

Blueprint Council Meeting

February 27, 2014

12:00-2:00 PM

IMHC conference room on 3rd floor

MINUTES

Welcome and Introductions-Christy Shepard, Coalition of Homelessness Intervention and Prevention

Attendance:

Homeless Prevention Provider: Terri Garcia, Southeast Community Services

McKinney Vento Liaison or Designee: Crystal Haslett, MSD of Washington Township

Health Care Institution or Practitioner: Aaron Kalinowski, Eskenazi Medical Clinic at Horizon House

Mental Health or Substance Abuse Provider: Rebekah Bricker, Midtown CHC/Crisis Intervention Unit

Housing Provider: Jeremy Turner, The Damien Center

Homeless or Formerly Homeless: Adam Hutton, VOA

Direct Homeless Service Provider: Sandy Jeffers, Pathway to Recovery; Leslie Kelly, Horizon House

Member At-Large: Mary Jones, United Way of Central Indiana; Julia Kathary, Coburn Place Safe Haven; Phil Smith, Partners in Housing; Betsy Whaley, Julian Center

CoC Program Grantee: Erica Aquila, Assistant Administrator

Consolidated Plan Entity: Sam Spergel, Grant Analyst

ESG Grantee: Julie Fidler, Grant Manager

HMIS Lead: Michael Butler, CHIP

Support Entity: Christy Shepard, CHIP

Guest: Michael Schwing

Introduction of Chair & Vice Chair-Kelly Frank, Social Legends

- Phil Smith of Partners in Housing elected as Chair
- Mary Jones of United Way of Central Indiana elected as vice chair

Request for CoC Letter of Support – Phil Smith, Partners in Housing

- Presentation by Michelle Beer, UWCI
- \$3M over three years:
 - Conflicts of interest declared by CHIP: Christy Shepard; Michael Butler; United Way of Central Indiana, Mary Jones and Adam Hutton, Volunteers of America. All abstained from voting.
 - COC can endorse up to 2 applicants
 - We do not know if there are any other applicants

- There is a renewal grant in addition to this new funding
 - Due on 3/14
 - Both grants will start October 1
 - Focus priority 1 in Marion County
 - Other funding would go to counties outside of Marion
 - Only priority 1 funds are restricted to 2 applicants
 - Approximately 15-20% outside of Marion County right now
 - Sandy Jeffers makes a motion that we support Letter of Support proposed, Terri Garcia second. All in favor. (4 abstentions were noted)
- Letter of Support approved

Establishing Board Terms-Kelly Frank, Social Legends

- As BP council member, terms are 3 years.
- However, as we are newly forming, we need to stagger terms
- There is no process outlined for this.
- Consultant vetted process with governance committee
- Need to decide should it be random for everyone or should there be stipulations.
- 19 BP members, need to stagger terms as follows:
 - 6 to 1 year
 - 6 to 2 years
 - 7 to 3 years
- Chair is two year terms, can be for two terms
- Also intent is for Vice Chair to move into Chair role (if good leadership)
- Recommending that Chair/Vice Chair are for 3 year terms to promote stability for CoC.
- Then we looked at appointed seats. Each year the organizations that sit in the appointed seats are reviewed and renewed by the BP Council.
- Some concern about depth with these organizations in having organizational reps rotate.
- However, there are terms of 3 years for appointed individuals so that they can call to question whether or not the individual filling appointed seat is still appropriate and a good fit.

- Proposing all appointed seats are 1 year terms. This allows for less turnover, governance charter states 1 year term for each “appointed” organization.
- If we accept this, then all appointed seats get 1 year term.
- Chair/Vice Chair get three year term
- Look at categories where we have multiple seats.
 - Members at large since 4 and Vice Chair/Chair are both; 2 BP Council members would have 2 year terms
 - Formerly homeless—2 positions—so draw for 1 (2 year); 1 (3 year)
- Are there any concerns?
- Would this be a governance charter change? No, only do it one time.
- This would mean no election this year.
- Election, election and then skip a year
- Mary Jones and Phil Smith have 3 year terms in this arrangement.
- Appointed seats-1 year
- Julia Kathary and Betsey Whaley are 2 year terms
- Homeless/Formerly homeless. Drew numbers from a bowl to establish terms
 - Adam Hutton-3 years
 - Sue Reed 2 years
- 2 names for 2 year terms. Drew names from a bowl to establish terms.
 - Crystal Haslett
 - Aaron Kalinowski
- Service provider category
 - Leslie Kelley-2 years
 - Sandy Jeffers-3 years
- 3 names for 3 year terms. Drew names from a bowl to establish terms.
 - Rebekah Bricker
 - Jeremy Turner
 - Terri Garcia

Review Proposed Governance Charter Changes— *Mary Jones, UWCI*

- **What changes need to be changed? (see draft charter changes)**
 - Calls for nominations, vetting of nominations received and ballot announcement will happen between the first and second Continuum meetings of the year. It is recommended that it be changed to say between the first and last Continuum meetings.

- Other proposed change would be: Newly elected Blueprint Council members will be seated January 15th of each year. This would not change the operating year.
- Can we clarify by saying “sit as officer” as opposed to term as chair/vice chair?
- Refer conversation on terms and math for vice chair/chair election to the Governance Committee to bring back to the CoC
- Julia Kathary suggested waiting on voting to bring to CoC until further information/discussion
- Michael Butler suggests that without greater numbers of people involved in Governance Committee; we will get same result by taking it back to Governance Committee for work
- Mary Jones—we are voting on whether or not we will take this back to the CoC for discussion and vote
- Christy Shepard calls for motion; Jeremy Turner puts a change on January 15th ---that the language read **by January 15th** not on January 15th.
- Consensus was achieved on bringing Governance Charter proposed changes to CoC for discussion and vote. The BP Council approved the charter amendments including the suggested edit by Jeremy Turner. Charter changes will be presented to the full CoC for approval and final adoption.

What’s my responsibility as a Blueprint Council member?-*Phil Smith, Partners in Housing*

- Phil Smith reviewed documents.
- It was noted that this was not circulated prior to meeting, due to changes made to the document at Governance Meeting prior to this at 10:30 this am.
- First part of roles and responsibility document was directly part of governance charter.

- Question on process for removing a member if someone can't fulfill their obligations. There is a process in place and it is in the governance charter.
- Roles and responsibilities will be circulated via email.
- Conflict of interest will also be circulated via email.
 - At each meeting, there will be an opportunity to review an agenda and also give time to declare conflict of interest
- Please give changes on Conflict of Interest to Kelly Frank
- Present Member Information Sheet—please send any additions to Kelly Frank
- Final documents will be available to sign at next meeting of the BP Council

Committee Assignments – Kelly Frank, Social Legends

- Document shared that summarizes BP Council members committee participation
- Discussion of how we will update BP Council on the committee work
- Each member is on at least 1 committee so they could report back to CoC.
- Discussion about is it necessary to report back to the BP council?
- Do we have an expectation on committee reports at each BP Council meeting? What's a suggestion for our agenda? To do our due diligence?
- What are standard agenda items?
- Committee notes are posted on the CoC website – so BP Council members should be responsible for reviewing regularly and before BP Council meetings – we do not have enough time to do 8 committee reports
- If it requires a vote by full CoC then it needs to go to BP Council. If it is seeking input then it is fine to go to CoC/CHIP.
- Would minutes go to COC website? Yes
- We are a collaboration of different organizations. Sometimes it is difficult to come to agreement on various issues. Can put information out to committees?
- What might you need CoC input? CoC vote? BP Council?
 - What's moving right now?
 - Work with committees to identify upcoming committee work that will need CoC input, BP Council review and/or CoC vote

Decision-Making Process – Mary Jones, UWCI

- What decisions are within the scope of BP council membership?

- Small group (Jeremy, Sam, Phil and Mary) met to discuss who makes what decisions
- Full COC vote recommendation:
 - Elect Blueprint Council Members
 - Governance charter amendments/policy changes
 - BP implementation plans and performance measures
 - NOFA ranking process
- What are we voting on.....and what are we not voting on
 - Policy decisions are always voted on by the CoC
 - Operations are acted on by BP Council
 - If there is question about which, err on the side of taking it to the CoC
 - Can we send out an email when things are posted on the CoC website for comment or influence? Yes, if there is time to allow for it.

Old Business – Kathy Pedrotti Hays, Social Legends

- Create annual calendar/timeline. Will be posted on dropbox.
- File Sharing. Everyone should have received an email link for dropbox. If not, please let Kathy Pedrotti Hays know.
- Updates – Gaps Analysis, Performance Metrics & Provider Survey
 - Most of the committees have gone through the performance metrics offered by Laura Littlepage to measure system impact. We are wanting to finalize these recommendations and take to the CoC in May.
 - Also, a provider survey is being prepared. The goal of the survey is to learn more about providers involved in CoC, whether they are interested or not in collaboration. We also want to get financial source information so that we can understand the current investments being made in our community.

Next Meeting – Phil Smith, Partners in Housing

- Will be set once we finalize annual calendar of activities for 2014

Close Meeting – Phil Smith, Partners in Housing