

Ad Hoc Charter Implementation Committee

11/14/2014

2:30pm – 4:30pm

All Chicago Offices, 651 W. Washington Ave, Suite 504

Minutes

Members present:

Connie Bacon (LEC Representative - by phone), Fred Friedman (LEC Representative), Larry Smith (LEC Representative), Ellen Ray (SPC Representative), Nancy Radner (SPC Representative), Maura McCauley (ESG Recipient), John Cheney Egan (State Agency Representative), Randal Doubet-King (Advisory from Governance and Structure Steering Committee), Lisa Mayes-Lillig (Advisory from All Chicago)

A quorum was present. All attendees introduced themselves and answered a rounds question. The agenda was reviewed and it was pointed out that the All Continuum of Care meeting in February should be added to next steps.

Randall Doubet King provided an overview of the process/contexts that led to the adoption of the Charter. He outlined the following:

- It's been an over a 2 year process.
- Some significant points of context: HEARTH Act passed, Merger of Emergency Fund and the Alliance to End Homelessness, Plan 2.0 was developed.
- March 2013 the Governance and Structure Steering Committee was formed.
- There was HUD assigned technical assistance that was provided throughout the process.
- The Charter was adopted June 25, 2014.

Nancy Radner asked about the key differences between the way we operate now and the way we will need to operate.

- Membership is different
- Composition of the Board and Committees are different
- Expands to purpose of the Continuum of Care to be beyond HUD funding and makes it responsible for the coordination of resources broadly to end Homelessness in Chicago.
- Broaden the scope of and funding (ideally) for the Continuum of Care.
- New processes around formalizing transparency, inclusion and openness.
- Clarifies the relationship between the Collaborative Applicant and the Continuum of Care. Power resided with the Governing Board.
- Executive Committee Governing Board changes are significant and the term and rotation of the Chair changes.
- Conflict of Interest is also much more seriously considered and a process is outlined.

The group discussed the Committee Objectives and Priorities and discussed each at length.

- Most broadly: This group has been charged with defining the priorities, plans and timetable to bring the continuum in line with the Charter.
- Specifically: Providing guidance for the formation of new committees and a staging of how new committees will need to be formed, providing guidance for existing committees and the

Governing Board on how to stage a transition into compliance with the Charter, and for defining the technical assistance and tools for Charter Compliance and monitoring. It was also discussed that the committee could help recommend how committees would be staffed.

- It was discussed that it is the committees role to create infrastructure for implementation and not to do the work of implementing various policies.
- It was discussed that as the Committee does its work, groups currently meeting and convening would be encouraged to continue their efforts and address pressing business. The requirements of the charter, while important, will be secondary.

The Committee roster was reviewed. Composition and Recruitment for the four open seats available were discussed. Key stakeholder, at-large, funder, and public agency are the slots still open. Specifically, members discussed how to develop further diversity, to bring in others than the “usual suspects” and to develop the inclusion outlined in the Charter. A number of names were floated. Members were advised to send potential members for the open seats to Ellen at eray@hpsschanginglives.org so that recruitment could be coordinated. The discussion on the second co-chair was tabled until the December meeting.

Meeting Frequency, Mode and Dates for 2014/2015 were briefly discussed. Meetings will likely be monthly, could be by phone or e-mail and work between sessions will likely be needed. December date options are December 11, 2014 from 3pm – 5pm or December 15 from 3pm – 5pm. Ellen will follow-up with those not present to confirm at time. Lisa will look into whether the Alliance offices are available to host. Ellen will send out a survey to solicit the best day each month to schedule a standing meeting for 2015. Dates will be voted on at the December Meeting and published thereafter.

The work plan for next meeting was discussed. Two pre-work items need to be completed prior to the next meeting:

- Looking at aligning the current 18 committees with those outlined in the Charter (Lisa Mayes Lillig offered to draft this document for next meeting).
- Reading the charter for relevant information on Committees, the Governing Board, first year tasks and Sundown information (ending 12/31). Ellen Ray will e-mail out a form we can use to organize notes on our reading for consolidation.

At the next meeting the work will be:

- Developing a standardized tool for committees to analyze their committee in relationship to Charter transition, define their scope and responsibilities, and outline their power.
- Developing a phased transition structure and timeframe for committee and Governing Board transitions in 2015.

Additionally it was discussed that there are a few other things to keep in mind:

- February All-Continuum meeting would focus on initiating new members and would be kick-off for a membership campaign. Membership committee should take the lead on prepping for this meeting and will need to define membership prior to that point in time.
- Fall All-Continuum meeting would be ideal for elections.
- We need to remove draft form the Charter and publish a final version with ratification date.

The meeting was adjourned at 4:30pm.