

GOVERNANCE BOARD MEETING MINUTES



Date: 6/13/24

Started: 11:05 AM

Facilitator: Stephen Gruver

Location: Salvation Army

In Attendance

Stephen Gruver, Danielle Butler, Eric Braun, Johnnie Thomas, Nicole Stewart, Sheryl Cromedy, David Harris, Ann Oshel, Kathy Johnson, Richard Averritte, Danielle Greer (Filling in for Chandra Hyacinth)

Absent

Priscilla Batts, Wendy Clark, Kelsey Mosely, John Niffenegger, Barkley Sample, Derwin Willoughby, Nicole Wilson,

Stephen Gruver reviewed the agenda for the meeting.

Approval of May Minutes

Stephen Gruver went over the May minutes.

Johnnie Thomas motioned to approve the May minutes.

Eric Braun seconded the motion.

The motion was unanimously approved.

Charter Review Workgroup Recommendations

Stephen Gruver asked Eric Braun to provide a Charter Review update. Eric explained that several comments were made during the public comment period and that most comments were addressed. He stated that he would like the Board to move to recommend the revised charter for approval by the membership. Eric explained the process that the committee has gone through including a review session and the public comment period.

Stephen Gruver explained that they would like to move forward with bringing the revised charter to membership either at the next meeting on June 17th or to the following meeting in July. Eric Braun and Stephen Gruver go over the voting procedure. David Harris brought up voting the way the current charter works for the new charter to be implemented rather than using the new voting method. Nicole Stewart explained that this new voting method gives the membership more time to look over such an extensive document rather than a simple method that can also create such complexities in terms of who votes. Eric Braun explained that if it were in the reverse (using the older method versus the formal method that will be implemented that is more encompassing) then maybe that could be concerning, but the new process captures more members which could make the use of the new process easier. David Harris proposed that there should be a disclosure statement about using the voting method from the revised charter.

Eric Braun motioned “that the full board recommend to the CoC membership the adoption of the proposed charter using the voting methods set forth in the proposed charter.”

Johnnie Thomas seconded the motion.

The motion was unanimously approved.

Eric Braun suggested that the Governance Board go through a brief work session at some point to allow members to become more familiar with the new charter.

Funding Review Committee Update

Stephen Gruver explained what the Funding Review Committee (FRC) has been doing in the past two months, including creating and revising the different policies and procedures being voted on below, as well as their work with Fortis Consulting.

Funding Appeals Policy

Stephen Gruver went over the Funding Appeals Policy and the process of creating this document. He called for any questions or comments.

David Harris: I think it would be helpful if an appeal was made but not approved, that the board should be informed as well to keep an eye on what is going on.

Nicole Stewart pointed out that the paragraph at the end of the policy states that if an appeal is overturned, it will go to the board. David Harris stated that he thinks no matter what, the appeal should go to the board too, even as just a head up so that the board is aware if questions are asked. Johnnie Thomas restated the information to get clarification on the process. Nicole Stewart brought up that there are caveats to make appeals. Johnnie Thomas brought up that having the appeal go back to the same people can be conflicting and maybe appeals should go to someone else. Nicole Stewart asked if there are other communities who have it go to two different committees. Danielle Greer explained her experience in New Jersey where the appeal goes back to the same committee. Stephen Gruver pointed out that the appeal going to the Governance Board can create a conflict of interest based on who is on the board. Johnnie noted that in section C it states that an applicant can appeal to HUD; settling the matter.

Eric Braun motioned for approval of the Funding Appeals Policy, pending David Harris' suggested language addition about all appeals decisions being sent to the Governing Board.

Johnnie Thomas seconded the motion.

The motion was unanimously approved.

ESG Funding Policy and Procedure

Stephen Gruver went over the Emergency Solutions Grant (ESG) Funding Policies and Procedures.

Danielle Butler motioned to approve for recommendation to the membership the ESG Funding Policies and Procedures.

Johnnie Thomas seconded the motion.

The motion was unanimously approved.

ESG Scorecard Overview

Danielle Butler asked that we move to the ESG Scorecard to keep on the topic of ESG. Stephen Gruver explained that the scorecard is not voted on, but any recommendations can be taken into consideration. He then summarized the scorecard. Johnnie Thomas asked for clarification that this scorecard is specifically for ESG. He also asked that we see any previous years of funding be published on the Wake CoC website not just for ESG but also NOFO, etc.

David Harris brought up that in previous years we have had some issues with ranking and scoring, so he thinks this will be helpful.

Ranking and Review Policy and Procedures

Stephen Gruver explained this document and that it is specifically for the Notification of Funding Opportunities (NOFO) process. He also gave a brief explanation of the NOFO process.

Kathy Johnson asked that this policy be retitled to specify NOFO. She also asked if this would be applicable to Special Notification of Funding Opportunities (SNOFO) and if SNOFO will happen again. David Harris brought up that the SNOFO was only around when there was extra COVID funding. He continued to explain the previous year's tiering process and to make sure the policies are not too specific so that there is flexibility for anything that could occur during the NOFO application process and be reviewed annually.

Stephen Gruver called for one or more Governance Board members to come together to create a NOFO workgroup to help improve our NOFO regional application. David Harris added that he would like to help in a workgroup like that, but the workgroup should have been meeting already for this current NOFO and should be meeting now to prepare for future NOFOs.

Kathy Johnson called for the annual review of the policy to be made in the same time every year to avoid any conflict with NOFO timelines. Stephen Gruver pushed back on that to be put off until a later point. Kathy Johnson asked that any revisions made could be added to the bottom of the document with dates included such as an addendum when that recommendation is moved forward.

Kathy Johnson also brought up the annual work plans in the new charter to help plan the timeline of next year's reviews of policies and procedures. Eric Braun explained that the workplans were recommended as a way of creating points for the Governance Board to follow.

Johnnie Thomas motioned for approval of the Ranking and Review Policy and Procedures with the changes made to the title to include "NOFO" and that the policy is reviewed annually.

Richard Averritte seconded the motion.

The motion was unanimously approved.

Nicole Stewart motioned for a NOFO Regional Application Workgroup to be created with the assistance of Governing Board members who have previous NOFO experience.

Sheryl Cromedy seconded the motion.

The motion was unanimously approved.

Anti-Discrimination Policy

Stephen Gruver went over the Anti-Discrimination Policy and said that most of the changes made were to update any out-of-date references to the previous Lead Agency.

Danielle Butler brought attention to the mislabeling of the page numbers. Nicole Stewart said they will fix the page numbers and that a signature page needs to be added to the policy.

Danielle Butler motioned to recommend to the CoC membership the approval of the Anti-Discrimination Policy with the addition of the signature page.

Ann Oshel seconded the motion.

The motion was unanimously approved.

Conflict of Interest Policy

Stephen Gruver went over the Conflict of Interest Policy. Eric Braun brought up the that the Conflict of Interest Policy needs to comply with the Code of Federal Regulations (CFR) and the language within CFR 578.95. Kathy Johnson asked if an addition can be made to say that if there were a conflict with the CFR, the CFR would supersede the policy.

Eric Braun suggested, "In the event of a conflict between 24 CFR 578.95 and this conflict of interest policy, the CFR provision shall control."

Ann Oshel motioned to recommend to the CoC membership the approval of the Conflict of Interest policy with the amendments made.

Richard Averritte seconded the motion.

The motion was unanimously approved.

VAWA Policy Addendum

Stephen Gruver explained the changes made to the VAWA Policy which were suggested by Fortis Consulting. Stephen called for any questions, comments or concerns.

Richard Averritte motioned to recommend to the CoC membership the approval of the VAWA Policy Addendum.

Kathy Johnson seconded the motion.

The motion was unanimously approved.

PIT Results

Stephen Gruver reviewed our community's 2024 Point-In-Time (PIT) Count process. He noted that we had a vast shortage of Street Outreach workers (we went from 20 in 2023 to 2 in 2024) and how that affected the count. He also explained that we are working with City and County Housing departments on a joint press release. He then went over the numbers that resulted from the count

Johnnie Thomas: When was this PIT Count conducted?

Danielle Butler: It occurred on the last Wednesday of January.

Ann Oshel: Be that as it may, a lot rides on this count including funding.

Eric Braun: This number, which is not accurate, makes the credibility of the CoC look weak. We should make sure we caveat this with accurate information on what happened during this PIT Count.

Nicole Stewart: We do have a draft press release which we are working on with the City and County, which shows that we are working together. It also shows that the region can get things done when they put their mind to it, including the improvement in Emergency Shelters, etc. My name will be listed as press contact so that I can route press inquiries; I will not be giving any quotes.

Stephen Gruver: We went from having twenty outreach workers between two agencies to just two workers. We usually had Church in the Woods assist but they did not this past PIT Count.

Richard Averritte: It is good to also keep in mind that even if we only have one person unsheltered, we still have a problem that needs to be addressed.

David Harris: To keep with the positive outcomes, our homeless community has been at a flatline for the last fifteen years, but our overall community has doubled in size, and we have used the same process for the count. So, even if we have not improved our count, our population has grown so we have not lost ground.

Stephen Gruver asked that any other comments or questions be sent to him or Nicole Stewart.

Adjourned: 12:33 PM

Next Meeting

Thursday, July 11th @ 11 AM

Location: Oak City Cares