**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

June 18, 2021, 10:00 AM, Virtual

*Voting members: Ashley Odom (chair), Dax Oberreuter (vice-chair), Karin Ford, Tim Wilson, Ben Brustkern, Crissy Canganelli, Alex Freeman, Dennis Lauterbach, Gary Wickering.*

**Resources** (<https://www.iowafinance.com/homelessness/homeless-service-agencies/iowa-council-on-homelessness/>):

Chair Ashley Schwalm opened the meeting at 10:00 a.m. A quorum of members was achieved.

1. Introductions
	1. Voting members:
		1. Ashley Schwalm
		2. Dennis Lauterbach
		3. Crissy Canganelli
		4. Ben Brustkern
		5. Gary Wickering
		6. Karin Ford
		7. Tim Wilson
	2. Others present:
		1. Mollie Brees
		2. Amber Lewis
		3. Kristin Hanks-Bents
		4. Louis Makarewicz
		5. Don Davis
2. Approval of Agenda – ***Action Item***
	1. Motion: Karin
	2. Second: Dennis
	3. Unanimously approved
3. Approval of Minutes from 4/16/21 – ***Action Item***
	1. Motion: Ben
	2. Second: Tim
	3. Unanimously approved
4. Bronner Group Strategic Planning Update *(Don Davis & Louis Makarewicz)*
	1. *This item was taken out of order as technology issues prevented Don and Louis from joining earlier.*
	2. Louis provided an overview and short presentation with slides. Bronner staff have been working on surveys, interviews, retreat planning, and more. We are coming up to the Vision Retreat on June 23rd and 24th, with half-days each day. The Action Retreat will follow up on July 26th and July 28th. Sign-up links have already gone out for these. Bronner has also connected with multiple national groups involved in work relevant to the Council. Louis provided an overview of the feedback from recent focus groups.
	3. Members discussed some concerns with making sure there is good participation in the upcoming retreats; in particular, there are few state agency representatives currently signed up. The group discussed ways to engage more members. Bronner Group staff will send out some additional reminders; Ashley and Amber will also follow up with Council members to remind them about the retreats.
	4. The committee also discussed how best to structure public comments at this meeting. It will be an open public meeting, given that quorum could be achieved and this would be required. Amber will post the agendas online.
5. Public Comment Periods during meetings: Recommended changes from the Iowa Finance Authority:
	1. Move comment period to the beginning of meetings, after the approval of agenda.
	2. Add parameters, such as “Public Comment Period: A public comment period for the full meeting will be held at this time to accommodate visitors. This period is limited to 2 minutes per person with a total limit of 10 minutes for the whole period.”
		1. Kristin Hanks-Bents, IFA legal counsel, discussed these recommendations above, and provided an overview of the legal responsibilities for open meetings of a public board. Public comments are not required but may be allowed, and Kristin suggests having this at the beginning of the agenda, as would be consistent with other boards such as IFA’s and IEDA’s boards. This can be structured in a variety of ways. Kristin suggests not more than 10 minutes total.
		2. Members agreed to these parameters going forward.
	3. Members also noted the importance of implementing and following consistent protocols.
6. Review of gender balance in ICH membership
	1. Review of Council’s role regarding membership recommendations to the Governor’s Office of Boards and Commissions, and review of recent process followed by ICH to make membership recommendations.
		1. The group discussed a letter of complaint submitted to Ashley and Amber on 6/4/21 by Jennifer Tibbetts. The committee agreed that it was important to acknowledge the letter. Any further response may be considered by the Executive Committee in the future, with no actions taken up at this time. Ashley is going to follow up with David Binner and let him know an update, since David had volunteered during the last meeting to take up this issue further as appropriate.
		2. Kristin Hanks-Bents affirmed that, in her review of the relevant statutes, the Council has met its obligations, in reviewing the applications that were submitted through the Talent Bank and providing nominations from among them. It is incumbent on the governor’s office to ensure they meet the requirements for membership on various boards. Kristin noted the law is strict in this area of gender balance. Kristin also noted that the Council is not a “political subdivision” as was referred to in Jennifer’s letter; political subdivisions are entities like cities and counties.
	2. Kristin suggested an additional consideration for the Council, related to the challenge of recruiting enough volunteers in the necessary categories to meet its current obligations. The Council may want to ask the statute to be changed to reduce the number of appointed members. The current 38 members is a lot; Kristin has been staffing boards for over 10 years, and it’s very hard to get that many people to volunteer and meet the various requirements. If the Council wanted to pursue this, Kristin could bring to the governor’s office and legislature a proposal to reduce the number of members; this is up to the Council if this is desired.
		1. Members provided feedback. Crissy noted that this kind of request could be part of a larger request to restructure some other elements of the Council’s governing rules. This also ties into the current work of the strategic planning process overall. Tim noted the goal of a leaner and more effective Council. Karin noted this issue has come up before, that we have a very large Council, but only a handful of folks doing the heavy lifting. Some appointees from state agencies never attend meetings.
		2. Kristin described the timeline. She noted the process to make legislative changes starts in September. It would be helpful if the Council would flesh out its desired changes, and pass them on to Kristin, who would then review and share them with the legislative bodies involved. The governor’s office has to approve bill requests from state agencies before IFA or other state agencies can move them on. Really need to know the nuts and bolts of the requests in September or early October, as Kristin has to finish writing all such requests by October.
		3. Crissy noted the current strategic planning timeline may fit well with this timeline.
7. Committee Updates
	1. Nominating Committee (Tim Wilson)
		1. Updated and revised membership recommendations from the Council to the Governor’s Office of Boards and Commissions, including new applications just received from three female applicants.
		2. Tim provided an update on these new applications and where recommendations currently stand, including updated and revised recommendations. The updated recommendations include every female applicant that has applied. If approved, this would still leave the Council short one female member. This will be noted when communicating to the governor’s office.
		3. Motion from Tim: Approve recommending at least six top applicants, to include Kara Nutt, Mary Ingham, Brandy Wallar, Amy Peterson, Latifah Faisal, and Edgardo Ortiz-Hernandez. The rest of the male applicants recommended by the full Council at the last meeting would be presented to the governor’s office to choose among them as they see fit.
			1. Second: Ben
			2. Unanimously approved
	2. Policy and Planning Committee (Crissy Canganelli)
		1. The committee hasn’t met, but plans to in July. One item will be to draft recommendations for the $30 million in funding that will be awarded to the Iowa Finance Authority for the HOME-American Rescue Plan (HOME-ARP) program.
		2. Crissy also noted the eviction moratorium stands to end June 30th. The Iowa Rent and Utility Assistance Program being administered by IFA with recent federal Covid-19 dollars is currently in a backlog, with very little assistance having gone to landlords so far. Some city governments are being asked to come up with some short-term gap rental assistance funding, in the hopes that more of this state-administered funding will come through in July. Crissy also noted the governor did not accept or apply for the additional $150 million in rental assistance funding that was offered by the federal government. Members discussed the difficulty of the Council being able to effectively provide comment or input about this challenge, when it is IFA involved as the state agency, and also IFA that houses the Council and provides some support. This ties back to the current strategic planning underway.
	3. Public Awareness Committee (Alex Freeman)
		1. Alex was not present, but Tim provided an update: Thank you to the members that contacted legislators recently, and members are asked to contact Alex with any ideas for the Public Awareness Committee.
8. Old Business: None
9. New Business: None
10. Agenda for Iowa Council on Homelessness meeting: Friday, July 16, 2021(virtual)
	1. Amber noted that she will be gone, with Mollie providing administrative support.
	2. It was agreed that state agency updates should be a standing agenda item for future meetings, helping to foster a culture shift in state agency participation. Also to continue including CoC updates; Tim will reach out and confirm with CoC representative updates. Tim also volunteered to work with Ashley in also reaching out to state agency representatives, letting them know this will be a standing item on the agenda.
	3. Members also discussed when to shift back to in-person meetings. The Executive Committee will start meeting in person in August, and the full Council in-person in September.
	4. Members also agreed to shift the Public Comment Period to earlier in the agendas as discussed earlier – both for full Council and Executive Committee meetings.
11. Public Comment Period: None
12. Next Executive Committee meeting: Friday, August 20, 2021
	1. The plan will be to switch to in-person meetings at this time.
13. Adjourn
	1. Motion: Dennis
	2. Second: Gary
	3. Unanimously approved. The meeting was adjourned at 11:53 a.m.

*Minutes submitted by Amber Lewis*