Meeting Title/Subcommittee: The Executive Committee
Date: September 26, 2024
Time: 3 p.m.-4:30 p.m.
Location/Platform: Virtually on Teams
Attendees From Executive Committee: Tara Taylor, Ellis Lee, Nico Sanders, Chuck Callahan, Eddie Blackstone, Kevin Lindamood, Da'Mel Ross, Levy Johnson

Additional Attendees: Kate Calhoun, Saleen Lewis, Janae Jeter

Meeting Purpose/Objective:
Moves the work of the Board forward and brings key decisions to the full Board for discussion and action. This committee provides on-going, structured engagement of the Board's workgroups, key City departments, and specific key stakeholder groups. The Executive Committee also handles routine business, exercises oversight, and engages with designated entities as needed during months when the full board does not convene.

2. Action Plan

- Includes the Chair, Vice-Chair, and other Board-elected members. Handles urgent decisions but not funding allocations. Reports all decisions to the full Board.
- Meets monthly; a majority present constitutes a quorum, and decisions require a simple majority.
- Members must recuse themselves from conflicts of interest, attend regularly, and ensure meetings are announced 5 days in advance. Minutes are taken, reviewed by the Board, and made public. The committee also handles appeals from other groups.

3. Agenda

Welcome + Meeting Minute Approval- Tara Taylor & Edward Blackstone

FHO Grant Application Process Recommendation- Tara Taylor & Edward Blackstone

Ellis New Role + Responsibilities- Tara Taylor & Edward Blackstone

Governance Committee Updates- Kevin Lindamood

Next Steps for October 10 World Homeless Day Event Planning- Tara Taylor & Edward Blackstone

MOHS Updates- Janae Jeter, on behalf of Director Simmons

4. Agenda + Discussion

- **Welcome + Meeting Minute Approva**l- Tara Taylor & Edward Blackstone

- 7.25.24 Executive Meeting Minutes: There was discussion regarding the "Proxy Voting" agenda item. No decisions were made regarding the proxy voting proposal during and the item needs to be added to a future meeting agenda. Minutes approved, no denials, no abstentions.

- **FHO Grant Application Process Recommendation**- Tara Taylor & Edward Blackstone
  - The FHO Grant application was submitted using the names of individuals with lived experience without their consent, which raised concern. The Youth Advisory Board (YAB) had specifically requested not to be included in this application, but this request was disregarded, and incorrect race/ethnicity disclosures were made. The Baltimore City CoC was awarded the funds, sparking concerns about the exploitation of people with lived experience. There was discussion regarding the need to take action to prevent this from happening again, including developing a process for obtaining consent before including individuals identifying information in grant applications. There was a proposal to integrate this into the CoC's Bylaws. There was discussion regarding the need for apologies and accountability that will be addressed in the next scheduled Board meeting. Tara and Eddie are working to develop proper protocols to ensure accountability and prevent such issues in the future.

- **Ellis New Role + Responsibilities-** Tara Taylor & Edward Blackstone
  - Ellis' role is changing, Eddie shared a new job description with the Executive Committee Members.

- **Governance Committee Updates**- Kevin Lindamood
  - Overview of election timeline (below), which was voted and passed at the 9/19 Board member election.

Date	Action Item
Friday, October 4	Review timeline with Governance Committee
Tuesday, October 8	Call for nominations
Thursday, October 10	General Body CoC Meeting- Call for Nominations
Thursday, October 17	Board Meeting - Reminder of open nominations process
Friday, November 8	Deadline for nominations and accompanying bios
Tuesday, November 12	Deadline for Member365 registration
Tuesday, November 19	Notice for Election: Nominees & bios released to CoC
Tuesday, November 26	Follow-up: reshare bios and information on how to vote
Thursday, December 6 – Dec 12	Voting on Member365: In-person at General Body Meeting or electronically.
Thursday, December 12	Voting at General Body CoC meeting – Voting closed

- **TAC + Board Orientation:** TAC is open to facilitating an online Board training in January. Tara suggestions two trainings (1) in-person training and (2) virtual Board, both taking place in January once new Board members are seated.
- **Board Openings**:
  - At-Large Representatives: 3 positions
  - Homeless & At-Risk of Homelessness: 3 positions
  - Homeless or Formerly Homeless: 2 positions
    - 1 dedicated to survivor of DV: This should be handled cautiously.
  - Systems Leaders: 5 positions
  - City Representative, nominated by the Mayor: 1 position
    - Councilman Stokes will not be continuing, making this position vacant.
- **Bylaw Review**:
  - There is a need to educate new Board members on the Bylaws and their importance to ensure HUD compliance and priority of the goals of the Baltimore City CoC. A recommendation was made for a smaller, trusted group (6-10 members) to spearhead the revision process of the Bylaws, understanding that this process will likely take over a year. Kevin's term ends in December, so a new chair for Governance and leadership for Bylaw review are needed. Need to education everyone on the bylaws and their importance. Guidance on Bylaw review processes is part of a current TA request. There was also a request for the Governance committee to identify guiding principles to inform the Bylaw review process, prior to Kevin's term ending.

- **Next Steps for October 10 World Homeless Day Event Planning**- Tara Taylor & Edward Blackstone
  - Main goal is to do a call for nominations and describe the election process, and get people to sign up for Member365.
  - While having a celebration to honor the work of the CoC for End World Homelessness Day.
  - Tara and Eddie requesting ideas for this celebration.
- **MOHS Updates**- Director Simmons
  - **CoC NOFO Process**: All organizations submitted their renewal applications, except for two.
  - **Reallocation + RAC:** A reallocation will be presented to RAC next week, focusing on projects that have underspent by 75% in the last three years. The goal is to identify specific percentage of understanding and total dollar amounts unspent. Some organizations will be asked to voluntarily reallocate their unused funds.