**Balance of State Continuum of Care**

**Operation/Guidance Workgroup**

**Regular Meeting Minutes**

**September 9, 2013**

Attendees:

Barbara Montrose, CPSA

Mike Hutchison, Horizon Human Services

Karia Basta, ADOH

Gina Whittington, WACOG

Joy Johnson, ADOH

Discussion Topics;

* Karia called the meeting to order at 10:10am
* Role was taken
* There were no minutes to approve
* Spokesperson and point of contact were discussed. The members agreed that Karia Basta should be both the spokesperson and the point of contact for the BOSCOC. The members voted and this item was approved
* The members discussed the review of the charter on an annual basis. The members voted and this item was approved
* Karia asked if HMIS needs to be more specific or does HUD want HMIS to have its own charter. Barbara believes that HUD may want HMIS to have its own charter. Karia has a meeting scheduled with Cloudburst, a HUD TA provider, on September 24 and will ask for clarification on this question
* The HMIS charter will be an agenda item for our next meeting
* Karia stresses that each member must read the charter thoroughly and be familiar with its contents
* We should have one more meeting before the annual homeless conference in October where all of the workgroups will present on their work thus far
* Karia will add language to the charter regarding ADOH’s role and responsibilities as they pertain to the application process and the rating and ranking procedures
* We need to have the charter finished in time to send it to all of the BOSCOC members for their review prior to the annual homeless conference in October
* Karia announced that an email will be coming to all sub-grantees regarding the COC NOFA score. All sub-recipients are being called to a meeting to discuss the recently submitted application. An evaluation team is also needed; 16 people signed up but Karia has only heard from four
* Karia will also add language to the membership and PIT committee regarding the HUD required annual membership drive
* The next meeting is scheduled for Friday, October 11, 2013 from 9:00 to 10:00
* Karia adjourned the meeting at 10:31 am.