

CoC Charter Review Committee

10/24/23, 11:30-1:30 at Oak City Cares

Meeting minutes

Prepared by: Nicole Stewart

In attendance: Eric Braun (Chair), John Niffenegger, Kathy Johnson, Nicole Stewart

The Committee decided to expand membership to invite two more individuals to help diversify the committee's knowledgebase and experience. We proposed inviting Wanda Hunter (Eric Braun will invite) and Johnnie Thomas (Kathy Johnson will invite).

The Committee agreed upon a timeline for our work, which includes the following deadlines:

- Committee begin work: October - December
- Committee create and distribute survey to gather community input: November 1 - allow 3 weeks for responses
- Ask HUD TA for initial review of draft charter: January 8, 2024
- Committee review draft charter
- Send draft charter to Board for review and feedback: January 25, 2024
- Committee review draft charter
- Send draft charter to members: February 1, 2024 – allow whole month for input
- Committee consider community input/feedback and create final draft charter: March
- Ask HUD TA for their final review/ok: April 1, 2024
- Committee make final review of draft charter – April 14, 2024
- Send final charter to Board for vote: April 25, 2024 (get to Board by April 18)
- Send final Board-approved charter to membership for vote: May 13, 2024 (get to Membership by May 7)

The committee agreed to do the following during the course of our workload to revisit the Wake CoC Charter:

- Review other community's CoC charters.
- Collect and document community input ahead of creating a draft charter.
- As we close out our work, we will create a one-page summary of items we addressed/changed from the current charter; this will be shared alongside an attachment of the proposed new charter and of the original charter.

With regards to the final document we believe we will create, the Committee agreed that:

- The charter will frame the CoC as a body that our community needs, rather than simply one that the United States Department of Housing and Urban Development requires.
- Our goal is to simplify the Charter allowing the CoC the greatest flexibility as it does the work of its mission in the years ahead.

To do:

- Create a survey for distribution to the CoC Board, membership, and broader community. (Nicole)

- Create a google folder for committee members to share other CoC charters and a working draft charter. (Nicole)
- Invite Wanda Hunter to join the Charter Review Committee. (Eric)
- Invite Johnnie Thomas to join the Charter Review Committee. (Kathy)
- Share a sampling of other CoC charters. (Eric)
- Check with HUD TA about our proposed timeline and our desire to receive their feedback in a timely fashion. (John)