

Board Governance Meeting

September 19, 2021

Meeting was called to order at 9:03 a.m. by board Chairperson Cathy Wogen.

Members Present: Cathy Wogen, Tim, Ben Byker, Jennifer Walker, Amy Carter, Lori Gudim, Kathy Sauve, Michelle, and Amy Sidmore

Cathy asks for any changes or amendments to the meeting minutes

A Motion was made by Amy Carter to accept the board minutes as stated and Lori Gudim seconded the motion and that motion passed.

Cathy introduced the purpose of today's meeting. Highlighting the following area:

- Code of Conduct for Board Members- Tim sent out earlier in the week for Board members to review ahead of this meeting.
- Committee's
 1. Committees are hugely important to the work that the CoC does.
 2. Committees have been struggling with being able to move forward.
 3. Moving forward; all Committees will need to be held accountable for the work that they are doing. Including timelines, reporting etc.
 4. Governing Board has the responsibility to dissolve any committee if work is not getting completed if people are not working together.
 5. Governing Board has the responsibility to ensure that a committee is **Required**, to get the work done and to monitor their progress.
- Governing Board:
 1. The Governing board needs to work on moving forward, but also remember that we have been through three Coordinators in the last two years.
 2. We are experiencing Growing Pains, as we move to a WORKING Board with a lot of work to do.
 3. We need to make sure that all Governing Board Members have a current copy of the Policies and Procedures, By-laws that they have read and have available at each meeting.
 4. Governing Board MUST support TIM in his position.
 5. Governing Board Members need to ensure that they can remove their professional work hats, when in a board meeting or all member meeting so that they are thinking and acting on behalf of the CoC not their own agencies
 6. Governing board gives the committee the assignments and needs to make sure that the committees are following the process and procedures.
 7. The Governing Board will need to designate the length of time that the committee must work on a project, the committee will need to provide updates on their progress and ask questions as they work through the assignment.
 8. Governing Board needs to be the final step and not the Full Membership, we have been doing this backwards and this needs to change, allowing the Governing board to have the final say.

9. The Governing Board to take a deep dive into all the Bylaws, Policies and Procedures, committees etc. Make sure that language, processes, and guidelines are in line and that all Governing Board Members can speak to each using the same language.
- Code of Conduct: *Michelle made a Motion to amend the Central MN CoC Governing Board Member; Code of Conduct and Ethics. Lori Gudim, seconded the motion and the motion passed.*
 1. Discussion on the CENTRAL MN CONTINUUM OF CARE GOVERNING BOARD MEMBER; CODE OF CONDUCT AND ETHICS that Tim sent out earlier in the week for everyone to review prior to this meeting.
 2. **Keep the paragraph and the code of conducts and all board members have signed it and read as**
- Standing Committees and Work Groups:
 1. Need to schedule a meeting to take a deep dive not each committee.
 2. Tim to work on a draft of what the policy and procedure committee would look like
 3. Tim will also do the same for the PIT committee- is this the responsibility of Central MN Housing.
 4. Committees will have the same format- Cathy Wogen will put the template. Any changes to the template need to be submitted to Cathy by August 27, 2021
 5. All information on each Standing Committee is due on September 3, 2021, needs to be sent to all board members for review
 6. The following Board Members will put together the information on the following committees, using the template that Cathy will be sending out. Please see the deadline dates listed above to have this information completed.

Jennifer - PIT

Cathy – Racial Equity, Diversity, and Inclusion

Tim- Ranking

Lori/ Ben- HMIS/ Data Committee? How to work with ICA

Amy C.- Membership

Michelle - Policies and Procedures

Amy S.- Coordinated Entry Policies and Procedures

- Misc. Items Discussed

Racial Equity technical assistance- Tim is recommending that we are not ready to move forward with this program currently. Tim shared that as a CoC we really need to look at what we are doing related to increase our Racial Equity across the entire CoC. Tim shared that the Technical Assistance may be available in the future, we should wait and focus on strengthening the current work that we are doing, Racial Equity, Diversity, and Inclusion- need to develop a plan to move forward in growing this area.

Waiting to hear about TA for the Coordinated Entry for HUD

Will be putting together a group to look at the process for the reviewal of the developers to present to the committee.

Homelessness prevention committee – Would be a new committee that would look at what can be done to bring the homeless numbers down. Not at this time until we can get our current processes cleaned - up and moving forward.

Meeting Adjourned: Motion to Adjourn made by Jennifer and Seconded Amy C. motion passed.

Passed

Ended at 10.38 a.m.