

The DCHLT shall appoint ex-officio members as appropriate. Ex-officios will offer input, but will abstain from voting on matters of the DCHLT.

Section 6.9: DCHLT Work Group/Sub-Committee Chairs

Work groups/Sub-committees shall provide ongoing reports and recommendations to the DCHLT to ensure ongoing communication and leadership as it relates to the overall goals and objectives of the DCHLT.

Section 6.10: Resignation of DCHLT Appointees

Any member of the DCHLT may resign at any time by giving written notice to the Chair at least 30 days in advance, and by notifying the appointing authority.

Section 6.11: DCHLT Vacancies

Vacancies shall be filled by the appointing agency/organization within 30 days of the vacancy and approved during the next regularly scheduled meeting.

Section 6.12: Compensation of Officers/DCHLT Appointees

The officers/appointees shall not receive a salary or compensation.

Section 6.13: DCHLT Work Groups/Subcommittees

The work groups/subcommittees of the DCHLT are defined by the DCHLT as deemed appropriate and necessary. Additional work groups may be added and disbanded as needed.

- Housing
- Data
- Consumer

ARTICLE VII AMENDMENTS

The Bylaws may be amended by a two-thirds vote of the DCHLT members present at any regular or special meeting. Recommendations shall be submitted to the DCHLT at least thirty (30) days prior to consideration.

ARTICLE VIII NON-DISCRIMINATION

The members, officers, directors, committee members, employees and persons served by DCHLT shall be selected entirely on a non-discriminatory basis with respect to national origin, race, religion, color, sex, marital status, ancestry, sexual orientation, people with disabilities, age or veterans status.

ARTICLE XI CONFLICT OF INTEREST

Any appointee who benefits financially, directly or indirectly as a result of an action/vote must abstain from the action/vote. A "benefit" shall include the possibility, or appearance, of personal financial gain to the appointee. A benefit occurs when the member or a person in the member's immediate family, and/or a partner or other business associate, and or their employer stand to gain financially from the action/vote.

ARTICLE XII Confidentiality

It is the policy of the DCHLT and workgroup members to annually review the conflict of interest and confidentiality form. A copy of this form will be distributed to all DCHLT appointees and workgroup members for signature.

DCHLT Secretary

Date

Denton County Homelessness Leadership Team (DCHLT) Charter

Context:

In 2014, City of Denton Mayor Chris Watts organized a task force to explore improving and expanding housing solutions for the homeless in Denton. The goal of the task force was to produce a plan for coordinated community-wide efforts to address homelessness. The process made it clear that solutions to prevent and reduce homelessness in Denton will require adequate funding, accessible, affordable housing; and collaborative commitments by many organizations.

A recommendation of the task force sought support for a coordinator position to oversee the development and implementation of a community-wide coordinated system to address homelessness and housing services.

In February 2016, the City of Denton and the United Way of Denton County entered into a public private partnership to fund this position, with the goal of scaling up the work of the task force to address the needs of homeless and at-risk citizens and families across Denton County.

The Denton County Homelessness Leadership Team seeks to improve the effectiveness of community funding, ensure multi-faceted affordable housing options are available, provide a framework for delivery, support the implementation of innovative programs and provide the community with a robust picture of the impact of current resources (including gaps in availability) and the need for more housing resources to support ending homelessness.

Purpose:

The Denton County Homelessness Leadership Team is tasked to convene as a policy making team to improve the planning, coordination, oversight, and implementation required to create systems change, for housing/homelessness initiatives in Denton County.

Composition and Roles:

The DCHLT shall consist of no less than fifteen (15) and no more than twenty (20) members. Such number may be increased or decreased by the DCHLT.

The DCHLT shall be composed of appointees from the following entities.

- | | |
|---------------------------------------|--------------------------------------|
| (1) Denton County Commissioners Court | (4-5) Homelessness/Housing Providers |
| (1-2) Denton City Council | (2-4) Health Care Providers |
| (1-2) Lewisville City Council | (1) United Way of Denton County |
| (1) Small Cities/Towns | |

Officers:

The DCHLT will have a chair, co-chair, secretary, past chair (after 1 year) and ex-officio members.

Denton County Homelessness Leadership Team (DCHLT) Charter

Workgroups/Sub-committees: The DCHLT will define workgroups and sub-committees as deemed appropriate and necessary. Workgroups/Sub-committees will meet outside of the regular DCHLT meeting schedule and provide reports to the DCHLT.

Resources and Support:

United Way of Denton County Inc. (UWDC) will serve as the fiscal agent and backbone organization of the DCHLT to provide staff, guide vision and strategy, support aligned activities, establish shared measurement practices, build public will, advance policy and mobilize funding.

Operations:

To ensure members are actively engaged, members are expected to attend 75% of the meetings. Meetings of the DCHLT will be held monthly for a period of six (6) months. DCHLT members will review the scheduling needs to determine meeting frequency after the initial six (6) months.

Meetings of the DCHLT will be held at the United Way of Denton County Inc. office and be open to the public. Meeting agendas and minutes will be made available through UWDC website.

The meetings of the DCHLT shall be governed by the parliamentary rules and usages contained in the current edition of the "Roberts Rules of Order".

Deliverables:

1. Selection of the following officers:
 - Chair
 - Co-Chair
 - Secretary
 - Past Chair
2. Development of Bylaws
3. Development of a comprehensive business plan addressing housing/homelessness issues with outcome measures.

Adopted Date _____

Charter verified by signature of DCHLT members.

**Denton County Homelessness Leadership Team (DCHLT)
Charter
Signature Page:**

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**Denton County Behavioral Health Leadership Team/Denton County Homelessness Leadership Team
Housing Workgroup Charter
2015**

DCBHLT Vision: Comprehensive behavioral health for every person in Denton County.

DCBHLT Mission:

The Denton County Behavioral Health Leadership Team will advocate and facilitate a collaborative person-centered behavioral health system to repair and restore lives:

- Ensure behavioral health services are available to meet the needs of all
- Assess data for continuous outcome measurements
- Prioritize data driven recommendations
- Provide a continuum of care

Statement of Purpose: The DCBHLT is tasked with Purpose:

The Denton County Behavioral Health Leadership Team (DCBHLT) is tasked to convene as a policy making team to improve the planning, coordination, oversight, and implementation required to create systems change, for behavioral health services in Denton County.

Roles and Responsibilities:

Meetings of the **Housing** workgroup will take place at least **quarterly**, with the goal of monthly meetings to ensure adequate and timely communication between workgroups and the Denton County Behavioral Health Leadership Team (DCBHLT)/Denton County Homelessness Leadership Team (DCHLT)

Workgroups will consist of 5-20 members to ensure representation from across all sectors of Denton County are adequately represented. Workgroup membership may be adjusted from time-to-time as needs change.

Leadership: Each workgroup of the DCBHLT will select at a minimum a Chair to oversee the specific work of the identified priority. Workgroups may choose to have a Co-Chair if desired or if recommended by the DCBHLT. The chair and co-chair will serve a **two year term**.

The chair/co-chair will be responsible for meeting preparation including but not limited to: agendas, minutes, and overall meeting logistics. The chair will communicate with the workgroup and United Way of Denton County Staff on a consistent basis (email, phone) to ensure communication amongst all stakeholders.

The workgroup chair will provide a **monthly** progress report to the DCBHLT on respective items as it relates to the overall progress of the BHLT strategic plan.

The chair/co-chair will attend scheduled DCBHLT and routine strategic planning committee meetings to provide updates and recommendations.

The chair will ensure ongoing communication amongst the workgroup members and recruitment of additional members.

Chair/Co-chair will work in collaboration with the United Way of Denton County Community Impact Director and attend additional meetings as deemed necessary.



Workgroup members:

DCBHLT/DCHLT workgroup members will actively participate in workgroup meetings and activities to ensure continuity and cross communication. Workgroup members are expected to attend 50% of the scheduled meetings. Workgroup members may send an alternate, however the alternate may not exceed 75% of the meetings. Circumstances will be evaluated on an as needed basis.

Goals/Objectives: Workgroups will identify at a minimum three goals (short middle, and long term) to address the identified area as it relates to behavioral health. Goals and objectives should be measurable and follow the SMART goal setting process (Specific, Measurable, Achievable, Realistic, and Time-bound). Evidenced based program and practices should be considered and used where relevant, unless evidence is insufficient. (Source ex: The Community Guide, NREPP).

Workgroup Deliverables:

1. Work in partnership and collaboration with the Denton County Strategic Planning Committee to develop a comprehensive strategic plan for the DCBHLT.
2. Develop recommendations to the DCBHLT to ensure system level change based on evidenced based programs and practices.
3. Collaborate with the Mayor’s Task Force on Homelessness, and other community stakeholders to conduct an inventory of current assets and develop a system plan for all levels, of housing including housing for those with mental illness.
4. Present finding to the DCBHLT which quantifies the need for each specific level of housing in Denton County.

Denton County Homelessness Leadership Team

Code of Ethics Policy

Volunteers, Staff, and Representatives

The Denton County Homelessness Leadership Team (DCHLT) volunteers, staff and representatives are committed to ensuring the highest ethical standards within the organization and the community. The success of DCHLT and the reputation it maintains depend upon the ethical conduct of everyone affiliated with the organization. Volunteers, staff and representatives set an example for each other and for all community organizations by their pursuit of excellence in high standards of performance, professionalism and ethical conduct.

While no one document can cover all of the challenges that may arise, the Code of Ethics (Code) communicates key guidelines and will assist volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements.

I. Personal and Professional Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- A. Strive to meet the highest standards of performance, quality, service and achievement in working towards the DCHLT mission.
- B. Communicate honestly and openly and avoid misrepresentation.
- C. Promote a working environment where honesty, open communication and minority opinions are valued.
- D. Exhibit respect and fairness toward all those with whom we come into contact.

II. Accountability

The DCHLT is responsible to its stakeholders, which include appointing organizations, donors and others who have placed faith in our collaborative. To uphold this trust, we:

- A. Promote good stewardship of all DCHLT resources, including time, talent and treasure. This includes contributions, fees, grants and pass-through money as well as physical resources and the gift of time that is given to DCHLT.
- B. Refrain from using organizational resources for non DCHLT purposes.

III. Solicitations and Voluntary Giving

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- A. Promote voluntary giving with donors and vendors.
- B. Refrain from any use of coercion in fundraising activities.

IV. Conflicts of Interest

Any appointee who benefits financially, directly or indirectly as a result of an action/vote must abstain from the action/vote. A “benefit” shall include the possibility, or appearance, of personal financial gain to the appointee. A benefit occurs when the member or a person in the member’s immediate family, and/or a partner or other business associate, and or their employer stand to gain financially from the action/vote.

In order to avoid any conflict of interest or the appearance of a conflict of interest, which could tarnish the reputation of DCHLT and its affiliates, or undermine the public trust in the organization, volunteers and other representatives will:

- A. Refrain from activities that might be construed as a direct conflict of interest to the DCHLT.
- B. Refrain from attempting to influence the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- C. DCHLT Members should not knowingly take any action, or make any statement, intended to influence the conduct of DCHLT in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- D. Disclose all known conflicts or potential conflicts of interest in any matter before the DCHLT.
- E. Members of the DCHLT shall annually file a disclosure of all known and potential conflict of interest. This will remain on file for three years.

V. Confidentiality and Privacy

Confidentiality is a hallmark of professionalism. We therefore:

- A. Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately. Abide by all rules and regulations as it relates to protected personal identifying information.
- B. Respect the privacy rights of all individuals in the performance of their DCHLT duties.

VI. Political Contributions

The DCHLT encourages individual participation in civic affairs, however DCHLT may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office.

VII. Guidance and Disclosure

Volunteers, staff and representatives are encouraged to seek guidance concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed to the DCHLT Chair.

DCHLT CODE OF ETHICS POLICY
SIGNATURE PAGE



Disclosure of any Conflict of Interest:

As a member of the Denton County Homelessness Leadership Team, (DCHLT) and volunteer of the United Way of Denton County, I hereby fully disclose below all known and potential conflicts of interest to the DCHLT. This notice will remain on file for three years.

Please list any conflicts of interest here:

Please sign and return the signature page only. You may keep pages 1-3 of the Code of Ethics for your notebook.

I have read the Denton County Homelessness Leadership Team Code of Ethics and affirm that I will abide by them in the fiscal year of **April 1, 2016 through March 30, 2017.**

Print name and relationship with Denton County Homelessness Leadership Team (appointee/workgroup)

Signature and Date

Return this form to Courtney Cross, or email it to Courtney@unitedwaydenton.org, or mail it to United Way of Denton County * 1314 Teasley Lane * Denton, TX 76201

**Denton County Homelessness Leadership Team
Meeting Schedule 2016**

Date	Time	Location
6/9/16	8:00 a.m-9:30 a.m.	United Way of Denton County 1314 Teasley Lane, Denton
7/14/16	8:00 a.m-9:30 a.m.	United Way of Denton County 1314 Teasley Lane, Denton
8/11/16	8:00 a.m-9:30 a.m.	United Way of Denton County 1314 Teasley Lane, Denton
9/8/16	8:00 a.m-9:30 a.m.	United Way of Denton County 1314 Teasley Lane, Denton
10/13/16	8:00 a.m-9:30 a.m.	United Way of Denton County 1314 Teasley Lane, Denton
11/10/16	8:00 a.m-9:30 a.m.	United Way of Denton County 1314 Teasley Lane, Denton
12/8/16	8:00 a.m-9:30 a.m.	United Way of Denton County 1314 Teasley Lane, Denton