

CoC Charter Review Work Group

1/4/24, 8:30-10:30 via Zoom

Meeting Minutes

Prepared by: Nicole Stewart

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

The Work Group approved the [minutes](#) from the last meeting on 12/12/23. Eric made the motion, John 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 then reviewed the working draft charter, prepared by John and Kathy, starting from the top of the document. The working draft was created from the current charter, the "[Creating an Effective Governance Charter](#)" document, a handful of other communities' CoC charters, and more. It was then reviewed for language consistency. The group discussed including a cover memo to be included when the draft Charter is ready for distribution/review.

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

Page 1:

Edits:

- Interim rule - clearly define what the rule is ("CFR 578, Subpart B").
- Note that the Charter will be presented to the CoC membership for approval (not "endorsement").
- Include definition of the Executive Committee in "Definitions."

Page 2:

Discussion:

- There is a question still lingering about whether we need an appointed Treasurer who would review the financial dollars we receive and help allocate - this could be the role of the Funding Review Committee instead.
- There was a discussion about having a Treasurer as a designated position on the Board, with the responsibility of following up on all our expenditures as well as helping navigate any additional funds brought in in the future.
- The Executive Committee as we've defined it, would be at the highest level and only meeting when necessary.
- The Leadership Council, as we've defined it would be made up of the Committee Chairs, the Executive Committee members, and leaders of the Lead Agencies. The Leadership Council would meet at least quarterly and help set Membership agendas.

Edits:

- CoC Interim Rule - hyperlink the rule.
- Governance Charter edit to just "Charter" (remove "Governance").

Page 3:

Edits:

- Language consistency - "Committees" are standing/ongoing vs "Workgroups" which are ad-hoc and time limited.

-Add a definition for MOU

Page 4:

No discussion/edits

Page 5:

Discussion:

The mission, vision, and values were brought over from the current charter. If the CoC has changes to these, that should be a separate process.

Edits:

-Under "Equity & Justice" - add "socio-economic status."

Page 6:

Edits:

- "Each application will be reviewed and approved by the CoC Nominations Committee." Take out "following CoC-approved application standards."

-Add bullet point under 4c with language that includes: "Demonstrate commitment to being educated on these issues..."

-Add point or line about orientation and trainings being offered for Membership.

-Add language around wanting full representation in our Membership from across our region - all municipalities/County

Discussion:

-The CoC should have a published calendar of Membership meetings for the year; but they may also need to call special meetings, and those should have no less than a 10-day notice. Use the same language in Board meetings.

Page 7:

Edits:

-2nd paragraph starting with "Special Governing Board requests" - remove "appeals" language

-Voting: "each department *must* fill out a membership application." Add "must."

-Change 4f to "50% + 1."

Discussion:

-If the CoC needs an appeals process, then that's a separate process/section.

-Be consistent around deadline language.

Page 8:

Edits:

-Four ex-officio members - drop "ex-officio" so it reads "Four members will be appointed by their organizations." Or use language from the current charter about "permanent seats."

-These seats have no term limits and are approved by membership. These are voting members.

Discussion:

-Entitlement jurisdictions (ESG) - are required by HUD to be separate and called out.

-Housing Authorities seats - HUD scores higher for including these entities.

-A proposal was considered to include four non-voting ex-officio members: Wake County Manager, Wake County Commissioner Chair, Raleigh City Manager, Mayor City of Raleigh. It did not receive unanimous agreement, so the Work Group dropped this idea for now.

Page 9:

Edits:

- Two reps from municipalities - change from “who are knowledgeable” to “who are knowledgeable or interested.”
- Two reps from municipalities should be replaced with two reps representing at least two separate regions of the designated four Wake County regions (based on geography of Wake County regional centers). These regions are: East - Knightdale, Wendell, Zebulon; West - Cary, Apex, Morrisville; North - Wake Forest, Rolesville; South - Fuquay-Varina, Garner, Holly Springs
- Leave in Veteran/DV
- Note that we are striving for geographical diversity in our Board membership as well.
- Add “disability” and “veteran” into “other population-specific lived experience.”

Page 10:

Edits:

- Delete: “Any CoC member can nominate someone for an elected Board seat.”
- Move first two sections under “Terms of Office & Officer Selection” to “Board Member Selection Process.”
- Change V.d. to “Board Member Selection Process & Terms of Office.”
- Clean up language regarding “run for re-election” to reflect that someone is applying for a Board seat.
- V.f. - Include language around allowing special meetings to be called. Make sure it is consistent with the earlier section.
- V.g. - Define when the Board can call a “closed session.”

Discussion:

- Make membership and Board voting consistent - 50% +1 of members present, or majority of overall membership.
- We need to decide whether someone has to re-up their application for a 2nd term (are they re-applying or just rolled over into a new term).

Page 11:

Edits:

- Conflict of interest - The Charter needs to be clear, prescriptive about this.
- Remove language “without providing an excuse.” Replace with ‘shall disclose why they are recusing themselves.’

Discussion:

- We should make the Conflict of Interest policy an appendix to the Charter so it’s reviewed/approved at the same time, together, every year.

To Do:

- John will make updates to the working draft CoC Charter based on the changes we made today.
- John will reach out to Heather at HUD and let her know that our sending her the document will be delayed by a week or two.
- Nicole will send out draft minutes.

Next meeting:

- Our next meeting will be Friday, January 12, 1:30-3:30.** We will spend this meeting continuing to review the working draft CoC Charter, beginning on page 11, “V.i> Vacancy, Removal, and Resignation.”
- We are currently scheduled to send the draft Charter to the Board for their January 25 meeting. However, we noted that we’ll be a week or two behind in sending the draft Charter to HUD (originally planned for January 8).