

**CoC Homelessness Planning Council Executive Committee
MEETING MINUTES**

**May 23rd, 2024 | 8:30 -10:00am
700 2nd Ave S, Nashville, Tennessee 37210**

Executive Committee Members: Jaha Martin, Alex Smith, Jamie Villegas, Tom Turner

Collaborative Applicant Staff: Raquel de la Huerga, April Calvin, Allison Cantway, Bill ClenDening, Marvin Trotter

Guests: Giovanni Achoe

Administrative

❖ **Review May Executive Committee Minutes**

No corrections. An Executive Committee member asked if HPC meeting materials could be send out earlier in advance to allow members more time to review and process key information. OHS staff shared that some of the meeting materials are difficult to have ready in time for the meeting. For example, the HMIS team needs time after the end of each month to pull the data that gets presented to the HPC.

Business

❖ **CoC Charter Revisions Updates**

The Governance Charter Committee met last week to review the public comments that were submitted between March 26th and April 26th. The committee reviewed each comment and provided justification for which suggestions to adopt. A draft of the updated revised Charter will be sent out the General Membership prior to the vote at the meeting on June 20th.

❖ **HPC Nomination Updates**

➤ **Discuss Quorum Concerns**

The HPC had to cancel the May meeting because there were not enough HPC members in attendance to reach a quorum. To avoid future quorum issues, Raquel reached out to each member to verify whether they are planning to attend on June 12th. 15 members have confirmed so far that they will be in attendance. Raquel also reached out to members who have missed the last few meetings to check in on whether they plan to remain members and can fulfill expectations for attendance. Executive Committee members asked OHS support staff to confirm the current HPC roster to check to see which members terms are ending this summer. In addition to attendance concerns, Executive Committee members suggested reminding members to reach out to support staff when they are not able to attend a meeting to help assess quorum in advance.

➤ **Timeline, Transition Plan, New Member Orientation**

Support staff will follow up with the Nominating Committee to schedule a meeting in the next few weeks to review the list of nominees and prepare the slate of candidates for the election on June 20th.

❖ **July Meeting**

Many OHS staff and Chair Martin will be out of town at a NAEH conference during the July meeting.

The July meeting will coincide with the election of a new HPC chair and vice chair. Derrick Smith with Metro Legal has advised that Chair Martin should remain in her role as chair until a new chair is elected and if there is no July meeting, she should preside at the meeting in August to effectively transition the chair role. Executive Committee members discussed the possibility of having Tom preside over the meeting instead but decided that it made more sense to cancel the July meeting since many OHS staff will also be out and many new HPC members will need thorough onboarding. Executive Committee members suggested for the next chair and vice chair to meet with Metro Legal to ask key questions and develop contingency plans.

The Executive Committee agreed on this timeline for upcoming meetings: General Membership elects new HPC members in June, cancel the July meeting and spend that time orienting new HPC members, and Jaha will preside in August to welcome new members and facilitate the election of a new HPC chair. The Executive Committee will still convene in July. Executive Committee members suggested that there be another Board Retreat soon after the HPC reconvenes in August. OHS should start to work on preparing new member packets and identifying key topics that members need to be oriented or retrained on.

❖ **Strategic Plan & Committee Updates**

Raquel shared highlights from the committee updates. Equity and Diversity Committee met with OHS staff last month to get a better understanding of what data can be pulled from HMIS and discuss next steps for publishing the Equity Resources Page. Chair Martin requested for Raquel to email her a list of people that have expressed an interest in joining committees and/or serving as their chair. Chair Martin is working to appoint chairs for Equity & Diversity and Standards of Care. Raquel shared that the Nominating Committee has received 43 nominees and she is coordinating with the committee to contact each nominee to verify if they accept their nomination and request additional information for their candidate profile.

❖ **FY2024 Funding Application Updates**

OHS does not know when HUD will release the Notice of Funding Opportunity (NOFO) for the Continuum of Care Program. OHS is working to release applications for the NOFO ahead of time to allow applicants more time to prepare their materials and for the Performance Evaluation Committee (PEC) to rank and review submissions. Renewal applications will be released in June. OHS has rewritten and restructured parts of the renewal application in an effort to streamline the application process. The PEC reviewed the draft of the renewal application last week. OHS will be hosting interest meetings next week to share information about the CoC program and application process.

❖ **Technical Assistance**

OHS and MDHA have submitted all materials to HUD and are now waiting for HUD to process the transfer of the Collaborative Applicant. OHS has a signed Memorandum of Understanding with MDHA. At this stage, OHS is functioning as the Collaborative Applicant and coordinating with MDHA to utilize the Planning Grant.

OHS is participating in a HUD workgroup with 10 other communities who are trying to create a new CE assessment tool. OHS has been in close contact with Albert from the National Alliance to End

Homelessness. Albert attended a Consumer Advisory Board (CAB) planning meeting and their regular meeting at The Contributor. The CAB plans to complete NAEH's CAB sustainability assessment tool this month and Albert is hoping to visit in-person soon to further efforts to build out the CAB structure and goals.

The Mayor suggested for Cloudburst to visit Nashville soon to have in-person conversations with the CoC about downsizing the Homelessness Planning Council. OHS staff will coordinate with Cloudburst to see if they are available to attend the July General Membership meeting.

❖ **Encampment**

The prioritization team will reconvene soon to identify additional encampments to be considered for closure. The Shelter Committee is hoping to modify the Encampment Strategy and has asked the OHS outreach team to work on updating it. OHS plans to further connect the local strategies with a recent resource from USICH on best practices for encampments. OHS shared that other TA providers and communities have reached out to use Nashville's encampment strategy as an example.

An Executive Committee member asked what will happen if The Salvation Army does not continue their contract for providing interim housing at Rodeway. Director Calvin mentioned that The Salvation Army has assigned a new commander and other key officers to Nashville who will be arriving in June. Prior Salvation Army leadership was committed to the encampment strategy. OHS plans to meet with Salvation Army leadership in June to have a robust conversation on next steps for Rodeway and the capacity building funding that they have been awarded.

Councilmember Kupin's legislation has passed in the Metro Council. The legislation outlines how various Metro departments should work together and draft a report by 2025 to improve safety and address concerns along the riverfront. Need to look at the final wording.

Other Business

- Jesse Call has organized a document readiness training
- DePaul USA has been selected to support the Strobel Center. The opening date has been pushed back to the 3rd week in July. Executive Committee members requested for regular reports on the Strobel Center.

Next Steps

- Connect with Derrick Smith to verify the plan for office elections and the July meeting
- Invite Cloudburst to attend the July General Membership meeting
- Reach out to James Crockett to connect with developers and faith congregations
- Ask Charis for an updated list of units coming online and vouchers
- Present a report on the Strobel Center at the August meeting

Adjourned: 10:01AM