

## TPCH Governance & Planning Committee Minutes October 26, 2018

8:30-10:00am, Classroom 2, Sullivan Jackson Employment Center, 400 E. 26<sup>th</sup> Street, Tucson, AZ

Presiding: Steve Nelson

Agenda Item	Who (Reported, or moved, seconded)	Decision(s) (Major discussion points if no decision)	Next steps/Responsible
<b>Sept. 28<sup>th</sup> minutes draft</b>	Steve Nelson  1. Barbara Montrose 2. Melissa Fellure	Megan Lee stated she did not agree to submit an AAQ. That statement should be struck.  Sasha Hawman asked that the first paragraph under governance charter, minus the final sentence, be struck as repetitive and because he did not attend. The final sentence should read "At the July 12 facilitated meeting, a list of duties that has yet to be addressed, was developed, specifically procurement and reviewing operating policies." The next step will then be "Committee will review operating policies at the next meeting."  <b>Motion:</b> That the minutes be approved as corrected above. <b>Motion passed with Sasha Hawman abstaining.</b>	CA staff posts minutes to web.
<b>Item 1: 10-26-18 Governance Charter Draft</b>	Steve Nelson  1. Barbara Montrose 2. Sasha Hawman  1. Barbara Montrose 2. Megan Lee & David Davenport	<b>a.) General Discussion &amp; Information:</b> Steve provided copies of 2 CFR Part 200 and a synopsis of the parts of 24 CFR 578.95 that deal with 3 types of conflicts of interest consistent with same: procurement, CoC board members; and organizational conflict.  <b>b.) Collaborative Applicant (CA) and HMIS Lead Agency.</b> <b>Motion:</b> That the CA and HMIS Lead reps ask HUD about obtaining TA on this issue. <b>Motion passed with CA and HMIS Lead reps abstaining.</b>  <b>c.) Board Vote of Confidence.</b> The TPCH Board of Directors has set a vote of confidence in the CA for Nov. 1. <b>Motion:</b> That the G&P Chair advise the Board that there is no provision in the charter for a vote of confidence in the CA or HMIS Lead. <b>Motion passed. CA Rep and HMIS Lead Pima County abstained.</b>  <b>d.) Membership:</b> Participants discussed voting members and whether members of the Board of Directors should have General Council voting privileges. Participants reached consensus to keep the attendance requirements for General Council voting membership as they currently exist.	Committee members will read 2 CFR Part 200 and 24 CFR Part 578.95 and prepare to write these policies and the recusal process.  CA and HMIS Lead reps will ask HUD to provide background and TA regarding obtaining and monitoring the CA and HMIS Lead Agency.  Steve Nelson will advise the Board on Nov. 1 that there is no provision in the TPCH Governance Charter for Board votes of confidence.  G&P recommends that attendance requirements for General Council voting privileges remain as they are.

<p><b>Governance Charter Draft continued</b></p>	<p>Steve Nelson</p>	<p><b>e.) Board of Directors members &amp; committee portfolios.</b> Participants discussed assigning Board members to work with specific committees to improve overall Board knowledge of and involvement in ongoing work of the CoC.</p> <p><b>f.) Continuum of Care (CoC) Responsibilities of 24 CFR 578.7.</b> Steve asked that participants review all documents to ensure that our charter’s language does not violate any CoC responsibilities.</p> <p>Remaining agenda items were tabled until the next meeting. Steve asked that there be no workgroups, but that the committee itself complete the process. Barbara Montrose asked that individuals accept specific assignments.</p>	<p>Megan Lee will provide sample language for making these assignments, and the Committee will discuss same at its next meeting.</p> <p>G&amp;P members will review CoC duties and our charter to ensure that the charter specifies how such duties are carried out in accordance with 24 CFR578.95.</p> <p>Steve will report to the Board that the G&amp;P Committee plans to have an expanded, updated charter by April 2019.</p>
<p><b>Select new monthly meeting date</b></p>	<p>All</p>	<p>Participants’ consensus was to meet on the 2<sup>nd</sup> Friday of each month.</p>	<p>CA staff will update the meeting schedule.</p>

Submitted by P. Settle Madden

**Next Meeting: Friday, November 9, 2018, 8:30-10:00 am, Classroom 2, Sullivan Jackson Employment Center, 400 E. 26th Street**

**Attending:**

Name		Organization	Email address
Robert	Cannon	Amity’s Dragonfly Village	rcannon@amityfdn.org
David	Davenport	Amity Foundation	david.davenport@live.com
Melissa	Fellure	CPSA	melissa.fellure@communitypartnersinc.org
Sasha	Hawman	TPCH	sasha.hawman@communitypartnersinc.org
Megan	Lee	Community Bridges, Inc.	mlee@cbridges.com
Settle	Madden	TPCH	settle.madden@communitypartnersinc.org
Barbara	Montrose	Banner Health	bmontrose@cox.net
Pam	Moseley	Pima County CSET/HMIS	pamela.noseley@pima.gov
Steve	Nelson	Pima County CSET	steve.nelson@pima.gov
Jamie	Snyder	The Salvation Army	jamie.snyder@usw.salvationarmy.org