

# MD BALANCE OF STATE CONTINUUM OF CARE

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**MAY 2020**

**BOARD MEETING**



# DHCD Staff



**Stuart Campbell**  
Director of Community Services  
Maryland Department of  
Housing and Community  
Development



**Danielle Meister**  
Senior Policy Officer,  
Homelessness Initiatives  
Maryland Department of  
Housing and Community  
Development



**Steve Holt**  
Assistant Director,  
Homelessness Solutions  
Maryland Department of  
Housing and Community  
Development



**Suzanne Korff**  
Program Officer  
Maryland Department of  
Housing and Community  
Development

# HUD Technical Assistance



Judy Perlman

Scott Pruitt



# **AGENDA**

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- Welcome & Review of Meeting Procedures
- Governance Charter Discussion and Vote
- Board Chair and Vice Chair Elections
- Announcements & Future Meeting Schedule

# Virtual Housekeeping

- Attendance will be taken automatically via WebEx
- This meeting will be recorded
- Recommended to join via computer so you can participate in voting
- Participants are automatically muted to prevent background noise
- To speak, you can unmute yourself by clicking the microphone at the bottom of the screen.

# Today's Votes



**Governance Charter Approval**

**Board Chair**

**Board Vice-Chair**

# Voting Process

**Introduction  
of Agenda  
Item**

**Board  
Member  
Discussion  
and  
Nomination**

**First Motion  
to Take Vote  
(Verbal)**

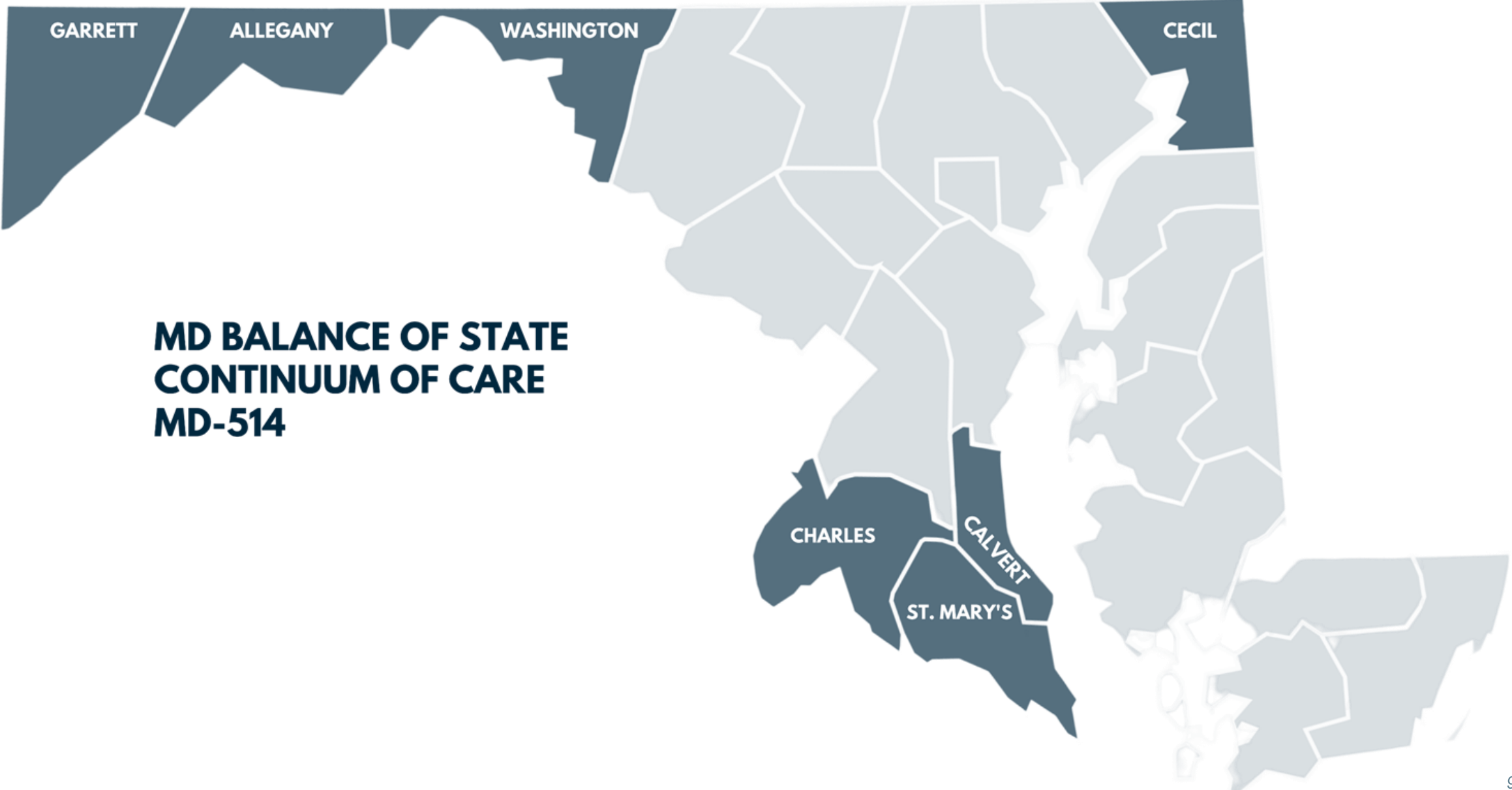
**Second  
Motion to  
Take Vote  
(Verbal)**

**Vote on  
Agenda  
Item/Confirm  
Appointment  
(Vote via Poll)**

# GOVERNANCE CHARTER







**MD BALANCE OF STATE  
CONTINUUM OF CARE  
MD-514**

# GOVERNANCE CHARTER ROLES

## ✓ CoC Lead Agency

*Maryland Department of Housing and Community Development*

Leads annual application process for HUD funding, provides staffing support to CoC, monitors projects for compliance, improves system and project performance.

## ✓ HMIS Lead

*TeamHMIS - Jason Burns*

Oversees HMIS system implementation, provides training and end user support for data collection and reporting. Works with CoC Lead and Board to improve system and project performance.

## ✓ CoC Board

*Elected Representatives*

Oversees governance of the CoC and progress on ending homelessness. Develops plans to increase permanent housing and services for people in the CoC. The Board oversees the committees and workgroups of the CoC.

## ✓ Local Homelessness Coalitions

*County/Regional Leadership*

LHCs lead the local/regional response to homelessness and work closely with the BoS lead agencies and Board to develop policy, implement CoC initiatives, increase access to housing and services in their communities, and coordinate the CoC members in their area.

## ✓ CoC Membership

*Members of the Public*

CoC membership includes the Board, LHCs, and members of the public interested in ending homelessness within the BoS. The CoC as a whole is responsible for meeting HUD requirements and delegates authority to the Board, LHCs, and Committees of the CoC via the governance charter.

## ✓ Board Leadership

*Chair, Vice-Chair, Secretary*

The Chair and Vice-Chair provide executive leadership to the board and are elected by their peers. The Secretary is an appointed position, filled by DHCD.

# Vote to Approve Governance Charter



To make a motion, please unmute yourself using the microphone button.



1. First Motion to Take Vote
2. Second Motion to Take Vote

Use the Poll to Vote Yes/No to Approve the Governance Charter.

# LEADERSHIP ELECTIONS



# Overview

- Roles include Chair, Vice Chair, Secretary
- Secretary is non-voting position filled by DHCD (not elected)
- Initial term for Chair and Vice-Chair is May-December 2020
- Regular Chair and Vice-Chair terms are 2 years, begin January 1
- Chair and Vice-Chair can serve 2 consecutive terms

# Chair

- Conduct all CoC meetings
- Acts as the signatory on behalf of the CoC
- Ensure the actions of the CoC are consistent with this Charter, the laws of the State of Maryland and HUD rules and regulations
- Review and protect the mission of the CoC
- Speak or assign someone to speak on behalf of the CoC, as requested
- Ensures that individual standing committees' performance is regularly reviewed and identifies the process for CoC renewal through recruitment of new members for the CoC and for standing committees

# Chair

- Sets the CoC meeting schedule and agenda with assistance of the Collaborative Applicant
- Guides the CoC to move forward in addressing or implementing activities, issues, regulations, etc. that address issues of individuals and families who are currently living in homelessness or at risk of becoming homeless
- Guides the CoC in short- and long-range planning
- Ensures all CoC members are involved in the decision-making process
- Advocates for the mission of the CoC.

# Vice-Chair

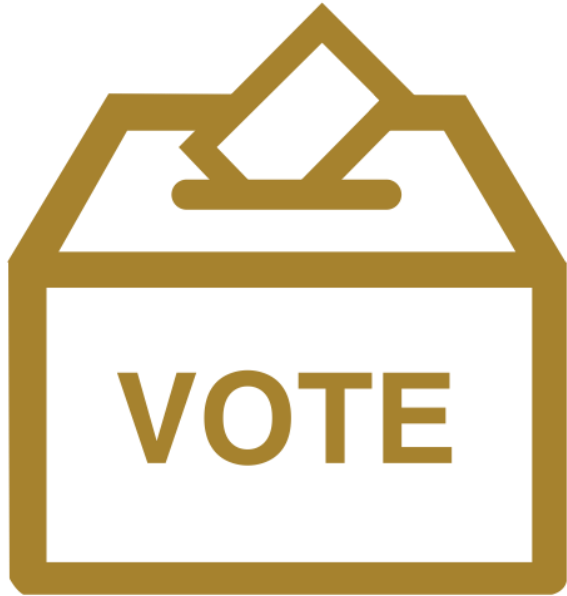
- The Vice-Chair works collaboratively with the Chair in executing their responsibilities and provides leadership, guidance, and oversight to the CoC Board and Committees
- The Vice Chair shall act when the Chairperson is unavailable to act
- The Vice-Chair can also serve as a signatory for the CoC



# Election Process

- 1. Nominations for Chair and Vice-Chair will be solicited at the same time (you do not need to specify which position you are nominating someone for).**
- 2. Self-nominations and nominations from other board members are accepted.**
- 3. Board members will vote using a poll:**
  - The nominee with the highest number of votes will be named Chair
  - The nominee with the second highest number of votes will be named Vice-Chair

# Nominations



**To nominate yourself or another board member for a leadership role, please unmute your microphone.**



**Once nominations have been completed, board members may discuss further if necessary.**

# Vote for Chair and Vice-Chair



To make a motion, unmute yourself using the microphone button.



1. First Motion to Take Vote
2. Second Motion to Take Vote

Use the Poll to Vote.

1. The nominee with highest number of votes will be elected Board Chair.
2. The nominee with the second highest number of votes will be elected Board Vice-Chair.

# Annual Meeting Schedule



## ✓ Board Meetings

Every other month, starting in July  
Third Thursdays, 1-3pm  
Four virtual, two in-person

## ✓ LHC Meetings

Minimum every other month, starting in June  
Alternate months with board meetings  
Days/times TBD by LHC

## ✓ Committee Meetings

Schedules TBD by committee chairs

**Invitations will be sent for board meetings soon!**

# Reminders



## ✓ **Board Member Registration**

Please complete by close of business today.

## ✓ **Board Member Training & Planning**

Please save the date for June 18, 1-4pm! Details to come.

# Public Comment



# Adjournment

