

# SNH CoC Steering Committee

Wednesday, October 18, 2017

11:30am – 1pm

City of Las Vegas – City Hall

5<sup>th</sup> Floor Large Conference Room

## AGENDA

### **AGENDA SETTING AND FOLLOW UP:**

1. Agenda Setting for November 9, 2017 – the agenda was set for the meeting in November. There was length discussion on the need for a data working group which will also be discussed during the next board meeting as part of the data presentation.

### **OLD BUSINESS**

2. Attendance of Board Members – the committee members reviewed the attendance spreadsheet and agreed the spreadsheet had some inconsistencies and errors. The committee members were asked to email any corrections needed to Angela with the City of Las Vegas to correct. The committee members also agreed to add the working group attendance to more accurately reflect if the board members are attending their assigned working groups as outlined in the governance structure. The committee agreed to fully implement the attendance requirement starting in January 2018 not that there is a more structured format for capturing board member attendance at meetings and working group meetings. All working group champions need to send their meeting attendance rosters to Angela as well, who will then populate the working group attendance into the master attendance spreadsheet.

The committee members also reviewed the current vacant seats as well as any seat potentially vacated at the start of 2018. The current vacant seats include: Business, Homeless or Formerly Homeless, and Universities. The following committee members will work on recruiting potential board members: Business – any of the Chambers (Takiyah); Caesar's Entertainment (Meg); Holland & Heart (Arash). Universities – 3 different individuals with UNLV will be contacted by Emily, Meg, and Takiyah. Formerly Homeless/Homeless – Laure and Arash. There was also some discussion of including Legal Services of Nevada which Laure will inquire about potential interest to participate. The committee reviewed the potential vacant seats starting in January 2018 and found that all current board members will maintain their seat (if they choose) through 2018.

3. Revision of the board member orientation presentation – the committee members agreed on the new board member orientation revisions, which include: adding the information about the specific mission of the seat each member holds, the selection of a working group, and the attendance requirement for board meetings and working group meetings. The new board orientation has been scheduled for January 18, 2018 from 1:30pm – 4:30pm. More information will be disseminated as the date approaches.
4. CICAT Governance Structure Update – the committee members discussed the current state of the policies and procedures/governance structure of the Coordinated Intake working group – this document and procedures are not yet completed and probably

won't be completed until December. The governance structure will be presented to the entire board during the December meeting which will allow for the board members to review the document and provide feedback during the January meeting, with the hopes of formally approving and adopting the governance structure during January's meeting. During the November meeting, the CI-CAT representatives will ask the board to approve the identification of the Coordinated Intake working group as the 6<sup>th</sup> main working group for the CoC. This will allow for the entire CoC governance structure to include this new working group within the revisions currently being worked on. These revisions will also be presented in December, with the intent of approval and adoption during January's meeting as well.

5. **CoC Governance of Decision Making and Decision Delegation Workshop** – Takiyah provided a format called RASCI (Responsible, Accountable, Support, Consult, Inform) for the working group champions to complete with their working groups. Takiyah will also provide supplemental documents that will assist the champions with completing this process. The RASCI results will then filter up to the steering committee, then eventually to the board. This process will eventually assist the steering committee and board with determine the process for decision making and delegation throughout the CoC structure.
6. **Homeless Trust Fund** – Emily reached out to Mandy Martin from Sands to consider serving as Chair to the Homeless Trust Fund committee. Current Fiduciary agency is United Way but that should be changed, as they are not a Foundation that typically holds funds of this nature. Nevada Community Foundation could be new fiduciary agent (should be considered in new contract). A new draft MOU should be drafted by committee for proposing to UW so that a new contract can eventually be drafted. Emily will reach out to former committee members requesting someone to Chair or co-chair, and will attempt to reconvene committee to create a revised MOU/contract for proposing. Leone volunteered to draft bullet points from past CoC Board meeting minutes regarding the current Trust funds and how the Board proposed utilization. Bullet points will be sent to Takiyah to share with UW CFO to prepare ahead of time for a new contract negotiation. Bobby with Clark County indicates the attorney that provided feedback did a favor by reviewing it and making suggestions, but that he cannot have any other role at this time.

**NEW BUSINESS**

7. None

Next Steering Committee Meeting: **Wednesday, November 15, 2017: 11:30 to 1pm** – City of Las Vegas