

**GEORGIA BALANCE OF STATE CONTINUUM OF CARE BOARD
MEETING MINUTES
Atlanta, Georgia
January 21, 2015**

Present

David E. Blackwell
Shannon Candler
Sule Carpenter
Carmen Chubb
Sister Elizabeth Greim
Mike Kraft
Bill McGahan
Eric McGhee
Pat McNally
John R. Moeller
Monica Parker
Jennifer Shearin (Teleconference)
Ann Shirra
Lejla Slowinski
Randy Welty
Brian Williamson

Collaborative Applicant Staff

Jonathan Cox
Tina Moore
Dave Totten
Don Watt
Shawn Williams
Amy Zaremba

Support Entity

Lindsey Stillman Barranco, Ph.D., Cloudburst Group

Guests

Lakeisha Cramer, Family Promise Gwinnett
Mary Davis, Salvation Army Georgia Division
Prudence Farrell, Pathways Community Network
Tommy Phillips, Pathways Community Network
Katheryn Preston, Georgia Alliance to End Homelessness

Absent

None

Don Watt noted that as this is the inaugural meeting of the Balance of State Continuum of Care Board, the Board does not have an official chairman and then requested that Board Member Carmen Chubb open the meeting.

The Georgia Balance of State Continuum of Care Board (the "Board") meeting was called to order by Board Member Carmen Chubb at 1:11 p.m.

Carmen Chubb welcomed board members and thanked them for answering the call to serve on the Board for the Balance of State Continuum of Care (CoC), which covers 152 counties in Georgia. Ms. Chubb briefly discussed State (State Housing Trust Fund for the Homeless Commission) and Federal (CoC) resources and the Department of Community Affairs' (DCA) role as Collaborative Applicant.

Ms. Chubb noted that Dr. Lindsey Stillman Barranco would be arriving soon in order to provide a brief training on the HEARTH Act and Continuum of Care program. Ms. Chubb suggested moving the action items on the agenda down, and then requested that attendees and members introduce themselves.

Members of the Board, the Collaborative Applicant staff, and members/guests introduced themselves. There was no comment from members and guests. Board Members introduced themselves and discussed geography covered and their expertise. There was some discussion on the Governor's Re-entry initiative and DCA's experience and work in addressing homelessness in Georgia.

Ms. Chubb called on Don Watt to review the meeting schedule. Mr. Watt noted that a corrected meeting schedule was in the packet distributed to the Board. The proposed standing meetings days are the fourth Wednesdays in May, August, and February, and the third Wednesday in November. Mr. Watt also noted that special called meetings would be necessary during the competition in order to approve the application submission.

Mr. Watt then discussed the 2013 Report on Homelessness (handout). Mr. Watt noted that the Point-in-Time Count is mandated under CoC regulations, and the Balance of State (BoS) Homeless Count is on the week of January 26, 2015. There are 22 service providers serving as homeless count coordinators for a service-based count (in 70 counties), who will then submit the data to Kennesaw State University (KSU). KSU will process, compile and de-duplicate the data. The data will then be combined with census data in order to build the statistical model that uses variables to predict the number of homeless people in counties where there was not a physical count. Mr. Watt discussed the second survey for providers, which will be used with data from the Homeless Management Information System (HMIS) in order to determine the number of individuals and families staying in emergency shelter and transitional housing programs on the night of the count. There was some discussion on the different definitions of homelessness between HUD programs and the Department of Education. Dr. Lindsey Stillman Barranco arrived and discussed work with the City of Atlanta, who will be using the same survey and methodology as the BoS CoC in order to collect more accurate data.

Carmen Chubb then introduced Dr. Lindsey Stillman Barranco, who works with The Cloudburst Group, a designated HUD technical assistance provider. Dr. Barranco provided the Board with an overview of the HEARTH Act and the Continuum of Care (CoC) Program. Dr. Barranco reviewed the purpose of a CoC and the HEARTH legislation. She discussed changes to the CoC as a result of the HEARTH Act; CoC roles as they relate to CoC membership; CoC Board requirements; the role of the Collaborative Applicant; and CoC responsibilities and functions. There was some discussion on the role of private businesses in the CoC, jobs, and business support. Other discussion included HMIS, Pathways, non-funded providers use of HMIS, and the requirement of other federal programs to use HMIS that include Health and Human Services (HHS) and Supportive Services for Veteran Families (SSVF) programs.

Moving to the action items of the agenda, Don Watt requested that the Board nominate a Chair and Vice Chair. Monica Parker made a motion to nominate Carmen Chubb as Chair and Shannon Candler as Vice Chair. Ms. Parker noted both Ms. Chubb and Ms. Candler's knowledge of and experience in leading the Continuum of Care and Emergency Solutions Grants programs. Brian Williamson seconded the motion, and John Moeller moved to close nominations. Mr. Watt called for the vote, and the nomination of Carmen Chubb as Chair and Shannon Candler as Vice Chair passed unanimously. Board member Jennifer Shearin was participating by teleconference throughout the meeting, however due to technical difficulties she was not able to participate in any of the votes.

Chairman Chubb called on Don Watt to review committee appointments for two of the standing committees. Mr. Watt noted that the Membership and Rules Committee is the committee that provides checks and balances for the BoS CoC, develop the Conflict of Interest and Code of Conduct Policy, and oversees the board selection. Mr. Watt also discussed responsibilities of the Standards, Rating, and Project Selection Committee, which include the development of written standards, design of the Collaborative Applicant process for requesting CoC funding, measuring performance for all types of housing, and oversight of the PIT methodology. Referring to a handout in the materials, Mr. Watt presented the proposed committee members and requested approval from the Board, noting that recommendations for the other two standing committees are pending. There was some discussion

around South Georgia representation on the Standards, Rating, and Project Selection Committee. Lejla Slowinski nominated Lakeisha Cramer from Family Promise of Gwinnett for the Standards, Rating, and Project Selection Committee, and Ms. Cramer accepted and was added as a fourth proposed member. DCA staff will reach out to David Blackwell to further discuss and select a representative from South Georgia. There was a question on how to assure objectivity of the members of the Standards, Rating, and Project Selection Committee, and Jonathan Cox clarified that the role of the committee is to provide oversight of policy, strategy, and process, but not project selection or ranking of specific projects. Chairman Chubb also noted that under the Governance Charter, committees will develop strategies and present them to the Board for approval.

A motion to approve the proposed committee appointments for the Membership and Rules Committee was made by John Moeller and seconded by David Blackwell. The motion was passed unanimously.

A motion to approve the proposed committee appointments for the Standards, Rating and Project Selection Committee, as amended, was made by David Blackwell and seconded by John Moeller. The motion was passed unanimously.

Chairman Chubb called on Don Watt who asked for approval of the 2015-2016 Board Meeting Date Schedule. The Board approved the following meeting dates.

BoS CoC Board Meeting Dates	
<i>Date</i>	<i>Location</i>
May 27, 2015	Atlanta
August 26, 2015	Atlanta
November 18, 2015	Atlanta
February 24, 2016	Atlanta

Chairman Chubb called on Don Watt to provide a Balance of State CoC update (handout). Mr. Watt first reviewed recommended updates to the Governance Charter (handout). Mr. Watt reviewed the proposed updates including a revision to the date to end of chronic homelessness to align with the change to the federal goal; removing names of specific agencies for board appointments (for clarification); clarification of board term lengths (3 years each) with initial group staggered (3, 4 & 5 years); and adding clarification to language on a quorum and voting. These updates follow work with the Interim Membership and Rules Committee, who determined at the last meeting that these changes were not considered substantial, so they will not require a full membership vote. There was some discussion around the need of an assigned proxy as well as the need for a quorum. Amy Zaremba discussed the process of assigning a proxy vote, which would require a board member to notify DCA in writing (or by email) of their to assign a proxy. This notification would also need to indicate whether it was being given for a specific vote or for all meeting votes (each request would only be effective for one meeting).

A motion to approve the Governance Charter with noted updates was made by John Moeller and seconded by David Blackwell. The motion was passed unanimously.

Mr. Watt also reported that there is a full membership meeting scheduled for Wednesday, February 25, 2015, in Forsyth, Georgia. A webinar is set for the following day for members who are unable to attend the Forsyth meeting. The agenda is still being determined.

Chairman Chubb asked if there was any new business. Hearing none, the meeting was adjourned at 2:32 p.m. The next regular meeting of the Board will be held on May 27, 2015, (1:00 P.M.) in Atlanta, Georgia.

Signature

Title