**DRAFT MINUTES**

**EXECUTIVE COMMITTEE MEETING**

Wednesday, January 9, 2019

1:00 – 3:00 PM

Meeting Location:

**Iowa Finance Authority, 1963 Bell Avenue, Suite 200, Des Moines OR**

**Conference Call**

*Notes: This is an open, public meeting and may be recorded for minute taking purposes.*

*The Executive Committee has nine voting members (may include alternates). At least 5 members are needed for quorum. Voting members:*

*Voting members: Karin Ford (chair), Carrie Moser (vice-chair), Tim Wilson (secretary), Ben Brustkern (immediate past chair), Dennis Lauterbach, Jane Erickson, Carolyn Cobb, Diane Nichols, Ashley Odom. Non-voting members: David Binner, Crissy Canganelli, David Hagen.*

**Resources** (<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>):

* Agenda
* *For Review: Governance Recommendations for the Iowa Balance of State CoC*

1. **Introductions** 
   1. **The following voting members were present on the phone or in-person:**

Tim Wilson

Dennis Lauterbach

Karin Ford

Jane Erickson (phone)

Diane Nichols (phone)

Ben Brustkern (phone)

Carrie Moser (phone)

* 1. **Non-voting members and other attendees:**

David Binner

David Hagen (phone)

Julie Eberbach

Dave Eberbach

Amber Lewis

Alissa Weber (HomeBase)

Matt Olsson (HomeBase)

1. **Approval of Agenda**

**Motion:** Dennis Lauterbach

**Second:** Tim Wilson

**Action:** Motion Passed

1. **Discuss initial recommendations from HomeBase HUD Technical Assistance provider related to Iowa Council on Homelessness/Iowa Balance of State Continuum of Care governance**

Alissa Weber led the committee in a review of the draft Governance Recommendations document. Participants asked questions and discussed the document. Much of the discussion was around Recommendation #1 in the document, “Designate a new primary decision-making body for the CoC,” especially as to how this compared to alternative Recommendation #2, “Delegate decision-making responsibilities to an already-existing ICH committee.” There was some discussion of whether it would be possible to first move to Recommendation #2, and then plan to likely take incremental steps to eventually move to Recommendation #1. Several participants commented that regardless of which option was pursued, additional staffing for the CoC was necessary. There was general consensus that the logical next step is to ask the Council to designate a new ad-hoc governance committee/transition team to study the recommendations further and come to a formal recommendation and plan for the Council (mainly a recommendation between Recommendations #1 and #2 in the document). No formal action was taken.

The committee then discussed the format for sharing the recommendations with the Council; it was agreed that approximately one hour would be reserved for this discussion, and to allow sufficient time, committee chairs and others would be asked to send brief written update reports in advance rather than presenting at the meeting. It was also noted that because of the partial federal government shutdown, Bob Pulster from the USICH may not be available to present; however, during the shutdown, there is no way to confirm this. Time for the USICH presentation would still be allocated to start with, in case it was still possible, followed by the Governance Recommendations.

1. **Public Comment**

None

1. **Next regularly-scheduled Executive Committee meeting: Friday, February 15, 2019** 
   1. *Schedule: third Fridays every other month (non-council-months), 10:00 a.m.*
2. **A motion to adjourn was made at approximately 3:05 p.m.**

**Motion**: Dennis Lauterbach

**Second:** Tim Wilson

**Action:** Motion Passed