

**Nashville-Davidson County Continuum of Care
Homelessness Planning Council
July 18, 2018
8:30a – 11:30a
Randee Rogers Training Center, 1419 Rosa L. Parks Blvd**

Attendees: April Calvin, Ryan Ellis, Trina Frierson, Michelle Hall, Kay Haley, Norman Humber, Catherine Knowles, Ingrid McIntyre, Sean Muldoon, Zac Oswald, Marc Overlock, Jennifer Reason, Floyd Shechter, Beth Shinn, Mina Johnson, Freddie O’Connell, Liz Allen Fey, Paula Foster, Tim Leeth, Wendell Segroves, Theresa Skiles, Charles Strobel, Tom Turner.

Staff: Judith Tackett, Suzie Tolmie, Nicki Eke (Metro Legal)

Starting Time: 8:43 am

Approval of Minutes: No minutes to approve due to this being the inaugural meeting.

Agenda Item 1: Introductions

Discussion: A facilitated activity with Deborah Shiflett to help the new Homelessness Planning Council learn more about one another and their collective commitment and desires for their work going forward
--

Agenda Item 2: Planning Council Work: Tactical and Strategic

Discussion:

- | |
|--|
| <ul style="list-style-type: none">a) HUD CoC – Suzie Tolmie<ul style="list-style-type: none">i) Provided basic information about the Continuum of Care: Core functions, funding allocations, key practicesb) Strategic Work – Judith Tackett<ul style="list-style-type: none">i) Provided an overview of Collective Impact – a framework to address complex social problems – as a method for leadership and decision-making involving community engagementii) Discussed the importance of setting priorities, goals and a strategic plan for moving forward |
|--|

Agenda Item 4: Mayor Briley

Discussion: Brief visit from Mayor Briley to encourage the inaugural board in their work, asking for guidance and offering support.

Agenda Item 5: Business

Discussion: Business

- c) Approval of HMIS grant appeal – Suzie Tolmie
 - i) An appeal to HUD for the decision to not fund the 2nd ranked project during last year's Notification of Funds Available (NOFA) process: An HMIS expansion grant for 2 additional staff.
- d) Vote on Coordinated Entry System (CES) P&P Manual – Jessica Ivey
 - i) A brief overview of the CES P&P Manual and the process to create the manual, receive public input was provided, and the purpose of CES and the CES P&P Manual
 - ii) Move to approve the manual from Floyd Shechter, Second from Freddie O'Connell

Votes: Approval to submit appeal to HUD

Motion: Paula Foster **Second:** Mark Overlock

Votes for Approval: Unanimous

Public Input Session: A public input session was provided and utilized

Votes: Approval of the CES Policy and Procedures Manual

Motion: Floyd Shechter **Second:** Freddie O'Connell

Votes for Approval: Unanimous

Public Input Session: A public input session was provided and utilized

Agenda Item 6: Roles/Structure

Discussion: What is the role of the Homelessness Planning Council in decision-making vs. making recommendations to the larger CoC membership. Term time limits, attendance, election of officers, committee work.

- What is the role/purpose of the exec committee
 - Current boundaries/barriers re: policy/political will
 - How do we prioritize spending money (helps figure out how to fundraise outside of the government)
 - Strategic Plan
 - What committees do we need
 - How do people get on the committees?
 - Are planning Council members to serve on committees?
 - Communication to the community at large
- e) Electing Officers – Liz Allen Fey
 - i) All interested individuals to become the Chair, Vice Chair, or Secretary need to submit their name to Judith Tackett by August 1st.
 - f) Frequency, Location, Time of Meetings – Sean Muldoon
 - i) 2nd Wednesday of the month from 9a – 10:30a at Randee Rogers Training Center
 - ii) Plan for monthly meetings but leave open to not have a meeting in December and July
 - g) Attendance Requirements – Sean Muldoon

- i) Attend at least 75% of the meetings
- h) Staff Roles – Judith Tackett & Suzie Tolmie
Division of which organization is providing which type of staff support was discussed.

Action Items	Person Responsible	Deadline
1) August 8 th Agenda Creation	Suzie Tolmie, Judith Tackett, Sean Muldoon and Liz Allen Fey	August 1, 2018
2) Collect interested names for officers	Judith Tackett	August 1, 2018

Votes: The agenda for the August meeting will be created through e-mail to the Planning Council members for necessary items, Suzie Tolmie, Judy Tackett, Sean Muldoon, and Liz Allen Fey will create the agenda.

Motion: Marc Overlock **Second:** Norman Humber

Votes for Approval: Unanimous

Agenda Item 7: Issues for August 8, 2018 Meeting

Discussion: Elect Officers; Form and determine role of the Executive Committee; Guiding Principles

Adjournment time: 11:30 am