

**Balance of State Continuum of Care  
Operation/Guidance Workgroup  
Meeting Minutes  
February 12, 2013**

Attendees:

Jessa Johnson, NARBHA  
Barbara Montrose, CPSA  
Mike McCluskey, Achieve  
Karia Basta, ADOH  
Joy Johnson, ADOH

Discussion Topics

- We still need to select a chairperson and secretary
- TPCH is receiving TA from HUD through Cloudburst to assist in writing policies and procedures
- TPCH does have a manual that is updated annually
- Creating a board for the BOS will be difficult
  - Maybe we can have two representatives from each region
  - The board can possibly take some of ADOH's responsibilities
- We can develop a charter; that may not be too difficult
- Do we create the board first or define the duties first
  - It was agreed that we should define roles first
- It has to be shown that the CoC votes on the application
- There currently is no process to define outcomes
- All procedures must be in writing
- Look at TPCH's policies, mission and goals
- We can start by recording the application process
- Create a skeleton outline to be filled in later
  - Send the outline to all members for feedback
- Our next meeting will be held on Wednesday, March 13, 2013 at 11:00 am.