

CoC Charter Review Work Group

12/12/23, 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, Johnnie Thomas,

Agenda:

The Work Group approved the [minutes](#) from the last meeting on November 30, with some clarifying language from Kathy. Eric motioned, John seconded; minutes were approved unanimously. Nicole will make the edits and then send the minutes to our Collaborative Applicant so they can be uploaded to the CoC website.

The Committee reviewed the items we had consensus on from our last meeting:

Committee Conversation

Establish & Recruit Membership

- We discussed adding clarifying language under “Establish & Recruit Membership” about allowing municipal and county governments to have multiple memberships through their different departments/divisions. If a department/org is already represented, then an individual can apply to be an individual member.
- We do not want to keep attendance records for Membership (though, we will keep records for Board meetings). We do want to ensure that individuals who are voting during Membership meetings are “approved members.”
- There were concerns around a small group of members dominating votes if we don’t have strong attendance.
- We discussed whether or not to require a quorum for Membership meetings. We could require that all votes must be approved/denied by 51% of approved members. If we don’t get 51% in meeting, the Collaborative Applicant could host an online ballot/vote, with a designated date to get votes in by. After this voting deadline, the Collaborative Applicant would share the vote in a transparent way. *We did not have consensus on this point.* Alternatively, we could just allow the approved members who show to a meeting to vote.

Committee Conversation

Board Membership

- Note that we want geographic diversity from across Wake County. The County has four regional centers: 1-Wake Forest, Rolesville; 2-Knightdale, Wendell, Zebulon; 3-Morrisville, Apex, Cary; 4-Fuquay, Holly Springs, Garner. We discussed having 1, 2, or 4 representatives from municipalities outside of Raleigh.
- We discussed listing groupings instead of designated Board Member spots.
- It was mentioned that we could include a list of qualities we want represented (like persons with lived experience of homelessness or a person living with a disability) without making these qualities designated seats, so that individuals don’t feel tokenized by their lived experience.
- It was mentioned that we could consider having all At Large seats, outside of the non-voting members.
- We don’t want the Board to be overly big.

The Committee then reviewed the last 2 items of the “[Creating an Effective Governance Charter](#)” document: Establishing the Role and Structure of Committees and Workgroups and Process for Reviewing and Updating the Charter.

I. Establishing the Role and Structure of Committees and Workgroups

Committee Conversation

1. We need someone responsible for reviewing RFPs/MOUs/financials. Specifically, we want to ensure that an agency/individual is not entering into a contract without the Board knowing. We also have an interest in the Board being better educated on how NOFA/ESG money is being spent.
2. Need an Executive Committee made up of the Chair, Vice Chair, Secretary, and maybe a Treasurer. The Executive Committee would set the agenda for Board and Membership meetings.
3. Committees could include individuals outside of the CoC membership.
4. We might add that the Funding Review Committee should also look at/report on NOFA/ESG spending throughout the year.
5. We want to create a Leadership Council, made up of representatives from the Collaborative Applicant, HMIS, and Coordinated Entry; the Chairs of the Committees; and the Executive Committee members. The Leadership Council would meet at least quarterly but could meet more frequently. This Council would provide input on Membership meetings and, generally, coordinate to ensure everyone is aware of what all is happening in the CoC.
6. We should reference the ability to create ad hoc committees, like a strategic planning committee.
7. We want to keep our current 5 committees and the Racial Equity Committee.

II. Process for Reviewing and Updating the Charter

Committee Conversation

1. The Executive Committee would review the Charter annually and decide if it needs amending.
2. This process would start in September or October, and the final amended charter would be approved at the first regular Membership meeting of the year.
3. We should make sure the dates of our operating year (calendar year) are at the top of the charter, as well as definitions.

To Do:

-Nicole will send minutes to Committee.

-John will continue to create a working/draft Charter.

-Committee members can send John comments and edits directly, and we'll otherwise review the draft charter collectively at our next meeting.

Next Meeting:

-Our next meeting will be on Thursday, Jan 4, 8:30AM. We will spend this meeting reviewing the draft charter.

-Our current timeline states that we'll send a draft charter to the HUD TA on Jan 8. We are then scheduled to send the draft Charter to the Board for their January 25 meeting.