**Continuum Board Executive Committee**

**November 17th, 2016**

**3:00pm-5:00pm**

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

Attendees: Sister Helen Amos, Tina Hike-Hubbard, Amy Kleine, Kevin Lindamood, Bill McLennan

Other Attendees: Vidia Dhanraj, Terry Hickey, Dawn Kirstaetter, and Hannah Roberts (MOHS)

1. **Welcome & Review Agenda**

Board Co-Chairs, Tina Hike-Hubbard and Bill McLennan, welcomed committee and opened meeting.

Vidia Dhanraj, Director of the Homeless Service Program at MOHS, announced her plans for departure from the agency and discussed plans to support HSP staff transition efforts.

1. **Approve October Meeting Minutes**

Committee voted unanimously to approve October minutes.

1. **RFP Debrief**

Committee reviewed the results of the November Continuum meeting and voting related to the RFP planning process. Committee discussed benefits of the planning process, gaps in the current system, and the discontinuation of the RFP planning process and activities.

1. **Governance Committee Updates**

Hannah Roberts provided updates on behalf of the Governance Committee. The Governance Committee is conducting ongoing recruitment efforts to formalize Continuum membership. As of the meeting date, there are 36 official members.

The Governance Committee is also actively soliciting nominations for Board member positions with a submission deadline of November 28th. The Executive Committee discussed plans to increase communication about the nomination process and encourage additional community leaders and stakeholders to identify potential nominees.

At the December 19th Continuum meeting, the Governance Committee will facilitate an election process to select new Board members for terms starting in 2017.

1. **Additional Committee Updates**

Vidia Dhanraj stated that the activities of the Coordinated Access Committee progress with some continued delays related to technical assistance. Housing placements continue to be filled.

Amy Kleine confirmed ongoing work of the Resource Allocation Committee and discussed plans to present an updated budget report at the next meeting.

1. **Identifying Priorities & Next Steps**

Vidia Dhanraj identified and discussed upcoming priorities, including review of the Journey Home plan and the need to execute a gaps analysis. She also provided HSP staffing updates.

1. **Upcoming Meetings and Important Dates**

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

* + November 28th: Deadline for Board nominations
	+ December 8th: Executive Committee Meeting
	+ December 15th: Board Meeting
	+ December 19th: Continuum Meeting [including election]
	+ December 31st: End of current Board terms