



Minutes Submitted by: Chantelle Branch and Nicole Bahena

<p>BOARD COMMITTEE DESCRIPTION</p>	<p>The Executive Committee is responsible for:</p> <ul style="list-style-type: none"> • Setting and timely dissemination of the agenda for CoC Board meetings, including regular updates on the work of Committees, as well as for the two annual all-CoC member meetings • Providing Board leadership in ensuring clear and effective lines of communications between the Board and CoC members and stakeholders and 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. • 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. • Reviewing progress of the CoC Implementation Structure Lines of Action with System Lead Project Managers and determine which activities of the CoC Implementation Structure need to go to the Board for discussion or decision making.
<p>ATTENDEES</p>	<p>Fred Friedman (LEC); Ken Burnett; Michael Banghart (SPC); Richard Rowe (CSH); Brandi Knazze (DFSS); Debbie Reznick (Polk Bros.); Carmelo Barbaro</p> <p>Nicole Bahena (All Chicago); Chantelle Branch (All Chicago)</p>
<p>BRIEF SUMMARY OF DECISIONS MADE</p>	<ul style="list-style-type: none"> • Motion passed to approve meeting minutes. • Motion passed to approve agenda. • Motion passed to move December meeting to January 12th, 2022. • Motion passed to move All CoC Meeting to January 21st, 2022. • Motion to allow email vote on EHV's for CoC board and finish by Dec. 3rd, 2021.

ACTION ITEMS (INCLUDING ANY AREAS OF UNFINISHED BUSINESS)	PERSON / PARTY RESPONSIBLE	TIMELINE
Sign Conflict of Interest pro bono request	Richard Rowe	Within 1 week
Collect feedback via 30 minute briefing.	Nicole Bahena	Week of Nov. 29
Send out All CoC date changes and CoC Board December 15 th , 2021 meeting moved to Jan. 12 th , 2022.	Nicole	Within 1 week
Richard will sign the NFP application	Richard	1-2 days

Agenda Items

<p>AGENDA ITEM</p>	<p>Welcome – Richard Rowe</p>
<p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p>	

AGENDA ITEM	Approval of Today's Agenda
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	Motion to approve Agenda by Michael Banghart and seconded by Brandi Knazze.

AGENDA ITEM	Approval of prior meeting minutes
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	Motion to approve Special meeting minutes by Debbie Reznick and seconded by Michael Banghart.

AGENDA ITEM	Rescheduling of Coc Board meeting and All CoC Membership Meeting
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<ul style="list-style-type: none"> • Proposal for Jan. 5th or 12th for CoC Board meeting • Nicole suggested the rescheduling of the meeting due to an All Chicago conflict and have the last Board meeting in January 2022 and then the new 2022 Board will hold its first meeting in February 2022. • Debbie Reznick made the motion to move December meeting to January 12th, 2022 and for All CoC meeting moved to Jan. 21st. Seconded by Carmelo Barbaro. The Executive Committee also approved to extend the current CoC Board Member Slates through January to accommodate the moved CoC Board meeting.

AGENDA ITEM	Executive Committee Discussion and Decision Items
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<ul style="list-style-type: none"> • EHV's <ul style="list-style-type: none"> ○ The EHV working group is recommending adding one or two program model types to be able to submit referrals. ○ Nicole suggested to the EC that it is in their purview to decide whether it goes to the CoC Board or not and whether the CoC Board can vote via email or it requires a meeting. ○ Debbie's suggestion is that the vote via email makes sense and that she is comfortable with putting it to the CoC Board. She encouraged time for feedback. ○ Michael referenced approval of Debbie's suggestion. ○ Michael Banghart made the motion for the EC to allow the CoC Board to vote the email for and finished by Dec. 3rd, 2021. Carmelo seconded. ○ Carmelo referenced being clear in the briefing about not answering questions but bringing forth information to make a vote. ○ Debbie suggested a public shared document for questions and answers. • New Projects process debrief and Improvement process <ul style="list-style-type: none"> ○ Nicole referenced the debrief of where the process did not go well. What reparative work can be done?

- Debbie, Richard, Michael, Carmelo, and Fred are willing to be a part of the conversation to improve processes.
- Brandi suggested an overview and help everyone to become clear on the processes to how decisions are made.
- Nicole referenced that All Chicago applied, and an outside consultant was handling the process and this was a misstep. The process should be written and will be established in the future and sent out to the board to be approved.
- Debbie suggested looking at the suburban CoC and their implementation process.
- Brandi referenced acknowledgement of what went wrong and prepare for when things go wrong and brainstorm on the response of the people and walk-through solutions.
- Michael, Debbie, and Fred volunteered to be a part of the group that does a debrief with the New Projects panel. This group would put together a series of questions to the individuals who participated asking for feedback and have a section to read the response. Beginning in 2022.
- Richard suggested putting a communication out about the panel.
- Nicole suggested that Feedback should come from applicant's and CoC Board.
- Debbie suggested the EC creating a list of questions to collect information on the process from all applicants.
- Richard suggested having an all-inclusive conversation so everyone can acknowledge and express needs.
- Michael would like to take it to the SPC.
- Fred suggested including everyone in addition to board members.
- Ranking Policies debrief and Improvement process
 - Richard referenced the SPC conflict of interest.
 - Debbie suggested asking the attorney's feedback on the conflict of interest process and have the EC review it if a committee needs to be formed then the EC will proceed with the attorney's advice as to who should be on that committee; board approval.
 - Debbie referred the CoC to the *Chicago's Lawyer Committee for Civil Rights Under the Law* because they have an arm that provides pro bono support to nonprofit organizations. They assign attorneys based on experience to review necessary material.
 - Nicole asked, what is the scope of the consulting since it is bigger than what is in the application in the EC packet. She referenced that it would be helpful to understand what is actually needed and what should be asked.
 - Brandi asked should the review process go first with the attorney and then do the debrief with the members to show that an outside attorney review the process and determine if the process was followed that the EC outlines. Present the report and then have a discussion based on the report with the membership and take their feedback.
 - Richard's concern with Brandi's suggestion is timing.
 - Ken suggests independent outside reviewers. He suggests a virtual lunch and learn with Troy R. Quinn (Alliance Homelessness in South Suburbs-Chair) and Jennifer Hill to chat about best practices across CoC's.

	<ul style="list-style-type: none"> ○ Carmelo asked if there is another way to address the problem but is there a HUD process? ○ Debbie suggested for January’s meeting to figure out who will be the lead person to have the conversations and then having that person set them up for the EC. ● 2022 Board Strategic Planning <ul style="list-style-type: none"> ○ Richard referenced All Chicago applying for funding and not just being administrators as the future expands. ○ Will schedule EC meeting before the CoC board meeting. ○ Debbie suggests an extra facilitator with expertise at the planning meeting in early January before the board meeting.
	<ul style="list-style-type: none"> ● Debbie suggested someone from the EC should discuss what the committee is doing at the next board meeting.

AGENDA ITEM	Adjournment – Richard Rowe
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<ul style="list-style-type: none"> ● Debbie and the team thanked Richard for serving. ● Richard closed with well wishes for the coming holiday.