

Homeless Continuum of Care of Stark County (HCCSC)

Members Meeting

Zoom Meeting

November 16th 2020

Meeting Minutes

Welcome and Introductions

At 2:02pm Marcie Bragg, Chair of the HCCSC Board and Executive Director of the Stark Housing Network, Inc. (SHNI), called the meeting to order and thanked everyone for their attendance. Due to utilizing a virtual platform to hold the meeting, Marcie requested that Members mute themselves after speaking and enter any questions in the chat box. All Members' should have received the November agenda via email. This is the Homeless Continuum of Care of Stark County's (HCCSC) annual meeting where Members' review the HCCSC Governance Charter and 2021 HCCSC Board of Directors & Officers slate of candidates. Marcie reminded Members' that there is only one vote per organization based on the HCCSC's Governance Charter. Marcie welcomed new Members to the meeting.

I. Approval of Meeting Minutes

Motion: Marcie requested a motion to approve the July 2020 Homeless Continuum of Care of Stark County Member's meeting minutes. Bob Fay motioned to approve. Martin Chumney seconded the motion and it was carried by all members present except for JoAnn Breedlove and Paula Mastroianni, who abstained. JoAnn Breedlove and Paula Mastroianni are new HCCSC Members.

II. Conflict of Interest

Marcie reminded everyone of the HCCSC's conflict of interest policy.

III. Review and Approval of the HCCSC Governance Charter

The HCCSC Governance Charter was displayed for Members' review. The Stark Housing Network, Inc. (SHNI) and Homeless Management Information System (HMIS) lead agency, StarkMHAR Partner Solutions, have reviewed and revised the Governance Charter prior to the meeting. Most revisions were grammatical with the exception of one revision made to the structure of the Executive Committee in *Article IV. Board Committees – In General V. Standing Committees of the Board*. Prior to the creation of the SHNI, it made sense for the Governance Charter to read that the HCCSC's immediate past chair hold a position on the Executive Committee. Since the SHNI Executive Director is the HCCSC's chair, there is no longer a need for the past chair to hold a position on the Executive Committee. Under *Article VI. Board Officers*, language has been changed to state that the Executive Committee will have a second vice chair; language around the second vice chair duties has also been included in the Charter. There was also a revision to the slate of candidates developed by the Executive Committee which included language that eligible candidates are those whose agency does not receive Continuum of Care (CoC), Emergency Solutions Grant (ESG) or Ohio Development Services Agency (ODSA) funding; inclusion of this language will allow for all Executive Committee members to have the ability to vote on any motions made during the meeting.

HCCSC Members' provided additional edits to the Governance Charter; revisions were made as the Governance Charter was displayed for review. Members' suggested that the SHNI look at all titles for uniformity (i.e. Executive Committee 2nd vice chair vs second vice chair). The SHNI will revise the Charter to ensure uniformity. An updated Governance Charter will be sent to Members once all uniformity revisions are made.

Motion: Marcie requested a motion to approve the Governance Charter as revised with the understanding that the Stark Housing Network, Inc. will send a revised copy to Members after final revisions are made. Lynne Dragomier motioned to approve. Milistine Tatum seconded the motion and it was carried by all members present.

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IV. 2021 HCCSC Board of Directors & Officers (*Attachment 1*)

- a. Review of 2021 Directors & Officers Slate
- b. Elect Directors to Available Board Positions
 - i. Marcie reviewed the Proposed 2021 HCCSC Board of Directors document that was displayed for Members' review. The HCCSC has staggered terms for Board positions. Allison Esber's board position was approved by the HCCSC Board in October 2020. Allison will complete the term of John Aller who was elected for 3-year term in 2017 that is set to expire in December 2020. Marcie reviewed the open positions on the Board which are as follows: 1) Lynne Dragomier who is not seeking to renew her term; 2) Cheli Curran who left her board position in 2019; and 3) Cathy Jennings who is not seeking to renew her term. The HCCSC Governance Charter outlines the eligibility for Board membership which includes the relevant organizations or agencies that should be reflected in the Board composition. Currently the Board does not include representation from a veteran, faith-based, victim service, business, hospital, university, or affordable housing developer organization or agency. Marcie discussed that representatives from the recommended organizations or agencies could also be represented on the HCCSC's standing committees. Marcie shared with Members the potential candidates that were recommended to hold a Board position that meet the recommended criteria outlined in the Governance Charter: 1) Diane Waite (Veterans); 2) Paula Mastroianni (Domestic Violence); 3) Liz Edmonds (Hospital); 4) Dawn Miller (Healthcare); and 5) Amelia Kocher (Healthcare). Marcie solicited potential candidates from Members. Members offered the following candidates: 1) Shana Smith (YWCA); 2) Marylyn Roman (Faith Based); 3) Kelli Viscounte (Non-profit); 4) Mercy Medical Center (Name to be provided at a later date). There is one position to fill on the Executive committee, and based on today's Governance Charter revision approval, Marcie will solicit potential candidates from the HCCSC Board to fill this position.

Motion: Marcie requested a motion to approve the 2021 HCCSC Directors & Officers Slate as proposed. Lynne Dragomier seconded the motion and it was carried by all Members present except for Julie Sparks, Shirene Starn-Tapyrik and Martin Chumney who abstained. Members who abstained were seeking approval to renew their board term.

V. Stark County Homeless System Response to COVID19

Marcie discussed the HCCSC's COVID response. The July meeting minutes have an attachment that provides a detailed overview of activities prior to July. Marcie provided an update since the July meeting. Some key highlights that Marcie discussed with Members are as follows: 1) The COVID Task Force is meeting on Tuesdays with an option to hold additional meetings to discuss any new information or challenges in the community due to COVID; 2) The SHNI still maintains communication with area motels / hotels for emergency shelter overflow and/or for quarantine purposes; and 3) the COVID Task Force calls have allowed for greater collaboration when identifying referral processes/agencies for the additional funding Stark County has received for homelessness assistance.

VI. Funding Competitions

- a. FY2020 Local Continuum of Care
 - i. Marcie indicated that the HCCSC typically has a local application competition to prepare for the Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program competition. Due to this year's circumstances, HUD did not release a Notice of Funding Availability (NOFA) for FY2020. HUD may allocate funding to renewal projects that were awarded in 2019. Marcie indicated that HUD typically releases a NOFA in the June or July timeframe; the HCCSC

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- expects that HUD will release guidance around funding at a later date.
- b. FY2021 Emergency Solutions (ESG) Grant City of Canton
 - i. The City of Canton ESG (annual) application competition is moving forward similar to past years. The ESG application, application guidance and scoring form have been HCCSC Board approved. There is not an application deadline at this time; to offer perspective from previous years, the deadline in 2020 was January 21st.
 - ii. It was also reported that Renee Biggums will be retiring at the beginning of 2021 and her replacement is Tammy Hajdu who will be reporting to Rollin Seward, Community Development Director for the City of Canton.

VII. 2021 HCCSC Members Meeting Dates

- a. March 15, July 19, & November 15 2021

VIII. Questions/Old Business/New Business

- a. Marcie thanked Lynne Dragomier for her many years of service with the HCCSC. Lynne has been an advocate for the system and her work has been highly commendable. JoAnn Breedlove commented that Lynne is a wealth of knowledge and thanked her for the many years of work and dedication Lynne has provided the system.

IX. Adjournment

With no further business to be discussed, the meeting adjourned at 3:00 pm.

Homeless Continuum of Care of Stark County Proposed 2021 Board Candidates

Board Members	Proposed 2021 Board Members
Terms expiring 12/31/2020	Terms expiring 12/31/2020
Allison Esber (elected by Board in October 2020 to complete term of John Aller's elected for 3-year term in 2017)	Allison Esber
Marty Chumney (elected by Board to 3-year term elected in 2017)	Marty Chumney
Lynne Dragomier (elected by Board to 3-year term in 2017)	AVAILABLE POSITION
Danelle Lightner (elected by the Executive Committee in February 2018 to complete term of Nedra Petro, elected to 3-year term in 2017)	Danelle Lightner
Shirene Starn-Tapyrik (elected by Board to 3-year term in 2017)	Shirene Starn-Tapyrik
Julie Sparks (elected by the Executive Committee in May of 2018 to complete term of Amanda Fletcher, elected to 3-year term in 2017)	Julie Sparks
Terms Expiring 12/31/2021	Terms Expiring 12/31/2021
Captain John Gabbard (elected by Board to 3-year term in 2018)	Captain John Gabbard
Maria Heege (elected by Board to 3-year term in 2018)	Maria Heege
Kimberly Kroh (elected by Board to 3-year term in 2018)	Kimberly Kroh
(HCCSC Board did not appoint another HCCSC member to fill the unexpired term of Cheli Curran, elected to 3-year term in 2018)	AVAILABLE POSITION
Lisa Warden (elected by Board to 3-year term in 2018)	Lisa Warden



Terms expiring 12/31/2022	Terms expiring 12/31/2022
Stephen Inchak (elected by Board to 3-year term in 2019)	Stephen Inchak
Beverly Lewis (elected by Board to 3-year term in 2019)	Beverly Lewis
Cathy Jennings (elected by Board to 3-year term in 2019)	AVAILABLE POSITION
JoAnn Breedlove (elected by Board to 3-year term in 2019)	JoAnn Breedlove
Rollin Seward (elected by Board to 3-year term in 2019)	Rollin Seward
Shannon McMahon Williams (elected by the Board to 3-year term in 2019)	Shannon McMahon Williams

HCCSC Board Officers	HCCSC Board Officers
	Term Expiring
Rollin Seward , Vice President (elected by Board in 2018 to serve a 2-year term)	2020
JoAnn Breedlove , Secretary (elected by Board in 2018 to serve a 2-year term)	2020
John Aller , Immediate Past Chair	
Available Position, 2nd Vice President (<i>tentative based on approval of Governance Charter revisions</i>)	AVAILABLE POSITION (tentative)
Marcie Bragg , President (elected by the Board in 2019 to serve 2-year term)	2021

