**Continuum Board Executive Committee**

**October 13th, 2016**

**9:00am-11:00am**

**City Hall (100 Holliday Street, 2nd Floor, Conference Room 2)**

Attendees: Jeff Hettleman, Tina Hike-Hubbard, Amy Kleine, Kevin Lindamood, Bill McLennan, Joe Wood

Other Attendees: Vidia Dhanraj, Dawn Kirstaetter, and Hannah Roberts (MOHS) and Judy Perlman and Darlene Mathews (Cloudburst)

1. **Welcome & Review Agenda**

Board Co-Chair, Bill McLennan, welcomed committee and opened meeting.

1. **Approve September Meeting Minutes**

Committee voted to approve September minutes.

1. **RFP Planning**

Board Co-Chairs reviewed recent discussions with the community on CoC goals and concerns and Cloudburst provided an overview of the recent RFP Design Team Meeting. The committee discussed the benefits of a community-led process.

The Committee also discussed plans for the upcoming Board and CoC meetings. The committee decided to include a survey option in the Continuum meeting notice to solicit additional feedback and will also disseminate information on best practices. The Committee developed plans to create a more participatory CoC meeting with opportunities for CoC members, especially Design Team members, to participate in the presentation of information.

The Committee also discussed tentative plans for the RFP process if the draft is approved for issuance, including the development of an RFP Review Team and relevant conflict-of-interest standards. The Committee further discussed the role of the Board in the planning and review processes. If the RFP is issued, the Committee agreed to use the December Board meeting to further train the Board members for discussion on the RFP.

1. **Governance Committee Updates**

The Committee reviewed updates on the plans for Board membership recruitment, nomination, and election processes. The Committee discussed options for the election process and developed a recommendation to be presented at the next Board meeting that the nominations be presented as a slate for approval by the Continuum.

1. **Open Floor and Announcements**

The Committee discussed the need for additional staffing capacity to support the Board and Continuum activities to be further discussed at the next Board meeting.

The Committee also discussed the City’s current efforts to address concerns about encampments.

1. **Planning for Upcoming Meetings and Important Dates**

The committee reviewed plans for the following upcoming meetings and important dates:

* + October 18th: Release of RFP Draft and Charter/Bylaws
  + October 20th: Continuum Board Meeting, 3-5pm
  + November 1st: Continuum Meeting, 2-4pm
  + November 10th: Continuum Executive Committee Meeting, 9-11am (*to be rescheduled)*