

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

**Minutes: Conference Call, 4/17/14**

**Attendance**

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

The meeting minutes from 3/13/14 were approved and have been posted on ADOH's website.

**New discussion**

- First order of business was the PowerPoint presentation schedule; unfortunately, the PowerPoint cannot be presented at the upcoming COC Regional Meetings. There are counties that are not covered by a Membership Committee member; therefore, Karia does not want it presented.
- It was agreed that we will wait until the next round of COC Regional Meetings in July or August; meanwhile, Karia has agreed to ask for volunteers to join the Membership Committee especially in the eastern and southern parts of the state so that we have better state coverage
- The presentation needs to be presented in all counties and the MOU signed by all county COC/Network of Care Chair so that all of the local attendees and the industry they work in can be included in the state's next COC application to HUD
- We are losing Shelley in Pinal County; so possibly Dianna, her co-worker can fill in for Pinal County
- If anyone knows of any potential members please share them with the group and invite them to our next meeting
- Valarie presented the PowerPoint at her local COC meeting and it went very well. It took her about 12 minutes to present; without the activity portion of the presentation. She received good feedback from the attendees
- Valarie sent out the PowerPoint Presentation Preparation Checklist (PPPC) to the members. This will assist in knowing what steps need to be taken in order to have a successful PowerPoint presentation
- The presenter should send the PPPC to the county point of contact for them to finalize and indicate anything they may need. This process can be tailored to the targeted area
- During the presentation, we should have the results of the survey in front of us and the statics for each county on homelessness to refer to
- Camie developed and distributed a stakeholders' letter for each county's point of contact to use to invite potential members. She also shared the letter that Coconino County uses to invite potential members to its COC meetings

- A list of best practices from each of the local COC/Network of Care meetings will be compiled to be shared when building or starting a COC local meeting
- Your list of best practices should be sent to Camie
- One big draw for the Coconino County COC meeting is lunch. One of the attending agencies supplies lunch for the group; the agencies take turns
- Valarie is on the board for the Arizona Coalition to End Homelessness (Coalition) and a member of the Coalition's Membership Committee. The Chair, Joan Serviss, wants to reach out to the BOS in an effort to get members for the Coalition. Additionally, the Coalition offered their support to the BOSCOG in building its membership
- An invitation was extended, by Valarie, to committee members to join in on a conference call with the Coalition's membership group to see if they would like to be a part of this organization.
- They will discuss the value of being a member of the Coalition and how the Coalition might be of value to the BOS.
- The Coalition's first membership meeting will be on April 24 @1:00 pm. Valarie will send out the information.

**For follow-up**

- The introduction letter for the Counties to use to invite local entities
- Best practices from the local COC/Network of Care meetings
- Increasing membership in the BOSCOG Membership Committee
- List of each county's potential point of contact

**Next meeting:** Thursday, May 15, 2014 at 9:00 am