

## **Balance of State Continuum of Care Membership Workgroup**

### **Minutes: Conference Call, 3/13/14**

#### **Attendance**

Valarie Donnelly, City of Yuma  
Jennifer Harper, Mohave County  
Camie Rasband, Catholic Charities  
Joy Johnson, ADOH

The meeting minutes from 2/13/14 were approved and have been posted on ADOH's website.

#### **New discussion**

- The PowerPoint presentation has been finalized
- The handout that goes along with the PowerPoint presentation has been finalized. Nothing changed from the last one emailed
- Karia agreed that the final presentation should be presented at the BOSCOC meetings
  - Valarie will present in Parker
  - Camie will present in Cottonwood and Show Low
  - Valarie will contact Shelly to see if she will present in Florence
  - Karia or Anne may present in Benson
- The PowerPoint presentation should take approximately 10 to 15 minutes to present at the regional meetings as the discussion topics will not be included
- Valarie will also present to her local COC for feedback
- Coconino County created a local membership committee to build its membership
- Camie stated that at the last meeting there were 65 people present!
- The Coconino County local COC has created a half sheet flyer to hand out when informally speaking with local agencies. The flyer explains what the Continuum is and gives upcoming meeting dates
- One of the best practices that the local Coconino County COC members do is have a different agency provide lunch at their meetings
- The group discussed creating a presentation preparation checklist. Since different people will be doing presentations around the state, this will help to standardize the preparation process and make sure nothing is overlooked.
- An idea we can use with our presentations is to copy the list of agencies that should be a part of the local meetings, as stated by HUD, to be handed out at the local meetings
- The local contacts can then develop a list of local agencies by name that can be invited and encouraged to join the COC/Care Network meetings
- A list will be created with the point-of-contact for each county along with the name of the Membership Committee member who will be working with that county point-of-contact

- Camie will create a letter of introduction describing the COC and its purpose for use by the counties trying to establish and build local meeting
- The person preparing to do the presentation should go through the presentation and make sure they have any homeless statistics needed for that area, which may be of use during the discussion. This can be pulled from the PIT information Joy sent out.
- The signing of the MOU will be added to the PowerPoint presentation and we should have copies of the MOU for attendees to read
- There are supplies that we may also need to take when we present the PowerPoint. Some include:
  - An easel
  - A large, poster size, sticky pad for taking notes
  - Markers
- All of the MOUs must be completed by mid-summer which will give the local COC/Care Network members time to have a couple of meetings so that sign-in sheets can be collected and all attendees can be claimed as members of the BOSCOG for the COC application to HUD
- Camie will create an informal list of questions to be sent to established local COC/Care Network groups asking them for some best practices in building membership and inviting potential members
- This list of best practices will then be sent out to everyone on Karia's COC email list; this will enable counties to adopt those ideas that may work best in their areas
- Those counties that do not currently have local COC/Care Network meetings are:
  - Graham/Greenlee
  - Cochise/Santa Cruz
  - Navajo/Apache
- ADOH has contacts in all of the above counties; two are Continuum funding recipients
- Joy will send the BOSCOG Governance Charter to the Membership Committee members.
- Valarie is now on the board of the Arizona Coalition to End Homelessness and working on their membership committee. She will share best practices between both committees.

#### **For follow-up**

- The introduction letter for the Counties to use to invite local entities
- The presentation preparation checklist
- The survey questions for the BOS local COC/Care Network to submit best practices on building membership

**Next meeting:** Thursday, April 17, 2014 at 9:00 am