




Chicago Continuum of Care Board of Directors Meeting  
Chicago Community Trust  
225 N. Michigan Ave - #2200  
Chicago, IL 60601  
February 20, 2019  
9:30am – 11:30am

AGENDA

- |      |  |          |
|------|--|----------|
| I.   | Welcome, Introductions/Roll Call – Commissioner Lisa Morrison Butler   | 9:30 am  |
| II.  | <input checked="" type="checkbox"/>  Consent Agenda Items – Commissioner Lisa Morrison Butler | 9:35 am  |
|      | a. February Meeting Agenda   |          |
|      | b. December Board Meeting Minutes  |          |
|      | c. CoC Action Agenda Work Plans ( <a href="#">Action Work Plans- Feb 2019</a> )  |          |
|      | d. CoC Board Committees  |          |
|      | i. Scopes of Work  |          |
|      | ii. Finance Committee Report   |          |
|      | iii. Collaborative Applicant Committee Report  |          |
| III. |  Executive Committee Report– Commissioner Morrison Butler                                     | 9:40 am  |
|      | a. UFA Survey Results Presentation – Carmelo Barbaro   |          |
| IV.  |  Collaborative Applicant Report – Dave Thomas   | 10:15am  |
| V.   | CoC Action Agenda Reports/Discussions  | 10:25am  |
|      | a. System Goals – Maura McCauley– 15 minutes   |          |
|      | • 2018 Report  |          |
|      | • Board Support for 2019 Goals   |          |
|      | b. Coordinated Entry Prioritization – Stephanie Sideman/Karen Kowal – 15 minutes   |          |
|      | • Presentation   |          |
|      | c. Pipeline Expansion/System Funding – Betsy Benito/Steve Gaydos – 20 minutes  |          |
|      | • Report Out on Preliminary Numbers  |          |
|      | • Request for Board Engagement   |          |
| VI.  | Public Comment Period – Commissioner Morrison Butler   | 11:15 am |
| VII. | Adjournment – Commissioner Morrison Butler   | 11:30 am |

= Voting item

 = Document included in Board packet

Chicago CoC Board of Directors Meeting  
City Hall  
121 North LaSalle Street  
Chicago, IL  
December 19, 2018  
9:30 a.m. – 11:30 a.m.

### **Minutes**

(Submitted by Julie McKelphin, All Chicago)

#### **In Attendance:**

**Board Members:** Fred Friedman, Larry Smith, Gwendolyn Turner, Audrey Thomas, Janel Forde, Christy Prah, Ruth Coffman, Marc Magill, Commissioner Julie Morita, MD, Mark Ishaug,

**Alternates:** Dorothy Yancy, Robert Cunningham, Kenneth Burnett, Pete Toepfer, Alisa Rodriguez, Bryan Esenberg, Megan Spitz

**Action Agenda Co-Lead Project Managers:** Maura McCauley, Dave Thomas

**Guests:** Joan Bundley (Parliamentarian), Dr. Sanja R. Stinson, Chris O'Hara, Sherri Allen-Reeves, Steve Gaydos, Sharon Cargile, Stephanie Socall, Jennifer Miller-Rehnfield, Katie Durrah, Jackie Edens, Adam Rogers, Debbie Culpepper, Debbie Reznick, Danny Gutman, Maral Fernandez

#### **Agenda Items**

**I. Welcome/Introductions/Roll Call**

Meeting was called to order by Vice Chair Applegate at 9:34 a.m.  
Introductions of Board Members and audience members were made.

**II. Review of Consent Agenda Items**

Consent Agenda items were passed unanimously.  
Motion to recommend All Chicago's role as Collaborative Applicant continue in 2019 with a new MOU was approved unanimously.

**III. Finance Committee**

The Fiscal 2019 budget was presented and approved unanimously.

**IV. Chicago Dashboard to End Homelessness**

Maura presented the System Goals Dashboard to update progress.

**V. Governance Discussion**

The Board approved a new structure for committees of the Board for 2019. Under the new structure it streamlines CoC Board governance activities into four Board committees: Executive, Finance, Board Affairs, and System Operations and Performance (SOP). There will be a Collaborative Applicant Subcommittee of the SOP committee. Each board committee will prepare scopes of work to define its

annual responsibilities and areas of oversight and submit to the board for review by February 2019.

The CoC Board voted to approve the creation of an ad-hoc charter committee to conduct its work in the first part of 2019 and make recommendations at the June All CoC Meeting.

**VI. Action Agenda Updates**

Dave recapped the December All CoC Meeting.

The 2019 Point In Time (PIT) Count methodology was approved unanimously.

Betsy Benito gave an overview on the Pipeline Expansion Financial Modeling.

**VII. Public Comment Period**

**VIII.** The Board adjourned at 11:35 a.m.

### **Board Committees (Beginning in 2019)**

The new committee structure:

- 1) Streamlines CoC and Board governance activities into four Board committees;
- 2) Supports better connections across related activities;
- 3) Moves implementation activities of some legacy committees into the CoC implementation work structure;
- 4) Creates more efficiency in staffing for board committees and implementation work groups; and
- 5) Offers the opportunity for CoC members currently participating in governance committees to spend more time in implementation work groups where a wide range of voices, expertise, and leadership is needed.

The board committee structure consists of the following governance committees: Executive, Finance, Board Affairs, and System Operations and Performance (SOP). There will also be a Collaborative Applicant Subcommittee of the SOP committee. Each board committee will prepare a new scope of work to define its annual responsibilities and areas of oversight and submit to the board for review and refinement by February 2019.

Board members (including alternates) may only serve on one committee at a time. Nominations for committee slates will be made in early January. Minimum and maximums listed on the committee chart are for board member participation. Each committee will also create a plan to engage non-Board members in their work which will be communicated to the CoC for additional recruitment purposes.

<b>Board Committee</b>	<b>Board Committee Composition</b>	<b>Activities</b>
<b>CoC Board Executive Committee</b>	<p>1) Five board members representing the diversity of the Board:</p> <ul style="list-style-type: none"> <li>• 1 seat: ESG Recipient,</li> <li>• 1 seat: Lived Experience Commission,</li> <li>• 1 seat: Service Providers Commission,</li> <li>• 2 seats consisting of representation from other constituencies on the Board, i.e. key stakeholders, private funders, government representatives, Mayor's Office</li> </ul> <p>2) 3 seats for chairs of other Board Committees</p> <p>3) Co-System Project Managers will participate as non-voting members and provide technical assistance.</p>	<p>1) Guide agenda for CoC Board and semi-annual all-CoC meetings</p> <p>2) Provide Board leadership around communication between the Board and CoC membership</p> <p>3) Provide Board leadership in ensuring CoC planning is consistent with local and federal policies governing homeless assistance.</p>
<b>Finance</b>	<p>1) A minimum of three (including one LEC and one SPC member) and maximum of five board members.</p> <p>2) Chair must be a Board member.</p> <p>3) CFO or a representative of the CoC Membership Fiscal Agent shall participate as a non-voting member and provide technical support.</p>	<p>1) Annual CoC Budget</p> <p>2) CoC Financial Policies</p> <p>3) Review and Approval of CoC Application</p> <p>4) Review and approve workgroup requests to use membership dues</p>
<b>Board Affairs</b>	<p>1) A minimum of three (including at least one LEC and at least one SPC member) and maximum of five board members.</p> <p>2) Chair must be a Board member.</p> <p>3) Co-System Project Managers will participate as non-voting members and provide technical assistance.</p>	<p>1) Board and Board Committee Nominations</p> <p>2) Board Orientation</p> <p>3) Charter Amendments</p>

<p><b>System Operations &amp; Performance (SOP)</b></p>	<p>1) A minimum of six people and maximum of 10 people: (including at least one SPC and one LEC member)</p> <ul style="list-style-type: none"> <li>• three board members</li> <li>• three at-large CoC members</li> </ul> <p>2) Up to four additional members can be added in pairs (board member plus at-large CoC member).</p> <p>3) Chair must be a Board member.</p> <p>4) CEO of the CoC Lead Agency will participate as a non-voting member and provide technical support.</p>	<p>1) Lead Agency MOUs (Collaborative Applicant, HMIS, Coordinated Entry System)</p> <p>2) Annual Administrative Evaluation of Lead Agencies</p> <p>3) System Data Dashboard</p> <p>*The HMIS Committee and Coordinated Entry Workgroups will continue their work as part of the CoC implementation infrastructure. However, the governance functions (e.g. MOUs &amp; Administrative Evaluation) will be overseen by the SOP Committee.</p>
<p><b>Collaborative Applicant Subcommittee of SOP (reports into the SOP Committee)</b></p>	<p>1) Current members from the 2018 Collaborative Applicant Committee.</p> <p>2) Must include Board members.</p>	<p>1) Development and execution of Collaborative Applicant MOU.</p> <p>2) Annual administrative evaluation of the Collaborative Applicant.</p> <p>3) RFP process every three years, if necessary.</p> <p>4) Appeals</p>

**Ad-hoc Charter Committee**

The CoC Board at its December meeting voted to create an ad-hoc board committee, known as the Charter Committee, to fulfill the following tasks: 1) a national scan of CoC charter best practices; 2) update the Charter to fully reflect the new CoC governance; and 3) formally address the inclusion of Youth Advisory Board participation on the CoC Board slate. The committee will be comprised of four Board members and four at-large CoC members and chaired by a member of the Board. The Committee will conduct its work from January to May 2019 and will make a determination about when formal charter revisions related to the above tasks will be brought forth to the full CoC. The Committee is also charged with collecting public comment on proposed changes in advance of any vote on charter revisions.

## **2019 CoC Board Committees**

### **Executive Committee**

Commissioner Lisa Morrison-Butler - Chair  
Ben Applegate - Vice Chair  
Richard Rowe  
Audrey Thomas  
Anna Lee

### **Finance Committee**

Jeri Lynch Linas  
Mary Howard  
Robert Cunningham  
Richard Rowe

### **Board Affairs Committee**

Christy Prah  
Mark Ishaug  
Larry Smith  
Fred Friedman - c

### **System Operations & Performance (SOP) Committee**

Otha Gaston  
Evelyn Diaz  
Peter Toepfer  
Carmelo Barbaro/Ruth Coffman  
Gwendolyn Turner  
Commissioner Julie Morita

### **Collaborative Applicant Subcommittee of SOP**

Ken Burnett  
Dorothy Yancy

**Chicago Continuum of Care Board of Directors  
System Operations & Performance Committee  
Scope of Work**

<b>Month</b>	<b>Deliverable</b>	<b>Actions</b>	<b>Timeline</b>	<b>Notes</b>
February	1. Identify the Committee Chairperson	<ul style="list-style-type: none"> <li>The committee members will select a member to become chairperson.</li> </ul>	At the February committee meeting	
	2. Non-Board Members are Recruited for the Committee.	<ul style="list-style-type: none"> <li>Each committee member will recruit one individual with system operation and performance leadership experience from their network.</li> <li>The individuals' name; contact info; and a brief bio will be submitted to the Committee Chair via email.</li> <li>New committee members will be notified of the 2019 meeting dates and begin participation at the March committee meeting.</li> </ul>	<p>By February 22</p> <p>By February 28</p> <p>By March 4</p>	
	3. Define Relationship and Expectations with the Collaborative Applicant Subcommittee	<ul style="list-style-type: none"> <li>Conduct meeting with current Collaborative Applicant Subcommittee (CAS) co-chairs.</li> <li>Develop Scope of Work regarding the Collaborative Applicant with the CAS co-chairs.</li> <li>Present CAS Scope of Work to SOP Committee.</li> </ul>	<p>By February 28</p> <p>By February 28</p> <p>March SOP Committee Meeting</p>	



March	<p>1. Establish System-Level Dashboard</p>	<ul style="list-style-type: none"> <li>Review existing system dashboard.</li> <li>Gather input from CoC Board and CoC implementation project managers regarding essential system-level data points.</li> <li>Oversee build-out of revised system-level dashboard.</li> <li>Determine a process to review data regularly and report to CoC Board</li> </ul>	<p>By March 15</p> <p>By March 15</p> <p>By April 17</p> <p>By April 17</p>	
March	<p>2. Establish Communication with Key Implementation Teams/Workgroups</p>	<ul style="list-style-type: none"> <li>Conduct meetings with Coordinated Entry leadership and HMIS Committee chairpersons to define roles and responsibilities.</li> <li>Develop structures for at least bi-monthly communication between SOP Committee and Implementation Teams/Workgroups to help inform SOP decision-making.</li> </ul>	<p>By March 15</p> <p>By March 15</p>	
	<p>3. Execute MOUs with Lead Entities (All Chicago and CSH)</p>	<ul style="list-style-type: none"> <li>Review existing MOUs.</li> <li>Revise MOUs, as appropriate.</li> <li>MOUs are signed by Lead Entities and CoC Board Chair.</li> </ul>	<p>By March 15</p> <p>By March 30</p> <p>By April 17</p>	
May	<p>1. Establish Evaluation Protocol for Lead Entities</p>	<ul style="list-style-type: none"> <li>Review existing evaluation protocols for lead entities.</li> </ul>	<p>By May 15</p>	