



**Attendance:** Nancy Coston, Allison DeMarco, Caitlin Fenhagen, Sarah Furman, Mark Marcopolis, Samantha Owusu, Corey Root, Diiv Sternman, Charlotte Stewart, Jerry Villemain

#### Minutes

- As there was no quorum present, the Leadership Team will vote on meeting minutes at the December meeting.

#### Sharing /agency updates

- All staff members of Criminal Justice Resource Office and Community Empowerment Fund are attending OCPEH sponsored trauma-informed care training
- DSS has been convening different groups, some working on youth issues; more targeted work is coming, including a group on food insecurity
- The UNC School of Social Work CEF class members are using the racial equity toolkit to look at Town/County policies
- The Integrated Supportive Housing Program from NC Housing Finance Agency application is open and there will be informational webinars in the coming weeks
- Judge Baddour was appointed to the North Carolina state Re-Entry Council, one of the few Superior Court Judges to serve; Orange County is expected to release a RFP for a re-entry council soon

#### Leadership Team individual actions update

- Mark Marcopolis attended the NC Housing Conference
- Diiv Sternman attended a webinar about addressing gaps in coordinated entry and the Phase II of the Racial Equity Institute training
- Many Leadership Team members volunteered with Project Connect
- IFC and CEF are sending many staff members to the REI Groundwater workshop in December

#### OCPEH updates

- The Point-in-Time (PIT) Planning Committee will start work in December to plan the annual count of people experiencing homelessness on a particular night
- Coordinated entry will start to have a more streamlined access points for people looking to access homeless/housing services
- The draft data for one of the required HUD reports, the Annual Homeless Assessment Report (AHAR), was submitted to HUD on October 27
- Update on Street Outreach
  - Could be good to involve Public Defenders Office and/or Outreach Court
  - Could it be possible to use Social Justice funds to get things going quickly, then get full funding
  - Get CECMH, Cardinal, and Freedom House at the table
  - Set a target date to get going
- Update on Risk Mitigation fund
  - Corey will send one-pager with proposed funding
- ESG grant submitted October 30 for emergency shelter operations and rapid re-housing
- Upcoming Events

- Training on Trauma-informed Care – full day info session will be Nov. 1 and Nov. 9; half day check-in/next steps to discuss progress made at agency level + system-level issues will be Jan. 17, 2018
- Follow up training on Conflict Resolution, Mon. Nov. 20, 9-11:00 am and Tues. Nov. 28, 5:30-7:30 pm

#### Project Connect Recap

Project Connect served 174 guests on October 19. Looking at the data collected, the Leadership Team has recommendations for revising the intake form for 2018:

- Jerry will email Corey standard phrasing re: Traumatic Brain Injury that could be used in the intake form going forward
- Add “doubled up” (living with someone else temporarily and not on the lease or in a formal roommate situation) to places people are staying; Could be helpful to add a follow up question - are you seeking other housing and if so, why? This will help to understand if having a doubled up category is helpful

Other thoughts for 2018: We will think more about if there is a way for Project Connect as an event to have a more direct connection to and impact on the Partnership’s work to get folks into permanent housing as quickly as possible and our work on racial equity and homelessness.

#### Leadership Team Board Development

The Board Development Committee presented a proposed slate of Leadership Team members for review. As there was no quorum present, the Leadership Team will vote on the slate of 2018 members at the December meeting.

#### Proposed Changes to OCPEH Governance Charter & Written Standards

The Coordinator presented proposed changes to the OCPEH Governance Charter (bylaws):

- Change to language from ‘bylaws’ to ‘Governance Charter’
- Funding Application process
  - Expand CoC grant application process to increase clarity
  - Add reallocation process
  - Any substantial changes to CoC grants, including change of recipient (grant transfer) must have CoC approval
- Membership & Voting
  - Clarify Leadership Team membership types
    - Staff - non-voting; Coordinator + County and Town staff who are not ex-officio
    - Ex officio, director of organizations - voting members
      - Orange County DSS
      - Orange County Housing, Human Rights & Community Development Dept.
      - Town of Chapel Hill Office for Housing & Community (inclusive of Chapel Hill Housing Dept.)
      - Orange County Criminal Justice Resource Dept.
  - Clarify Leadership Team expectations/attendance/excused attendances
    - Process when cannot attend
  - No quorum = meeting still happens with no votes; quorum required for all votes



**Leadership Team Meeting Minutes**  
**Wed. November 1, 2017, 6-7:30 p.m.**  
Chapel Hill-Carrboro Chamber of Commerce, 104 S Estes Dr, Chapel Hill

- Attendance by phone counts as attendance
- Add Secretary position?
- Increased clarity on email votes - Chair can call vote by email whenever needed - research legality of this Info on endorsements, sponsorships, letters for CoC consistency Revise Leadership Team Application process and timeline

Leadership Team members were in agreement with the proposed changes. The Coordinator will prepare a draft version of the Governance Charter inclusive of the proposed changes for Leadership Team review in December.

The Coordinator previewed another required document coming for Leadership Team approval in January - HUD-required Written Standards which govern how services are provided in CoC- and ESG-funded projects and beyond.

Next Meeting: Wed. December 6, 2017, 6:00-7:30 pm