

## Ad Hoc Charter Implementation Committee Meeting Minutes

2/5/2015

1:00 - 3:00pm

All Chicago Office

**DRAFT**

Present:

Members: Maura McCauley, Nancy Radner, Larry Smith, Fred Friedman , Connie Bacon, Shilpa Bavikatte, Paul Hamann,

Lisa Mayse-Lillig (All Chicago Staff), Randall Doubet King (Advisor and secretary du jour)

### **1 - Agenda and January Minutes Approved**

**2 - Committee Composition, Recruitment and Leadership Update** – Shilpa Bavikatte joined us. Paul will nudge Ellen to reach out to Latino Policy Forum for the key stakeholder. Nancy will follow up with Ken Nickele regarding the at-large slot. John is talking to people from state agencies for the public slot.

**3 - Continued Discussion of Committee Guidance** – Guidance has been sent to Collaborative Applicant and Membership Committees. Agreed that the AHCIC (Ad Hoc Charter Implementation Committee) should monitor the progress of committees in following the guidance.

AHCIC voted to send all relevant committees and the Board the task lists and remind everyone of the responsibility to submit work plans to the Board.

### **4 - Interim Board of Directors tasks and guidance.**

a. AHCIC will forward to the Interim Board a modified task list. Specifically:

- Committees collect and submit conflict of interest forms
- Develop a process for Chair/Co-Chair election
- Work Plan development
- Dissemination of material to the Secretary and committee membership within 7 days of meeting
- Submission of the approved meeting minutes within 7 days and posting to the website
- Meeting schedule posted for the year to the website
- Committee Policies and Procedures submitted to the Board
- Ensure transparency
- Manage voting

- Enforcement of attendance policy
- Provide orientation to new committee member
- Track attendance and take action as needed

b. In addition, AHCIC recommend that the Governing Board give priority to the following tasks:

- Appoint a non-voting Parliamentarian
- monitor and vote on scope of work, including timeline, from each committee
- Establish a process for tracking Charter related issues in preparation for annual Charter review

### **5 - Plan 2.0 Committees, tasks and guidance:**

a. All five committees should receive general task list.

b. Recognized that committees have different challenges in relating to the CoC and the charter:

- **Plan Advisory** and **Employment** are making progress in adapting and fit naturally into the structure. Lisa is working with PA and Ellen with E.

- **Youth.** Current structure was created outside of the CoC. Maura will work with as they decide how they will relate.

- **Coordinated Access.** Maura is working with CA. Heavily provider right now. Considering what sort of CoC committee structure would be useful moving forward.

- **Advocacy.**

### **6 - Membership:**

Address the issue of what it means to be a member either as a Provider or a Person of Lived Experience. Specifically, what is the expectation of participation in Commissions of Persons of Lived Experience or Providers who become members of the CoC.

And a corollary concern as the Nominating begins its work: the need to address the matter of the relationship of the Commissions and the Committees to filling seats on committees. Specifically, who is responsible to identify Providers and People of Lived Experience and how do we make certain that there is feedback to the commissions.

### **7 - Appeals Committee:**

AHCIC recommends that the Governing Board immediately appoint a 5-6 member committee to handle appeals for the 2015 CoC applications.

AHCIC recommends that consistent with the charter (Article VII, Section 2) the Governing Board appoint a 12 member Appeals Committee that would serve as a pool for creating panels for various appeals that may be brought during the year.

**8 - Conflict of Interest Form:** AHCIC asked Lisa to create a form that would provide the appropriated Charter language defining conflict and provide space for individuals to list any potential conflict areas and sign the document attesting to having read the policies. Subject to review by AHCIC members, the document would be made available at the February 18 Governing Board meeting.

**9 - Deferred:** One agenda item was deferred until the March meeting.

- ACTION PLANNING: Tools/written resources for Committees & “Adoption” of existing committees by individual Implementation Committee members for TA provision in tandem with written resources/documents

**10 - Adjourned at 3 PM**

Submitted for review,

Randall Doubet King

Meeting Dates for 2015

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