

MEMORANDUM

TO: Butte Countywide Homeless Continuum of Care Council

FROM: Technical Assistance Collaborative

SUBJECT: Governance overview and annual charter review

DATE: October 15, 2019

On October 2, 2019, the Technical Assistance Collaborative (TAC) facilitated a governance workshop in Chico at the Housing Authority of Butte County. The full membership of the Butte Countywide Homeless Continuum of Care (BCHCoC) was invited. Attached is a list of those who attended. The presentation, also attached, provides an understanding of HUD's governance requirements for Continua of Care. Following the presentation, TAC facilitated an assessment of the current governance charter and a discussion of the governance-related items that those attending felt were priorities to be addressed, primarily through written clarification in the governance charter or other written policies and procedures. The following are the priority items selected, with one exception. Inclusion of the executive committee roles and responsibilities was not prioritized by the group. That said, TAC strongly encourages the BCHCoC to update the governance charter to include these roles and responsibilities. The executive committee is currently critical to the BCHCoC's administration but these roles and responsibilities are not currently included in the charter.

Note: the number reflects the number of votes that each core governance item received.

Participation (14)

- Buy-in, decision making process
- Develop new council member orientation including
 - Board expectations around attendance and other
 - Leadership position training, setting clear guidelines and expectations
- Communication strategy to promote buy-in and transparency

Review and Ranking (9)

- Ensure committee members are trained
- Determine whether the BCHCoC can learn and adapt from County's competitive review/procurement process

Code of Conduct (7)

- Conflict of interest
- Dispute resolution

Communication (7)

- Clear communication structure, decision making process
 - Formalized with Chair and Vice Chair with reports to the Council
- Communication to the Council at large from the Committees

- Differentiate role of Council (set policy) and Committees (develop procedures to implement policies)

Membership

- Membership expansion
- Increase consumer voice
- Council vs. full membership

Executive Committee

- Define roles, responsibilities, decision-making
- Must be included in the governance charter

Next steps

TAC recommends that the Council create an ad hoc committee to work with Lisa and Nicole on revisions to the governance charter using the priorities identified at the October 2nd governance workshop and outlined in this memo. The ad hoc committee will then present governance charter revisions for the full membership to vote on in December or January.

It is worth noting that the HUD regulations, 24CFR 578.7 state that the governance charter must be reviewed and updated annually. The work of the ad hoc committee will count towards the annual review and update requirement.

Attendance

October 3, 2019 Governance Training

- Joy Amaro, True North Housing Alliance
- Emily Bateman, Youth for Change
- Shelby Boston, Butte County Department of Employment and Social Services
- Brad Bruner, Caminar
- Brianna Butterfield, Butte County Department of Employment and Social Services
- Marie Demers, City of Chico
- Staci Parisi, Butte County Department of Employment and Social Services
- Deanna Schwab, Safe Space
- Anastasia Snyder, Catalyst
- Don Taylor, County – Butte County Department of Behavioral Health
- Tom Tenorio, Community Action Agency
- Shelly Watson, Jesus Center
- Sarah Frohock, Butte County Department of Behavioral Health