

**Balance of State Continuum of Care  
Operation/Guidance Workgroup  
Meeting Minutes  
December 5, 2012**

Attendance:

Dave Wolf, Mohave County  
Jessa Johnson, NARBHA  
Karia Basta, ADOH  
Joy Johnson, ADOH

Discussion Topics

- The Board should contain one representative from each county instead of representatives from the agencies listed in HEARTH
- Karia is not opposed to changing the current structure of the regional meetings as long as each county has local Continuum meetings
- Currently, each county does not hold a Continuum meeting – the regional meetings have filled that gap
- The CoC must establish a board to act on its behalf. The CoC must adopt and follow a written process to select the board. The process must be reviewed, updated and approved at least once every five years
- The board must be representative of the relevant organizations serving homeless populations and include at least one homeless or formerly homeless individual
- The board must develop a plan for the CoC, write policies and procedures regarding processes, invite new members on an annual basis, evaluate outcomes of CoC projects, the Continuum, and applications, the Board will meet at least semi-annually, oversee all committees, and determine which committees are needed
- It was suggested that ADOH hire a planner with the planning funds that may be received; however, if the planning activities are proposed and approved by HUD, ADOH will receive 1% not 3%, which is less than \$50,000
- All grantees need to be a part of this discussion; thus, the subject of developing a board to oversee the Continuum will be put on the agenda for the first round of regional meetings
- There are webinars on the HUDHRE website ([www.hudhre.info](http://www.hudhre.info)) to help with more information on the workgroup's purposes
- Our second meeting has been scheduled to take place on Tuesday, February 12, 2013 at 11:00.