



FREDERICKSBURG REGIONAL
CONTINUUM OF CARE

Nominating Committee Meeting Agenda
February 18, 2022

- Introductions
- Approve October 7, 2021 Meeting Minutes (ACTION ITEM)
- Approve November 5, 2021 Meeting Minutes (ACTION ITEM)
- Approve January 3, 2022 Meeting Minutes (ACTION ITEM)
- Review CoC member agreements
- Review onboarding materials for new coming CoC Board members
- Standing Meeting Date/Time

Next meeting: TBD



FREDERICKSBURG REGIONAL
CONTINUUM OF CARE

Nominating Committee

Date: October 7, 2021

Time: 11AM

Location: GoToMeeting

MEETING CALLED BY	Sam Shoukas
TYPE OF MEETING	First Meeting
NOTE TAKER	Sam Shoukas
ATTENDEES	Cynthia Lucero-Chavez (Stafford County Schools) Christian Zammis (Individual) Kathy Anderson (Empowerhouse) Meghann Cotter (Micah Ministries)
ABSENT	Lisa Crittenden (Loisann's Hope House)

DISCUSSION

Introductions

- All members introduced themselves as this is the first meeting of the group.
- CoC Staff introduced the group and the purpose of the group and meeting as outlined in the CoC Bylaws.

Strategies to Assess Board Makeup

- CoC Staff discussed current Board makeup and composition requirements and restrictions as outlined in CoC Bylaws.
- Group discussed those coming up for re-election and potential gaps in current perspectives/expertise.
- CoC staff will create a chart looking at the different areas that the Nominating committee is looking for in the Board and map where current Board member fall to better evaluate the makeup of the Board and where changes/additions may be.

Outreach – Materials and Interview Questions

- Group discussed questions that potential Board members will be asked as the group assesses their fit for serving on the Board.
- CoC staff will draft questions and send to group to discuss at next meeting.

Timeline

- CoC staff will send chart and questions to group next week to review and send thoughts on gaps and potential people to add to the list.
- Group will finalize thoughts and begin outreach and recruitment conversations after next meeting and local elections.

Next Meeting: Next meeting will be held November 5, 2021 at 11AM.

CONCLUSION	
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FREDERICKSBURG REGIONAL
CONTINUUM OF CARE

Nominating Committee

Date: November 5, 2021

Time: 11AM

Location: GoToMeeting

MEETING CALLED BY	Sam Shoukas
TYPE OF MEETING	Regular Meeting
NOTE TAKER	Sam Shoukas (GWRC)
ATTENDEES	Cynthia Lucero-Chavez (Stafford County Schools) Christian Zammas (Individual) Meghann Cotter (Micah Ministries)
ABSENT	Lisa Crittenden (Loisann's Hope House) Kathy Anderson (Empowerhouse)

DISCUSSION

Introductions

Review Board Matrix

- The group discussed the board matrix and aspects to add to the matrix.

Review Job Description

- The group discussed the job description. Members will review and send any revisions or additions to Sam.

Review Board Interview Questions

- Group revised draft interview questions to further clarify and deduplicate questions.
- Group will use these questions as a supplement to a member application when looking for potential members.

Identify Potential Board Members

- The group discussed some possible great additions to the Board composition, but also stated that an open application process may be helpful in making sure that those interested in being a part of the Board and are not thought of immediately are included.

Outreach and Recruitment

- The group discussed outreach for board members, including developing an application. CoC staff will post the board application and send to discussed possible members.

Next Meeting: TBD

CONCLUSION



FREDERICKSBURG REGIONAL
CONTINUUM OF CARE

Nominating Committee

Date: January 3, 2022

Time: 10AM

Location: GoToMeeting

MEETING CALLED BY	Sam Shoukas
TYPE OF MEETING	Regular Meeting
NOTE TAKER	Sam Shoukas (GWRC)
ATTENDEES	Lisa Crittenden (Loisann's Hope House) Kathy Anderson (Empowerhouse) Christian Zammas (Individual) Meghann Cotter (Micah Ministries)
ABSENT	Cynthia Lucero-Chavez (Stafford County Schools)

DISCUSSION	
Introductions	
Identify Potential Board Members	
<ul style="list-style-type: none">The group discussed the applications received through the open application process and developed a nomination list for the full membership to review.	
Next Meeting: TBD	
CONCLUSION	



FREDERICKSBURG REGIONAL
CONTINUUM OF CARE
partners ending homelessness

CoC Membership Agreement

Member Agency: Agency X
Primary Address: 123 Main Street
Date: 01/01/0000

BACKGROUND

The Fredericksburg Regional Continuum of Care (CoC) serves as the HUD-designated primary decision-making group whose primary purpose is so implement the CoC program. The program is designed to promote regionwide commitment to the goal of ending homelessness, promote funding efforts, promote access to mainstream benefits, and optimize self-sufficiency among individuals and families experiencing homelessness.

PURPOSE

This agreement is for the implementation and administration of the Fredericksburg Regional Continuum of Care (CoC) programming in Planning District 16 (PD-16) including the City of Fredericksburg and the Counties of Caroline, King George, Spotsylvania, and Stafford. A CoC member is any individual or organization with an interest in understanding and addressing the issues related to homelessness and a desire to participate in Fredericksburg Region's coordinated planning to prevent and end homelessness.

COC MEMBER RESPONSIBILITIES

As a member of the Fredericksburg Regional CoC, I agree to:

- Maintain active participation in the CoC.
- Participate in standing committees, working groups, and/or special initiatives, as appropriate.
- Stay informed and share input on key CoC topics and initiatives including coming to meetings prepared to contribute to discussion and decision making.
- Vote as necessary, if applicable.
- Provide a summary of the issues and actions taken by the CoC to affiliate organizations and other staff.
- Provide a summary of the issues and actions, annual budgets (including revenues, by source, and expenses, by type) and performance/outcome data of their organizations to the CoC to assist with trend data.
- Adhere to the CoC's Code of Conduct, Recusal Process, and Conflict of Interest Policy.

COC MEMBER BENEFITS

By becoming a CoC member I receive the following benefits:

- Access to basic technical assistance related to homeless services planning
- Opportunities to network with area agencies
- Access to information and opportunities via the CoC website and CoC membership emails
- Voting rights at CoC meetings related to regional planning to prevent and end homelessness
- Eligibility for applying for CoC funding

CODE OF CONDUCT/ RECUSAL PROCESS

Code of Conduct: The CoC recognizes that each participating member representative, in most instances, is employed by a responsible public, non-profit or private sector agency or firm that has an adopted Code of Conduct or Employee Manual that controls the behavior of the employee in the conduct of business on behalf of their employer. In the event that any member's behavior in the conduct of CoC business is deemed by another CoC member or citizen to be inappropriate or illegal, the case will be referred to the CoC Board for investigation and possible referral to the member's employing supervisor for any personnel or legal action that may be warranted.

Recusal Process: The CoC recognizes that, from time to time, a voting member may have a need to recuse themselves from voting or otherwise participating in some action of the CoC due to some conflict of interest that may preclude the member from taking an objective, unbiased action (e.g. casting a vote). CoC members are required to recuse themselves from voting or other actions based on the conflict of interest guidelines enumerated herein or the guidelines of their own employing agency's Code of Conduct (if stricter than those adopted here).

CONFLICT OF INTEREST

All members of the CoC must comply with federal conflict of interest requirements as defined under 24 CFR §578.95(b). In summary, these conflict of interest considerations apply to:

- *Procurement:* For the procurement of property (goods, supplies, or equipment) and services, the recipient and its sub-recipients must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).
- *Funding Decisions:* No CoC member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- *Organizational Conflict:* An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance, or when a covered person's, as described in the next section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the CoC concerning the endorsement of or award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when and if an employee of a recipient or sub-recipient participates in making rent reasonableness determinations under §578.49(b)(2) and §578.51(g) and housing quality inspections of property under §578.75(b) that the recipient, sub-recipient, or related entity owns.
- *Other conflicts.* For all other transactions and activities, the following restrictions apply: No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or

appointed official of the recipient or its sub-recipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for themselves or for those with whom they have immediate family or business ties, during their tenure or during the one-year period following their tenure.

- *Exceptions.* Upon the written request of the CoC or member thereof, HUD may grant an exception to applicable federal requirements on a case-by-case basis, according to criteria and a process set forth further in federal regulations (see: 24 CFR § 578.95 Conflicts of interest).

DURATION

This agreement is at will and may be modified by mutual consent of authorized officials this agreement shall become effective upon signature by the authorized officials representing the partners to this agreement and will remain in effect until modified by the partners by mutual consent or terminations by on the the partners.

By signing this agreement, I agree to follow the membership requirements outline above.

Signature

Title

Name

Agency

Date

Approved by CoC Board	
This agreement was reviewed and approved by the CoC Board during the _____ (date) meeting.	
_____ Signature	_____ CoC Board Chair Title

CoC Board Onboarding Materials

- Welcome
 - Job Description
 - Expectations
 - Recent Board Meetings
- CoC 101
 - What is a CoC?
 - Homelessness in PD-16
 - Fredericksburg Regional Continuum of Care
 - Staff
 - Important Documents
- CoC's Work
 - Membership
 - CoC Board
 - Funding and Performance Committee
 - System Planning Committee
 - Discharge Planning Committee
 - Nominating Committee
 - Homeless Veterans Working Group
 - CoC Initiatives
- Homelessness Programming
 - Coordinated Entry
 - Homelessness Helpline
 - Targeted Prevention
 - Emergency Shelter
 - Rapid Rehousing
 - Permanent Supportive Housing
- Funding
 - CoC Program
 - Virginia Homeless Solution Program
 - COVID-19
 - Housing Trust Fund
 - Unsheltered Homelessness