NW CoC Executive Committee Meeting

Nov. 29, 2018 (Noon-1:30 p.m.) – Go To Meeting Call

MINUTES

In attendance: Maureen Hams (TVOC), Sandi Bentley (VIP), Marcia Otte (MAHUBE-OTWA), Dan, McKeon (Evergreen YFS), Lori Anderson (TVOC), and Becky Schueller (NW MN CoC).

Called to order 12:00 pm

I. **Review & Approval of Nov. 15, 2018 Executive Cte. Minutes:** Motion by Dan to approve the Nov 15th meeting minutes as submitted. Second by Lori. Motion approved.

II. **Follow Up on Slate of Officers for 2019** This was discussed at the Nov. 15th meeting. Positions needed are Chair, Chair-Elect, Secretary and Committee Chairs. These positions are currently elected annually.

Chair – Marcia willing to serve another term for NW.

Chair-Elect –Penny Grove and Sandy H. were suggested as candidates. Sandy is willing if no other members are willing. Marcia will invite Penny.

Secretary – Maureen is willing to continue in the role.

Committee chairs and co-chairs were discussed.

Data – Co-Chairs are suggested. Lori Anderson is willing and Marcia reported that Sara Nelson (MAHUBE-OTWA) will be willing.

P&E – Sandi B. and Andrea Kingbird of Northwoods Coalition for Battered Women were suggested as co-chairs. Sandi has agreed. Sandi suggested that someone from an agency which receives ESG funds be part of the P & E committee. Discussed options and MAHUBE-OTWA does.

CES – Co-chairs suggested are Maureen Hams and Shannon Wittner of MAHUBE. Maureen is willing. Marcia approves of Shannon doing this. Shannon will be asked.

Youth – Dan M. from Evergreen is willing. A possible co-chair would be Gayle or Kierah from NWCA. Becky will follow up with them.

The slate will be set and finalized for a vote at the December 20th annual meeting.

III. **Updated Membership Agreement for 2019 – Feedback**

Becky had provided a draft to be reviewed before the meeting and an updated draft was presented at the meeting with changes she is recommending. Becky walked us through the changes that she is recommending. A clear title at the top is important so we know which version we are working on. Minimal verbiage changes. She added in Tribe anyplace it said agency or county to ensure inclusivity. Added information under I. regarding member representatives so agencies are reminded to keep the

COC updated when there is new staff. Under Section F. added information regarding potential conflicts of interest.   Under committees changed leaders to committee chairs, added the Employment and Training Committee, which the CoC had previously voted on.

Motion by Dan- to approve the Membership Agreement with the changes made and to have the executive committee present it to the full CoC board at the December 20th meeting. Second by Sandi B. Motion carried.

IV. Governance Charter Review for 2019

- Add Youth Committee
- Change annual election of officers to two-year cycles?

This document needs to be updated. It has not been updated since 2016. It should have an annual review.

Becky submitted the document o all members before the meeting for review. Becky is suggesting a variety of updates and changes to the document. All changes will be discussed at this meeting as Becky leads us through a thorough review of the document. The word Tribe will be added with state, government, county, etc. within the document.

Under Mission: Becky suggested that we add to prevent and end homelessness and ensure that if homelessness does occur…   It would say " To prevent and end homelessness in Northwest Minnesota and ensure that if it occurs, it is rare, brief and non-recurring. "

Under V. Membership - Discussed that we were not sure what HTH stood for. Decided to change the HTH to CoC.

Under section V. Meetings. Sandi asked for clarification about the number of meetings that are held. Becky confirmed that there are 6 board meetings. Becky clarified that the four General Membership meetings are held simultaneously with board meetings.

Discussed that committee meetings are addressed under "3. Committees" so they do not need to be addressed again. It does not specify the number of committee meetings that need to be held. Discussed that it seems best to keep it flexible instead of specifying the number of committee meetings. There is no need to meet if there is not any business, and if there is a need, it is optional to meet more often.

Sandi asked a question regarding the month of the annual meeting. Are we adding that the annual meeting will be held in November or December? It was decided that yes we need that flexibility.

Discussed CoC Policies VI. "The CARES" needs to be taken out. Discussed that the HMIS MOU is coming to us ready to be approved because some other CoCs have already approved it. We approve one version as a State but each CoC must vote on it. The CoC Coordinators have worked on the document and is ready to be voted on by agencies.

Becky reported Penny reviewed the written policy on "Administration of CoC & ESG Standards."

Dan asked about the addendums at the end. Why do we have three policies and not all of the policies as addendums? Is there a reason there are policies in a Governance Charter? Becky will follow up with a peer to see if they have policies in their charters and if that is a requirement from HUD.

Reviewed School Enrollment Policy. Becky is recommending a change adding information around early childhood. Becky will check with other coordinators. Sandi asked if we are still in the interim rule for McKinney Vento or operating with a final rule.

Discussed the Family Separation Policy. Becky recommends using Unification instead of Separation. Becky also recommends that the policy include language including household dependents that are disabled or medically fragile unless the family cannot meet their safety and or medical needs.

The HMIS MOU will be added as one of the policy addendums after it is approved.

Discussed Prioritization Policy. Lori did update the section regarding the drop box/Google Docs tool. It is requested that members review this policy carefully and get any changes to Becky by the Dec 6th CES meeting. The CES committee will be addressing this policy at their meeting and bring forth recommendations to the Dec 20th board meeting. Sandi asked about including language about google docs for VOWA. Lori clarified that the language has been updated and it will be presented at the Dec 6th CES meeting.

Discussed that we need to change 4 committees to 6 committees and list the six committees.

Discussed Terms for officers under 2. Additional Board Conditions:

Becky suggested we change our current policy from a one-year to two-year terms for officers. They can be re-elected as officers if they are interested. Discussed what to do if someone leaves their position and there is an opening for an officer. Discussed that a new officer will be elected in the event of an officer opening as soon as possible. Decided to add a statement under Executive committee that a responsibility of the Exec Committee is to offer recommend a slate of officers and recommend a new officer should it be needed to the full board.

Motion by Dan to approve the Governance Charter with the changes made, pending the policy changes needed to be brought to the full board on Dec 20th meeting. Second by Sandi. Motion carried.

V. HMIS MOU Follow Up

HMIS MOU – We did discuss this already and a copy was sent out to review. It is preferred that we not make changes at this point as some CoCs have already approved it. Discussed that the region needs in person training for HMIS. Discussed making a request to ICA around training concerns.

In regards to the board meeting on December 20th, Becky is concerned that board members are not getting the Governance Charter to review within the timeline specified in the charter. Becky is going to clean up the documents and send them out without the polices that still need to be cleaned up. When she sends them out she will ask members if they feel they have enough time to review the document. If members feel they don't have enough time we will need to push back approval of the

Governance Charter and policies into January. It is important that everyone is comfortable with the timeframe for review.

Next Meeting

Next Meeting: Becky discussed the committee meeting dates. Typically committees meet the off months of the full board meeting all on one day. Six committees on one day is too many. Becky is looking for two or three committees to meet on a different day. It was suggested to have the Executive Committee meeting after the rest of the committees meet on a separate day. The 4th Tuesday at noon for Executive Committee meetings by phone was suggested. The youth committee will probably also be on a separate date coinciding with the HUD project.

Meeting adjourned at 1:35 pm.