

Ad Hoc Charter Implementation Committee
Dec. 11, 2014
All Chicago Offices, 651 W. Washington Ave, Suite 504

Minutes

Members Present: Paul Hamann, Maura McCauley, Connie Bacon, Randall Doubet King, Lisa Mayse-Lillig, Larry Smith, Ellen Ray, John Chaney Egan, Nancy Radner

Introductions were done and the agenda was approved.

There is still a need to recruit members for this committee. Heather Parrish was contacted, but she is already going to join the Collaborative Applicant Committee. Ellen will follow up with Shilpa at the United Way to see if she is interested in joining the committee, and will also follow up to see if she can get a representative from the Latino Policy Forum.

At our January meeting we will review where we're at with membership. We will need to keep working on this until the 4 vacant slots are filled—key stakeholder, public agency, private funder and at-large. Once we do fill these slots, we bring our committee membership to the board, and they will review for diversity, etc.

Generally, the Membership committee is working on new membership. The Feb. 4th all CoC meeting will be a recruitment opportunity. Connie is on the Membership committee and said they're thinking about new possibilities for membership, such as hospitals, universities and economic experts.

The Charter committee next turned to the selection of a co-chair for the committee. The Planning Council said that the co-chair should not be a Planning Council member, and by process of elimination, that took us to Paul Hamann, who is the only person not on the Planning Council or going to be nominated for the Planning Council. Paul graciously agreed to accept the nomination and the committee voted unanimously to elect Paul to co-chair. Paul will chair the next meeting of this committee.

The committee next turned to Lisa's excellent chart summarizing the CoC structure under the new charter. There was consensus that this chart accurately represented what is in the charter and that Lisa's second chart, which shows the transitions from the current structure to the new one, was also accurate. There were a few clarifications and comments:

- The All CoC Meeting Committee should be under the CoC Board, as opposed to perhaps the Membership committee, because while the Membership committee will need to be involved in All CoC meetings, it is not the only entity that needs to be involved.
- The charter will likely need to be amended for the Funders Collaborative, as it is not actually a committee of the board and is not accountable to the board, but operates more like a constituency group. The Charter Committee agreed that it needs to know more about what the intention was in making this a board committee, and agreed to come back to this with more info.

The committee created a list of what tasks are expected of all committees, which is as follows:

- Committee nominations provided to the Nominations Committee
- Committee slates approved by Board
- Draw straws for 1/2/3 year terms
- Committees collect and submit conflict of interest forms
- Develop a process for Chair/Co-Chair election
- Submit responsibilities and decisions to be made to Board
- Work Plan development process/form for submission to Board
- Dissemination of material to the Secretary and committee membership within 7 days of meeting
- Submission of the approved meeting minutes within 7 days and posting to the website
- Meeting schedule posted for the year to the website
- Committee Policies and Procedures submitted to the Board
- Ensure transparency
- Manage voting
- Enforcement of attendance policy

- Provide orientation to new committee members
- Track attendance and take action as needed

The committee made a list of the tasks for the Membership Committee and sorted tasks by when they need to be completed, with a particular focus on what needs to be done by the Feb. 4th All CoC meeting:

Membership Committee

To be completed for the Feb. 4th All CoC Meeting

- Define Membership
- Process and Application Defined

To be completed by mid-year:

- Process for Taking Memberships at All CoC meetings
- Dues Collection Process
- Define new member orientation
- Website and members portal created

To be completed by the fall:

- Voting Process for Charter Updates
- Voting Process for Board and Committee Approval
- Additional Dues Structure and Approval

Other tasks

- Waiver process for Dues
- Membership Roster Maintenance and Provision to the Board
- Develop and maintain an outreach plan
- Annual Review of Dues Process

Ellen stated that the Planning Council executive committee requested that the Charter Implementation Committee provide guidance on the composition of the transitional Planning Council board in advance of its first meeting, and the committee passed the following motion:

The Charter Implementation Committee endorses the motion of the Planning Council executive committee to maintain the current composition of the Planning Council board (with constituency

groups retaining the power to elect their representatives) and moves that at the first meeting of the transitional board, the board should elect officers consistent with the Charter, according to the rotation in the Charter contained in Article 4 of the Charter—Public Funder, Consumer, Service Provider, Key Stakeholder and Private Funder.

It was also requested that the committee provide guidance on what to do about 3 working groups that are needed for the NOFA process but are not mentioned in the Charter—the HEARTH Funding Opportunities Task Group, the New Projects Process Committee and the New Projects Selection Committee, and the committee passed the following motion:

The Charter Implementation Committee proposes that the following three committees—HEARTH Funding Opportunities Task Group, New Projects Process Committee and New Projects Selection Committee—be convened as Ad Hoc working groups according to Article 7, Section 1 of the Charter for the 2014 NOFA process. The HEARTH Funding Opportunities Task Force and New Projects Process Committee shall have the composition that is outlined for committees in Article 7, Section 2 of the Charter, and the New Projects Selection Committee shall be composed of individuals with no conflicts of interest to the application for new projects, by invitation from the board.

Finally, the committee agreed to do the following “homework” ASAP, which is to review Ellen’s list of duties for the Collaborative Applicant and email her with any additions or edits. Her list is as follows:

Maintain the CA MOU

Define an annual and a 3-year evaluation plan of the CA

Define an annual and tri-annual MOU review process that includes feedback from the CoC, Board, CA Committee and CA

Define a CA – Provider MOU and manage the process of collecting them

Develop Board reports for annual and tri-annual processes.

Minutes submitted by Nancy Radner, Dec. 18, 2014