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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Executive Committee

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### December 3, 2009 Minutes

Co-chairs: Dia Barney and Linda Kot

<p><b>Next Meeting:</b> December 31, 2009, 3:00 – 4:30 p.m. (Meeting cancelled due to General Council vote on its January agenda)</p>
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<p><b>Report to TPCCH General Meeting</b></p>
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| <ul style="list-style-type: none"><li>■ Vote on January orientation/operating policies review meeting</li><li>■ Consolidated Plan presentation</li><li>■ Homeless Street Count Presentation</li><li>■ HPRP/Project Action Presentation</li></ul> |
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### TOPICS DISCUSSED

1. **Minutes.** Marty Twohill moved and Lisa Griffin seconded that the minutes of the October 29<sup>th</sup> meeting be approved. **Motion passed.**
2. **Executive Director Workgroup.** Participants discussed feedback from the CoS Committee that the Executive Directors Workgroup (EDW) should open to more than one representative from each committee and that the issue be voted on by the General Council. Consensus was that the CoS discussion may have included some poorly worded conversation regarding this issue. It was noted that there is no specified process in the TPCCH Operating Policies for setting up any workgroup other than that which nominates the Executive Committee. Steve noted that the Operating Policies Workgroup has agreed to examine this issue.
  - **Next steps: a.)** Co-chairs will clarify the Executive Committee's role in their report.
  - b.)** Vote on the EDW composition will be included in the CoS Committee report.
3. **Budget Concerns, City of Tucson.** Linda noted that she was alerted to a significant City of Tucson general fund deficit that may affect human services. Her agency received and responded to a city online survey designed to help city personnel understand how to best expend general funds. Agencies were asked to respond. TPCCH itself was not asked to respond, but members should be alerted that the City is looking at cuts for the current FY.
  - **Next step.** Co-chairs will include an alert about City of Tucson budget cuts in their report.
4. **Operating Policies Workgroup Status.** Steve Nelson reported. The group is working on several issues:
  - **Membership:** change the Membership Committee description from "general members" to "voting members" and clarify reporting on member attendance.
  - **Workgroups:** improve the description of how workgroups are formed.
  - **CoS Suggestion.** He noted that the Membership Committee has suggested including in the operating policies a mechanism for a "vote of no confidence" in erring members. Participants discussed this recommendation, and recommendations from an agency attorney to keep private business private, work through the regulatory agencies that exist, and take only very specific actions. Consensus was to follow the latter advice. Lisa Griffin noted that her executive director will no longer allow Open Inn to participate in events including the agency in question, but only in multi-agency events by participation. Consensus was that this is a good approach, and that the current situation is an aberration.

### **Operating Policies Workgroup Status cont'd.**

Steve suggested that the operating policies revision should be ready for the January General Council, and that a membership orientation and review session should be held before that meeting, as described in current policies. The review would include a general overview of TPCH plus both existing and proposed revisions to the operating policies. Consensus was that there should be a longer time between review and discussion and the vote, and that the operating policies vote should be scheduled for February.

- **Next steps. a.)** A General Council vote to have a January Special Orientation Meeting will be added to the December agenda.
- b.)** If the motion passes, the meeting will be scheduled for the hour prior to the January General Council meeting, and new member packets will be available.
- c.)** A vote on the revised operating policies will be held at the February meeting.

### **5. Presentations for December General Council.**

- **Consolidated Plan.** Gary Bachman has asked to give a brief summary and then hold a meeting to review the county's consolidated plan. Participants discussed whether to hold a special meeting, devote a General Council meeting to the issue, or make the presentation at a Continuum of Services Committee meeting and invite the entire membership. Consensus was to do the latter.
  - **Next step.** Linda will ask the CoS Committee co-chairs and Gary if this will work, and announce the plan if so.
- **PTEH PowerPoint.** The PTEH Committee chair suggested showing to the General Council Leslie Carlson's presentation to the Plan To End Homelessness (PTEH) Task Force that compares and contrasts the ideal, existing, and suggested revisions to the Tucson/Pima County Plan. Consensus was to schedule the presentation for the January meeting at 20 minutes length.
  - **Next step. A 20-minutes PTEH Update presentation will be placed on the January 2010 General Council agenda.**
- **Homeless Street Count.** Sylvia Cuestas requested 10 minutes to present the plans for the 2010 Homeless Street Count.
  - **Next steps:** Presentations of 10-minutes each for the Consolidated Plan and the 2010 Homeless Street Count will be placed on the December General Council agenda.

### **6. NOFA Application Debriefing.** Steven Wind, of this year's Continuum of Care Consultants LeCroy & Milligan Associates, plans to conduct a debriefing of the NOFA compilation process, its importance, and the importance of the activities (such as point-in-time counts) at the December 23<sup>rd</sup> Continuum of Services meeting.

- **Next step.** The CoS Committee will announce the debriefing in its report and invite all interested to the December 23<sup>rd</sup> NOFA debriefing.

### **7. Exhibit 1 Educational Series.** Dia suggested that there should be a series of information presentations regarding the process of preparing HUD Exhibit 1. Consensus was to ask the responsible committee, CoS, to arrange and schedule the presentations beginning in January.

- **Next step.** Co-chairs will ask the CoS Committee co-chairs to arrange the series.

### **8. New Meeting Time.** Gary Bachman's schedule has changed, preventing his participation at the current meeting time. Participants discussed their schedules and decided to meet on Thursday, December 31<sup>st</sup>, 8:00-9:30 a.m.

- **Next step.** Co-chairs will ask that Gary Bachman to reserve a county meeting room.

**9. Committee Updates.**

- **Membership.** Previously discussed.
- **Emergency Services.** Sylvia Cuestas reported. The continuous winter shelter effort to date is not requiring any TPCH resources other than 25 cots not currently being used. The plan is to open a nightly shelter (not dependent on weather) at Flowing Wells Assembly of God Church from December 16<sup>th</sup> – February 16<sup>th</sup>. Holy Family Catholic Church plans to open every day (with some of the food provided by Holy Trinity Church) and host guests at their site until the guests need to leave to arrive at Flowing Wells Assembly of God at 8:30 p.m., when other church programs have ended the premises.
- **Continuum of Services.** Previously discussed.

**10. Request for Handclaps.** Participants discussed appropriate recognitions and decided to give a handclap to Steven Wind for his calm and competent performance in completing this year’s Exhibit 1, and will have a blanket plaque prepared for Phyllis Lim in honor of her retirement.

**11. Next Meeting.** Thursday, December 31<sup>st</sup>, 8:00-9:30 a.m.

- **Next step:** Co-chairs will ask Gary to reserve a county meeting room.

(This meeting was later cancelled due to the General Council’s December vote setting its January agenda.)

Submitted by Settle Madden

**Attendance**

Dia Barney	COPE Community Services	dbarney@copebhs.com
Beth Carey	Southern Arizona AIDS Foundation	bcarey@saaf.org
Sylvia Cuestas	Christian Faith Center	scuestas@csd.pima.gov
Lisa Griffin	Open Inn	lgriffin@openinn.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Steven Nelson	Jackson Employment	snelson@pima.gov
Marty Twohill	Veterans Administration/SAVAHCS	martin.twohill@med.va.gov