

Alamance County Interagency Council for Homeless Assistance (“ACICHA”)

Membership Guidelines

The Purpose of ACICHA

ACICHA is a Regional Committee in the NC Balance of State established and maintained to provide a full continuum of housing and services to homeless individuals and families. Recognized by the Alamance County Commissioners as the primary organization for the planning, oversight, and accountability of federal and state spending on homelessness in Alamance County, ACICHA is a member organization comprised of individuals and agencies with interest in and knowledge of housing, homelessness, and human services. Agencies that are Continuum of Care Grantees or ESG Awardees are required to actively participate in ACICHA.

The Balance of State

The Balance of State Continuum of Care (BoS CoC) was created in 2005 in order to help rural communities apply for Continuum of Care funding from HUD. CoC funding serves homeless populations through permanent supportive housing, transitional housing, rapid re-housing, supportive services, and HMIS projects, and is accessed through an annual application process.

The BoS is one of twelve CoCs in North Carolina, representing 79 out of 100 counties in the state. For more information on CoCs in North Carolina, please visit our CoC webpage. Alamance County is a member of the BoS CoC.

Regional Committees

Because the Balance of State is the largest geographic CoC in the North Carolina, representing 79 out of 100 counties, it is organized into Regional Committees that coordinate local work and planning. Each Regional Committee is represented by a Regional Lead, who organizes local meetings and sits on the Balance of State Steering Committee. More information is available on the Regional Committee webpage.

Membership in ACICHA

ACICHA has two levels of membership: Community Partners and Community Affiliates. There are no dues charged for membership in ACICHA. All members complete initial applications along with subsequent annual updates. Members are encouraged to participate in one ACICHA committee.

Community Partners are those agencies that are CoC Grantees and/or ESG Awardees. These agencies are required to participate fully in HMIS (Homeless Management Information System), participate in the PIT (Point in Time) count annually, complete timely reports as needed for funded programs, and attend 75% of all ACICHA meetings.

Community Affiliates are those agencies and individuals with interest in and knowledge of housing, homelessness, and human services. These agencies are not recipients of CoC Grants or ESG Awards. Community Affiliates are strongly encouraged to attend 75% of all ACICHA meetings.

ACICHA Meetings

ACICHA meets monthly on the first Thursday of the month at 3:30 pm in the offices of the United Way. In the event that the first Thursday precedes the first Monday of the month, the meeting will be held on the second Thursday of the month at 3:30 pm in the offices of the City of Burlington. Additional meetings may be called at the discretion of the executive committee. Meetings are open to members, interested parties, and the public.

A quorum for voting will be a simple majority of the members (both partners and affiliates) in attendance at the meeting. Each member agency may cast one vote. In the event of a tie, the ACICHA chair will cast the deciding vote. At the beginning of each meeting the chair will, as needed, designate his/her member agency vote to another member agency representative attendee.

Termination of Membership

Community Affiliates may resign membership with written notice to the ACICHA Chair.

Community Partners must maintain active membership and participate in ACHICA.

ACICHA Duties as a Regional Committee

ACICHA is responsible for electing a Regional Lead and Regional Lead Alternate annually to represent ACICHA in the BoS. These positions must be filled by Community Partners. In addition, ACICHA will also elect a Chair, Vice-Chair, and Secretary for leadership and supervision of ACHICA meetings. These positions may be filled by Community Partners or Community Affiliates.

ACHICA is charged with the following additional duties:

- Coordinate annual ESG funding competition
- Elect representatives to CoC Scorecard and Project Review Committees
- Elect Point-In-Time Count point person
- Submit Regional Committee plan for Coordinated Assessment
- Administer Coordinated Assessment
- Promote HMIS and data-driven decision making in accordance with HUD guidelines
- Promote timely and accurate reporting for ESG Awardees and CoC Grantees

Visitors to ACICHA Meetings

Meetings are open to members, interested parties, and the public. Due to the number items discussed and time constraints, visitors are not allowed to participate in agenda topic discussions unless they notify the committee at the beginning of each meeting.