**Journey Home Board Executive Committee**

**May 19, 2016**

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

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

Attendees: Sister Helen Amos, Jackie Duval-Harvey, Jeff Hettleman, Tina Hike-Hubbard, Kevin Lindamood, Amy Kleine, Bill McLennan

Staff Attendees: Vidia Dhanraj and Hannah Roberts

1. **Welcome & Review Agenda**

Board Co-Chair, Bill McLennan, welcomed the committee and reviewed the agenda.

1. **Governance Charter & Bylaws Updates**

The Ad Hoc CoC Governance Committee’s reviewed progress and goals to review governance documents with the Board on May 26th, release to public on June 1st, and recommend a Board vote on June 6th in order to complete the annual review prior to the NOFA release. Committee discussed the importance of solidifying governance structure and ensuring a competitive CoC application.

1. **RFP Timeline Discussion**

Executive Committee introduced the possibility of an RFP process for the selection of the Collaborative Applicant and the need to look at best practices and timelines (5-7 months). Committee members discussed role of Executive Committee meeting in clarifying next steps for the Board, who would make final decisions on an RFP process. Committee discussed potential pros and cons of an RFP process and commented on the importance of an application process that is manageable by all.

Members suggested the June 6th Board meeting as an opportunity to discuss the next steps in Collaborative Applicant designation process, in addition to a summary of three steps for June 6th meeting- approval of charter, discussion of NOFA, and discussion of RFP process potential. Executive Committee unanimously agreed on a recommendations to the Board for an RFP process, with options to explore the development of a new nonprofit as a potential future option.

1. **Board Membership and Vacancies**

Co-chairs reviewed communication with the Cloudburst consultants and suggestions to begin the process of reconstituting the Board. A suggestion was made that inactive Board members receive an email to assess their interest in continuing work. Consultants also suggested recruitment to prepare for a potential RFP process.

1. **Review of Tier 2 Awards Announcement**

MOHS staff reviewed the Tier 2 awards announcement. Application score will arrive soon and will be available publicly. Members provided clarifications on the 2.3M net loss versus the 3.8M loss that has been public referenced and reflects the lost to what was anticipated by programs.

It was suggested that the Board should be leading discussion with the community about how to problem-solve. MOHS reviewed meetings with agencies and encouragement to programs to engage in CoC and with Board. A committee member also recommended Transitional Housing and Outreach workgroups, to be discussed in May 26th Board meeting.

1. **NOFA Planning**

Committee reviewed that MOHS had completed registration for May deadline with HUD. Committee suggested that in the May 26th Board meeting, clarification be given that MOHS registered with HUD for upcoming NOFA.

Members reported that a RAW meeting would occur on Monday and Board will be asked to review and approve a reallocation strategy in June 6th meeting. FY15 lead to a sizable increase in funding for planning and MOHS needs to and will move forward with hiring, as it would be detrimental not to use these funds.

1. **Open Floor**

Jackie Duval-Harvey thanked the Board co-chairs for their work.

Amy Kleine reviewed plans for RAW moving forward, developing a budget, and discussing current use of Journey Home funds, as well as the need to reconstitute the group eventually. RAW will present at Board meeting.

Bill McLennan discussed plans for the gala to occur. He will follow-up with United Way to develop clarity on their role in planning this event, request a report to the Board, and determine the date.

1. **Upcoming Meetings:**

* May 19th- Public discussion on governance
* May 24th- Governance Committee Meeting
* May 26th- Journey Home Board Meeting
* May 31st- Governance Committee Meeting
* June 1st-6th- Public comment period on charter/bylaws
* June 6th- Journey Home Board Meeting (vote on charter/bylaws)