**NY-603 Governance Board Meeting Minutes**

**November 19, 2021**

**Zoom Virtual Meeting**

* **Welcome and Introductions (chat)**
  + Welcome secondary ICF TA Coach – Michael Thomas
* **2022 Governance Board Structure and other steps towards Inclusion and Diversity- ICF/LICH**
  + **Survey for GB working group** 
    - Did not receive a lot of feedback on this survey (was distributed to the GB and CoC), but still have the intention of creating a working group
      * **Feedback received from survey** 
        + Those suggesting specific causes/agencies to represent the GB working group
  + **GB Workgroup Discussion**
    - This workgroup would come up with suggestions to present to the GB and CoC
      * Is anyone interested from the GB to participate in this workgroup?
      * If not, can we open it up to other people in the CoC, etc.?
      * Who is not at the table? Why are they not at the table?
        + Inclusion of those at the table
        + What is their role at the table? What is their purpose

Need to be clear so it is productive and useful for everyone’s time

Hard to explain to people with so many changes impacting our work

Broad outreach – with permanent housing clients (idea), need to be able to explain where we are and factor it all in

Challenge to explain it all (CoC process) and for people to understand – i.e. eviction moratorium, esg, erap funds, etc.

Confusing how we utilize those funds

Would not want to bring people to the table without explaining it all to them and identify what their role(s) would be

CoC process keeps changing and is hard to begin with

* + - * What is the role of the CoC GB/your role/other members of the board?
      * Is the current structure getting you to those goals?
      * What is the CoC mission and role within the community?
    - **Roles of GB members** 
      * Categories of population(s) served
        + Purpose of the slates on the board
        + Impacting a certain category of services/population – who to reach out to bring their voice to the GB

Have not been doing that very well – TBD if we want to do that

* + - * + We are not representing ourselves or our agencies

Representing categories or groups or subpopulations

We need to reach out to those we are representing to get that kind of feedback

Need to be more active and finding these issues to bring to the GB discussions

* + - * + Tasked subcommittees with work in the past

Influence over entire process (i.e. ranking committee – using recommendations to form the scorecard and criteria which groups are being ranked on)

* + - * + Need to have more people involved in this conversation (outside the GB)

Need to accept what that subcommittee comes up with

If GB wants to be part of it, we need to be part of it

Does the GB want to participate in this? (with those outside of this committee)

Having a separate committee would make the most sense to be productive

We have to honor what that committee decides and/or give them decision making powers so we’re not holding up the process

The GB can support them or give them advice if they ask for it but we have to abide by their decision(s)

Monthly meeting timeframe – may not be enough time to implement or continue to work on things that need to be done

The group may need to meet often than the GB

Need to establish/implement/etc. on things that need to be done

Should be time intensive and project focused (and time limited?)

3 to 4 months timeframe?

Commitment level for GB members on this group – need to identify

We should layout a timeline; what do we expect it to look like, when to have these meetings/frequency/how much time to put things together

Plan from ICF to get it out to the group

* + **Governance Board Charter** 
    - **Language in the charter** 
      * Consistency with inclusiveness
      * What are the responsibilities of the CoC?
        + Who is responsible for what? (sub-committees, working groups, etc.)
      * What are the responsibilities of the GB?
      * Who is writing the written standards?
        + Who is monitoring?
    - **Broad Structure** 
      * Look at the number of total seats on the GB (our GB is one of the largest)
      * Frequency of meetings and when meetings are happening
        + Are meetings set up so we can get meaningful participation from people with lived experiences?
    - **LICH is the collaborative applicant** 
      * LICH is NOT the one to handle all the responsibilities in the CoC (unless laid out in the charter)
  + **Recruitment (Steps so far)** 
    - Videos (Mike)
      * What is the CoC doing? (role)
      * Community awareness
        + Attending forums, events, etc.
    - Orientation Materials (Thanh)
* **Next Steps**
  + - * Schedule a draft (ICF)
        + Timeline to send out – Michael and Sara will discuss and sketch out what the process and timeline should look like (ETA – week after Thanksgiving)
      * Who wants to be involved in this? Should we reach out to other members in the CoC and not just the board?
        + Develop support materials
        + ETA to start meetings – January after the holidays
      * Who wants to participate in this group from the GB? How many people do you think you can recommend for this committee?
        + Elizabeth
        + Donna
        + Stephen Q.
        + Terray
        + Holly
      * December CoC meeting (Vote for following year)
        + Extending the term – June
        + Poll to extend members’ terms through June (will send out based on the information – to the entire coc to vote on extended term for the time-being)

Vote to extend these terms until June

Those who cannot extend or continue will require to submit a formal letter of resignation

Vote by May or June starting in July (18 months)

Ranking Committee – need people with lived experiences on this group (identify PLE that can participate on this – can do in December but need to put that out asap and look for nominations)

Thanh to draft language – to send out

Please let us know if you have any recommendations for the ranking committee