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| Chairperson:  | Lisa Cruden |
| Meeting Attendees: | Erin Banchoff, Kenya Brown, Jeffrey King, Wende Randall, Angela Gillisse, Jesica Vail Also Present: Nancy Oliver |
| Time Convened: | 2:00 pm | Time Adjourned:  | 3:30 pm |
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| **Approval of Agenda** |  |
| Motion by: | Erin | Support by: | Kenya |
| Amendments |
| Added in discussion of Steering roles and setting priorities of the CoC in Steering |
| Conclusion |
| Agenda approved with modifications |
| **Approval of Minutes** |  |
| Motion by: |  | Support by: |  |
| Amendments |
| Changes were noted for both February and March minutes. Both sets will be brought to the May meeting for approval then.  |
| Conclusion |
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| Action Items | Person Responsible | Deadline |
| Update minutes for February and March 2018 | Jesica |  |
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| **Steering Council Special Election for Vice Chair** |  |
| Discussion |
| The group discussed holding an election at Steering to fill the open seat for Vice Chair. This would follow the Steering Council logic in that for these seats the individual is elected, not the agency. It would be helpful to have this outlined in the Charter. Jesica will ask Steering for nominations this week. There was further discussion about Nancy’s attendance at the meeting today, as Christina’s seat is not transferable. She confirmed that she was not there with intention to be voting.  |
| Conclusions |
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| Action Items | Person Responsible | Deadline |
| Send out a call for nominations | Jesica | 4-13-18 |
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| **Code of Conduct Update** |  |
| Discussion |
| Along with other Governance Charter updates, we can put adding more detail to the code of conduct in the Charter on the list to go on the full Governance Charter update along with other updates. Add Grievance Policy to the list of updates needed to be made Discussion about having it added to the Cahrter changes at the April 26 full CoC meeting.. Governance Charter has to be voted on in April CoC meeting in support of held Steering seat for the Youth Action Board on 4/26. Concern was expressed over disjointedness of Governance amendments and three month re-evaluation period. Jesica outlined the current process with engaging with youth on YAB and that we need to proceed with caution asking them to rush through process to inform Governance Charter before they feel comfortable in their understanding of the CoC. Suggestion that we talk to Steering about more realistic timeline beyond 3 months. Arbor Circle will present update at Steering on 4/20 and this piece will be included.  |
| Conclusions |
| Updates will be made on the Code of Conduct in time for either June or August CoC meeting, along with a Grievance Policy.  |
| Action Items | Person Responsible | Deadline |
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| **Committee Overhaul Group** |  |
| Discussion |
| The explanation of why this process has stalled is that the committee’s scope has creeped into a full system redesign, preventing them from outlining a simpler committee realignment. One doesn't need to be contingent on the other. Erin wants people to understand roles and responsibilities and who reports what up to who. Some groups function well, others not so much. The original intention was to meet over 2 months, determine what committees we currently have and how to put that on paper - what their purpose is, who they report to. Jesica explained the morphing that has happened with this group and the distractions that were presented. Ultimately, we need the organic nature of our committees to be reflected in governance charter. Re-name the group so it's more focused. Recommended that Executive make a recommendation to Steering of proposed structure. Jesica suggested we aren't prepared yet. Jeff said Executive would like to see what Jesica drafted, make a recommendation to the group based on this. Jesica will set up meeting.  |
| Conclusions |
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| Action Items | Person Responsible | Deadline |
| Jesica send to Executive draft of committee structure recommendation, bring to workgroup with task to get something to Steering |  |  |
| Have Committee Chairs review  |  |  |
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| **Updates** | **[Presenter]** |
| Discussion |
| A. Youth Homelessness Demonstration Program (YHDP) A first draft went out for review and a second draft is being worked onThree Youth Action Board interest meetings - 4/9 and 4/10 - went well, provided great feedbackYHDP will be prepared to submit on Friday except for perhaps MOU from state DHHS. Discussion about Youth Lead agency and who really is responsible for bringing together youth committee group. Jesica explained the email she sent cancelling the April 13 meeting to push out the meeting for the youth committee group. It was too close to the application deadline to begin to reorient the group to next steps post grant submission. Chair expressed that she didn't know that AC was going to take role from HQ. Jesica shared language from the RFQ this group put out and explained that the Lead Agency led the committee post grant submission in the 2016 process as well. The CoC will begin planning a youth PIT count after submission. B. Strategic Plan: Jesica is hearing from partners that they perhaps are more interested in larger systems change and is uncertain about direction to take with creating a plan. Executive is responsible for leading effort along with anyone from Steering who is interested in joining. This may be difficult considering the tone at Steering and the tension within the CoC. A question was ask if we need mediation before we begin strategic planning. Suggestion that we prepare more prior to taking this discussion to Steering; iif we can more clearly identify roles and responsibilities that should alleviate some of the problems. If Executive can make recommendations At the beginning of the next Steering meeting we can say we recognize that the meetings have been heated and what we are putting in place are clarifications of roles and responsibilities and getting materials out early. Need to talk about people’s roles and who they represent at the Steering table. In the May Executive talk about the Strategic Plan timeline to bring to Steering.C. Housing Connection Center: 733 Bridge Street in the old St. James rectory, bridge housing for those housing searching. Starting with Veterans, increasing to families and youth. Add to Steering agenda |
| Conclusions |
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| Action Items | Person Responsible | Deadline |
| Strategic Planning on May agenda |  |  |
| Housing Connection Center on Steering agenda |  |  |
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| **Meeting Adjourned** |  |
| Discussion |
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| Conclusions |
| Meeting adjourned at 4:05pm |