



Journey Home Board Executive Committee

June 13, 2014

4:00-5:00pm

I. Attendees

Adrienne Breidenstine, Amy Kleine, Mark Furst, Sister Helen, Dominique Moore, Sharon Price, Jeff Hettleman, Olivia Farrow, Bill McLennan, Kevin Lindamood, Paul Graziano

II. 2015 Journey Home Board Chair Selection Process

Per the Journey Home Board Charter, the Board chair is appointed by the Mayor (see pg. 5 of The Journey Home Board Charter). The Journey Home Charter does not stipulate if the current chair can or cannot continue to serve another term. The Committee considered if Commissioner Graziano would be willing to serve for another term and Adrienne expressed that she would speak with him and the Mayor about this possibility. The committee requested that the next Board chair serve a two year term and that a Vice Chair position be created.

The Executive Committee requested that an ad-hoc Nomination Committee be created to determine what Board officer roles are needed and what process should be in place to select members for these positions. Bill McLennan will work with Adrienne to manage this committee and bring a proposal to the full Board for review.

III. July Journey Home Board Meeting

The next Board meeting is scheduled for July 22 from 3-5pm. It is likely to be held at Mercy Medical Center. Adrienne walked the Committee through the draft agenda.

The Committee had two questions regarding the Open Meetings Act:

1. Do Board members need to complete an ethics and financial disclosure?
2. Do workgroup meetings need to be open to the public?

Adrienne will reach out the City Solicitor's Office to get answers to these questions.

The Committee considered how best to manage workgroup updates and maintain accountability. Written updates are not required of workgroups or the chairs. There is concern that requiring written updates from chairs would be overly burdensome, given that the chairs are voluntarily serving to lead workgroups.

The Board Chair and the Executive Committee has the authority to request formal presentations from any workgroup. Commissioner Graziano has requested that the Housing Development workgroup provide a presentation at the October Board meeting.

Several committee members expressed that having each Workgroup Chair provide a 2-3 minute update does not seem like the best use of Board meeting time. Paul made the distinction that

workgroup updates are brief and not much discussion, whereas, a workgroup presentation would include a formal presentation and discussion and require more time.

The Committee decided that leaving time on the Board meeting agenda for workgroup updates should be standing but it will not be required that every chair provide an update. Before each Board meeting, Adrienne will reach out to workgroup chairs to ask if they would like to provide brief updates and/or ask for guidance on any work they are engaged in.

The Committee decided that at every Board meeting should include an Executive Director's report at. This report should be brief and provide and highlight trends and changes, important initiatives, and challenges.

IV. Journey Home Memorandum of Understanding

The United Way of Central Maryland and MOHS are working to revise the current Journey Home MOU. Mark Furst provided an update of the MOU. The current MOU predates Mark's tenure as CEO at UWCM. The current MOU outlines how UWCM provides support to the Leadership Advisory Group when there was not a benefit of an Executive Director of the Journey Home. The MOU is 9 pages and we want to make it shorter and simpler.

Under the revised MOU, UWCM and the City are co-partners in the effort to make homelessness rare and brief. The new MOU recognizes Journey Home as City's plan supported by UWCM. In the past, UWCM was responsible for all private sector fundraising. The proposal going forward is that UWCM be responsible for Journey Home benefit. The UWCM will also assist the Journey Home Board with other private sector fundraising. UWCM always served as fiscal manager and this will continue this responsibility. UWCM will also continue to help with marketing and public relations, including managing the Journey Home website.

In the past, UWCM was the lead administrator of Resource Allocation Committee, now the City will handle administration of RAW. Under the revised MOU, UWCM will develop fund distribution criteria at the direction of the RAW.

Currently, UWCM contributes \$50,000 of in-kind support and receives a 10% administrative fee from private section funds raised. Under the revised MOU, UWCM will receive an administration fee of 7.25% of funds raised for An Evening of Unexpected Delights only.

Although, UWCM takes the administrative fee from the Journey Home benefit, it makes no decisions as to where the funds actually go. That ultimate responsibility lies with the Executive Committee and the full Board. The RAW makes recommendations on how the private dollars raised through the benefit should be spent.

UWCM and the City will work to finalize the revised MOU. Once it is finalized, it will be shared with the Executive Committee.

V. Next Meetings

Next meeting is Friday, September 19 at 4:00pm.