



Butte Countywide Homeless Continuum of Care

Governance Committee

Thursday, March 5, 2020

2:00 P.M. to 4:00 P.M.

Butte County Employment and Social Services – Condor Room

765 East Avenue, Chico, CA

COMMITTEE MEMBERS PRESENT:

Anastacia Snyder, Catalyst
Briana Harvey-Butterfield, DESS HH
Dawn Blackhorse, Butte College
Don Taylor, DESS HH
Laura Cootsona, Jesus Center

COMMITTEE MEMBERS ABSENT:

Eric Smith, City of Oroville

OTHER ATTENDEES:

Lisa Sloane, TAC via Conference Call

RECORDING:

Briana Harvey-Butterfield

ORDER OF BUSINESS:

1. **CALL TO ORDER:** The meeting was called to order by Briana Harvey-Butterfield at 2:04 P.M. CoC Chair, Anastacia Snyder, and Briana Harvey-Butterfield facilitated the meeting.
2. **INTRODUCTIONS:** All Governance Committee Members in attendance introduced themselves.
3. **APPROVAL OF MINUTES - ACTION:** Not Applicable. No previous meetings to approve.
4. **GOVERNANCE PRIORITIES:** The Committee reviewed the governance workshop memo from the Technical Assistance Collaborative Team that was completed October 15, 2019.
5. **COMMITTEE STRUCTURE:**
 - a. Briana Harvey-Butterfield was selected as First Chairperson. Dawn Blackhorse was selected to be the Second Chairperson.
 - b. Meeting times were designated. The Governance Committee will meet the first Wednesday of each month at the Butte County Employment and Social Services Chico location from 3:30 P.M. to 4:30 P.M. Briana will send out calendar invitations to each member and reserve meeting space.
6. **CONFLICT OF INTEREST POLICY:** The CoC must have a conflict of interest policy that meets HUD requirements in place at ESG application submittal. The ESG application is due at the end of

May, so it was determined that the Governance Committee would focus on updating this policy. Lisa Sloane, with TAC, assisted the conversation via conference call. The CoC does not currently have a conflict of interest policy. The current Governance Charter's direction on conflict of interest consists of a brief paragraph that also includes instruction for code of conduct and the recusal process:

5. Code of Conduct / Conflict of Interest / Recusal Process

No member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should abstain from discussion and voting on any issue in which they may have a conflict. An individual with a conflict of interest, who is the Butte CoC Council Chair, shall yield that position during discussion and abstain from voting on the item. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

The Committee noted that within the Governance Charter itself, the code of conduct and conflict of interest contents should be separate statements. Conflict of interest details, including the recusal process, should be thoroughly noted in a separate policy. Briana Harvey-Butterfield, with help from Lisa Sloane from TAC, will draft the conflict of interest portion of the Charter and corresponding Policy to be reviewed at the next governance meeting.

Some concerns that were noted during the meeting and need to be addressed in the Charter and Policy were:

- a) Where do we have gaps?
- b) Are we compliant with HUD requirements?
- c) What constitutes a conflict of interest? How is it defined?
- d) What does the recusal process look like?
- e) Are there levels of discussions that don't require someone to recuse themselves from?

Example levels: Presentation Level, Discussion Level, Deliberation Level and Voting Level

- f) Who will interpret the policy? The Council or a sole position?

The committee also noted that once the conflict of interest policy is completed, more updates to both the Charter and Policies were needed. As an example, the Charter should detail a mission statement. Dawn Blackhorse offered to research other CoC's mission statements for the next meeting.

- 7. ANNOUNCEMENTS/NEXT MEETING:** The next Governance Committee Meeting will be on April 1, 2020 from 3:30 P.M. to 4:30 P.M. Briana will arrange a meeting space and email invites.
 - **Update as of March 23, 2020:** CoC Committee Meetings were placed on hold due to COVID-19. Briana to set-up conference via webinar for meeting tbd in April 2020.

- 8. ADJOURNMENT:** The meeting was adjourned at 4:05 P.M.