



Charlotte-Mecklenburg CoC Governing Board Meeting

April 23, 2026

Location: Virtual meeting

Agenda

Time	Item	Facilitator
2:00-2:10	Welcome & introductions Motion: Adopt meeting agenda Motion: Approve meeting minutes from March 26, 2026 meeting	Andrew Yavorski
2:10-2:15	Executive Committee Report Out	Andrew Yavorski
2:15-2:30	A Home for All	Karen Pelletier
2:30-2:35	Public Comment	Andrew Yavorski
2:35-3:35	CoC Committee/Workgroup/Board member Report Out 1) Membership/Nominating Committee: Law Enforcement seat follow up 2) Equity & Inclusion Committee: MOTION Approve committee charter updates 3) Ranking Committee: review proposed ranking policy 4) Coordinated Entry Oversight Committee 5) Lived Experience Committee 6) Housing our Heroes The following will go in May: 7) Youth Action Board 8) Family Homelessness Workgroup 9) Youth Workgroup 10) Prevention Workgroup 11) Unsheltered Workgroup No Report Needed: 12) Chronic Workgroup-no report 13) MeckHMIS Committee-reported out last month 14) Healthcare & Housing Workgroup-no report, just starting back 15) Property Providers Workgroup-no report, just starting	Stephanie Wallace Kaedon Grinnell Rebecca Pfeiffer Karen Pelletier Maurice Reid Jessica Rice Micah Harris Alissa Smith Basia Collins, Torrey Love, Sherri Spencer Karen Pelletier Breanna McGowan, Alex Devonish
3:35-3:40	Collaborative Applicant Report Out 1) FY25 HUD funding & FY26 NOFO	Branden Lewis

CHARLOTTE-MECKLENBURG CONTINUUM OF CARE

3:40-4:00	Agency Updates Request for future meeting agenda items	Board members
4:00pm	Adjourn	Andrew Yavorski

Governing Board Members

Name	Seat	Agency	Name	Seat	Agency
Ex-Officio			Class of 2027		
Karen Pelletier	Mecklenburg County Community Support Services Director or senior level designee		Maurice Reid	Persons with lived experience	Individual
Rebecca Pfeiffer	City of Charlotte Director of Housing & Neighborhood Services or senior level designee		Justin Tucker	Legal/Systemic Advocacy	Legal Aid of NC
Chris Campbell	INLIVIAN CEO or senior level designee		Tawanna Denmark	Permanent Housing Provider	Carolinas CARE Partnership
Brittany Marshall <i>Non-voting VA liaison to Board</i>	A senior level administrator from the Veterans Administration		Moria Quinn	Representative of the Uptown Business Community	Center City Partners
Appointed by organization			Class of 2028		
Vacant	United Way of Greater Charlotte-A Home for All	Term ends 2026	Jessica Lefkowitz (2 nd term)	Street Outreach/Prevention/Diversion	Hearts for the Invisible Charlotte Coalition
Sonia Jenkins	Charlotte-Mecklenburg Schools Superintendent or senior level designee	Term ends 2028	Lauryn Penister	Workforce Development Provider	White Label Management
Class of 2026			Logan Adams	Population Specific	McLeod Center
Andrew Yavorski, Board Chair	Philanthropic partner working to end homelessness	The Leon Levine Foundation	Katie Kutcher	Population Specific	Centralina Area Agency on Aging
Glennis Davis	Faith-based organization active in ending homelessness	A Giving Heart Project	Stephanie Wallace	Emergency Shelter provider	Roof Above
Adelaide Martin	Property Provider and/or affordable housing developer	Ascent Real Estate	Our Vision: Homelessness is rare, brief and non-recurring in the Charlotte-Mecklenburg Community. Everyone has housing choices and prompt access to a variety of housing resources and supports that meet their needs.		
Cherelle Rozie	Healthcare	Advocate Health			
Shaq Clarke	Persons with lived experience	Time Out Youth			

Abbreviations:

NOFO: Notice of Funding Opportunity

ARD: Annual Renewal Demand: the amount of HUD competitive funding our community was awarded in the last competition. NC-505's ARD: **\$7,599,490**

PH: Permanent Housing includes PSH & RRH

PSH: Permanent Supportive Housing: long-term housing for persons with disabilities

RRH: Rapid Rehousing: rental assistance for up to 24 months with support services for households who are homeless

TH: Transitional Housing: up to 24 months of support services and rental assistance

SSO: Supportive Services Only-can be for CE, Street Outreach, or to serve clients who are moving from homelessness to housing



CoC Governing Board Meeting

Minutes

March 26, 2026

2:00pm-4:00pm

The Forum at Hope Haven

Attendance: Andrew Yavorski, Logan Adams, Shaq Clark, Glennis Davis, Jessica Lefkowitz, Lauryn Penister, Karen Pelletier, Rebecca Pfeiffer, Maurice Reid, Justin Tucker, Stephanie Wallace

Board members not present: Chris Campbell, Adelaide Martin, Katie Kutcher, Tawanna Denmark, Moira Quinn, Cherelle Rozie

CoC Staff: Branden Lewis, Erin Nixon

Guests: Shamika Agbeviade, Stacey Bergeron, Kim Sanders, Emilie Tinker, Madeline Tice, Tammy Baker, Breanna, Mike Hudgins, Erica Corbin, James Lee, Piper Mumpasi, Gloria Council

Meeting agenda approval - Andrew made a motion to approve the agenda, Rebecca seconded. It was approved unanimously.

Minutes – Andrew asked if there were any changes or corrections needed for the minutes of the February 26, 2026, meeting. None were offered. He made a motion to approve the minutes as presented. Jessica Lefkowitz seconded. There were no votes in opposition, so the minutes passed unanimously.

Executive Committee Report Out: A meeting was held with Community Solutions & Clutch related to unsheltered homelessness, but no work has started yet.

A Home For All Report Out – Karen Pelletier gave an update on the transition of A Home For All as it moves to the County from United Way. This transition will be effective April 1, 2026, and will live in the Housing Innovation & Stabilization Services division of Community Support Services.

Meetings have taken place with all of the implementation teams. The teams will join existing CoC Committees and Workgroups as they fit. In late March, they will hold a stakeholder meeting including the CoC, Implementation teams and original organizing team.

Four new positions will be coming along with the transition. Foundation for the Carolinas will be taking on the fundraising piece.

Karen made a motion to re-establish the CoC Property Provider Workgroup. Motion seconded by Rebecca Pfeiffer.

Public Comment:

- James Lee—A Home for All comments/feedback shared.

Homeless System Simulation Activity---facilitated by Madeline Tice, intern with CSS HISS. The activity was a very simplified version of how the homeless system works. Debrief and discussion were held after the activity regarding the importance of making decisions utilizing the resources that are available.

CoC Committee/Workgroup/Board member Report Out

- Membership/Nominating Committee: Law enforcement seat follow up. Discussion continued around adding this seat to the CoC Governing Board. The MNC will come to the next Board meeting with options to choose from regarding this seat.
- MeckHMIS Governance Committee: Motion to approve 2026-2027 BitFocus contract made by Jessica Lefkowitz, seconded by Maurice Reid.

Adjourned - Motion: Andrew Yavorski; Second: Maurice Reid

Charlotte-Mecklenburg CoC FY25 NOFO Project Priority Ranking Policies

CoC Board Approved: ~~11/20/2025~~05/28/2026

This document provides the policies by which projects seeking funding in the FY2025~~56~~ Continuum of Care competitions will be prioritized and ranked. These priorities are subject to change based on HUD's funding priorities. The CoC Governing Board sets forth these priorities for the Ranking Committee to carry out and allows flexibility for the Ranking Committee to make decisions in the spirit of the policy to include context and analysis from the CoC monitoring site visits.

A. Project Priority Ranking Order

The Charlotte-Mecklenburg Continuum of Care (CoC) is required to prioritize and rank projects applying for Continuum of Care (CoC) funding in the CoC competition. Projects seeking renewal or new funding in the FY2025 CoC competition will be prioritized and ranked as follows.

1. **Renewal Permanent Supportive Housing (PSH) projects** ranked by overall percentage scored on the renewal application, from highest to lowest up to 30% of CoC's ARD. Projects that score lowest may be placed below CoC Infrastructure projects
2. The CoC's **renewal infrastructure projects**. Infrastructure projects are defined as dedicated HMIS grants and Coordinated Entry Supportive Services Only (CE-SSO) grants. Renewal CE-SSO project may be ranked above renewal HMIS project as CE-SSO project provides direct services to people experiencing homelessness
3. **New, ~~created via CoC Bonus~~ projects** by overall project score:
 - New Transitional Housing projects that serve any population (could include chronically homeless, individuals, families)
 - New Supportive Services Only Standalone projects (Facility-based, housing and/or emergency shelter)
 - New Supportive Services Only Coordinated Entry projects
 - New Supportive Services Only Street Outreach projects
 - New or expansion dedicated HMIS (Homeless Management Information System) projects
 - New Permanent Housing projects, if eligible
4. **New Domestic Violence Bonus projects** that increase the number of subsidies available by overall project score in the following order by overall project score:
 - New Transitional Housing projects
 - New Permanent Housing projects, if eligible
 - New Coordinated Entry-Supportive Services Only projects
5. ~~Renewal Rapid Rehousing (RRH) projects and Joint Transitional Housing/Rapid Rehousing projects may be ranked lower than renewal PSH, renewal infrastructure & new projects ranked by overall percentage scored on the renewal application from highest to lowest. The CoC recommends renewal RRH & Joint TH-RRH projects apply for a new Transitional Housing project through HUD's transition grant process.~~

~~6.5.~~

B. Tiebreaking Criteria

Tiebreakers for ranking policies 1, 2 & 5 (renewal) will be applied in the following order:

1. First tiebreaker: points earned on exits to permanent housing component
2. Second tiebreaker: points earned on percentage of participants who gained or increased employment income from entry to exit.
3. Third tiebreaker: points earned on Length of Time to Housing component

Tiebreakers for ranking policies 3 & 4 (new) will be applied in the following order:

1. First tiebreaker (for PSH, RRH, TH, SSO project applications): Points earned on Project Description
2. First tiebreaker (for infrastructure projects: Points earned on Project Description component

C. Projects Straddling Tier 1/Tier 2

If a project, once listed in ranking order, straddles the Tier 1/Tier 2 funding line with a portion of the project budget falling within Tier 1 and the remaining within Tier 2, the feasibility of the project to operate with only the Tier 1 amount will be determined as follows:

1. Utilizing the response to the question that asks the impact on the project if it does not receive full funding, the Ranking Committee will decide whether the project would be feasible & still have impact at the reduced amount. If the committee determines it would be feasible, the project will be submitted as is, straddling the Tier 1/Tier 2 line. If the committee determines it would not be feasible, that project will be dropped down so that it is entirely in Tier 2, and the next ranked project will be moved up. The feasibility of this project will then be determined.
2. If an agency indicates a minimum amount needed to still be feasible exceeding the project's Tier 1 amount, that project will be automatically moved into Tier 2, and the next ranked project will be moved up and the process given in #1 above will then be repeated with the next ranked project.
3. This process will continue until the following are realized:
 - All Tier 1 funds are allocated; OR
 - The amount of funds remaining in Tier 1 are a negligible amount. If this occurs, the ranking committee retains the discretion to reallocate the remaining funds to another project in Tier 1 that can accept additional funds.
4. If the amount remaining in Tier 1 is of such a small amount that no project indicates it would be feasible at that reduced amount, steps 2 & 3 will not apply, but rather project will be ranked according to their original order

D. Final Ranking List Review and Recommendation

Following the review, scoring and appeals of renewal & new project applications, a preliminary project ranking list will be developed in accordance with the above priority ranking order. This ranking list, with projects identified by name and type, will be reviewed by the Ranking Committee. The committee will present its final recommended project ranking list to the CoC board in accordance with the timeframe required by HUD. The CoC board will vote to approve the final project ranking list

Renewal Project Appeals

Renewal projects can appeal their project score but may not appeal its placement on the project priority ranking list

EQUITY & INCLUSION COMMITTEE

COMPOSITION & STRUCTURE

Approved ~~May~~ April 28 2020~~6~~

GOVERNANCE

~~Extreme disparities exist in who is served in the homeless services system. The CoC aims to address these disparities through ensuring transparent access to available resources through education and training and developing clear standards for CoC-funded agencies. The Equity and Inclusion Committee (EIC), a committee of the Continuum of Care (CoC), is responsible for developing and implementing plans and processes to assess whether the CoC's policies and resource allocation decisions are positively impacting inequities among homeless individuals and families in the community.~~ The committee will work closely with the Data Advisory Committee (DAC), Coordinated Entry Oversight Committee (CEOC) and the training workgroup.

ROLES & RESPONSIBILITIES

In order to ensure that the Charlotte-Mecklenburg CoC ~~promotes diversity, equity and inclusion~~ addresses disparities in housing and service agencies in Mecklenburg County, the key tasks of the **EIC** shall include:

- ~~Collecting and analyze~~ data related to ~~addressing existing~~ disparities in the homeless services system
- Developing plans and processes to address disparities in the system
- Annually review agency policies & procedures to ensure alignment with CoC standards.
~~Working with agencies/organizations to implement plans on reviewing their practices using a racial equity lens~~
- ~~Working with the CEOC annually on CE evaluation~~
- Ensuring CoC Written Standards ~~are written from a racial equity lens~~ promote accessibility
- Host/Facilitate community trainings ~~in partnership with the training workgroup related to equity and inclusion~~ related to best practices/standards of care
- Elevate advocacy opportunities to CoC Board

COMPOSITION

The EIC will consist of no more than ~~125~~ members, and no fewer than ~~810~~, all of whom will have one vote. EIC composition is categorized into two sections: Ex-officio and elected. Elected positions include population-specific and service-specific areas. It is possible for one EIC member to cover multiple sections as well as different roles/areas.

- Minimum of 1 CoC Board member
- 1 person from the Homeless Management Information System (HMIS) Lead Agency
- 1 CoC Collaborative Applicant designee
- ~~1 person with research expertise~~

- ~~1 person who engages in equity and inclusion work in their organization~~
- Representatives from CoC-funded agencies
- 79 other members from the CoC ~~(can include other CoC Board members)~~
- At least 1 member should be a person with lived experience in homelessness
- The membership should ~~be demographically diverse~~ reflect the population served.

All EIC members must also be member organizations or individuals of the CoC. The EIC is committed to a diverse and inclusive committee composition in terms of race, gender, sexual orientation, immigration status, and other factors. It is important to have front-line and high-level views represented on the EIC.

The Membership / Nominating Committee of the CoC will be charged with monitoring the EIC and undertaking efforts to recruit a diverse membership.

EX-OFFICIO

- **CoC Governing Board designee:**
The CoC Governing Charter outlines that each committee must have at least 1 CoC Board member.
- **HMIS Lead Agency designee:**
The HMIS Lead Agency is the agency designated by the CoC to establish and operate the CoC's Homeless Management Information System. Mecklenburg County Community Support Services serves as the local System Administrator for the HMIS in the Charlotte-Mecklenburg CoC and currently represents the CoC on the NC HMIS Governance Committee. The HMIS Lead is responsible for ensuring that projects meet national data quality objectives; that the CoC has an HMIS data privacy plan, security plan and data quality plan; and that HMIS is administered in compliance with HUD requirements.
- **CoC Collaborative Applicant designee:**
The Collaborative Applicant (CA) is responsible for providing staff support to all committees of the Continuum of Care.

ELECTED SEATS

Population Specific

To ensure that all subpopulations have equal access to the homeless and housing system, the EIC will ensure that there is representation from all subpopulations outlined below by at least one EIC member. It is possible that one committee member may represent more than one subpopulation.

- **Person with Lived Experience**
It is important to incorporate the experience of people who are currently or formerly homeless in the work of committees. The CoC Governing Charter outlines that each committee should include at least 1 seat for a person with lived experience in homelessness.

- **Victim Services Provider**
 HUD defines a victim service provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence. This term includes permanent housing providers—including rapid re-housing, domestic violence programs (shelters and non-residential), domestic violence transitional housing programs, dual domestic violence and sexual assault programs, and related advocacy and supportive services programs (HUD).
- **Single Adults**
 An individual who is 18 years of age or older not currently part of a household.
- **Unaccompanied Children and Youth**
 An unaccompanied child is a single individual younger than 18 that is not part of a household. An unaccompanied youth is a single individual between 18 and 25 that is not part of a household.
- **Families**
 A household unit with at least one adult who is 18 years of age or older and at least one child who is younger than 18.
- **Older Adults (55 and older)**
 Individuals and/or couples who are 55 years of age or older.
- **Chronic Homelessness**
 A “chronically homeless” individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven. Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless. Recipients

and subrecipients of Continuum of Care Program funds are required to maintain and follow written intake procedures to ensure compliance with the “chronically homeless” definition. The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the individual seeking assistance third.

- **Veterans**

Anyone who has ever been on active duty in the armed forces of the United States, regardless of discharge status or length of service. Army, Navy, Air Force, Marine Corps, and Coast Guard: active duty begins when a military member reports to a duty station after completion of training. Reserves and National Guard: active duty is any time spent activated or deployed, either in the United States or abroad; or anyone who was disabled in the line of duty during a period of active duty training; or anyone who was disabled from an injury incurred in the line of duty or from acute myocardial infarction, a cardiac arrest, or a cerebrovascular accident during a period of inactive duty training.

- **LGBTQ**

An individual who identifies as lesbian, gay, bisexual, transgender, queer and/or questioning.

- **Persons with disabilities**

The Convention on the Rights of Persons with Disabilities and its Optional Protocol (CRPD, 2006, A/RES/61/106) defines persons with disabilities to "include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others".

- **Refugees and Immigrants**

It is important to incorporate the experience of those who are refugees or immigrants in the homeless and housing system.

Service-Specific

Our community provides many services through different projects and funding sources. This includes emergency shelter, rapid re-housing, permanent supportive housing and transitional housing as well as other housing and homelessness projects. In order to ensure that all persons experiencing homelessness have equal access to housing and homelessness resources, the EIC will ensure that there is representation from all project types outlined below by at least one EIC member. It is possible that one EIC member may represent more than one project type.

- **Prevention**

A housing category targeting households facing housing instability who have not yet lost their housing. Prevention includes community-wide interventions aimed at changing systems and structures that perpetuate housing instability; cross-sector collaboration

and coordination to reduce the prevalence of homelessness; and targeted interventions including financial and legal assistance to help households maintain their housing.

- **Diversion**

A housing category targeting households who are homeless and seeking emergency shelter. Diversion helps households resolve their immediate housing crisis by accessing alternatives to entering emergency shelter or the experience of unsheltered homelessness. Diversion assistance includes problem-solving to identify an immediate, alternate housing arrangement or financial assistance such as a bus pass to stay with a family member.

- **Street Outreach**

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care (HUD).

- **Emergency Shelter**

A facility with the primary purpose of providing temporary shelter for people experiencing homelessness. It includes shelters that are open seasonally and year-round. This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count and reported as part of the annual Point-in-Time (PIT) Count to the U.S. Department of Housing & Urban Development (HUD).

- **Transitional Housing**

Temporary housing usually coupled with supportive services to facilitate the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months). This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count and reported as part of the annual Point-in-Time (PIT) Count to the U.S. Department of Housing & Urban Development (HUD).

- **Residential / Institutional Care**

Other non-emergency, temporary housing types including institutional and residential settings such as jails, hospitals or mental health and/or substance use treatment programs for people experiencing homelessness.

- **Rapid Re-housing**

Short-term rental subsidy (up to 24 months) designed to help households quickly exit homelessness, return to housing in the community, and not become homeless again. RRH typically combines financial assistance and supportive services to help households' access and stabilize in housing. The participating household must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a

minimum term of one month. This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count.

- **Permanent Supportive Housing**

Long-term rental subsidy (3+ years) designed to provide housing and supportive services to assist homeless households with a disability or families with an adult or child member with a disability to achieve housing stability. The participating household must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count.

- **Other Permanent Housing**

Medium-term rental subsidy (1 – 3 years) designed to help households quickly exit homelessness, return to housing in the community, and not become homeless again. While OPH is longer than Rapid Re-housing, it also typically combines financial assistance and supportive services to help households' access and stabilize in housing. The lease for the housing unit is between the landlord and program participant. This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count. In Charlotte-Mecklenburg, OPH exists through an arrangement between INLIVIAN (formerly Charlotte Housing Authority) and several local housing programs. INLIVIAN provides a number of time-limited Housing Choice Vouchers to each program in order to administer, according to guidelines.

- **Education**

Representation from the local public-school system as well as local colleges and universities.

- **Individual who engages in equity and inclusion work in their organization**

This individual will help engage agency stakeholders who do E&I work in the community.

- **Individual with research expertise**

This individual is important to this committee to assist with researching best practices in E&I. This individual will also work with the HMIS Lead to help interpret our CoC's data and/or identify areas in the work that need further research.

- **Organization whose mission is to promote equity and inclusion**

An individual from an organization whose primary focus is to promote equity and inclusion in the community.

- **Faith-based organization**

An individual from a faith-based organization is important to this committee since they interact with individuals from all backgrounds and those who are homeless often seek assistance from them.

- **Law enforcement agency**

An individual from a law enforcement agency is important to this committee since they interact with individuals from all backgrounds and should know the needs of all population and how to advocate for them.

Table

The table below outlines the full EIC representation, including Ex-Officio and Elected positions.

Table	
Ex-Officio	CoC Collaborative Applicant Designee
	HMIS Lead Agency Designee
	CoC Governing Board Designee
Elected: Population-& Service Specific	Victim Services Provider
	Lived Experience Designee
	Individual who engages in equity and inclusion work in their organization
	Individual with research expertise
	Single Adults
	Unaccompanied Children & Youth
	Families
	Older Adults (55+)
	Chronic Homelessness
	Prevention
	Diversion
	Street Outreach
	Emergency Shelter
	Transitional Housing
	Residential / Institutional Care
	Rapid Re-housing
	Permanent Supportive Housing
	Other Permanent Housing
	Faith-based organization
	Education
Refugee/Immigrant service provider	
LGBTQ	
Persons with disabilities	
Organization whose mission is to promote equity and inclusion	
Law enforcement agency	

OFFICERS

The EIC will have three officers, who will be selected by majority vote of the members of the EIC for one-year terms. Any member of the committee may serve as an officer. Committee officers will serve 1-year terms and may serve up to four consecutive terms. The term for EIC Officers will run from July to June. The process for EIC Officer Selection will take place each June. Interim terms of less than 12 months may occur to temporarily fill a vacant EIC Officer position prior to the end of the regular term.

- **CHAIR**

The Chair will preside at meetings of the EIC, develop meeting agendas in conjunction with the other EIC members, publicly speak on behalf of the EIC to ensure that EIC member representation covers all categories.

- **VICE-CHAIR**

The Vice-Chair will fulfill the functions of the Chair when the Chair is unavailable

- **SECRETARY**

The Secretary will take minutes and attendance at all EIC meetings. The Secretary is also responsible for distributing copies of the minutes to EIC members and to CoC Collaborative Applicant designee to post to CoC website.

EXPECTATIONS OF EIC MEMBERS & EIC MEETINGS

It is expected that EIC members participate fully in all aspects of the EIC and attend at least 75% of the EIC meetings as scheduled. Meeting attendance will be reviewed quarterly. The meeting schedule will be determined by the EIC Chair, in consultation with EIC members. All meetings are open to the public. Meeting minutes and agendas will be posted to the CoC website. At a minimum of once per quarter, the EIC will schedule a time and encourage CoC providers to attend.

VOTING PROCEDURES

For the purpose of conducting business, a quorum of the EIC will be no less than 7 of the voting members. All other EIC related decisions require a simple majority of the EIC.

TERM LENGTH & LIMITS

Terms will be staggered, creating 1 or 2-year limits for each member of the EIC. There are no term limits for individuals serving in an Ex-Officio capacity on the EIC. If an EIC member leaves before the end of the term, the replacement will be filled in the manner it was originally filled; and will serve to the end of that term, and then must be reappointed or reelected.

TERMINATION & RESIGNATION

EIC members may be dismissed by the EIC for violations of the Conflict of Interest Policy or for other violations of the CoC policies and procedures, including but not limited to:

- Missing more than 25% of the EIC meetings

- Fraud
- Failure to maintain confidentiality

Removal of an EIC member requires a majority of the EIC voting members present at an EIC meeting, but in no event shall such a vote occur if there are fewer than 7 members present. If an EIC member wishes to resign, the EIC member shall submit a letter of resignation to the EIC Chair.

CONFLICT OF INTEREST

If at any point an individual/household/provider wishes to address a complaint or grievance with a provider or agency with representation on the EIC, that member must recuse themselves from participating in those proceedings or voting on the outcome of that issue. In addition, EIC members must abide by all other CoC policies.

PROCESS FOR EIC MEMBER SELECTION

Ex-officio members of the EIC will be designated by their organizations; it is possible that one individual may fulfill more than one Ex-officio role (for example, one individual might represent both education and the CoC Governing Board). All other elected EIC members will be voted on by the CoC Membership / Nominating Committee, chaired by the Vice-Chair of the CoC Governing Board. At least one month prior to the start of a new term, which runs from July 1 – June 30, the EIC Chair will solicit nominations for open seats from the community via website posting, agency distribution and CoC email list. The open seats will specify which roles/areas need to be covered, using the [EIC Application Form](#). Nominations will be collected and reviewed by the CoC Membership / Nominating Committee with input from the EIC.