

CHARTER REVISION WORKGROUP | APRIL 15, 2016

MEETING AGENDA

10:00 A.M. – 1:00 P.M.

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

I. WELCOME AND INTRODUCTIONS – LESLIE KELLY (10:06 A.M.)

- a. In attendance: Zachary Alexander (notes), Emily Bair, Rebekah Bricker, Michael Butler, Lori Dimick, Jennie Fults, Leslie Kelly, Michelle Kincaid, Tahirah McCall, Don Sawyer, Alan Witchey

II. GUEST – BALANCE OF STATE – LORI DIMICK AND EMILY BAIR

- a. Balance of State – 90 counties and 14 regions
 1. Formed board through representation of different populations (as mandated by HUD)
 - Substance-abuse
 - Domestic violence
 - Housing authorities
 - Nonprofit organizations
 - Veterans
 2. www.indianabos.org – region map, regional planning councils, board members, etc. can be found here
 3. The charter serves sort of like a MOU between the collaborative applicant (Balance of State) and the Board
 - The Board and the Collaborative Applicant needs to have an understanding that is clearly outlined because the Collaborative Applicant “pushes the button”
 4. Development Days – workshops and training
 - Two times per year, free
 - This is how the Balance of State folds in the regions and meets the requirements mandated by HUD
 - Next one: April 20 (<http://www.indianabos.org/#!/continuum/cp5d>)
 5. Board member positions (<http://www.indianabos.org/#!/board-of-directors/cnxg> - see “Board Roster”)
 - Different board chair positions have different terms
 - Board members are elected by region chairs
 6. Committees of Indiana Continuum of Care Board (http://media.wix.com/ugd/b230c4_8ddb5c7d526340c9afb6294297ebd9cc.pdf)
 - Funding and Resource Committee
 - Data and Collection Committee
 - Performance and Outcomes Committee
 - Veterans Committee
 - Strategic Planning Committee
 7. Recommendation: Join all the Samaritan projects together

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III. REVIEW OF NON-BLUEPRINT COUNCIL MEMBERS – MEMBERS

- a. Interested: Rev. Antonio Alexander (Purpose of Life), Rev. David Greene (Purpose of Life), Tahirah McCall (HIP), Don Sawyer (Advocate), Brad York (Eskenazi)
- b. Three interested members filled out surveys (Tahirah, Don, and Brad) whereas two did not (Rev. Alexander and Rev. Greene)
 - 1. Should the workgroup go back and collect responses from the interested members who do not submit to respect those who did submit questions?
 - 2. Should these members who did not submit questions be allowed on?
- c. The workgroup has decided to accept all 5 for interest of time and inclusivity of the most amount of people

IV. HUD REQUIREMENTS FOR PLANNING BODIES – ALAN WITCHEY AND MICHAEL BUTLER

- a. Responsibilities of the Continuum of Care (pg. 90-92 of CoC Program Interim Rule)
 - 1. Hold meetings of the full membership, with published agendas, at least semiannually;
 - 2. Make an invitation for new members to join publicly available within the geographic at least annually;
 - 3. Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
 - 4. Appoint additional committees, subcommittees, or workgroups;
 - 5. In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;
 - 6. Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
 - 7. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;
 - 8. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence,

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sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.

9. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 - Where the Continuum is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

V. CHARTER REVISION PROCESS – MEMBERS

1. Workgroup will go through the charter line-by-line
2. Worked through Section I: Overview

VI. REVIEW OF KEY ISSUES – MEMBERS

- a. Mandated Board member seats
 1. Balance of State has Board members seats with the subpopulations specifically outlined by HUD
 2. Should we restructure the categories for the Board seats to include subpopulations?
 - Rebekah and Don agree that these should be more clearly outlined in our charter

VII. OTHER BUSINESS – MEMBERS

VIII. ADJOURNMENT – 12:58 P.M.

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FUTURE MEETINGS

- April 25 – 9 a.m. – 12 p.m.
- May 13 – 9 a.m. – 12 p.m.
- May 26 – 9 a.m. – 12 p.m.
- June 9 – 10 a.m. – 1 p.m.
- June 23 – 10 a.m. – 1 p.m.

CHARTER REVISION KEY ISSUES

- Election process
- Committee structure
- Committee chairs - 1-year appointed versus 2-year elected terms
- Committee leadership and role selection
- Many committees are lacking an official secretary/note taker
- Term limits
- Annual review of charter
- HUD requirements review & Balance of State discussion
- Membership Statements
- MOUs as addendums to the charter
- ***added* Composition of the Board**