



<b>BOARD COMMITTEE DESCRIPTION</b>	The Executive Committee is responsible for: (1) Setting and timely dissemination of the agenda for CoC Board meetings, including regular updates on the work of Committees. (2) Setting and timely dissemination of the agenda for the all-CoC member meetings. (3) Providing Board leadership in ensuring clear and effective lines of communications between the Board and CoC members and stakeholders. (4) Providing Board leadership in ensuring that CoC planning and implementation is consistent with requirements articulated by HUD in 24 CFR Part 578 and other directives, with applicable federal, state, and local laws, and with the direction of strategic implementation plan. (5) Overseeing the activities of the CoC's Implementation Structure (6) Reviewing appeals and grievances of CoC members.
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AGENDA ITEM	TIMING	PERSON FACILITATING
<input checked="" type="checkbox"/> Approve Agenda and Minutes	5 min	Ben
All CoC Meeting in December <ul style="list-style-type: none"> <li>- Agenda Items:               <ul style="list-style-type: none"> <li>o Slate for CoC Board 2021 (Voting Item for All CoC Meeting)</li> </ul> </li> <li>- Discussion/Voting Items for CoC Board Exec Com               <ul style="list-style-type: none"> <li>o <input checked="" type="checkbox"/> Can we get a COVID exemption for second 2020 meeting?</li> <li>o If yes, we could hold a vote on slate via ballot.</li> <li>o If no, we would suggest some voting process changes.                   <ul style="list-style-type: none"> <li>▪ Since it is not planning to be contentious, can we just do a poll vote and not care about membership only voting?</li> </ul> </li> </ul> </li> <li>- If holding a meeting, proposed date is Dec 17 or 18, virtually, mid-day.</li> </ul>	15 min	Nicole
CoC Implementation Structure Changes for 2021 <ul style="list-style-type: none"> <li>- Reminder: New CoC Charter outlines oversight of CoC IS</li> <li>- <input checked="" type="checkbox"/>  Proposal for Discussion: Approving changes for CoC IS</li> <li>- Preview of Changes and Community Engagement Plan</li> </ul>	35 min	Nicole
Next Meeting – Need to confirm date <ul style="list-style-type: none"> <li>- Next Meeting Goals – Set Dec CoC Board Agenda; approve CoC IS Changes for Board Decision</li> </ul>	5 min	Nicole



<b>BOARD COMMITTEE DESCRIPTION</b>	<p>The Executive Committee is responsible for setting and timely dissemination of the agenda for CoC Board meetings, including regular updates on the work of Committees; for setting and timely dissemination of the agenda for the two annual all-CoC member meetings; for providing Board leadership in ensuring clear and effective lines of communications between the Board and CoC members and stakeholders; and for providing Board leadership in ensuring that CoC planning and implementation is consistent with requirements articulated by HUD in 24 CFR Part 578 and other directives, with applicable federal, state, and local laws, and with the strategic direction of Plan 2.0.</p> <p>The Executive Committee will be responsible for setting and upholding process decisions to determine which issues go to the Board for official vote, and for determining when the need for action is sufficiently urgent as to require either an unscheduled meeting, or a vote by the Board on a matter which was not included on the publicly disseminated meeting agenda, or action by the Board without a meeting. In the interest of transparency, the rationale for such decisions should be communicated to the CoC membership and stakeholders along with the outcome of such actions.</p>
<b>ATTENDEES</b>	<p>Ben Applegate (Chair, At Large Member), Carmelo Barbaro (SOPC Chair, At Large Member), Ken Burnette (SPC Member), Fred Friedman (Board Affairs Committee Chair, LEC Member), Richard Rowe (LEC Member)</p>
<b>BRIEF SUMMARY OF DECISIONS MADE</b>	<p>The Executive Committee approved the following:</p> <ul style="list-style-type: none"> <li>• The All CoC Meeting Agenda and Meeting protocols.</li> <li>• To postpone the Finance Committee activities for the remainder of 2020.</li> <li>• The Ranking Policies Committee slate.</li> </ul>

<b>ACTION ITEMS (INCLUDING ANY AREAS OF UNFINISHED BUSINESS)</b>	<b>PERSON / PARTY RESPONSIBLE</b>	<b>TIMELINE</b>
Send reallocation policy to agencies it would most affect.	Nicole	Before CoC Board Meeting
Fill seats for and convene the Ranking Policies Committee	Nicole	By November
Communicate all CoC meeting agenda and meeting protocols to CoC	All Chicago	By week of 10/12

**Agenda Items**

<b>AGENDA ITEM</b>	Approve Executive Committee Meeting Agenda and Minutes
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	<p>No opposition to the meeting agenda.</p> <p>CoC Executive Committee Minutes from August voted to approve. Fred voted present.</p>

<b>AGENDA ITEM</b>	
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	<p>Nicole reviewed the agenda, voting items, voting process, and procedures.</p> <p>There was discussion regarding new members and organizations that want to join for voting purposes. Fred moved to pass agenda, seconded by Ken, agenda passed.</p> <p>Nicole reviewed the proposed meeting and voting protocols. The Executive Committee agreed to the following changes:</p> <ul style="list-style-type: none"> <li>• On item number ten, Fred proposed 30 minutes each instead of 10.</li> <li>• It was suggested on item number 5 that at the meeting they will do GoToWebinar platform for 10 minutes and then switch to phone for 10 minutes and go back to GoToWebinar.</li> <li>• It was agreed that on item number 1 the motions will come from BAC and SOPC/CAC.</li> </ul>

<b>AGENDA ITEM</b>	Reallocation Policy Review
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	Nicole reviewed and highlighted main sections. It was agreed not to put out for public comment. Nicole will send out to the five agencies so they are aware that it will be brought to the Board. Nicole will add to the CoC Board agenda.

<b>AGENDA ITEM</b>	Board Affairs
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	<p>CoC Charter Next Steps – Fred stated he is very close to the proposed revised charter and still reviewing comments. A meeting is scheduled for Oct. 12 and he expects to have the revised charter to present to Board.</p> <p>Vice Chair Role – LEC will do in two processes. Vice Chair will become the Chair next year.</p>

<b>AGENDA ITEM</b>	SOPC
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	MOUs for CES and HMIS are underway.

<b>AGENDA ITEM</b>	Ranking Policies Group Slate Composition Approval
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	Nicole reviewed the proposed slate. Richard proposed that that LEC should have four seats and YAB two seats. There were no opposition to add the extra seats.

<b>AGENDA ITEM</b>	Finance Committee
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	<ul style="list-style-type: none"><li>• Postponing 2020 meeting and duties – There was no opposition to postpone.</li><li>• Suspending 2021 membership dues – It was agreed that the decision should be made by the Finance Committee in January 2021.</li></ul>

<b>AGENDA ITEM</b>	Racial Equity Group Meeting Summary and Next Steps
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	<p>In the process of looking for a consultant to help.</p> <p>There was a conversation on the difficulties of what the focus area should be and who's prospective this will be coming from. It was agreed to add this item to the CoC Board agenda.</p>

<b>AGENDA ITEM</b>	Next Board Meeting Agenda Draft
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	Nicole will e-mail a draft agenda.

DRAFT

## **2021 CoC Implementation Structure**

### **For Executive Committee Discussion**

#### **Proposal for Approving 2021 CoC IS Changes**

Throughout 2020, as the CoC responded to the COVID-19 crisis by having each agency flex its muscles and pivot endlessly to solve dozens of new problems created by the pandemic, the CoC Implementation Structure Lead Project Managers, and Line of Action Project Managers worked diligently to adjust work plans and continue working on needed areas to make change in our system's response. Mid-year, All Chicago launched a community feedback process to gather input from CoC Members on how the Implementation Structure could be improved or adjusted to meet the needs of the day. That, combined with several strategic planning meetings with the CoC Implementation Structure Line of Action Project Managers has led us to a solid proposal for a 2021 CoC Implementation Structure that adjusts our CoC's priorities to those most necessary to achieve our system goals.

The CoC Charter (see excerpts below) states that the Executive Committee of the CoC Board is responsible for overseeing the activities of the CoC Implementation Structure. And that the Executive Committee determines what CoC IS activities need to be brought to the board for discussion or decision making.

Since the 2021 CoC Implementation Structure proposal suggests changes, we recommend that the CoC Board approve the changes at its December 2020 or February 2021 Meeting. The changes include the following:

- Changes to the Lines of Action themselves, including less lines of action
- Changes in the way work that falls outside of a Line of Action is part of the CoC Implementation Structure (to make it more intentionally connected)
- Clarity around decision making and enhanced communication structures

#### **Possible Motion**

To ensure this decision is captured in the minutes, a CoC Executive Committee Member would have to make a motion that is passed by the Executive Committee. A motion could be, **"I move that the CoC Executive Committee approve the CoC Implementation Structure Changes first, and then send them to the CoC Board for a vote of affirmation."**

#### **Community Engagement for CoC IS Changes**

All Chicago is publishing the CoC Implementation Structure 2021 Guide that will lay out the proposal for 2021 for public comment in December. We will ensure that any public comments are reviewed by the CoC Implementation Structure team and responded to. We are hosting at least 5 community strategy sessions, including one for the CoC Board where we will share a proposal for 2021 and get feedback as well.

#### **Excerpts from Updated CoC Charter CoC Executive Committee Responsibilities**

The revised [CoC Charter](#) was adopted in October 2020, and contains a new section related to the CoC Implementation Structure.

**ARTICLE 4: Executive Committee, Other Board Committees and Officers, SECTION 3: The Executive Committee (Page 15)**

The Executive Committee is responsible for...Overseeing the activities of the CoC's Implementation Structure (See Article 6).

#### **ARTICLE 6: Strategic Implementation Plan and CoC Implementation Structure (Page 21)**

The actions of the CoC will be governed by a strategic implementation plan developed by key stakeholders and approved by the Board. This plan stands on the key pillars of:

- Improving efficiency by creating a work structure that aligns with the actions needed to end homelessness
- Fostering collaboration and communication within the CoC by working together toward clearly established goals and benchmarks
- Being responsive to the people in our system
- Bringing more resources into our system, and
- Ultimately preventing and ending homelessness.

The working structure to achieve these goals is referred to as the CoC Implementation Structure (and previously known as the Action Agenda). The work of the CoC Implementation Structure is organized into various lines of action, each with an infrastructure of working groups. These lines of action and working groups are coordinated by the System Lead Project Managers in consultation with the Executive Committee. Each line of action will have its own work plans and reporting procedures, which will be monitored by the System Lead Project Managers. **The System Lead Project Managers will regularly review the progress of the lines of action with the Executive Committee. The Executive Committee will determine what activities of the CoC Implementation Structure need to be brought to the Board for discussion or decision making.**