

Ad Hoc Charter Implementation Committee
March 5, 2015 1pm – 3pm
All Chicago, 651 W. Washington

Attendees: Nancy Radner (Service Providers Commission), Ellen Ray (Service Providers Commission), Maura McCauley (ESG recipient), Larry Smith (Lived Experience Commission), Dorothy Yancy (Lived Experience Commission – Alternate for Connie Bacon), Robert Cunningham (Lived Experience Commission –Alternate for Fred Friedman), Khen Nickele (At Large Representative), Lisa Mayse-Lillig (All Chicago Staff)

The meeting was called to order at 1:05 pm.

The agenda was approved by consensus. The minutes were approved with one amendment: Lisa works with Plan Advisory Committee, not Maura. The minutes should be edited to reflect the change.

The group provided updates on composition for the committee.

The committee has filled one more slot. Khen Nickele will serve as the At-Large member. Additionally, a staff member of Latino Policy Forum was approached for the Key Stakeholder position. There was interest and a decision on that seat is forthcoming. The committee is still missing the Public Agency representative. Maura McCauley and John Cheney-Egan will continue to work on filling that position.

An update was given on the Interim Board of Directors meeting and the Charter Implementation Items presented there. The Appeals committee motion passed with one amendment, that the committee consist of 5-8 people and any service providers on the committee must not be applying for this round of HUD funding. .

Additionally, the Conflict of Interest Statement was adopted by the Board and it was filled out by those present. Additional follow-up needs to be coordinated with the Chair, John Cheney Eagan to ensure that that all seated members and alternates sign and submit the form.

The group turned its attention to continued discussion of committee rolls and responsibilities and how CIC will communicate to the committees the work to be done.

It was agreed that we will put together a toolkit that includes the following items for committee chair/leader use. It will include:

- General Task list for All Committees
- Charter Compliant Roster for Composition Assessment (to go to the Board & Membership)
- Conflict of Interest Form
- Scope of Work Prompt/Template – To be drafted by Ellen & Nancy
- Powers/Decision Prompt/Template – To be drafted by Maura & Khen
- Work Plan (7-1-15 – 6-30-16) Prompt/Template – To be drafted by Ellen & Nancy
- Special Tasks for Specific Committees

It was agreed for efficiency's sake that we would convene a meeting of all the committee chairs/leaders to go over the toolkit and charter transitions. They would then be able to take the tools back to their committee for completion. The timeframe of the work would be determined after discussion with Richard and Jonna of the Membership Committee and the Interim Governing Board Meeting on April 15. The meeting date proposed is April 21, 2015 from 9:30am – 11:30am at All Chicago's offices.

Concurrently, the group decided that in order to continue advancing movement at the Governing Board level that this group would request time at the April 15th Governing Board meeting to 1) Present the Governing Board Task list and Priorities, 2) Brief them on the work Committees are doing and facilitate a discussion of how they are going to receive, evaluate and approve each Committee's documents, and 3) present a motion on honoring the autonomy and authority of committees to take action. The presentation will be made by Ellen and Paul.

For item #3 above, the CIC proposed a motion for the Interim Governing Board to make:

The Interim Governing Board requests the following from all standing committees, per the Charter Article 7, Section 1:

1. Scope of work
2. Set of responsibilities and decisions that the committee envisions making under the parameters of their respective committee description
3. Written reports on the progress of work, to be submitted at least 10 days in advance of every Board meeting, to be included in each Board packet

Regarding committee work, the Interim Governing Board commits to honoring the autonomy and authority of the committees to take actions consistent with their scope of work. The only exceptions to the expectation of autonomous work are when committee work would potentially result in a fundamental change in policy or a fundamental change in funding, which must be submitted as a proposal to the Interim Governing Board for deliberation and vote.

The CIC adopted this motion by consensus, to be brought to the Interim Governing Board by the CIC at the April 15th meeting with the expectation that the Interim Governing Board would then adopt and issue this motion at its April 15th meeting.

It was agreed that for the CIC's April 2 meeting the following steps would be taken:

- Invite Richard and Jonna to the meeting to discuss how committee composition work can dovetail with the outreach work of Membership in advance of nominations.
- Talk about IGB presentation to the Board
- Review our Committee Toolkit for April 21 meeting

The Next Meeting will be April 2, 2015 from 1pm – 3pm at All Chicago.

The meeting was adjourned at 2:30pm.