

## CoC Charter Review Work Group

1/12/24, 1:30-3:30 via Zoom

Meeting Minutes

Prepared by: Nicole Stewart

In attendance: Eric Braun (Chair), Kathy Johnson, Nicole Stewart, and Johnnie Thomas

Missing: Wanda Hunter and John Niffenegger

The Work Group approved the [minutes](#) from the last meeting on 1/4/24. Johnnie made the motion, Eric seconded; the motion carried. Nicole will send the minutes to our Collaborative Applicant so they can be uploaded to the CoC website.

The Work Group's discussion of the working draft charter and edits that should be made follows:

General edits that need to be made, include:

- Be consistent on what we call the CoC: NC 507 Wake County Continuum of Care (CoC) the first time, call it the CoC for the remainder of the document.
- Be consistent on how we refer to the Board: CoC Board, CoC Governing Board, or Governing Board
- Regarding votes: We need to define what types of votes both the Board and Membership make to clarify which body is making what decisions. HUD dictates what requires a Membership vote. We may ask for HUD's help in defining this.

Still needs a decision:

- Does the CoC Board need a Treasurer?

Items that need to be asked of other individuals/groups:

- Nicole will ask the CASC Chair and Committee if we should call that group Coordinated Access or Coordinated Entry.
- Nicole will ask the FRC Chair to review our draft, when it's ready to be shared, to ensure we haven't omitted anything that would impact our NOFA scoring.

Below are the individual edits that need to be made to the draft Charter:

Page 1:

- Remove the language under "HUD's CoC Program Interim Rule defines a CoC as" - all in italics.
- 1.b - "may be brought forth by *any* committee chair..." (add "any").

Page 2 & 3:

- Make sure it's clear that Collaborative Applicant is one of the lead agencies; when saying Lead Agency throughout the document, be clear if it means CA or HMIS Lead or both Lead Agencies.
- Need a definition for "Lead Agency." Use specific roles of "Collaborative Applicant" and "HMIS Lead."
- Need to define the words we added, noted in the draft charter.
- Can we hyperlink the rules for Coordinated Assessment & make sure that we're consistent - Coordinated Access vs Coordinated Entry (refer back to HUD's language)?
- Remove RFP/RFQ definition - not referenced anywhere else in the document.
- Written standards - do we need this all defined or can we just hyperlink and say "written standards as required by HUD."

-Add definition for "CoC Membership."

Page 6:

-Remove part of the CoC Membership definition and "Definition heading" so that this is consistent with the Membership and Board sections.

-Add to "Membership & Duties & Expectations:" the bullet point "Attend meetings regularly and consistently."

-Make sure it's clear with regards to membership:

-If you are employed by an agency that's an organizational member then you can't become an individual member.

-If you're on the Board of a nonprofit that is an organizational member, then you can become an individual member.

-Individual governmental departments can become organizational members.

-Add more substance to our conflict of interest section/document - regarding being affiliated with an organization and what those expectations are.

Page 7:

-Remove the "Special Governing Board" requests section.

-Remove the 2nd paragraph (unless HUD requires it), starting with "The CoC membership will receive information about CoC goals..."

-Add an introductory sentence to "Action without Meeting" that says, "In situations that cannot wait for a regular meeting for Board action, the Board may act outside of the regular Board process..."

Page 8:

-Remove the subheading "Governance Model" but keep the paragraph.

-Regarding what we previously had described as ex-officio members, use the language from the current charter about "permanent seats." Be explicit that these seats have no term limits and are approved by membership. These seats are voting members.

Page 11:

-Conflict of Interest - any member with a conflict of interest must request recusal from voting on the agenda item from which they have a conflict.

-The Board will need to vote to recuse the individual Board Member from voting. The overall sentiment should be that you are required to vote, and you shouldn't vote only when you have a conflict.

-Vacancy, Removal, and Resignation section:

-The first sentence should read "appoint" instead of "elect."

-The second paragraph should read "unexcused absences" regarding removal. And should be changed to "after two or more."

-Strike "unexcused absences from special meetings" sentence.

-Absences are considered excused if the CoC - "within 24 hours," (not 8) or "if there are extenuating circumstances deemed so by the Chair."

Page 11/12:

-Resignation - "will take effect at the time specified within the written notice..." add "or unless determined otherwise by the Board."

Page 12:

- Under "Change of Employment," each time it says "Membership/Nominating" change to just "Nominating."
- 2nd line under change of employment: Board members *are* required to inform (not "will be")
- Change in employment, 6th line - "to represent the constituents they represent on the CoC *Board.*" add "Board."

Page 13:

Committees/Workgroups

- Third paragraph, remove line, "Committees will be open to people (CoC members...)..."
- Third paragraph, final sentence: To limit undue influence, organizations may have... Remove "of the Executive Committee" and replace it with "of the CoC overall."
- Same sentence, change "Organizations" to lowercase.
- Remove the section titled "Leadership Council." Make sure that where the Leadership Council is defined, it includes the fact that this is the group that reviews grievances.

Page 13/14:

- Add language about making the FRC report back quarterly.

Page 14:

- Remove the term "centralized intake."
- Spell out "CE."
- Remove the last line in CASC: "The committee must include representation..."
- HERC, third line: "...and approved by the NC 507 CoC" be sure this is clear that it is approved by the membership, not the Board.

Page 15:

- Racial Equity - verb tense: "recommends," "creates," "supports," and "develops" should be "recommend," "create," "support," and "develop."
- PIT Workgroup - Remove question mark; replace description with: "As required by HUD, the point in time count workgroup will conduct and lead the point in time count annually."

Page 16:

Eric will draft something for the selection process, after reviewing the HUD requirements.

- Remove Haven House, instead reference a signed formal agreement (replace MOU with signed formal agreement.)
- Remove "for a set period of time."
- Add something about annual or biannual reviews.
- Under "Role," Start both paragraphs with an introduction: "The Collaborative Applicant will serve..."  
The Collaborative Applicant will execute..."
- Under "Role," 2nd paragraph, first line, "...its active committees, *workgroups*, and the CoC Membership..." Add "workgroups."
- Add a sentence, "In addition to these requirements, the Collaborative Applicant must also comply with all additional terms and conditions agreed upon with the CoC Board signed with the Collaborative Applicant, and all applicable local, state, and federal laws."
- Remove "Responsibilities" and everything under it.
- Add "and Responsibilities" to subheading "Roles" (like is on page 19 for HMIS Lead Agency). Refer to the signed formal agreement instead.

Page 18:

-Under "Evaluation," replace paragraph with: "The CoC Governing Board will evaluate the performance of the Collaborative Applicant as agreed to by the Collaborative Applicant and the Board. The Collaborative Applicants will ensure that it follows all applicable laws and regulations in carrying out its duties on behalf of the CoC."

Page 19:

- Mirror the "Collaborative Applicant" section.
- Remove Urban Ministries, and reference a signed formal agreement instead.
- Condense "Roles and responsibilities section" by removing bulleted list.
- Use the same language in evaluation as in "Collaborative Applicant" evaluation section.

Page 20:

- We want to be clear that the grievance and appeals process is for individuals seeking services. We want to review HUD regulations and mimic their language.
- The CoC has a grievance policy, we should reference it in this section so we can condense this section.

**To Do:**

- Eric will speak with John about helping clean up our draft in the next two weeks. Johnnie is prepared to help where needed.
- Nicole will send out draft minutes.

**Next meeting:**

- Our next meeting will be Friday, February 2, 10a-12. Since we missed John and Wanda today, we want to be sure this time works for them both.
- 2-3 days before, the clean draft will be shared for us to work from.
- After this meeting, we'll send the cleaned up draft to HUD.
- We'll report to the Board on January 25 that our timeline has been extended.