

**Cumberland County
Comprehensive Emergency Assistance Services (CEAS) Committee**

POLICY & PROCEDURES

SECTION I: NAME & AUTHORIZATION

In accordance with N.J.A.C. 10:2-3 regulations governing the County Human Services Advisory Councils (CHSACs) and its standing committees, the Cumberland County Comprehensive Emergency Assistance System (CEAS) serves as the primary planning body for the delivery of emergency services to people who are homeless or at risk of homelessness in Cumberland County. This Committee is structured according to the guidelines detailed within the Homeless Emergency Assistance & Rapid Transition to Housing Act (HEARTH Act).

SECTION II: PURPOSE

The primary function and purpose of the CEAS committee is the coordination and planning of the delivery of emergency services and preventative services to the population of Cumberland County who are homeless or at risk of homelessness.

The CEAS Committee serves as Cumberland County's planning body and work group for the Southern New Jersey Continuum of Care (SNJ CoC) yearly application submissions requesting funding from the US Department of Housing and Urban Development (HUD) and other funding from state and Federal sources when available.

Additionally, the CEAS Committee also serves as the Local Board for the federally funded Emergency Food and Shelter Program (EFSP).

SECTION III: RESPONSIBILITIES

The CEAS committee will:

- convene monthly meetings
- collaborate with provider agencies to address issues related to homelessness such as information sharing, resource development, advocacy
- review local grants and maintain policies to address homelessness in Cumberland County

To participate in the recommendation of allocations of funds for the homeless and at-risk through appointing selected members to participate in the monitoring of agencies who are providing services to the homeless.

The Cumberland County Division of Homeless & At-Risk, a division within

the County Department of Human Services, coordinates some, not all, of the homeless services in the county and maintains a resource directory for the Homeless and At-Risk Services in Cumberland County.

The CEAS committee is the planning body for Cumberland County's Point in Time Count for *NJ Counts*, New Jersey's annual Point-In-Time (PIT) Count of the Homeless, which provides a statewide snapshot of households experiencing homelessness in our communities; where they find shelter, what their needs are, and what factors contribute to making them homeless.

SECTION IV: MEMBERSHIP

Membership of the Cumberland County CEAS committee is open to all agencies that provide services for the Homeless & At-Risk or advocate on their behalf.

All agencies receiving funding for the NJ State Social Services for the Homeless (SSH) funding are required to be members of the CEAS Committee.

All agencies receiving funding from HUD for the Continuum of Care Homeless Grants are required to be members of the CEAS Committee.

New Agencies or Consumer/Consumer advocates who desire membership in the CEAS will submit a membership request form to the Homeless Services Coordinator and a vote will be taken to accept the membership at the next scheduled CEAS committee meeting.

Membership shall consist of no less than 13 agency representatives.

A. CEAS committee membership is open to an interested individual and shall include:

- ✓ Nonprofit Homeless Service Providers
- ✓ Victim Service Providers
- ✓ Faith-Based Organizations
- ✓ Government
- ✓ Businesses
- ✓ Advocates
- ✓ Public Housing Agencies
- ✓ School districts & McKinney Vento Liaisons
- ✓ Social Service Providers
- ✓ Mental Health & Substance Use Agencies
- ✓ Hospitals
- ✓ Colleges/Universities
- ✓ Affordable Housing Developers
- ✓ Homeless/Formerly Homeless Individuals

- ✓ Landlords
- ✓ Legal Services

B. Membership of EFSP Local Board must be invited to serve on the Local Board. The National Board member agencies are as follows**:

- ✓ Federal Emergency Management Agency (FEMA)
- ✓ American Red Cross
- ✓ Catholic Charities USA
- ✓ The Jewish Federations of North America
- ✓ National Council of the Churches of Christ in the USA
- ✓ The Salvation Army
- ✓ United Way Worldwide.
- ✓ FEMA The highest-ranking county government official or his/her designee will replace the National Board's FEMA member.
- ✓ A homeless or formerly homeless representative***
- ✓ A Native American representative
- ✓ Minority populations and other private nonprofit organizations and government organizations.
- ✓ All geographic areas within the jurisdiction should be represented.
- ✓ Local Boards may want to expand to broaden community input from other national nonprofit organizations (e.g., Community Action, Feeding America, Volunteers of America) as well as those providing emergency food and shelter services (e.g., food pantries, soup kitchens, domestic violence shelters).
- ✓ In designing the EFSP, Congress created a unique public-private partnership that brings the voluntary sector and the government together to address critical human needs in the areas of hunger and homelessness. When expanding, Local Boards should carefully cultivate this public-private partnership.
- ✓ Organizations that advocate for or provide services to the special emphasis groups identified in the legislation (e.g., elderly, families with children, Native Americans, veterans, and mentally and physically disabled).

**In jurisdictions where multiple organizations exist, the organization still only gets one vote – for example, if multiple units of The Salvation Army, Community Action Agency, local Government, Catholic Charities etc, exist

only one representative may be counted as a vote.

***Local Boards who are unable to secure a homeless or formerly homeless representative must have a past recipient of food or shelter services or a homeless advocate on their Local Board. A homeless advocacy group may be invited to serve this role only if those noted previously are unavailable to serve.

C. Continuum of Care {CoC)** shall consist of representation from the following:

- ✓ An agency representing persons with disabilities
- ✓ Government agencies throughout Cumberland County and the State of NJ
- ✓ Public housing agencies
- ✓ Faith-based and other community-based organizations
- ✓ Homeless providers
- ✓ Housing developers
- ✓ Housing service providers
- ✓ Private businesses
- ✓ Law enforcement/Corrections
- ✓ Homeless and/or formerly homeless person
- ✓ Veteran's Services
- ✓ Legal Aid
- ✓ Food Banks/Soup Kitchens
- ✓ Addictions and Mental Health
- ✓ Employment
- ✓ Medical Services
- ✓ Education

**For the SNJ CoC Executive Board 6 representatives from Cumberland County will be nominated for membership during the December meeting

SECTION V: OFFICERS

The officers of the CEAS Committee shall include the Chairperson and Vice Chairperson to be elected at the January meeting of the committee.

All voting members are eligible for nomination and election to Chair & Vice-Chair.

The term for Chair and Vice Chair will be one calendar year and may not serve more than 3 consecutive terms in each position.

The Duties of the Chairperson is to call and preside at all meetings of the CEAS. The Vice-Chairperson shall perform the duties of the chairperson in their absence.

The duty of the Homeless Services coordinator are to oversee/monitor CEAS activities.

SECTION VI: ATTENDANCE

The Homeless Services Coordinator may excuse absences where they find an unusual hardship which justifies non-attendance. Members should communicate attendance with the Homeless Services Coordinator when the meeting reminder is sent out.

Failure to attend half (50%) of all scheduled meetings in a calendar year without notification may be cause for removal.

Annually, the Homeless Services Coordinator will conduct a review of and attendance of membership agencies and will issue a notice to noncompliant member agencies, the member agency must confirm in writing their intent to participate, failure to comply will result in the member agency being discharged as a voting member for a period of 1 year.

SECTION VII: RESIGNATIONS

Members may resign by submitting a letter to the Homeless Services Coordinator.

SECTION VIII: MEETINGS

All CEAS committee meetings shall be conducted according to Robert's Rules of Order.

The CEAS committee will meet a minimum of 10 times per year.

A quorum for a CEAS committee meeting shall consist of 50% plus one of voting members.

An electronic transmission vote, under emergency circumstances from at least 50% plus one of the total council will be acceptable, with permission from the Chair.

SECTION IX: VOTING

All member agencies in good standing who have attended at least 50% of the regularly scheduled meetings within the previous 12-month period are eligible to vote on any business of the CEAS, including funding decisions and Letter of Support Requests. Votes may include email votes when necessary.

SECTION X: CONFLICT OF INTEREST

CEAS Committee members are precluded from voting on funding recommendations in which they have a conflict of interest as defined in N.J.A.C.10:2-1.6.

ARTICLE XI: AMENDMENTS TO THE POLICIES & PROCEDURES

These policies and procedures may be amended at any regular or special

CEAS Committee Meeting provided that a written copy of the proposed amendment(s) has been distributed at least one week prior to the meeting when action will be taken. Fifty percent plus one (50% +1) of the voting membership must be in attendance and approved by the Human Services Advisory Council (HSAC).