**Continuum Board Executive Committee**

**June 16, 2016**

**1:00pm-3:00pm**

**7 E. Redwood Street, 5th Floor**

Attendees: Jackie Duval-Harvey, Tina Hike-Hubbard, Kevin Lindamood, Amy Kleine, Bill McLennan, Joe Wood

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

1. **Welcome & Review Agenda**

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

1. **RFP Planning**

Executive Committee reviewed draft RFP planning documents from Cloudburst, including tentative plans to develop a design team and selection team with appropriate conflict-of-interest policies to be developed for both teams. Enterprise may be available as a third party to facilitate the RFP process. Committee discussed the potential time, costs, and demands of the project and explored potential funding sources for the RFP process.

Committee unanimously voted to approve the RFP draft as a working guide and for Bill McLennan to negotiate with Enterprise. Tina Hike-Hubbard abstained from vote.

1. **Nominating: Board Membership and Vacancies**

Committee discussed need to recruit new Board members and proposed plans to assess current interest with a survey to check for departures and assess current Board composition needs. Co-chairs will draft an email to send to Board.

1. **Governance Committee Debrief and Next Steps**

Joe Wood provided updates from the Governance Committee, including plans to complete revisions to governance documents. Committee reviewed follow-up actions, including Board recruitment, committee/workgroup development, and Support Entity appointment and structure.

Board co-chairs formally appointed Executive Committee to continue in roles, with the addition of committee chairs.

Committee also agreed to add additional information to the Board email explaining Board roles and responsibilities and to solicit interest in chairing committees.

1. **Committee/Workgroup Formation**

Co-Chairs agreed to follow-up to address the concerns and needs of transitional housing and outreach providers.

1. **Open Floor**

MOHS Staff provided updates on communication with HUD regarding FY15 funding and the committee discussed strategies for incorporating feedback across the Continuum to improve performance during the next application. MOHS will provide relevant correspondence to the Board co-chairs.

HMIS policies and procedures have not yet been finalized, but will be provided to the Board upon completion for vote by email.

Minutes will be approved at next Executive Committee meeting and posted online.

1. **Schedule 2016 Executive Committee and Continuum Board Meetings**

The Executive Committee agreed to meet on July 14th at 10am with plans to meet at a regular time each month.

The Continuum will meet in June in order to address time-sensitive NOFA-related updates. The Board will participate in a webinar on June 28th.

Additional follow-up items will be addressed through email and in special meetings as needed (Resource Allocation strategy, Rating and Ranking, HMIS policies, RFP planning.