GOVERNANCE BOARD MEETING MINUTES

Date: 3/6/25
Started: 9:05 AM
Facilitator: Nicole Stewart
Location: NCWorks Career Center

In Attendance

Wayne Beatty; Eric Braun; Doris Bullock; Chad Essick; Stephen Gruver; Ashley Lommers-Johnson; Ann Oshel; Onia Royster; Rebekah Shamberger; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Derwin Willoughby; Nicole Wilson; Michele Woodson; Meredith Yuckman

Absent

Imogen Rhodenhiser, Quentin Miles, Kayla Rosenberg Strampe, Emila Sutton

February Meeting Minutes - Vote

Nicole Stewart, Chair of the Governance Board, started the meeting by asking if the Board had reviewed the minutes and if any changes needed to be made. Meredith requested that her name be added as "in attendance." Nicole then called for a vote. Johnnie Thomas made a motion to approve the February Governance Board Meeting Minutes with the addition of Meredith's name; Pat Sturdivant seconded the motion. The motion was approved.

Approved: Wayne Beatty; Eric Braun; Doris Bullock; Chad Essick; Stephen Gruver; Ashley Lommers-Johnson; Ann Oshel; Onia Royster; Rebekah Shamberger; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Derwin Willoughby; Nicole Wilson; Michele Woodson; Meredith Yuckman

Not approved: None

Abstained: None

Bitfocus Update

Nicole Stewart gave a brief update on behalf of Eileen Rosa, the new CoC Lead Agency Director, who will be here for the next Board meeting. The County is exploring a new three-month contract with Bitfocus to continue the HMIS System Administration through the end of the fiscal year. Per the Charter, the Lead Agency must get approval from the Governance Board before signing the

contract. The Executive Committee will review and do a preapproval of the contract before the next Governance Board meeting since the contract will have started by the April Governance Board meeting . The Governance Board can then do final approval at the next meeting.

Data Advisory Committee (DAC) Work Plan - Vote

Thurston Alexander Smith, DAC Chair, introduced himself and presented the Data Advisory committee work plan to the board.

The three overarching goals are:

1) Review and approve the HMIS policies and procedures.

2) Support execution and operation of coordinated entry in HMIS

3) Address data quality issues affecting the CoC.

The objectives for these goals include creating a new draft of the HMIS P&P's, executing on changes needed to ensure proper implementation of CE in HMIS, and identifying sources of data quality issues.

Thurston Alexander Smith was asked to provide a background on what HMIS is and what It does. Peter Morris, of the Urban Ministries - HMIS Interim Lead, provided further background and update on Bitfocus/Clarity, the current HMIS system

Stephen Gruver asked if there could be two additional goals of the committee plan:

1) Work with the Collaborative Applicant in assisting the Governance Board in reviewing, understanding and addressing the System Performance Measures for our CoC.

2) Make a scoring question recommendation for the Funding Review Committee on data quality and on system performance measures.

Nicole Stewart called for a vote. Wayne Beatty made a motion to approve the Data Advisory Committee's work plan with the two additional recommendations from Stephen. Doris Bullock seconded. Motion was approved.

Approved: Wayne Beatty; Eric Braun; Doris Bullock; Chad Essick; Stephen Gruver; Ashley Lommers-Johnson; Ann Oshel; Onia Royster; Rebekah Shamberger; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Derwin Willoughby; Nicole Wilson; Michele Woodson; Meredith Yuckman

Not approved: None

Abstained: None*.*

Homeless Emergency Response Committee (HERC) Work Plan - Vote

Pastor Vance Haywood, Chair of HERC, introduced himself and presented the work plan. The core objectives are:

1) Establish and refine emergency response guidelines

2) Enhance crisis response systems

3) Expand shelter capacity and efficiency

4) Implement unified command structure

5) Improve health and safety protocols

6) Measure and report outcomes

He also reviewed the timeline of the plan.

- Q1 included initial planning and coordination and crisis training and workshops.
- Q2 includes health and safety protocols and a communications strategy.
- Q3 includes a mid-year data review and a unified command structure testing.
- Q4 includes winter shelter and emergency preparations and annual work plan submission.

Doris Bullock asked if the emergency response process is difference for hot weather vs cold weather. Vance Haywood stated that Wake County provides cooling stations and day shelter in libraries in extreme heat.

Nicole Stewart called for a vote. Eric Braun made a motion to approve the work plan as presented. Johnnie Thomas seconded the motion. The motion was approved.

Approved: Wayne Beatty; Eric Braun; Doris Bullock; Chad Essick; Stephen Gruver; Ashley Lommers-Johnson; Ann Oshel; Onia Royster; Rebekah Shamberger; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Derwin Willoughby; Nicole Wilson; Michele Woodson; Meredith Yuckman

Not approved: None

Abstained: None.

Nominations Committee Work Plan - Vote

Stephen Gruver, Chair of the Nominations Committee, introduced himself and presented the committee work plan to the board. The goals are:

1) Fill all governing board and committee seats.

2) Review the board application process and create job descriptions.

3) Effectively communicating expectations/responsibilities to all CoC roles.

Objectives include reviewing committee onboarding procedures and reviewing governing board onboarding packets.

Nicole Stewart called for a vote. Johnnie Thomas made a motion to approve the work plan as presented; Wayne Beatty seconded. Motion was approved.

Approved: Wayne Beatty; Eric Braun; Doris Bullock; Chad Essick; Stephen Gruver; Ashley Lommers-Johnson; Ann Oshel; Onia Royster; Rebekah Shamberger; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Derwin Willoughby; Nicole Wilson; Michele Woodson; Meredith Yuckman

Not approved: None

Abstained: None

Reminders

Governance Board meeting: April 3, 2025: 9:00-10:30 am at NC Works Career Center; 1830 Tillery Place, Suite B, Raleigh, NC

Membership meeting: March 24th from 2:00 - 3:30pm at Wake County Emergency Services Education Center – 221 S Rogers Lane, Raleigh, NC 27610.

Adjourned: 10:24 AM

Next Meeting

Date and Time: April 3, 2025; 9:00-10:30am

Location: NC Works Career Center; 1830 Tillery Place, Suite B, Raleigh, NC