



<b>In attendance:</b>	
Jason Elzy, Kimberlee Whitney, Carrie Borgen, Angela Durant, Melanie Doshier, Noah Werthaiser, and Melissa Markos.	
<input checked="" type="checkbox"/> Yes	Would you like a spot on the upcoming agenda?
<input checked="" type="checkbox"/> No	

- **Call to Order**
  - Jason Elzy called the meeting to order at 2:05 p.m.
  
- **Status of New Governance Charter with Homeless Task Force (HTF)**
  - Noah Werthaiser reported that the HTF unanimously approved the CoC Governance Charter.
  - HTF members were given a brief introduction of workgroups. Those interested will bring information back to their organizations to determine their ability to participate.
    - The CoC has received 14 applications for membership since the last HTF meeting.
    - Noah received an inquiry related to the Board’s planned platform to provide general updates. Committee members confirmed the website will be updated and that updates will be given at the two mandated CoC membership meetings, as well as other joint meetings and training sessions throughout the year. November was discussed as the first annual meeting to hold Board elections, and early summer for the second meeting. Other suggestions included January and June, as identified in the CoC Workplan.
    - The group received an update on Vicky Armstrong’s new role with the Medford Livability Team in outreach, service referral, and housing navigation after incarceration.
  
- **Remaining Workgroup Chair Nominations**
  - Jason Elzy opened a conversation about confusion at the March 6<sup>th</sup> Board meeting related to the Regional Planning and Coordination Workgroup. Executive Committee members expressed that the Executive Committee may be the appropriate group to oversee this workgroup. The Gaps Analysis Workgroup and Transitions Workgroup are two examples of groups that can fall under the Regional Planning and Coordination Workgroup. Jason proposed having a dedicated Board discussion in May.
  - The Executive Committee should be the group to ensure strategic planning gets done. Jason requested a minimum of 20 minutes dedicated to this topic at the April 3<sup>rd</sup> Board meeting.
  - All agreed to appoint chairs to the HMIS Workgroup and Systems Performance & Evaluation Workgroup on April 3<sup>rd</sup>. Melissa Markos agreed to send out information sheets to the membership to solicit interest and nominations.

- Melanie Doshier shared the advantages of nominating an ACCESS staff member as the chair of the Coordinated Entry Workgroup. She also agreed to sit on this workgroup. The group confirmed that non-board members may serve as chairs of workgroups according to the Governance Charter and discussed ways to ensure at least one board member serves on each workgroup and subcommittee.
- Angela Durant confirmed that she will work with Debra Lee and Linda Reed to co-chair the Governance & Membership Workgroup. She also confirmed that all workgroups and subcommittees will use the same template for minutes and that all will be posted on the website.
- **Strategic Planning – Pre/Post Gap Analysis**
  - All agreed that strategic planning should be dictated by gaps analysis, but that this work will take some time as the Board continues to explore purpose. In the interim, a new strategic plan could cover the next 24 months and include areas of focus such as HMIS cleanup, data sharing, and navigation center.
  - A gaps analysis is anticipated to take about two years to complete. It is also likely that the CoC will need to launch a formal Request for Proposal to complete this work, but that the interim work could be completed through the strategic planning process. Jason expressed the importance of coordination and would like to hear from the Board on April 3<sup>rd</sup>:
    - What does the Strategic Plan mean to Board members?
    - What would they like to see through the process?
  - Members discussed the potential of contracting with John Bowling to assist with the strategic planning process. The CoC worked with John to create the last strategic roadmap. Committee members agreed to also seek potential suggestions from Board members.
- **CoC Annual Workplan**
  - Melissa introduced the CoC’s Annual Workplan, which she sent to the Governance & Membership Workgroup. All agreed to allow the strategic planning process to inform any necessary amendments to the Workplan, but also agreed reviewing the Workplan is an important process. The Workplan is seen as a tool to keep staff and workgroups on the right track. This topic will be discussed at the April 3<sup>rd</sup> Board meeting.
- **CoC Board Meeting Agenda Building**
  - The following items will be included on monthly agendas:
    - Approval of Minutes
    - Public Comment Period (at the beginning of each meeting with a two-minute time limit)
    - Workgroup Updates (a two-minute time limit encouraged)
    - Agenda Building
    - For the Good of the Order
  - New business for April 3<sup>rd</sup>:
    - Homeless Task Force Update
    - Appoint Chairs for the Coordinated Entry Workgroup and the Performance & Evaluation Workgroup
    - 2-Year Strategic Plan
    - CoC Coordinator Position Update

- Carrie Borgen shared that Melissa has taken on this role and will report to Melanie Doshier.
- New business for May 1<sup>st</sup>:
  - Jason will reach out to Matthew Havnear to ask him to give a presentation on JCC LTRG and the work being done by the Housing Pipeline Workgroup. Jason will also talk with Matthew about his consulting/project management services. Melanie expressed an opportunity to bring together Coordinated Entry and the work of the JCC LTRG which could help keep information current. Kimberlee Whitney suggested providing an introduction to the Board on the JCC LTRG, other organizations, and topics to build collective understanding.
  - Conflict of Interest Training
    - In compliance with the Charter, each Board member must sign a Conflict-of-Interest Acknowledgement form, which already exists. Members will be asked to review/sign a Conflict of Interest one time. The Governance & Membership Workgroup will review all submissions. Moving forward, this form will be included as the second page of the application. Noah will create the document and request Board approval.

Other comments:

- The group discussed the potential of the Rogue Valley Community Organizations in Active Recovery (RV COAD) joining the CoC as a potential workgroup and acknowledged how the word “resilience” is being used in different initiatives.
  - There is a direct link between groups that are focused on resilience and homelessness, and many of the same providers are involved in both arenas. The overlap between groups such as the CoC, JCC LTRG, and RV COAD should be explored, and consideration given to how to bring these groups together.
- **Adjournment:** Jason adjourned the meeting at 2:50 p.m.

**Next Board Meeting:** April 3, 2024 @ 2:00 – 3:30 PM (hybrid)

**Next Executive Committee Meeting:** April 17, 2024 @ 2:00 – 3:00 PM (virtual)