

# Homeless Services Advisory Committee

## Policy & Procedure

<b>Title:</b>	Attendance Tracking & Reporting	<b>Effective:</b>	September 25, 2019
		<b>Last Reviewed:</b>	February 7, 2020
<b>References:</b>	<i>City of Durham and County of Durham Interlocal Agreement Regarding Homeless Services and the Homeless Services Advisory Committee</i>  <i>Durham/Durham County Continuum of Care Governance Charter</i>		
<b>Attachments:</b>			
<b>Policy:</b>	The Durham Homeless Services Advisory Committee and its Standing Committees will monitor, track, and report to the Executive Committee on all member attendance, regardless of status of appointment, on a quarterly basis.		
<b>Procedure:</b>	<ol style="list-style-type: none"><li>1. For full HSAC meetings, HSAC staff or Secretary will record member attendance in the monthly meeting minutes</li><li>2. HSAC staff will record and track monthly attendance detailing dates of meeting attendance including excused and unexcused absences at regular HSAC meetings and Standing Committee meetings.</li><li>3. HSAC staff will submit quarterly attendance records to the HSAC Executive Committee for review in October, January, April, and June.</li><li>4. On a quarterly basis, HSAC Secretary will notify, in writing, any members whose meeting attendance falls at or below 50% during the quarter.</li><li>5. Any HSAC member who accumulates two unexcused absences from full HSAC Meetings in a calendar year will receive a letter from the HSAC Chairperson indicating such and highlighting the clause in the Interlocal Agreement regarding removal from the HSAC upon accumulation of three unexcused absences in one calendar year.</li><li>6. Any Standing Committee member who accumulates two unexcused absences from meetings of a single Standing Committee in a calendar year will receive a letter from the respective committee chair indicating such and highlighting the policy regarding removal from the committee upon accumulation of three unexcused absences in one calendar year.</li></ol>		