

Ad Hoc Charter Implementation Committee Meeting Minutes

1/8/2015

1:00 - 3:00pm

Conference Call

Present: Maura McCauley, Ellen Ray, Nancy Radner, Larry Smith, John Cheney Egan , Connie Bacon

Approval of Agenda and Minutes – Ellen reviewed the agenda. Nancy moved to approve the minutes. John seconded. Minutes were approved.

Committee Composition, Recruitment and Leadership Update – Shilpa Bavikatte from UW has agreed to join the committee to fill the private funder slot and will join us at our next meeting. Ellen will reach out to her to get her up to speed on committee work to date. Ellen plans to reach out to Latino Policy Forum for the key stakeholder and Ken Nickele regarding the at-large slot. John is talking to people from state agencies for the public slot.

Continued Discussion of Committee Guidance – Membership priorities were finalized at last meeting and were sent to Richard Rowe (Chair of Membership Committee). Membership Committee used those priorities to frame their work. Ellen will send CA Committee duties to John Pfeiffer (chair of CA committee).

Collaborative Application Committee Duties (CA) --- The group reviewed the draft Collaborative Applicant duties that Ellen prepared and added additional details. Duties include:

- Develop and maintain the Collaborative Applicant MOU
- Define an annual and a three year evaluation plan of the CA using guidelines to developing their evaluation tool the information found in Article 10, Section 1 found on pages 23 and 24 when evaluating the collaborative applicant.
- Define an annual and tri-annual MOU review process that includes feedback from CoC, Board, Collaborative Applicant committee and Collaborative Applicant
- Define and lead a process to determine whether to open up a competitive process. If competitive process is needed, committee defines that process and leads it.
- Re-select the collaborative applicant or develop a competitive process to select a collaborative applicant before December 31, 2015 – goal is to have confirmation of the CA at the fall CoC meeting. Process needs to be agreed upon by the full governing body, but recommendation gets made by the CA committee.
- Define an Collaborative Applicant – Provider MOU and manage the process of collecting them for UFA status
- Develop Board Reports for annual and tri-annual processes
- Develop a process for resolving stakeholder challenges of decisions made by the Collaborative Applicant.
- Submit work plan with timelines for required duties to the Board, per Charter guidelines.

Old business – Ellen reported that the Planning Council PC accepted the committee’s motions for the slates of the HEARTH FOTG and New Projects Selection Committees.

Continued review of committees -- Group decided to review committee guidance and to decide which committees should be focused on. We decided look at existing committees first as they are seeking immediate guidance on workload and transition issues. The following lists include guidance that needs to be added to the responsibilities already stated in the charter.

- System Performance and Evaluation
 - Use 2015 PIT Count Data to conduct an annual gap analysis that is presented to the board. First analysis could happen after June 2015.
 - Develop CoC System Performance metrics and standards. Once established, evaluate CoC performance and provide report to the Board.

- HMIS
 - Selection and evaluation process will mirror CA selection process (above) using Article 10, Section 5. Goal of confirming HMIS Lead agency at fall all –CoC meeting.
 - Develop and maintain HMIS MOU—start by reviewing the Interim HMIS charter that is an appendix to the Charter.
 - Ensure written agreements with HMIS agencies and process of collecting them.

Motion on the PC-EC Executive Committee – Ellen reported that the Planning Council voted on the original motion for the PC Executive committee and postponed the vote on this committee’s friendly amendment. Ellen worked with Richard Rowe, chair of the membership committee, to address concerns that were raised about the friendly amendment and proposed the following motion:

- The board should elect interim officers consistent with the Charter (Chair, Vice Chair, Secretary, Treasurer) from currently seated Planning Council Executive Committee members with the exception of the At-Large Position, which would be filled at the recommendation of the membership committee.
- The current balance of power that includes, 2 LEC representatives, 2 SPC representatives, and 2 Government representatives, would not be altered.
- According to the rotation in the Charter contained in Article 4, the PC Chair would proceed in the following way: Public Funder, Consumer, Service Provider, Key Stakeholder and Private Funder. Therefore, John Cheney-Egan would be nominated to serve as Interim Chair.
- Therefore, currently seated PC-EC members available for consideration for the remaining interim officer positions include: Connie Bacon (LEC), Felix Matlock (SPC), John Pfeiffer (Government), Ellen Ray (SPC) and Richard Rowe (LEC).
- However, Charter Committee Co-Chairs are encouraged to forgo officer seats to serve the Executive Committee in an advisory capacity over this transitional year. Those members include: John Pfeiffer (Government), Ellen Ray (SPC) and Richard Rowe (LEC).

Nancy recommended adding dates for how long the interim roles last. Ellen will add that to the motion. Maura recommended that the motion is introduced as a joint motion with the Membership Committee. The group agreed to the motion with those recommendations.

Meeting Frequency, Mode and Dates for 2014/2015

- February 5th
- March 5th
- April 2nd
- May 7th
- June 4th
- July 2nd
- August 6th
- September 3rd
- October 1st
- November 5th
- December 3rd

The dates overall work. Ellen will confirm locations – intent is to meet at the Alliance if available. All meetings will be from 1-3 pm.

Next Steps and Work Plan for Next Meeting

Next meeting, the committee will continue work reviewing committee responsibilities for specific guidance beyond the broad guidance given in the charter. For next meeting, the committee will review Plan 2.0 committees. Also, Ellen asked that members consider which committee(s) you would be willing to serve as a liaison to for the transitions. We will focus on current committees first.

Adjournment – at 2:48 pm

Minutes submitted by Maura McCauley.