

GA Balance of State CoC Membership and Rules Committee Meeting**May 20, 2015 / 11:00 – 12:30 PM**Go-To-Meeting Conference Call (<https://global.gotomeeting.com/join/909094389>)

Meeting Notes

Welcome and Introductions – Tina Moore, Continuum of Care Program Coordinator, Office of Homeless and Special Needs Housing

*Attendance:***Members Present:**

John Marria, PhD, DBA, Housing Authority of the City of Cairo; South GA PHA

Evan Mills, MSW, Advantage Behavioral Health Services; Northeast GA

Stuart Mullis, Valdosta-Lowndes Habitat for Humanity/South GA Partnership to End Homelessness; S GA

Don Watt, Department of Community Affairs; Office of Homeless and Special Needs Housing

Members Not Participating:

Cynthia Patterson, Governor's Office of Transition, Support and Reentry; Central GA

Collaborative Applicant Staff:

Tina Moore, Department of Community Affairs

Amy Zaremba, Department of Community Affairs

Support Entity:

None

This meeting of the Interim Membership and Rules Committee began at 11:04 A.M.

Tina Moore welcomed everyone and thanked Committee Members for attending. Ms. Moore noted that Cynthia Patterson would not be able to attend due to her required attendance at the Governor's Office of Transition, Support, and Reentry Conference.

Amy Zaremba introduced the first agenda item, Standards, Rating, and Project Selection Committee Appointment. Ms. Zaremba reviewed a description of the proposed fifth member to be recommended to the Board for the Standards, Rating, and Project Selection Committee, whose duties include the provision of oversight of policy, strategy, and process during the competition. Following Board recommendation for this seat to a representative of South Georgia, and Ms. Zaremba noted that Collaborative Applicant staff recommended Denise Sellars, Community Services Director of Southwest Georgia Community Action Council, to fill the fifth seat.

Motion to approve the appointment of Denise Sellars to the Committee was made by Stuart Mullis and seconded by John Marria. The motion was passed unanimously.

Amy Zaremba then reported that Brian Williamson, one of the State Housing Trust Fund for the Homeless (HTF) Board Member representatives has retired. The HTF has appointed a replacement representative for the CoC Board. Ms. Zaremba noted that the HTF occupies two seats on the Board, and they have appointed John Ellis to replace Mr. Williamson.

Georgia Department of Community Affairs

Approved Governance Charter and other related information available at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

Motion to approve the State Housing Trust Fund for the Homeless appointment of John Ellis to the Board was made by Don Watt and seconded by Evan Mills. The motion was passed unanimously.

Tina Moore introduced the next agenda item, which was an update to the Voting Policy. Ms. Moore reviewed the update, which includes the addition of policy of Regional At-Large Board Member vacancies. There was some discussion around voting for "At-Large" Board Members.

Motion to approve the Voting Policy as updated was made by John Marria and seconded by Don Watt. The motion was passed unanimously.

Tina Moore introduced the final agenda item, which was the approval of the proposed Conflict of Interest and Recusal Policy and the Code of Conduct Policy. Ms. Moore reported on work with sub-committee members, Stuart Mullis and John Marria, in the development of the draft Conflict of Interest and Recusal and Code of Conduct Policies. Ms. Moore then reviewed the draft policies with the Committee noting the edited recommendations submitted by DCA's Director of Legal Services. The Committee reviewed recommended edits to the Conflict of Interest and Recusal Policy and had no changes. For the recommended edits to the Code of Conduct Policy, there were further discussion and edit suggestions around the "Review of Charges of Violation of the Code of Conduct" section. During the meeting, it was noted that Amy Zaremba will make the suggested edits to the Code of Conduct Policy, and Collaborative Applicant staff will send the final draft out to the Committee for a vote. Follow up notes with the results of the vote will be added to these minutes.

The meeting was adjourned at 11:59 AM.

Follow up to the meeting:

The following final draft documents were sent out to the Committee by email on Wednesday, 5/20/15 at 7:51 PM:

- BoS Code of Conduct Policy – draft with updates 5-20-15
- BoS Conflict of Interest and Recusal Policy – draft with updates 5-20-15

There was no further discussion from Committee Members. The Committee was asked to vote yes or no to each of the following:

1. I vote to approve the Conflict of Interest and Recusal Policy for the Georgia Balance of State CoC.
2. I vote to approve the Code of Conduct Policy for the Balance of State CoC.

Through email, a majority of the Committee voted to approve both policies as updated.

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