

**Balance of State Continuum of Care
Operation/Guidance Workgroup
Regular Meeting Minutes
November 8, 2013**

Attendees:

Dave Wolf, Mohave County
Jessa Johnson, NARBHA
Mike Simpson, Crossroads Mission
Mike McCluskey, Achieve
Karia Basta, ADOH
Joy Johnson, ADOH

Discussion Topics;

- Dave called the meeting to order at 9:04 am
- Role was called and the minutes were approved
- Discussion of revised charter
- Discussion of changes included from Annual Balance of State Continuum of Care meeting with all funding recipients, as well as other meeting attendees
 - Ad hoc committee establishment was discussed, as it was determined that some meetings don't need to meet regularly
 - Concern was voiced about ADOH chairing governance committee as possibly this was in conflict with the stated intent not to have ADOH staff chair or be secretary for committees
 - Membership and voting privileges need to be addressed within the next year
 - Discussion at annual CoC meeting regarding participation in the HMIS committee and 1 other committee and this requirement being to o taxing on agencies, it was determined that agencies that benefit from these funds must be involved
 - Change the HMIS committee language to be clearer
- Discussion on creating annual ad hoc committees for Point in Time (PIT) and evaluation
- Agencies are able to participate in committees even if no funding is being received
- Charter revisions were approved by committee
- Joy and Karia will incorporate the 2 minor changes
- Karia will send the finalized version of the charter to BOS CoC for approval and let us know if any additional revisions are needed
- Karia is working on a Scope of Work for an ADOH HMIS staff person
- Discussion on timetable for implementing the charter
- When governance committee is formed, the operating committee will dismantle
- At this point, no future meeting is scheduled
- Meeting adjourned at 9:45 am