



# Regional Task Force on the Homeless

## San Diego City & County

<b>Policy:</b>	Board Policy Development <sup>1</sup>	<b>Policy Number:</b>	RTFHBP10
<b>Owner of Policy:</b>	Governance Board		
<b>Policy Sponsor:</b>	Merger Task Force		
<b>Policy Approval By:</b>	Governance Board		

<b>Original Effective Date:</b>	<b>Reviewed Date(s):</b>	<b>Revised Date(s):</b>
5/18/17		

### 1. PURPOSE

The Regional Task Force on the Homeless (RTFH) considers policy development, maintenance and approval one of its chief responsibilities. It is the intent of the Governance Board (Board) to develop and maintain written policies that guide and support the RTFH's goals and the successful, efficient achievement of the RTFH's mission to end homelessness.

The purpose of this policy is to outline the policy development, maintenance, and approval processes and clarify the relation of policy with other administrative guidance such as regulations, handbooks, etc. The policies of the Board are framed and meant to be interpreted in the context of applicable laws and regulations. Changes in needs, conditions, purposes and objectives as well as changes in state and federal laws and regulations will require revisions, deletions and additions to the policies of the present and future Board.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient homeless assistance system. Consequently, it is assumed that all members, Directors, and employees, will carry them out willingly. Employees shall be responsible for informing their subordinates of existing policies and regulations and for seeing they are implemented in the spirit intended.

Disregard for Board policy and supporting administrative regulations may be interpreted as insubordination and/or willful neglect of duty. As policies and regulations are developed and reviewed, the Board Chair or designee will designate an entity for the responsibility of the implementation of the policy or regulation. The responsible entity will be part of the codification of each policy document.

### 2. POLICY

The Board will ensure there are processes for:

- ⦿ Development of policy;
- ⦿ Review and maintenance of policy;
- ⦿ Adoption, waiver, and/or repeal of policy;
- ⦿ Implementation of policy/Development of regulations;
- ⦿ Administration in the absence of policy;
- ⦿ Board review of regulations and directives; and
- ⦿ Communication and availability.

To the extent any portion of this policy contradicts the Charter or the Bylaws, the terms of the Charter and Bylaws shall prevail.

### **3. PROCEDURE**

#### **Development of Policy**

Proposals regarding new policies are welcomed and may be initiated in writing by a member of the Board, staff member, member, consultant, or civic group and verbally by a Board member at a Board meeting. The Board shall use a careful and orderly process in examining all policy proposals prior to action upon them. The policy proposals will normally be referred to the organization's Executive Director for further action.

#### **Review and Maintenance of Policy**

The Board Chair or designee is given the continuing commission of calling to the Board's attention, all policies that are out of date or for other reasons appear to need revision. The Executive Director will work with the designee responsible for the area(s) impacted to develop revisions. Depending on the task, the designee may form an informal committee, comprised of groups impacted, to receive feedback prior to involving the Executive Director. The Executive Director or designee may also invite subject matter experts to attend informal meetings to support discussions on specific issues as needed.

The Executive Director will finalize the proposed revisions and facilitate the process for administrative and legal review as needed. The Executive Director will also review any related regulations and exhibits to ensure update compatibility and consistency. The Nominations & Selection Advisory Committee Chair will review proposed changes and may suggest further recommendations to the Board.

To ensure policies are updated to meet changing conditions and state and federal laws, all policies and supporting regulations shall be reviewed at least every three years by the Executive Director and the date of review annotated on the policy if no changes are made.

#### **Adoption, Waiver, and/or Repeal of Policy**

Unless two-thirds of the members of the Board shall waive this requirement, the Board shall adhere to the following procedure in considering and adopting policies, making policy changes, or repealing existing policies to ensure they are well examined before final adoption.

- ⊙ First Regular or Special Meeting: The proposal shall be presented as an information item for discussion during the non-action portion of the agenda.
- ⊙ Second Regular or Special Meeting: The proposal shall be presented for discussion and action during the action portion of the agenda.

A new policy proposal or policy change may be referred back to the Executive Director or designee when the Board determines the proposed policy action needs further study, and then brought back to the Board for approval. Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions by a majority vote of the Board. However, the above procedure is required before the policy shall be considered permanent. The Board may also waive element(s) of a policy for a specific time period or for a specific purpose by a majority vote of the Board.

#### **Implementation of Policy/Development of Regulations**

The Executive Director has responsibility for carrying out, through administrative regulations as necessary, the policies established by the Board.

The Board shall delegate to the Executive Director or designee the function of developing and implementing regulations and procedures under which the RTFH will operate in accordance with Board policy. Regulations may further refine or clarify policy as well as document

implementation procedures. In the development of administrative regulations, the Executive Director or designee shall involve at the planning stage those who would be affected by such rules including staff members, volunteers, and the public and submit such regulations to the Executive Committee for review. Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

#### **Administration in the Absence of Policy**

In cases where action must be taken and the Board has provided no guidelines in policy for such action, the Executive Director shall have the power to act. His or her decisions, however, shall be subject to review by the Board at its next regular meeting. The Executive Director shall inform the Board promptly of actions taken and the possible need for policy action. If the Board chooses to take no policy action, the Executive Director may issue a directive to provide clarifying Board guidance. Board policy will take precedence over Executive Director Directives in cases of potential conflict. Before issuance, Executive Director Directives shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

#### **Board Review of Regulations and Directives**

The Board retains the right to review regulations and Executive Director Directives to ensure they are consistent with policies and regulations adopted by the Board. The Board will address any concerns to the Executive Director for action. The Board shall only officially approve regulations when required by State or Federal law, or when requested to do so by the Executive Director.

#### **Communication and Availability**

The Executive Director or designee shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect. The Custodian of Records shall maintain a master copy of all Board policies and regulations.

A copy of all Board policies, RTFH administrative regulations, and employee agreement associated personnel handbooks shall also be maintained on the RTFH's website, to the extent practicable. Updates will be posted to the website within one-week of Board approval, or as soon as practicable.

All RTFH Board Members, employees, Full Members, and members of the community will have access to the above as soon as practicable at the administrative offices during business hours and on the RTFH's website. Requests for policy and regulation information may be made to the office of the Executive Director or Board Secretary.