



## Wake CoC Governance Board Meeting

March 25, 2021

**Board Members Present:** Allison Strickland, Ann Oshel, Barkley Sample, David Harris, Decorba White, Denis Elliott, Edward Barberio, Janine Saunders, John Niffenegger, Kathy Johnson, Kelsey Mosley, Mary Mosley, Melody Battle, Michelle Mazingo, Natalie Mabon, Sharon Bond, Wendy Clark

**Board Members Absent:** Chandra Hyacinth, Katie Gonzalez, Lamont Taylor, Marni Cahill, Nicole Wilson, Priscilla Batts

**Raleigh Wake Partnership Staff Present:** Kim Crawford, Jasmin Volkel, Jenn Von Egidy, Crystal Folmar

**Interested Parties Present:** Whitney Patterson, Thuan Huynh, Alice Lutz, Amanda Renfroe, David Breen

### Agreements

The following agreements were presented at the 2021 Onboarding Retreat and presented again here as a reminder for working together.

- Be mindful of how much you're talking—seek to make room for the voices of people with lived experience, be mindful of your own privilege and power as you are talking.
- Own your intentions and your impact—you might say something well-intentioned that is hurtful to another person. Rather than being defensive about it, strive to hear how what you said impacted the other person. It's important to be able to hold each other accountable as leaders and to be accountable to the community.
- Refrain from using acronyms—Remember to explain concepts and acronyms; if you hear lingo that you're not familiar with, feel free to ask for clarification.
- No one knows everything, together we know a lot.
- Don't cut others off when they are talking—please also remember to monitor your own amount of time talking.
- Be respectful of confidentiality—you will have your own experiences to share either through lived experience or as an employee. Be mindful of whose stories you're sharing—allowing people in the room to disclose how much they want to share of their own experiences if anything.
- Leave egos at the door—talking about system improvements can sometimes make us feel defensive of our own programs. While we all work hard and have good intentions, there is always more to learn and improve upon.
- Cameras on so we can begin to build community.

## **Approval of Onboarding Retreat Minutes**

Staff solicited questions or comments.

- Kathy Johnson asked a clarifying question.
- A motion was made to approve the minutes [Mosley, White]. All in favor, none opposed. The motion passed by unanimous consent.

## **Open Business**

### **Conflict of Interest Policy**

The Conflict of Interest Policy applies to CoC Members, Committee Members, and Board Members

- A conflict may exist in circumstances in which a member or director's actions may have preferential impact upon the agency/entity employing the member or director.
- A conflict may exist if you receive any financial interest, gifts, or favors.
- CoC Members, Committee Members, and Board Members have a duty to Disclose any actual or possible COI.
- Members of the CoC and Committees will need to complete a COI Statement. The CoC Governance Board shall review COI Statements to determine if a conflict exists.
  - Voting Members of CoC should recuse themselves from any decision.
  - Board Members and Committee Members should recuse themselves from discussion and decision.

Discussion:

- Mary Mosley and Denis Elliott asked clarifying questions around gifts and favors. Whitney Patterson commented that there could be a dollar amount that is tied to a conflict of interest. Also, consider if it is something available to anyone or the board member specifically.
- A motion was made to approve the Conflict of Interest Policy [Elliott, White]. All in favor, none opposed. The motion passed by unanimous consent.

Next Steps:

- Notify all CoC voting members of new COI policy and send statement to be completed.
- Membership committee or Executive Committee will review any conflicts.

### **Board Officer Elections**

We are currently looking to fill both the Board Chair and Vice Board Chair Seats.

**Board Chair:** We are looking for someone with experience serving in the CoC to serve as our Board Chair.

### Board Chair Duties

- Preside at Board meetings

- Preside at Membership meetings
- Develop agendas together with Collaborative Applicant
- Speak on behalf of CoC
- Sign CoC written communications

**Vice Chair:** Denis Elliott is interested in serving as the Vice Chair. He has lived experience and a professional background as a military veteran and working in social services sector.

- Fulfill functions of the Chair when Chair is unavailable
- Serve as Chair of the Membership/Nominating Committee of the CoC

Discussion:

Positions need to be filled quickly so the CoC Governance Board can move forward with the Memorandum of Understanding between the CoC and Raleigh Wake Partnership to End Homelessness.

- Mary Mosley suggested we have a deadline prior to our April 22 Board Meeting to get the seats filled.
- Janine Saunders recommended we wait so we can think about it.
- The Chair and Vice Chair position will serve for 2 years.
- A deadline was set for April 8<sup>th</sup> to show interest. If no one shows interest, we will proceed with a Nomination Form.
  - Barkley Sample suggests that a nomination form would not be helpful if persons are not interested in serving.
  - Mary Mosley asked that more information about the position be included.

## Committees

The CoC will pull together the following committees first: Executive, Funding Review, and Lived Experience.

- Board Members should express their interest in the Committees they want to serve on by contacting Jenn and [Jvonegidy@partnershipwake.org](mailto:Jvonegidy@partnershipwake.org).
- Each committee will have different meeting frequencies.
- The Committees in the CoC Governance Charter are:
  - Executive
  - Funding Review
  - Data Advisory
  - Lived Experience
  - Racial Equity
  - Coordinated Access System
  - Membership
- Workgroups and Committees may be added by the CoC Governance Board.

## New Business

### Wake County CoC 2021 Priorities

Our technical assistance providers through HUD, Whitney Patterson and Thuan Huynh, created the following priorities by combining the CoC requirements to be compliant with HUD and also by adding the Board’s goals for the first year. Whitney presented the following table:

### Wake County CoC 2021 Priorities

CoC Structure
System Planning/Data
System Coordination/Implementation

#### March – May, 2021

Activities	Responsible Committee/Group
CoC Board onboarding and first meeting scheduled  <b>(February/March)</b>	Raleigh Wake Partnership staff and HUD TA facilitate onboarding
Develop MOU between the CoC Governance Board and Collaborative Applicant, HMIS software, and HMIS Lead Agency  <b>(March)</b>	Task group of CoC governance board with Raleigh Wake Partnership staff draft MOU to be approved by CoC governance board
Establish program and population outcome targets for evaluation purposes*  <b>(April)</b>	Use weekly CoC meetings in April to review baseline data and establish targets per program model and populations
Submit Point In Time and Housing Inventory Count to HUD  <b>(April)</b>	Shelter and housing providers submit HIC data; Raleigh Wake Partnership compile and submit data
Complete initial assessment of system-wide and individual project performance toward established targets*  <b>(May)</b>	Present to Funding Review committee for feedback  Present to CoC Governance Board for preliminary approval (prior to NOFA and make adjustments after NOFA is released)
Conduct preliminary gaps analysis (e.g., basic comparison of housing inventory to annual need)*  <b>(May)</b>	Raleigh Wake Partnership staff with HUD TA (and CoC task group?)

<p>Establish CoC Committees</p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Lived Experience</li> <li>• Data Advisory Committee</li> <li>• Coordinated Access</li> <li>• Funding Review</li> <li>• Racial Equity</li> <li>• Membership</li> </ul> <p><b>(April - May)</b></p>	<p>CoC members join committees to be facilitated by Raleigh Wake Partnership staff with support from HUD TA</p>
<p>Coordinated Access</p> <p>Review existing policies and procedures for compliance with HUD requirements and draft priority list for revisions</p> <p><b>(April – ongoing)</b></p>	<p>HUD TA reviews existing P&amp;P for compliance with HUD requirements;</p> <p>Coordinated Access Committee (in partnership with Lived Experience and Equity committees) facilitated by Raleigh Wake Partnership staff and HUD TA begin drafting revisions for the tools, processes, and prioritization;</p> <p>CoC Governance board reviews and approves recommendations from committee</p>

**June – August, 2021**

<b>Activities</b>	<b>Responsible Committee/Group</b>
<p>CoC NOFA</p> <p>Draft a rating tool and ranking strategy to be used for this year's CoC NOFA*</p> <p><b>(June)</b></p>	<p>Raleigh Wake Partnership staff in collaboration with the Funding Review Committee recommend tool and prioritization method for preliminary approval by CoC Governance Board (will need to be revisited when NOFA is released).</p> <p>The tool will factor in CoC-developed outcome targets and preliminary gaps analysis data.</p>
<p>CoC NOFA</p> <p>Support CoC Program grant recipients in drafting their applications; draft Collaborative Application; conduct rating and ranking of renewal and proposed projects</p> <p><b>(June – TBD depending on when NOFA is released; NOFA open for 3 months and expected to be released this summer)</b></p>	<p>Raleigh Wake Partnership staff will:</p> <ul style="list-style-type: none"> <li>• Complete and publish Grant Inventory Worksheet</li> <li>• support CoC applicants in submitting their project applications</li> <li>• recruit and train potential applicants for new funding</li> <li>• recruit Funding Review Committee members</li> <li>• Complete the Collaborative Application</li> <li>• Facilitate the Funding Review Committee</li> </ul> <p>Funding Review Committee will:</p> <ul style="list-style-type: none"> <li>• Review and score renewal and new funding applicants</li> </ul> <p>CoC Governance Board will:</p>

	<ul style="list-style-type: none"> <li>Review and approve funding recommendations</li> </ul> Manage grievance process if needed
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**September – November, 2021**

<b>Activities</b>	<b>Responsible Committee/Group</b>
Identify key sticking points/roadblocks and their root causes to prioritize systems change  (October/November)	Host action sessions with people with lived experience and housing/service providers to identify barriers and the stories behind system data  Raleigh Wake Partnership and committees synthesize feedback and present to CoC Governance board for priority areas that might result in: <ul style="list-style-type: none"> <li>Changes in Written Standards</li> <li>Coordination across funders to support alignment and build out needed system capacity</li> <li>Changes in coordinated access and service coordination processes</li> <li>COVID-specific and longer term housing and service plans</li> <li>Participate in related HUD Community Workshop</li> </ul>
Longitudinal Statistical Analysis (LSA) data submission  (anticipated Fall/Winter)	Raleigh Wake Partnership HMIS staff upload and clean LSA data
Point In Time Count/Housing Inventory Count Plan PIT Count/HIC methodology and processes  (November/December)	PIT task group? Facilitated by Raleigh Wake Partnership staff

**December 2021 – February 2022**

<b>Activities</b>	<b>Responsible Committee/Group</b>
PIT/HIC Conduct PIT Count/review HIC  (January)	CoC members facilitated by Raleigh Wake Partnership
Begin implementing systems change priorities  (January/February)	

**Ongoing:**

Establish new committees and task groups as needed and receive their reports  
 Communicate transparently and effectively with the CoC Membership and other key constituencies involved in ending homelessness.

## **Discussion:**

- Melody Battle asked how the Board can best get in touch with Whitney or Thuan to ask questions. She also wanted to know how they could help create the MOU
  - Whitney stated the Board can reach out directly and does not necessarily have to go through the Partnership staff. HUD has contracted a lot of time for them to provide TA to get the CoC process running. Whitney stated they could pull information from around the country, so a MOU doesn't need to be created from scratch.
- Melody Battle asked about the timeline to sign up for a HUD workshop. Whitney stated that the deadline for Spring workshops has passed but that a Fall workshop may work better for our CoC's timeline since our workload is heavy in the Spring.

## **Memorandum of Understanding (MOU) Workgroup**

The workgroup will be charged with creating a Memorandum of Understanding between Wake CoC and Partnership that lays out the expectations of the Partnership in the following roles:

- Collaborative Applicant
- HMIS Software
- HMIS Lead

The workgroup will be short-term and focused on creation of the MOU. We need 3-4 Board Members to serve. Whitney will facilitate the group and will use examples from other CoCs. The draft will be presented to the Board April 22 and will need to be approved by CoC Board. The following Board members signed up for the MOU Workgroup: Decorba White, Denis Elliott, Melody Battle, and Natalie Mabon.

## **2021 CoC NOFA Planning**

HUD has not released any official statement regarding when the CoC NOFA will drop for 2021. However, Partnership staff is looking ahead at what we need to have in place as a CoC.

## **CoC Eligible Projects:**

- Supportive Services Only-Coordinated Entry
- HMIS
- Rapid Rehousing
- Permanent Supportive Housing
- Domestic Violence Bonus Projects
  - Coordinated Entry
  - Joint THP-RRH

## **FY20 Allocation**

- There was not a 2020 NOFA. Awards from 2019 were carried over to 2020 due to the Pandemic. Awards were revised to reflect updated Fair Market Rent (FMR).
- 3,709,738 was awarded to Wake CoC for the following:

- HMIS
- SSO-CE
- Planning
- Rapid Rehousing
- Permanent Supportive Housing

### **2021 Planning-initial steps**

- Recruitment of new projects
- Partnership staff to review 2019 Application and score.
- Provide data in weekly CoC Meetings to get feedback on outcome targets of renewal application.
- Plan gaps analysis with the Data Advisory Committee

### **CoC 2:00 Membership Calls**

Partnership Staff will provide a new workflow to adapt to the onboarding of our CoC Board, Committees, Provider meetings, and workgroups.

- Prevent meeting fatigue
- Still provide avenue for providing updates and system-level conversations

April 22nd meeting Partnership staff will bring ideas for the workflow to include:

- Meeting timeline
- Consistent Agenda
- New avenue for providing community updates

### **Ending Homelessness Academy**

Over the course of 6-7 months, the Raleigh Wake Partnership is offering a menu of homelessness response topics that will provide participants excellent foundational knowledge and strategies for ending homelessness in Wake County. Trainings are free and provided through a collaboration with national experts at OrgCode.

Upcoming Trainings

- Data is a Four Letter Word on April 6<sup>th</sup> at 2:00 P.M.
- Trauma Informed Care on April 22 at 2:00 P.M.

Register at: <https://partnershipwake.org/ending-homelessness-academy/>

**Next Meeting: Thursday, April 22, 2021 5:30-6:45 P.M.**