LA BOSCOC Coordinated Entry Committee Meeting Agenda/Notes

Thursday, March 17th, 2022, 1:30pm-2:30pm

Join Google meeting:
meet.google.com/dxu-xxvt-pgt

Or join by phone: 631-743-5265
Meeting PIN: 292487445

I. Introduction

A. Attendance

- Cassandra Adams, Start Corp
- Addie Duval, Start Corp
- Suzanne Metoyer, HAART
- Alycee Naquin, Start Corp
- Tykie Middlebrook, VA
- Kimberly Bilbo, CPPJ
- Thomas Pate, OHCC
- Gail Gowland, FVPSB
- Angel Melerine, FVPSB
- Tanya Thompson, VA
- Debra Blacher, SVDP
- Melissa Williams, The Haven
- Theresta Stewart, Christian Outreach Center
- Toni Jones CAAH
- Amanda Hartley, CPPJ
- Connie Clark, CPPJ
- Suzanne LaBove, ETC Lake Charles
- Sister Miriam MacLean, Catholic Charities of SWLA
- Laura Martinez, Start Corp.
- Amanda Falcon Start Corp.

- Gloria Winchester, Amerihealth Caritas of LA
- Joni Goulas, E225
- Todd Hamilton, O'Brien House
- Jason Myer, SVDP
- Sharane Ellis, SVDP
- Jody Robert, United US
- Ivory Davis, Turnkey Community Living
- Ebony Gray, E225

B. **Purpose of the Committee**

- Oversees the Coordinated Entry System, which is responsible for how people experiencing homelessness are prioritized for and referred to housing and services

II. Committee Duties and Responsibilities (LA BOSCOC Governance Charter v. 4.1)

A. In consultation with the Collaborative Applicant and recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate a coordinated access system (Coordinated Entry) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. This includes developing a specific policy to guide the operation of the Coordinated Entry System on how it will address the needs of individuals and families who are fleeting, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.
B. Assessing and reporting to the Board regarding participation in Coordinated Entry by users throughout the CoC geography.
C. In partnership with the Collaborative Applicant: planning for and conducting, at least annually, a point-in-time (PIT) count of people who are homeless within the LA BOSCOC geographic area who meet the qualifications listed in the subparts of 24 CFR 578.8(c)(2).
D. In partnership with the Collaborative Applicant: conducting an annual gaps analysis of the homeless needs and services available within the LA BOSCOC geographic area.
E. Other Coordinated Entry-related tasks specifically assigned by the Collaborative Applicant.

III. Committee Chair (Last elected Chair: Laura Martinez)

A. Electing a chair

a. Chair decision must be made by April 30, 2022 (Or at an earlier time if the committee so chooses)
b. Chair is elected by the committee membership. Membership can also determine how long a chair will serve and when chair elections will be.
c. Committees have flexibility in determining election process

B. Chair's duties

a. Announcing, scheduling, publishing agendas for, and chairing group meetings.
b. Keeping records of group participation and reporting deficiencies to the CoC for the purposes of Good Standing compliance
c. Reporting group activities to the CoC full membership during meetings of the CoC full membership and otherwise as appropriate or as required by the Collaborative Applicant

C. Voting Mechanisms (LA BOSCOC Governance Charter v4.1)

a. All votes must occur:
    i. During a meeting of the relevant body that was announced to the full relevant body at least five (5) business days in advance;
    ii. Remotely by email, if the vote is emailed to the full relevant body and if the period of voting is at least three (3) business days; or
    iii. At the discretion of the Collaborative Applicant to ensure the successful completion and submission of any funding application, including the CoC Program Consolidated Application, or any report required by HUD or another federal funder.
b. All votes must be proposed by a member of the relevant body. (The Collaborative Applicant cannot propose votes except to the Board, in which case the Continuum of Care Manager may propose votes at their discretion.)
c. All votes must be seconded by a member of the relevant body except during votes of acclamation (see "Acclamation," below).
d. The results of all votes must be reported by the chair to the full relevant body and, as appropriate, to the Board and/or CoC full membership.

III. Nominations and Voting

A. Members of the Committee should nominate persons for the position of Chair. Members are able to nominate themselves for the position of chair. Depending on how many nominees are selected, the committee will then use one of the following methods to "vote."

B. Types of Voting (LA BOSCOC Governance Charter v4.1)

a. First Past the Post "First Past the Post"

i. The simplest system: each ballot votes for only one choice (e.g. candidate, approve or deny), and the choice that receives the most votes wins. This voting system should be used for any vote in which there are only two choices.

b. Instant Run-Off

i. "Instant Run-Off" voting is a voting system that ensures any choice made is within the range of preferences for a majority of voters. Each ballot ranks each choice in order of preference. (For example: if voters were choosing a kind of ice cream to have for dessert, and their choices were Chocolate, Vanilla, and Strawberry, a voter might rank Chocolate 1st, Vanilla 2nd, and Strawberry 3rd.) Once the ballots are in: if more than half the ballots have the same 1st choice, that choice is selected. If not, the ballot counters remove from contention whichever 1st choice received the fewest votes, then recount, moving onto each ballot's 2nd choice if their 1st choice has been removed. The process is then repeated until a choice receives more than half the ballots' vote. This voting system should be used for any vote in which there are more than two choices.

c. Acclamation

i. The Board chair or any committee, subcommittee, or working group chair may call for a vote of acclamation if the members present appear to be universally in agreement. Votes of acclamation may be proposed by the chair or member, do not require a second, do not require a formal vote, and are considered to proceed with the proposed choice or candidate unless any member present objects. If any member present objects, the vote of acclamation fails, and voting must proceed using First Past the Post or Instant Run-Off.

Group Decisions

1. Sister Miriam opens the floor to vote for Chair
    a. Carrie calls for a vote of acclimation
    b. By vote of acclimation the committee has decided to vote for Chair
2. Sister Miriam opens the floor to term limits

a. Sister Miriam, Angel Melerine, Suzanne Metoyer, Jason Myer, CPPJ, Melissa Williams, Todd Hamilton and Sharane Ellis all suggest annual voting
b. Carrie calls for a vote of acclimation
c. By vote of acclimation the committee has decided to limit the Chair term to 12 months

3. Carrie opens the floor to nominations for Chair
   a. Laura Martinez has been nominated
   b. Carrie calls for a vote of acclimation
   c. By vote of acclimation the committee has decided that Laura Martinez has been voted Chair
4. Laura Martinez opens floor to discussing meeting frequency
   a. Tanya Thompson, Suzanne LaBove, Angel Melerine, Todd Hamilton, Joni Goulas, Ebony Gray, Sharane Ellis, Melissa Williams, Thomas Pate, and Addie Duval support quarterly meetings with ad hoc regarding special cases
   b. Laura Martinez calls for a vote of acclimation
   c. By vote of acclimation the committee has decided to keep the currently quarterly meeting schedule with exceptions as needed with special cases
5. Carrie opens the floor to discuss “Good Standing” requirements for the CE Committee
   a. Addie Duval, Cassandra Adams, Angel Melerine, Todd Hamilton, Joni Goulas, Suzanne Metoyer, Melissa Williams, and Thomas Pate support 75% meeting attendance as the “Good Standing” requirement
   b. Laura Martinez calls for a vote of acclimation
   c. By vote of acclimation the committee has decided that attending 75% of meetings will meet the “Good Standing” requirement

IV. Meeting Frequency

A. Group shall meet quarterly, or on an alternate schedule approved by the group in question

VI. Committee “Good Standing” Criteria

A. Group decides what constitutes “Good Standing”

VII. Open Floor

A. Topics for the good of the group

IIX. Close Meeting

A. Reminder to contact Brett (bburns@lhc.la.gov) with any questions or feedback regarding this committee.