

**SOUTHERN NEVADA REGIONAL PLANNING COALITION
SOUTHERN NEVADA HOMELESSNESS CONTINUUM OF CARE BOARD
MEETING MINUTES
November 12, 2015**

In attendance: Julie Calloway, Co-Chair, City of Boulder City
Nick Spriggs, Co-Chair, Briggs and Spriggs
Arash Ghafoori, Vice Co-Chair, Nevada Partnership for Homeless Youth
Dawn Davis, alternate, Catholic Charities of Southern Nevada
Emily Lewis, alternate, City of Henderson
Stephen Harsin, City of Las Vegas
Cass Palmer, City of North Las Vegas
Bobby Gordon, alternate, Clark County Social Service
Terri Thompson, alternate, Clark County School District
Jesse Robinson, HELP of Southern Nevada
David Slattery, Las Vegas Fire & Rescue
Ty Muncie, alternate, Las Vegas Metro Police Department
Joshua Brown, Veterans Administration
Nancy Menzel, UNLV
Stacy Sutton Pollard, Nevada Homeless Alliance
Erin Kinard, WestCare, Inc.
Jackie Banales-Garcia, alternate, Nevada HAND
Shalimar Cabrera, U.S. Vets – Las Vegas
Geoff Spataro, United Way of Southern Nevada
Melissa Clary, Huntridge Neighborhood Association
Amber Batchelor, S.A.F.E. Nest

Absent:

Kena Adams, Moapa Band of Paiutes
Ellen Richardson Adams, Southern Nevada Adult Mental Health Services
Angela Marshall, Second Chance Christian Ministries
Henry Sneed, The Church LV
John Hill, Southern Nevada Regional Housing Authority
Vicki Chan-Padgett, Touro University Nevada
Corrine Valencia, U.S. Navy Veteran
Vacant, Workforce Connections

Agenda Item 1. Call to order, notice of agenda compliance with the Nevada Open Meeting Law.

A meeting of the Southern Nevada Regional Planning Coalition's Southern Nevada Homelessness Continuum of Care Board was called to order at 2:01 p.m., on Thursday, November 12, 2015, at United Way of Southern Nevada, 5830 W. Flamingo Road, Las Vegas, Nevada, 89103. The agenda was duly posted in compliance with the Nevada Open Meeting Law requirements.

Agenda Item 2. Public Comment.

No Public Comment was given.

Agenda Item 3. Approval of the Agenda for November 12, 2015.

A motion was made to approve the agenda. The motion was approved unanimously.

Agenda Item 4. Approval of the Minutes from the October 8, 2015 and October 22, 2015 meetings; for possible action.

Stephen Harsin, City of Las Vegas, refrained from voting citing his absence at both meetings.

Agenda Item 5. Receive an update on the progress of the 25 Cities Initiative; for possible action.

Dr. Cynthia Dodge, Veteran's Administration, announced the Federal Partners have approved and agreed that Southern Nevada has functionally ended veteran homelessness. Dr. Dodge then introduced, via conference call, U.S. Air Force Colonel Nichole Malachowski, the Executive Director of Joining Forces, the organization started by First Lady Michelle Obama and Dr. Jill Biden to support veterans. Colonel Malachowski, on behalf of the Joining Forces Team, acknowledged

the great group effort involved by the community to achieve the task of ending veteran homelessness and passed along congratulations from Mrs. Obama and Dr. Biden to everyone involved. She also thanked the community in advance for any help in sharing the best practices with other cities reaching out to the community. Colonel Malachowski also stated that although the work is not done, what has been done shows the long term commitment required to accomplish the final goal. She also stated that the same lessons learned for ending veteran homelessness can be used to ending all homelessness through the teamwork effort of the community. Colonel Malachowski acknowledged the efforts and leadership of Las Vegas Mayor Carolyn Goodman and the entire team that made it possible to attain this goal and offered any assistance she could provide if any future challenges occur.

Dr. Dodge then continued with her presentation by comparing the Point-In-Time (PIT) count from 2014 of 897 homeless veterans to the 2015 PIT count of 692 homeless veterans. She also presented the October 16, 2015 results showing 344 homeless veterans and explained that all but 48 of those had a housing plan in place. Since January 2015, 1395 veterans have obtained permanent housing. On average 177 veterans moving into permanent housing over the last 3 months. About 120 veterans fall into homelessness each month. Through a collaborative effort, all veterans who are homeless have been identified on a shared "By-Name" list which is reviewed and updated weekly by a multi-agency Outreach team, as well as data from the State of Nevada's Homeless Management Information System (HMIS). Outreach teams across Southern Nevada are in constant contact, supporting each other to make sure every Veteran who wants to come off the streets can do so immediately. The entire community is now committed to Housing First which allows every veteran who is identified as homeless is offered permanent housing, with only 20% entering service-intensive Transitional Housing from intake. Even when a veteran chooses services or treatment prior to housing, the ultimate plan for moving into permanent housing is put in place from the beginning. The VA Southern Nevada Community Resource and Referral Center (CRRC) is the centralized intake for veterans. It provides assessments and coordination with housing partners on site, and is a "one-stop" location for additional Veteran services, i.e. medical access, benefits support/enrollment, employment programs and legal assistance. Due to the MOU signed between the VA Southern Nevada Healthcare System and Bitfocus, which is the administrator of the statewide HMIS), there is now full data sharing which allows VA staff/case managers to both read and write data into HMIS, which significantly improves communication and coordination of services for veterans. The key partners included on the application sent forward to Washington, D.C. were: VA southern Nevada Healthcare System; Municipalities of Boulder City, Clark County Henderson, Las Vegas, and North Las Vegas; Southern Nevada Homelessness Continuum of Care (CoC) Board; Local HUD Field Office; Southern Nevada Regional Housing Authority; Bitfocus, HMIS Administrator; Caridad, Catholic Charities, HELP of Southern Nevada; HELP USA, the Salvation Army and U.S. Vets – Las Vegas. Shalimar Cabrera asked about the 2014 PIT count which was originally reported to be 1240. Michele Fuller-Hallauer, CoC Coordinator, stated that the census had included homeless veterans as well as hidden homeless. Based on HUD's guidelines, the hidden homeless had to be removed from the count. Ms. Cabrera asked for a definition of hidden homeless. Ms. Fuller-Hallauer responded that hidden homeless consisted of individuals who are living temporarily with friends, relatives. Nick Spriggs, Briggs and Spriggs, asked if any measures were in place to maintain functional zero. He also questioned if there were to be any changes in policy, procedures, and/or staffing. Dr. Dodge replied that the data will be monitored with dashboards on a weekly basis, and HomeBase is providing technical assistance. Stacy Sutton Pollard, Nevada Homeless Alliance, commented that with the accomplishment of reaching functional zero, she felt there should be a more celebratory feel among the board as well as being publicized in the media. Dr. Dodge stated that there will be a formal celebration and looked to Stephen Harsin, City of Las Vegas, to expand on the details. Mr. Harsin stated that the formal celebration plans are in the works and it is tentatively scheduled to take place at The Smith Center on Wednesday, December 9, in the morning. Julie Calloway, City of Boulder City, thanked Dr. Dodge for all her work on the board and with the community in attaining the goal of reaching the functional end to veteran homelessness in Southern Nevada.

Agenda Item 6. Receive an update from the Nevada Homeless Alliance and a presentation from NAMI (National Alliance on Mental Illness) Nevada; for possible action.

Stacy Sutton Pollard, Nevada Homeless Alliance, reminded the board that Project Homeless Connect will be held on Tuesday, November 17, at Cashman Center. She announced that there are presently over 150 organizations and service agencies registered to serve the community's homeless clients. Volunteers are still needed for the event. In order to be successful, 300 – 500 volunteers are needed. All members of the board should have received a Guest Reception Invitation, which includes a tour of the event, as well as seeing how the event is run. Ms. Pollard also reminded everyone that the November provider meeting is cancelled and the provider meetings will resume in January. Ms. Pollard then introduced Ginger Paulsen with NAMI Nevada. Ms. Paulsen gave the background origins of NAMI, National Alliance on Mental Illness. NAMI's vision is "A world where all person affected by mental illness experience resiliency, recovery and wellness." Under the NAMI National organization are 50 NAMI State Organizations with over 1000 NAMI affiliates. The state of Nevada has 3 affiliates: NAMI Northern Nevada, in the Reno/Sparks area; NAMI Southern Nevada, in the Las Vegas area which is presently staffed by volunteers; and NAMI Western Nevada & Rural Communities, which includes Churchill County and Nye County, including Pahrump. Presently there are 221 NAMI members in Nevada, 30 of those are

in Las Vegas. Nevada ranks near the bottom of all states in mental health funding. Of Nevada's approximately 2.6 million residents, close to 90,000 adults live with serious mental illness as do about 30,000 children. Approximately 18.62 Nevadan's per 100,000 commit suicide each year. Of Nevada veterans, 47 per 100,000 commit suicide each year. NAMI Signature Programs provide peer education and support activities for individuals and family members and all programs are free. Because there are not enough hospitals, jails and prisons to hold the mentally ill, the NAMI programs are important in Nevada. The programs dispel myths and reduce the stigma around mental illness; give tools, skills and resources to people whose lives are affected by mental illness and allows them to make their lives better; promote recovery and wellness; and allows lives to be transformed. Some of the NAMI Programs in Nevada are: Family to Family, a 12 week educational program which is held 3-4 times yearly with Basics and Peer to Peer Support Groups; In Our Own Voice; Homefront, a new program for veteran's families; and Smarts, a basic mental health education program. The NAMI Support Groups are for people whose lives are affected by mental illness, where people learn from the experiences of each other, share coping strategies, and offer each other encouragement and understanding. They are held every Tuesday from 6:30 – 8:00 p.m. at SNAMHS Campus, Building 2, 6161 W. Charleston Blvd.

Agenda Item 7. Approval of the Board's action plan as presented by the Planning Working Group; for possible action.

Kathi Thomas-Gibson, City of Las Vegas, presented the board with a packet of action plans for the Planning Working Group, as well as the other working groups. She stated the action plan was developed with the help of the ad-hoc committee. This was done by checking in with each group and champion. A 30-day comment period was allowed before the plan was finalized to bring to the board for a vote. She also stated that if board members are not currently on a working group, they should get involved. Erin Kinard, WestCare, asked about a difference between the handout that was given to the board members and the packet that was included for presentation, since both were dated 9/30/15. Ms. Thomas-Gibson stated that since the latest version was the actual packet, that the individual handout should be disregarded. A motion was made to accept the action plan and was unanimously approved.

Agenda Item 8. Receive a presentation on proposed amendments to the Governance Charter and Structure for the Board; for possible action.

Arash Ghafoori, Nevada Partnership for Homeless Youth, introduced and thanked the team members of the Governance Structure which is part of the Planning Working Group. Mr. Ghafoori, stressed that today's presentation is just to present the board with the changes so that the board would have time to review the information before the amended governance structure is presented for final adoption by the CoC at the December 10, 2015, meeting. He informed the board that initially general housekeeping had to be done to the structure, i.e. correcting spelling errors; renumbering; clarifying terminology, where appropriate; removing all references to the Region Initiatives Office; and adding additional definitions for consideration. The key items of importance addressed were: creating an Executive Committee, which would improve the function of the board and better engage the board members; rewrite the Regional Coordination/Administration; reduce the number of SNH CoC Board Meetings per year; allow board members to sit on one or more Working Groups; state that board members shall serve as Champions to Working Groups; and create Appendix M, which lists each board member and their assignments. Stephen Harsin, City of Las Vegas, stated that Appendix M would be a roster listing the chair and contact information. In the definitions sections, the definition of the Regional Initiatives Office (RIO) was deleted; reference to the Regional Initiatives Office was deleted and was replaced with Collaborative Applicant or Executive Committee, as appropriate; added the definition of an Executive Committee; and added further definitions for the Working groups to defining each of the 5 working groups as Evaluation, Planning, HMIS, Monitoring, and Community Engagement. The Executive Committee definition is: Given the size of the SNH CoC Board representing both jurisdictional stakeholders and community stakeholders, an Executive Committee is established to create clarity for the SNH CoC Board by focusing on the routine administrative business matters related to the CoC and CoC Board, setting direction for future SNH CoC Board meetings and agendas, strategic planning, coordination of the working groups, and review financial activities among other critical items. The committee operates based on consensus and forwards items to the full SNH CoC Board for discussion, review and/or approval. Mr. Harsin, clarified that the role of the Executive Committee is to vet everything and bring it to the attention of the CoC Board. He also added that the definition of each working group was expanded and clarified. In the presentation, the colored print represents the added/changed/deleted wording to the Governance Structure. In the definitions of each working group, all wording not underlined is the same for each group. Also, each working group requires cross collaboration with other working group and sharing information with those groups. The revised definition for **Working Group(s)** – Working Groups are established to address mandates and/or topics of critical importance to the SNH CoC and specifically referenced in the HEARTH Act. Working Groups are ongoing in nature and made up of SNH CoC Board members, staff from local jurisdictions and CoC members representing sub-populations ~~within the CoC, and may include members of the SNH CoC Board~~—without establishing a quorum of the SNH CoC Board members on any of the Working Groups. Below are further definitions for each of the standing working groups: **Evaluation Working Group:** The Assigned Champion(s) is charged

with leading efforts as it relates to funding priorities, collaborative application processes, RFPs and evaluations associated with homeless efforts and ESG coordination. Requires cross collaboration with other working groups and sharing of information for effective implementation and strategies as well as open and inclusive opportunities for CoC members to participate and be actively involved. **Planning working Group:** The Assigned Champion(s) is charged with leading efforts as it relates to system coordination, annual Point In Time count, gaps analysis, consolidated plan, discharge planning, governance structure updates, alignment and capacity building, coordinated intake, and youth. Requires cross collaboration with other working groups and sharing of information for effective implementation and strategies as well as open and inclusive opportunities for CoC members to participate and be actively involved. **HMIS Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to the designation of HMIS Lead, designation of HMIS Administrator, oversee operations, ensure HMIS Compliance and reporting. Requires cross collaboration with other working groups and sharing of information for effective implementation and strategies as well as open and inclusive opportunities for CoC members to participate and be actively involved. **Monitoring Working Group:** the assigned Champion(s) is charged with leading efforts as it relates to performance measures (e.g., baseline of system bed availability/capacity (filled)—broken down by type in order to monitor success/performance; monitoring the “cue” related coordinated intake; impact of outreach efforts). Requires cross collaboration with other working groups and sharing of information for effective implementation and strategies as well as open and inclusive opportunities for CoC members to participate and be actively involved. **Community Engagement Working Group:** The assigned Champion(s) is charged with leading efforts as it relates to coordinated messaging and all media outlets, outreach, inventory of Community Partners, public service announcements, educational materials and Website content. Requires cross collaboration with other working groups and sharing of information for effective implementation and strategies as well as open and inclusive opportunities for CoC members to participate and be actively involved. Mr. Ghafoori explained that throughout the document, language was revised to match certain definitions that were added. An example is with regards to the CoC responsibilities, which states: 2.2.1.6 In consultation the the Collaborative Applicant CoC Coordinator and the HMIS Lead, develop, follow and update the governance charter at least once within a 5 year timeframe, which will include all procedures and policies needed to comply with 24 CFR 578 Subpart B and with the HMIS requirements from HUD; and a code of conduct and recusal process for the board, its chair and any person acting on behalf of the board. The revised language for the purpose and responsibility of the SNH CoC Board are: 2.4.1.3 annually assessing the current needs and gaps in the homeless service system in Southern Nevada as identified by the Regional Initiatives office CoC, Executive Committee and/or the Planning Working Group. The updated CoC Organization Flow Chart was revised as follows: 2.5.1 At a minimum, ~~SNH CoC Board~~ the CoC will ~~have~~ be represented by the SNH CoC Board, the ~~five~~ working groups referenced below ~~that are supported by the Regional Initiatives Office as well as,~~ an Executive Committee, Collaborative Applicant, ~~CoC members~~ and other Ad Hoc Working Groups ~~may be~~ created as necessary. The organizational flow chart was further clarification and/or new language as follows: 2.5.2 Each of the working groups referenced above includes core items to ensure oversight and active coordination. The assigned Champion for each of the working groups ensures items are being implemented and/or completed and should not be presumed to take on each core item independently. The assigned Champion and their working group members must rely on other CoC members to participate to complete each of the core items. 2.5.3 For a complete listing of CoC members/agencies assigned to the SNH CoC Board, Executive Committee, Working Group Champions and Ad Hoc Working Group Champions, reference Appendix M. Revised language for the working groups included: 2.6.2 ~~Any~~All SNH CoC Board members or their alternate ~~may participate~~ shall serve on at least one Working Group. Each working group will have a minimum of one SNH CoC Board member or their alternate as a champion. Working groups are not subject to the Open Meeting Law, but should remain open to public participation and observation. 2.7.1 Creation of an Ad Hoc Working Group shall be approved by the SNH CoC Board. The creation of an Ad Hoc Working Group(s) may be requested by ~~the~~ a SNH CoC Board member or ~~Regional Initiatives Office~~ the Executive Committee ~~at any time,~~ in order to meet the operational needs of the CoC. The revised language for the community stakeholder membership is: 3.4.7 Each Community Stakeholder voted onto SNH CoC Board assigns their respective alternate to SNH CoC Board. The alternate must also be within the same relevant group as the primary Community Stakeholder. (i.e., business seat must be represented with a business alternate; advocate seat must be represented with an advocate alternate) The revised language for the SNH CoC board member selection process for community stakeholders is: 3.5.3 Completed Board Interest Forms may be submitted throughout the year ~~to the Regional Initiatives Office or~~ online at www.helphopehome.org, to the Executive Committee or the SNH CoC Board Member Selection Ad Working Group. 3.5.4 Incomplete forms will not be process for further consideration by the Board Member Selection Ad-Hoc Group. ~~The RIO will return~~Incomplete forms will be returned to the applicant making one request for required missing information to be resubmitted. 3.5.5 Once the SNH CoC Board is in place (January 2015), only Board Interest Forms that are submitted prior to ~~September 1st~~ future appointments will be reviewed and considered for a January appointment. In the absence of a Board Interest Form for a designated seat on the SNH CoC Board, the Board Member Selection Ad Hoc Working Group may reach out to appropriate parties for consideration. Mr. Harsin clarified that this was to keep from tying the board down to specific dates and to be able to act accordingly. 3.5.6 The ~~Ad Hoc~~ Board Member Selection Ad Hoc Working Group will ~~have two (2) months to~~ review and prepare their recommendations for the SNH CoC

Board to consider at its January meeting. The revised and new language for working group and ad hoc working group memberships is: 3.6.1 ~~At least one member or alternate member of~~ SNH CoC Board members will be assigned as a “champion” to each of the Working Groups and/or Ad Hoc Working Groups. Decisions will be based on a consensus of the group, reviewed by the Executive Committee with final recommendations being forwarded to the SNH CoC Board for possible action. 3.6.2 Consideration for changes and/or rotation of a working group and/or ad hoc working group champions will be reviewed and considered by the Executive Committee with final recommendations being forwarded to the SNH CoC Board for possible action. Revised language regarding responsibilities of ALL members is: 3.7.2 Each SNH CoC Board member shall serve on at least one Working Group (i.e., Evaluation, Planning, HMIS, Monitoring, and/or Community Engagement). The voting language was deleted. The revised language regarding attendance is as follows: 3.9.3 To notify of an absence before a scheduled SNH CoC Board meeting, the representative or alternate representative must contact one of the Co-Chairs and/or the ~~Regional Initiatives Office Collaborative Applicant~~ in advance of the meeting. In the event the member is unable to notify in advance of the meeting, the general reason for the absence must be provided to the ~~Regional Initiatives Office Collaborative Applicant~~ within two (2) weeks after the meeting. The revised language pertaining to the working group membership and responsibilities is: 3.9.4 When any committee member fails to maintain an active membership status, the ~~Regional Initiatives Office Collaborative Applicant~~ will notify the Co-Chairs and prepare a letter for the Co-Chairs to notice the committee member and their respective agency in writing of the absences and request the agency appoint a new representative, or risk losing their seat on the SNH CoC Board. Revised language regarding resignations included: 3.11.1 A member may resign at any time by giving written notice to SNH CoC Board or the ~~Regional Initiatives Office Collaborative Applicant~~. Such resignation shall take effect upon the date stated in the notice. If no date is specified in the notice, the resignation will be effective immediately. The SNH CoC Board Co-Chair(s) and responsibilities with regards to the RIO was deleted. Section 4.4, which is a new section, involving the Executive Committee is as follows: 4.4.1 **Role and Responsibilities** – an Executive Committee is formed to focus on the following items for the SNH CoC Board: 4.4.1.1 **General Business** – Setting Direction (i.e., agenda setting); 4.4.1.2 **Strategic Alignment** of programs, resources, activities that furthers our collective efforts to end homelessness; 4.1.1.3 Responsible for developing the **Strategic Planning Framework**; 4.1.1.4 **Board Orientation/Mentoring**; 4.1.1.5 **Financials** as it relates to CoC Funding, Trust Funds, (e.g., CoC Budget including revenue and expenditures, etc., as well as fund raisers); 4.1.1.6 Working Group **Information Sharing/Coordination**, to insure the communications are broken down and that there is collaboration and cooperation within the structure. Another new section referring to the Executive Committee is: 4.1.1.7 **Agenda Setting Meetings** – Agenda setting meetings shall occur with the Executive Committee. The agendas shall be organized to include formal actions, business items, updates, topic discussions that could be in a workshop format, and informational sharing including challenges or issues for Board member input and feedback by the providers. ~~Co Chair(s), Co Vice Chair(s) at least fourteen (14) calendar days prior to the next regularly scheduled meeting. One of the Co Chairs must be notified of any matters to be placed on the agenda by the other interested parties prior to the agenda setting meeting. An written agenda along with all supporting documentation shall be distributed delivered to members and available for the SNH CoC Board members at the time of the official posting of the agenda. five (5) business days prior to a scheduled meeting.~~ 4.4.2 **Procedures** – 4.4.2.1 The Executive Committee will meet monthly and may adjust their meetings as deemed appropriate to support the direction of the Board; 4.4.2.2 Decisions will be based on a consensus of the group, with final recommendations being forwarded to the SNH CoC Board for final action; 4.4.2.3 **Supplemental Funding Sources** – The ~~Regional Initiatives Office~~ Executive Committee should explore the availability of State, Federal, and other monies, which together with private donations, may assist in meeting and expanding the budgetary requirements of the regional homeless efforts. The overview of members is: 4.4.3 Membership – The Executive committee consists of a minimum of 9 members but not to exceed 11 members from the SNH CoC Board. At a minimum, the Executive Board will be made of up to 2 Co-Chairs of the SNH CoC Board; 2 Co-Vice Chairs of the SNH CoC Board; each of the 5 Working Group Champions; and 2 Community Stakeholders. The Executive Committee will select the at large members from the SNH CoC Board in conjunction with the transition of the Co-Chairs and Co-Vice Chairs. The CoC Coordinator is technical support to the Executive committee. The revised language regarding SNH CoC Board meetings is as follows: 5.2.1 Regular Board meetings are held no fewer than 6 times per year ~~monthly~~ on the day designated in the Public Notice. The co-Chairs may cancel up to ~~3~~ 2 meetings per calendar year. Mr. Ghafoori clarified that the focus is on assuring the members of the Executive Committee and the various groups to have enough time to work on various projects and issues as opposed to just being presented information at the board meetings. By allowing the Executive Committee and the various Working Groups to meet more frequently, it will be more of a driving force to initiate the changes needed. With regards to the Notice section, the revised language states in 5.5.1 Written notice of all regular and special meetings of the SNH CoC Board shall be given by or under the direction of the Co-Chair(s), or in the absence of the Co-Chair(s), to give notice by the Co-Vice Chair(s) as required by NRS Chapter 241 (Open Meeting Law). A copy of all meeting notices shall be filed with the records of the ~~Regional Initiatives Office Collaborative Applicant~~. The revised language in the Meeting Agenda section is as follows: 5.6.1 A written agenda of matters to be discussed at each meeting along with supporting documentation for all action and discussion items shall be delivered to members of SNH CoC Board at least five (5) business days prior to a meeting. ~~by direction of the Board Co Chairs, Co Vice Chairs and/or Executive~~

~~Committee and Regional Initiatives Office.~~ Each agenda shall clearly specify all matter to be acted upon. 5.6.2 CoC members and/or SNH CoC Board Members may submit a request for an item to be agendaized ~~in writing~~ to one of the Co-Chairs or the Executive Committee to be considered for a future meeting. 5.6.3 The Executive Committee will be responsible for reviewing, coordinating and tracking agenda items brought before the SNH CoC Board. In the Minutes of SNH CoC Board Meetings section, the revised language is as follows: 5.7.1 Accurate minutes of the proceedings of all SNH CoC Board meetings shall be prepared in accordance with NRS Chapter 241 (Open Meeting Law) and approved by SNH CoC Board. Minutes shall be filed with the ~~Regional Initiatives Office~~ Collaborative Applicant. The revised language in the Records section is as follows: 5.8.1 All records of the SNH CoC Board shall be housed in a central records depository with the ~~Regional Initiatives Office~~ Collaborative Applicant and shall be available for inspection in accordance with NRS Chapter 239 (Public Records) during normal business hours and retained per the NRS per Retention Policies. With regards to the Approval of Financial Items, the revised language is: 6.3.1 Financial items require a super-majority (two-thirds) vote of SNH CoC Board to pass an action, as it relates to either budgetary matter or a matter that involves public money and private contributions. ~~With regard to the proposed Regional Homeless Coordination Interlocal Agreement budget, a majority vote of Jurisdictional Stakeholders sitting on the SNH CoC Board will be required. (Reference Appendix F).~~ Mr. Harsin explained that the Interlocals that had been adopted were taken out since they were up to the jurisdictions; and by taking them out, it removed a layer, since each jurisdiction has to get approval. The revised language for the Comprehensive Annual Budget section is: 6.4.1 The ~~Regional Initiatives Office~~ Collaborative Applicant shall ~~develop~~ compile a comprehensive annual budget as it relates to all regional efforts to end homelessness to present to SNH CoC Board. The ~~Regional Initiatives Office~~ Collaborative Applicant will present twice a year a budget expenditure report to SNH CoC Board. Mr. Ghafoori stated that the Regional Coordination/Administration is a complete rewrite of Article 8 in order to determine how to coordinate who is doing what and how the flow works. **Article 8.1 REGIONAL COORDINATION/ADMINISTRATION; CoC Support** – assigned to SNH CoC Board; **SNH CoC Board Support** – assigned to Collaborative Applicant; **Executive Committee Support** – assigned to the Planning Working Group; **Working Groups and Ad Hoc Committees Support** – responsible for providing their own support; **SNH CoC Board Agenda Setting** – assigned to the Executive Committee; **Strategic Planning Framework** – assigned to the Executive Committee; **Media Contact** – assigned to the Evaluation Working Group. Mr. Harsin stated that following details on the rewrite will all be available on www.helphopehome.org. **Article 8.1 REGIONAL COORDINATION/ADMINISTRATION** – 8.1.1 In the spirit of the HEARTH Act; the administration and facilitation of regional work to end homelessness in Southern Nevada, various roles and responsibilities will be shared among the respective jurisdictional stakeholders and community stakeholders to coordinate, facilitate and complete the necessary work. 8.1.2 For a complete listing of CoC members/agencies assigned to the SNH CoC Board, Executive Committee, Working Group Champions and Ad-Hoc Working Group Champions, reference Appendix M. **8.2 Continuum of Care (CoC)** – 8.2.1 The SNH CoC Board supports the CoC and is the official board acting on behalf of the Continuum of Care to address all related business requiring direction and/or formal actions in furthering the mission to end homelessness in Southern Nevada. **8.3 SNH CoC Board** – 8.3.1 The collaborative Applicant will provide the basic administrative support (i.e., posting agendas, meeting minutes, and basic financial status/updates) for the SNH CoC Board. ~~efforts of the Regional~~ 8.3.1.1 **Posted agendas** should include location, date and time, public comment portions in accordance with NRS Chapter 241 (Open Meeting Law) and should indicate the type of action that may be taken on each item (i.e., formal vote of approval/denial, majority vote when warranted, receive report, no action necessary, etc.) as applicable. 8.3.1.2 **Minutes** – Accurate minutes of the proceedings of all SNH CoC Board meetings shall be prepared and filed with the records of the ~~Regional Initiatives Office~~ Collaborative Applicant. 8.3.1.3 **Records** – all records of the SNH CoC Board, ~~work groups and ad hoc groups as well as current Rules of Practice and Procedure~~, shall be housed in a central records depository with the ~~Regional Initiatives Office~~ Collaborative Applicant and shall be available for inspection during normal business hours. 8.3.2 The ~~Regional Initiatives Office~~ Collaborative Applicant will serve as the ~~is the~~ steward and custodian of regional output and information on homelessness in the Southern Nevada region. 8.3.2.1 **Published Reports, Plans and Analysis** – Published or final reports, plans and analysis are available to the public via HelpHopeHome website, which include, but are not limited to: 8.3.2.1(A) Annual Census Report; 8.3.2.1(B) Action ~~Strategic~~ Plans; 8.3.2.1(C) Gaps Analysis; 8.3.2.1(E) HelpHopeHome Plan (Regional Plan to End Homelessness); 8.3.2.1(F) annual Homeless Assessment Report (AHAR); 8.3.2.1(G) Grants Inventory Worksheet; 8.3.2.1(H) SNH CoC Strategic Plans; 8.3.2.1(I) Housing Inventory chart (HIC); 8.3.2.1(J) HUD Continuum of Care Consolidated Application. **8.4 Executive Committee** – 8.4.1 The Planning Working Group Champion(s) will provide the basic administrative support to the Executive Committee by providing logistical, technical and administrative support. 8.4.2 The Planning Working Group Champion(s) is the steward and custodian of Executive Committee output and information on homelessness. **8.5 Working Groups and Ad Hoc Committee** – 8.5.1. Each of the Working Group Champion(s) is responsible for their own logistical, technical and administrative support. **8.6 Collaborative Applicant** – 8.6.1 The Collaborative Applicant shall be responsible for coordinating the coC funding, application process and reporting process; 8.6.2 The ~~Regional Initiatives Office~~ Collaborative Applicant will serve as the ~~is the~~ steward and custodian of regional output and information on homelessness in the Southern Nevada region. ~~The Regional Initiative Office~~ of budgetary and financial matters as it pertains to the CoC. 8.6.2.1 **Budget** – Prepare a comprehensive annual CoC budget for review by

SNH CoC Board that includes, but is not limited to: 8.6.2.1(A) Homeless Trust Fund; 8.6.2.1(B) Federal, State and Local Grant Funding; 8.6.2.1(C) CoC Grant Funds; 8.6.2.1(D) Jurisdictional Contributions through Interlocals (direct allocations); 8.6.2.1(E) Jurisdictional and Stakeholder Contributions (direct and indirect support to homeless efforts). 8.6.2.2 **Regional Homeless Coordination Interlocal Agreement Coordination** – The ~~Regional Initiatives Office~~ Collaborative Applicant shall coordinate the Interlocal Agreement when applicable between the participating stakeholders. **8.7 Continuum of Care (CoC) Coordinator** – 8.7.1 The continuum of Care Coordinator (CoC) is responsible for coordinating key business items (particularly Federal mandates) on behalf of the CoC and SNH CoC Board and ensuring stakeholders are convened to get business done through a consensus model. 8.7.2 The CoC Coordinator is responsible for ensuring that all HUD mandated reports are submitted in a timely fashion. Mr. Ghafoori also added that the CoC Coordinator will also serve as technical support for the Executive Committee to make sure that regulations and rules are being followed as decisions by the group are being made. Mr. Harsin continued the presentation reminding that the Official Communication and Representation section states: 9.1.1.4 This does not preclude the SNH CoC Board, Executive Committee, any of the working groups, or the ad-hoc committees, ~~or the Regional Initiatives Office~~ from using the logo, stationery and/or branding to further the work of the CoC. Revised language in the Media Contact and Public Information section is as follows: 9.2.1 The ~~Regional Initiatives Office~~ Community Engagement Working Group shall maintain positive media relations and accurate public information messages. Prior to the release of information or communicating to the media the ~~Regional Initiatives Office~~ Community Engagement Working Group or any CoC member shall first consult with the Public Information Officers of the participating local jurisdictions and the SNH CoC Board Co-Chairs. The Community Engagement Working Group shall inform the Executive Committee of all media inquiries. Revisions to the Appeals section involved 17.1.1 Any agency who wishes to appeal a recommendation that will be considered by the SNH CoC Board shall submit their request in writing to the ~~Regional Initiatives Office~~ one of the Co-Chairs of the SNH CoC Board ~~or the Executive Committee~~. Every effort will be made for the appeal to be heard on the next available agenda and if need be, a special public meeting will be scheduled. A new appendix was added. **Appendix M: Members, Board Members, Assignments & Admin/Technical Support** – “Reference Appendix M to review the current listing of CoC members/agencies assigned to the SNH CoC Board, Executive Committee, Working Group Champions and Ad-Hoc Working Group Champions.” Mr. Harsin stated this would be a roster as it would appear for the 2016 board and would list supporting groups, i.e., who is the Collaborative Applicant, which is Clark County; who is the Planning Working Group Chair, which is the City of Las Vegas; HMIS, in which the City of Henderson is the lead; Evaluation Working Group, in which Clark County is the lead; Mr. Nick Spriggs’ business is the lead for the Monitoring Working Group; and Nevada Homeless Alliance is the lead for the Community Engagement Working Group. This appendix will also help those that want to get involved in a sub-group by knowing who to contact. The timeline for the proposed amendments to the Southern Nevada Continuum of Care (CoC) Governance Structure is: SNH CoC Board Presentation and Review – November 12, 2015; SNH CoC Board acceptance and approval – December 10, 2015; and SNH CoC Board recommendation to the CoC for approval – December 2015. Since December 10, 2015, is the second CoC Board meeting of the year, as required, this will satisfy not only the board accepting or adopting the proposed amendments, but also the bi-annual meeting requirement. Mr. Harsin then acknowledged Mr. Ghafoori; Bobby Gordon, Clark County Social Service; Stacy Sutton Pollard, Nevada Homeless Alliance; Kathi Thomas-Gibson, City of Las Vegas alternate; and Michele Fuller-Hallauer, CoC Coordinator, for the participation in achieving the proposed amended governance. The floor was then opened for questions and comments. Ms. Gordon asked for a correction with regards to the media contact being assigned to the Community Engagement Working Group rather than the Evaluation Working Group, as presented on slide 50. Mr. Harsin stated that the document probably has the correct information, but it will be double checked. Julie Calloway, City of Boulder City, clarified that today was only a presentation, and that the 2 major items are: 1. Housekeeping with regards to removing Regional Initiative Office from the document, as it is no longer funded; and 2. The CoC Board to become most effective and efficient, adopting the Executive Board, in order to wisely utilize time; and requiring board members to be on working groups. Mr. Harsin concurred and also impressed on the proposal of the reduction of meetings to be held bi-monthly. The Executive Committee, however, may need to meet monthly. Stacy Sutton Pollard, Nevada Homeless Alliance, stated that she disagrees with the idea of having bi-monthly meetings, as it projects the idea that the board is backing away from the task at hand, which is ending homelessness in the community, rather than gearing up and moving forward. She put forth the idea that the effectiveness and efficiency of the meeting agendas should be looked into, rather than reducing the number of meetings held, in order to promote more communication between the members. She also stated that by calling the committee the “Executive Committee”, it may be subject to the open meeting laws; therefore, that would need to be looked into, and may have to be called an “Executive Board”, instead. Mr. Ghafoori stated that the purpose of proposing limiting the meetings to bi-monthly is in order to promote the engagement of the community in a more active role. Since it is also being proposed that all board members are on a working group, the engagement occurs at that level, with the bi-monthly board meetings serving as a presentation of the work being done. Also, it would allow the various working groups time to accomplish the things they are attempting to do and then report back on those accomplishments to the formal board. Ms. Calloway clarified that the premise is **not** to have the Board meet every other month, and the working groups meet in the off months. Mr. Harsin reiterated that the premise is the Board meet every other month; the working groups can meet as often as

they determine necessary; and the Executive Committee meet monthly, if necessary. Mr. Ghafoori also added that some of the ideas to meeting bi-monthly is to be able to keep a presentation format, but also propose and allow for other things to happen. A discussion was held between Mr. Ghafoori and Mr. Harsin regarding whether the board would only meet 6 times per year, or a minimum of 6 times per year. Ms. Pollard brought to the attention of the presenters that the proposal stated that the Board would meet a minimum of 6 times yearly with the co-chairs being able to cancel up to 2 meetings per year. Since Board meetings are open meetings, whereas, working group meetings and executive committee meetings are not open meetings, she feels it would be a disservice to the public to not be able to attend monthly meetings to hear and become involved in what is being done in the community. Bobby Gordon, Clark County Social Service, brought to everyone's attention that the participants of this group are on multiple working groups, and in order to be able to do the work, she is in favor of minimizing the number of Board meetings held. She also feels this is a way to allow board members to have a say in the number of meetings they are required to attend. It could also be a way to make the meetings more effective and efficient by being involved in working groups and then returning to the board meetings to receive updates of progress. Amber Batchelor, S.A.F.E. Nest, stated that since participation in a working group will be required, is there information telling the percentage of board members currently involved in working groups. Mr. Harsin stated that although it is not presently available, it is being work on. He also gave examples of using interests and strengths to determine which working group could benefit by someone becoming involved. He encouraged the present board members who are not involved in a working group to contact any champion if they have questions regarding involvement in a group. Erin Kinard, WestCare, voiced that as a member of multiple groups she is in favor of reducing the number of meetings, but also feels the meetings are important, so encouraged members to be informed before voting on the amendments, and taking all options into consideration as well as making the commitment to serve and attend whatever is decided on. Ms. Kinard then asked for a clarification regarding the difference between the SNH CoC Board and the CoC. Mr. Harsin explained that the Board are those members that sit at the table and vote on monthly issues. The CoC is the audience/community and they must vote on the amendments to the governance structure, in order for it to take effect. Ms. Calloway asked if the SNH CoC accepted that final adoption could CoC then question and vote against the SNH CoC's recommendation. Mr. Harsin acknowledged this could happen, giving the example of the board approving reducing the meetings to bi-monthly meetings, and when presented to the CoC, they vote to keep the monthly meetings, and because they outnumber the board, the monthly meetings would have to be kept. David Slattery, Las Vegas Fire and Rescue, questioned the proposed voting language deletion with regards to the stakeholders. Mr. Harsin stated the language was removed since the agency/organization is no longer funded. Mr. Slattery then asked if the Executive Committee agenda would be sent to the rest of the board in case an item of interest was put on their agenda. Mr. Harsin stated that it hadn't been considered, since it is not an open meeting, but more of a board room conversation/discussion. However, it could be considered with the transparency of the group. Mr. Slattery stated that it would be important to be able to know what is going on and perhaps to have minutes taken. Mr. Ghafoori stated that the purpose of the executive committee is to bring the discussed topics/agenda to the full board so the members can present their opinions. This goes along with the information flow that was discussed earlier. Ms. Pollard suggested that she felt if the audience wanted to comment on the issues being discussed, they should be allowed, since they will be involved in the voting. Ms. Calloway deferred the discussion to the Public Comment portion of the meeting. Michele Fuller-Hallauer, CoC Coordinator, suggested that the Board may not have the authority to vote prior to presenting to the CoC, since the CoC as a whole must vote on the item. Mr. Harsin stated that any changes to the issues would be presented to the CoC as a final recommendation, therefore, it is not taking away from the CoC, since they still have the final vote on the matter. Mr. Ghafoori asked Ms. Fuller-Hallauer if she was suggested an additional meeting take place before the final vote, to which she suggested that a presentation for discussion and full hearing be held, then be put on the agenda the following month. Ms. Calloway clarified that the presentation/discussion be held at the next CoC meeting, which is scheduled for December, and then have the vote at the first CoC meeting of 2016 which would be scheduled for January. Catherine Huang Hara, Clark County Social Service, asked if participation in a sub-group was acceptable vs. participating in the working group, since all board members are required to participate on a working group; and does this pertain to alternates as well? She further suggested it be acceptable that if the board member or alternate wished to participate in certain activities, i.e. the homeless census, but didn't have enough time to commit to be involved in a working group throughout the year. Ms. Calloway was in agreement to the suggestion of contributing on a smaller contribution on a regular basis as she sometimes find it difficult to attend more than one meeting each month. Mr. Ghafoori stated that would be something that would need to be discussed, and gave the example that if a members work is related to a specific working group, the champion could determine if that could be considered as participation. Melissa Clary, Huntridge Neighborhood Community, commented that she is unable to attend many meetings during business hours, since this work is not related to her job. Nick Spriggs, Briggs and Spriggs, commented on Ms. Clary's comment with regards to limiting the number of proposed board meetings versus getting involved in a working group to become more effective and efficient in order to attain functional zero for all homelessness. Ms. Clary commented on the importance agenda setting because the topics sent to board dictate work to be done. Mr. Ghafoori and Mr. Harsin reminded everyone that the point is to open up even more the agenda items by allowing a larger body to receive those topics and have more transparency. Ms. Calloway wrapped up the discussion by noting that by the December, and possibly

January, board meetings, concerns and suggestions could be made before the Governance Charter is finalized. Part of that is determining if the Executive Committee will come about and move forward, the board would be informed of the general information on the topics the Executive Committee discusses. She also stated that members of the audience could voice their opinion on this matter in the Public Comments section of today's meeting. Mr. Harsin mentioned that any comments on the CoC Governance Charter could be made on the HelpHopeHome website, and those comments would be made part of the record. Ms. Calloway stated that she will take into consideration the concerns of Ms. Fuller-Hallauer, and if necessary to be in compliance, the final vote may be postponed until the January CoC Board meeting.

Agenda Item 9. Receive an update from each board member regarding relevant activities within their respective organizations relating to homelessness.

Joshua Brown, Veterans Administration, stated that on December 9, there will be an official celebration of reaching Functional Zero for Ending Veteran's Homelessness. This celebration will be by invitation only; however, a public celebration will be held a few days later and will be announced through the board. Arash Ghafoori, Nevada Partnership for Homeless Youth, announced that in partnership with NPHY the Las Vegas Sands, in support of National Homeless Youth Awareness Month, is starting a Lost Vegas campaign to bring attention to the lost voices of the homeless youth in the Las Vegas area.

Agenda Item 10. Public Comment.

Phillip Hollon, The Salvation Army, expressed his belief that the public meetings are a valuable asset to the community and he is against reducing the number of monthly meetings held. Mr. Hollon announced the annual toy assistance program first registered 333 households and 967 children in November. There will be another sign-up for the program held on December 4 and 5 with the hopes of registering 1300 households and 3600 children. This will include 190 families from Mesquite and 140 families from Pahrump. On December 14, the Coats for Kids drive will kick off. The 3rd Zappos Great Turkey Giveaway will be held inviting 1000 families to be given complete Thanksgiving dinner makings. The Zappos Hearts to Your Souls Thanksgiving dinner will be provided. Circus Circus is going to serve a community meal on November 25. On November 26, Thanksgiving dinner will be served by Smith's Food and Drug from 1:30 p.m. – 3:30 p.m. On December 3, the rotary club is hosting Santa Clothes Coming to Town in partnership with JC Penney's. After the children receive their new clothing, they will be taken to the final UNLV football game. On December 4, United Airlines will be serving the community meal.

Ms. Michele Fuller-Hallauer, CoC Coordinator, publicly acknowledged Dr. Cynthia Dodge for all the work and accomplishments she achieved in the past 3 years. Ms. Fuller-Hallauer welcomed Phyllis Cobb and expressed her appreciation in helping to maintain the relationship between the community and the V.A.

The meeting adjourned at 4:12 p.m.