

CHARTER REVISION WORKGROUP | MARCH 7, 2016

MEETING MINUTES

10:00 A.M. – 11:30 A.M.

CHIP, 1100 W. 42nd Street, Indianapolis, IN 46208

I. WELCOME AND INTRODUCTIONS – 10:05 A.M.

- a. In attendance: Zachary Alexander (notes), Rebekah Bricker, Michael Butler, Jennie Fults, Sandy Jeffers, Leslie Kelly, Alan Withey
- b. Guests: Rev. David Greene, Keshia Knight

II. NON-BLUEPRINT COUNCIL MEMBER (?)

- a. Sandy Jeffers mentioned having a non-Blueprint Council member presence to help provide checks/balance as was done with the Elections Ad Hoc Workgroup
- b. Recruitment for non-Blueprint Council members
 - i. Call for recruits at the entire Continuum of Care meeting on 3/16
 - ii. Send out an email blast to recruit members
 - iii. Looking for an open number; cap at 7 (49/51%)
 - iv. Try to recruit some homeless/formerly homeless voices

III. CHAIR SELECTION

- a. Committee agrees to do co-chairs; one Blueprint Council, one non-Blueprint Council member
- b. Nominations
 - i. Jennie Fults nominates Leslie Kelly as the Blueprint Council co-chair; she accepts; the committee unanimously agrees

IV. PROCESS TO TIMELINE

- a. Workgroup meeting schedule
 - i. Two times a month
 - 1. Conference call to include and catch up non-Blueprint Council members
 - 2. April 15 – 10 a.m. – 1 p.m.
 - a. Focus on HUD requirements and Balance of State (and committee structure, time pending)
 - 3. April 29 – 9 a.m. – 12 p.m.
 - 4. May 13 – 9 a.m. – 12 p.m.

CHARTER REVISION WORKGROUP | MARCH 7, 2016

5. May 26 – 9 a.m. – 12 p.m.
 6. June 9 – 10 a.m. – 1 p.m.
 7. June 23 – 10 a.m. – 1 p.m.
- b. Establish Blueprint Council/Continuum of Care timeline
 - i. Blueprint Council meetings
 1. Possibly quarterly?
 - a. March
 - b. June
 - c. September
 - d. December
 - ii. Continuum of Care meetings
 1. Possibly quarterly?
 - a. January
 - b. May
 - c. July
 - d. October

V. IMMEDIATE PRIORITIES

- a. Election process
- b. Committee structure
 - i. Committee chairs
 1. 1-year appointed versus 2-year elected terms
 2. Committee leadership and role selection
 - a. Many committees are lacking an official secretary/note taker
- c. Term limits
- d. Annual review of charter
- e. HUD requirements review
 - i. Invite Michelle Kincaid to that meeting
- f. Balance of State discussion
 - i. Invite someone from Balance of State
- g. Membership
- h. MOUs as addendums to the charter

VI. OTHER BUSINESS

- a. Michael Butler mentioned 2 documents that the committee needs to read: the **2012 Establishing and Operating a Continuum of Care** (passed out during the meeting) and **HUD's 24 CFR Part 578 Interim**

CHARTER REVISION WORKGROUP | MARCH 7, 2016

Rule to the HEARTH Act: Continuum of Care Program. These documents informed what a COC is responsible for and helped shape the current governance charter. Michael promised to email both documents to the committee members.

- b. Zach Alexander will send out an email as a call for joining the Charter Revision Workgroup to CoC (and announce at full CoC meeting)
- c. Zach Alexander will create a Survey Monkey to get input from committee/subcommittee chairs for April 15 meeting
 - i. Committee structure
 - 1. Reorganization?
 - 2. Split up Housing and Services?
 - ii. Hierarchy to Blueprint Council
 - iii. Who/how is appointed seat selected for the Blueprint Council
- d. The committee will schedule conference call to include all members of Charter Revision Workgroup
- e. The committee will draft a summary/report after new charter is created to update public

VII. ADJOURNMENT – 11:14 A.M.