**Wisconsin Balance of State Continuum of Care (WI BOSCOC)**

**Discharge Planning Committee Charter**

**Purpose and Mission**

The Discharge Planning Committee’s purpose is to ensure people are not routinely discharged into homelessness by each of the four key institutions (Health, Mental Health, Corrections, and Foster Care). The service area includes clients in the housing system located in the Wisconsin Balance of State. Our goal is to collaborate with the four key institutions to create a plan that will ensure housing for all individuals exiting these institutions. Through collaboration, we will ensure no individual will be released into homelessness. Our mission: To ensure all institutions providing residential care, treatment or custody discharge individuals into safe and stable housing.

**Chair and Membership**

According to the WI BOSCOC By-laws, the Chair of the Discharge Planning Committee must also be a member of the WI BOSCOC Board of Directors. The committee must self-select a recorder/secretary to document and retain accurate committee minutes. The Chair is responsible for maintaining historical documentation for committee agendas, minutes, and all relevant data collection materials, including results. The Chair is also responsible for calling and scheduling meetings, maintaining attendance records, and selecting a committee member to facilitate meetings in the Chair’s absence. New committee members can request membership by contacting the Committee Chair.

**Duties and Responsibilities**

The committee is responsible for collaborating with the four key institutions to create a plan that will ensure housing for all individuals exiting these institutions. Through collaboration, we will ensure no individual will be released into homelessness. In doing so, the committee’s goals are as follows:

1. Develop and implement a plan to improve discharge outcomes for all individuals exiting the four key institutions;
2. Develop and implement tools for outside organizations to utilize that ensure positive discharges; and
3. Provide the above-mentioned plan and tools to the WI BOSCOC so all coalitions can have access to them.

**Structure, Meetings and Procedures**

The full committee will meet monthly at a regularly agreed upon time and day. Meetings may be conducted in person, over the phone, or by web conference. In lieu of a meeting, votes on critical items may be conducted over email. For email voting, a majority of all current members must email their vote to the chair for the vote to be considered binding.

Subcommittees roles and tasking are not formalized or standing. Subcommittees may be changed and/or modified by a full committee vote. Subcommittees are responsible for developing assessments, presentations, and recommendations, depending upon the subcommittee’s tasking. The full committee will review subcommittee work and vote on final documents or procedures. Votes on final committee work will be counted if there is a quorum (a majority of members are present). Subcommittee work must be approved by a majority vote of a quorum of committee members to move forward.

The Charter will be reviewed annually within the first quarter of the year. Amendments will be voted on and added at that time.