

Jacqueline Evans, Chair, (910) 977-7261  
Tiffany Johnson, Vice-Chair (910) 885-1416

Debbie Brown, Secretary (910) 827-9117  
Debbie Brown, Interim Treasurer (910) 827-9117

**Board of Directors Meeting  
Monday, March 22, 2021 4:00 pm**

Location: **Virtual Conferencing**

<https://zoom.us/j/96854582356?pwd=NjFqWGhVTWJyc2xUMitUK2VZSVcrZz09>

	TOPIC	PRESENTER	DURATION (MINUTES)
1	<b>Call to Order/Opening Prayer/Introductions/Roll Call</b>	Jacqueline Evans	Chair welcomed everyone. Abel Young opened with prayer. Roll call taken and quorum was not reached until later in the meeting. Willie Williams asked if this issue of no quorum was a concern? Chair stated that this was not the norm and that some of the Board members were in a meeting but should be joining soon. Alex Baker stated there was a meeting in which a few of the Board members were in attendance working toward rental relief. That the meeting was finishing up and they would be joining soon.
2	<b>Approval of the Minutes</b>	Debbie Brown	Secretary motioned to approve the minutes presented to the BOD. Vice-Chair made the second. 6 Ayes and 1 Abstain. Motion carried.
	<b>OLD BUSINESS</b>	<b>PRESENTER</b>	<b>DURATION (MINUTES)</b>
3	<b>Treasurer's Report: Approval of the February 28, 2021 Draft Treasurer Report</b>	Debbie Brown	Treasurer motioned to accept the Treasurer's Report. Crystal Williams made the second. Motion carried unanimously.
4	<b>New Membership Forms/Code of Conduct Forms</b>	Debbie Brown	Mikayla Locklear – API Second Harvest Food Bank with Action Pathways but chooses to be listed as an individual advocate. Andrea Carr API Second Harvest Food Bank with Action Pathways but chooses to be listed as an individual advocate.
	<b>UPDATES/ NEW BUSINESS</b>	<b>PRESENTER</b>	<b>DURATION (MINUTES)</b>
5	<b>Homeless Individual's Names-status</b>	Kym Lewis	Kym shared that no names other than one had been presented for the Homeless individual for the Board seat. Alex Baker motioned to extend this for one more week to allow further searches. Vice-Chair made the second. Motion carried unanimously.
6	<b>2018 CoC Performance Goals</b>	Kym Lewis	It was determined to wait to vote on this.
7	<b>Coordinator, Fayetteville/Cumberland County Continuum of Care on Homelessness Job Description</b>	Dee Taylor	Dee Taylor shared with the Board the Coordinator position job description. US HUD grant allows the CoC to work with the CoC planning grant. It is funded through HUD which allows the CoC that receives CoC funds to use 3% of their budget what is called Annual Renewal. Our CoC receives approximately \$700,000-800,000 a year to go towards programs that are currently being administrated by different agencies. So, this allows the CoC to use 3% which is \$21,105 for CoC planning activities. It is up to each CoC to apply for this set aside. She continued that we wanted this Coordinator to assist in the CoC activities with planning and coordinated activities. It has to include

			<p>eligible costs and those eligible costs include coordinating activities, project evaluation, monitoring activities, participation in the consolidated plan, to prepare for submitting CoC applications, helping with compliance activities, and so forth. We did submit the project application in the previous year - NOFA in 2019. It is not considered along with the other project applications in that it doesn't get ranked or scored but it is automatic. We did get approved by HUD and what we asked to use the funding for was to hire a CoC Coordinator where their time will be split among evaluating projects, conducting monitoring of all the programs under the Continuum of Care and as well as the CoC Project. Basically, it is to support the CoC. The grant can only be submitted by the Lead Agency. There was no job description so we made it similar to an Administrator Coordinator. Sent copy of this job description. Dee has asked Kimberly to sit in on all Committee Meetings to provide any assistance as needed.</p>
8	<b>CoC CCF CES Grant: Implementation Timeline and Measurable Goals</b>	Dee Taylor/ Alex Baker	<p>Alex Baker met with Dee Taylor and staff to get a better understanding of what had taken place thus far with CE. The HMIS/CE committee would be meeting soon to begin working on the CCF CES Grant final report due 7/1/2021.</p>
9	<b>CoC Covid-19 Vaccine Rollout-update</b>	Devon Newton	<p>Devon stated there would be a Homeless Vaccine Clinic at Operation Inasmuch on Thursday, March 25, 2021 from 9:00-1:00. Devon had made flyers and those were sent out. Tuesday, March 23, 2021 would be a phone call with Dr. Green and notice would be sent out. Transportation piece with this – was Salvation Army providing transportation? Shelley Hudson stated they were not doing transportation. She also stated flyer had Dream Center. Devon stated the correct one is the one that the Secretary sent out last week. Ed Robilliard asked which vaccine would it be. Devon state this would be decided during the phone call with Dr. Green on tomorrow.</p>
10	<b>CCF Space Grant renewal for 2021-22</b>	Jacqueline Evans	<p>Discussion concerning applying for the CCF Space Grant for 2021-2022. Lease is up in June. Willie Williams asked about change in rental fee. Treasurer noted that information given to Chair does not include the amount. He also asked about the space being adequate space. Treasurer stated they were. Others asked about when the meetings would go to face-to-face. No date could be given. Chair was leery about opening up yet. Question asked about meetings being structured with date/time. Chair stated she had to have it structured due to her work schedule. Shelley Hudson suggested the Main Library. Chris Cauley asked if there was a cost with the space grant. Treasurer stated the cost was \$230/month. Chair stated the grant was due Friday,</p>



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March 25<sup>th</sup>. Chris Cauley asked what the grant agreement entailed. Treasurer stated office, Board room and meeting space on the first floor was what was paid for. That we had to have insurance. Chris Cauley stated that without this we do not have office space. Who used this office space was asked by a couple of folks? Treasurer stated that no one was housed in the office space. Board room and meeting room were used previously. Question about receiving grants and having to have an office structure or PO Box. Treasurer stated PO Box. Crystal Williams stated it sounded like empty space unless a meeting was held. Chair asked what was the reason for going to the location. Laressa Witt gave overview that the goal for the office was to have a Coordinator or CE etc. to house there. Cannot have individuals served there which was a roadblock. It is not handicap accessible for the office and Board Room. Library has to be signed up every quarter. With this, we moved to the other place. Chair asked if it was beneficial at this moment to keep the office space at Green Street? Ed Robillard stated the space at Dream Center was available for our use; we could come by and check out the space; and the use would be at no cost. Chris Cauley motioned we table this discussion until we prepare the budget for next year and then determine our budget. Chair stated the only problem was that the application had to be submitted this week. Chris Cauley said we should submit the application. Second made by Toyia Burgess. Treasurer gave dates of the CoC fiscal year and the dates of the grant. Chris Cauley stated we should figure how many months we want to use it and put this in the budget. Then before the next grant cycle we would determine if we would use the space any longer. We authorize the budget to have this expenditure in it. Especially during Covid, since we are where we are right now, we ought to try to maintain the status quo. Where we can evaluate what the next couple of months look like. Chair asked if we could submit the application without being committed to it? Treasurer stated that it might be best to contact CCF and then notify the Board of their answer at that point and time. Chris Cauley stated that we should commit to the full cycle. Treasurer stated that we are committed through June which was the end of the grant cycle. Chris Cauley stated that we should maintain the status quo and if we move forward today, we should program that into our budget. That we apply and plan to use the space and then later on we program this into the budget. Treasurer asked Chris Cauley to restate his motion for clarity. Chris Cauley motioned to apply for the

			space grant and maintain the status quo until post covid and until our budget cycle. Toyia had made the second. 6 Ayes, 1 Nay. Motion carried.
11	<p><b>Committees:</b> (Article VII Standing &amp; Ad Hoc Committees p. 15-17)</p> <p><u><i>Please Join One!</i></u></p> <ul style="list-style-type: none"> <li>• <b>Executive:</b> Jaqueline Evans 4/19/2021 <a href="https://zoom.us/j/99309886589?pwd=U3RgaWNybjZodFovRTdPUXY4RWV0Zz09">https://zoom.us/j/99309886589?pwd=U3RgaWNybjZodFovRTdPUXY4RWV0Zz09</a></li> <li>• <b>Planning &amp; Development:</b> Chris Cauley 3/31/2021 1:00 p.m. <a href="https://fayettevillenc.zoom.us/j/97902542584?pwd=Tms2eGQySmlwQWxsOURyZDJVK3YyUT09">https://fayettevillenc.zoom.us/j/97902542584?pwd=Tms2eGQySmlwQWxsOURyZDJVK3YyUT09</a> Passcode: 423969</li> <li>• <b>Governance:</b> TBA</li> <li>• <b>Performance Evaluation &amp; Grants Review:</b> TBA</li> <li>• <b>HMIS/CE:</b> Alex Baker 4/1/2021 2;30 p.m. <a href="https://fayettevillenc.zoom.us/j/96690658260?pwd=eWZibjZHY0o3MWdkRGV2R1FJTnF6Zz09">https://fayettevillenc.zoom.us/j/96690658260?pwd=eWZibjZHY0o3MWdkRGV2R1FJTnF6Zz09</a> Passcode: 610729</li> <li>• <b>Interim Finance:</b> Debbie Brown Next meeting date: 4/6/2021 11:00 a.m. <a href="https://www.gotomeet.me/brdebp/new-meeting">https://www.gotomeet.me/brdebp/new-meeting</a> United States: +1 (872) 240-3412 Access Code: 563-452-029</li> </ul> <p><b>*Please Note:</b> Due to COVID-19, Committee meetings are subject to change their location to virtual as they see fit.</p>	<p>Jacqueline Evans Chris Cauley Alex Baker Debbie Brown</p>	<p>Chair noted the two committees that still do not have a Chair: Governance Committee and Performance Evaluation &amp; Grants. Note the dates/times and virtual meeting information provided in the agenda. Chair stated that all Board members are to be on a committee. Confirmed this with the Secretary.</p> <p>Planning &amp; Development Chair stated a meeting for the committee has been set and notice will be sent out.</p> <p>HMIS/CE Chair stated a meeting for the committee has been set and notice will be sent out as well.</p> <p>Finance Committee Chair presented two forms that were to be used with the CE equipment purchased through the CCF Grant. "FCCCOC Computer Email and Internet Usage" form: Dee Taylor motioned to accept this form. Semone Pemberton made the second. Motion carried unanimously. "Acknowledgment of receipt and user agreement of Cell Phone": Toyia Burgess motioned to accept this form. Second made by Treasurer. Motion carried unanimously.</p>
12	<b>Announcements/ Additions</b>	Open	<p>Clair Abdel-Malak shared she was receiving application forms from the homeless community and there was a need for assisting these individuals with filling out the applications. That there was much going back and forth. So, she was reaching out to see if there was anyone that could assist in this. Dee Taylor needed clarification if she was seeking assistance with filling out the application or financial assistance? Clair stated there was a need in assisting them to fill out the application because they aren't being completed. That she wants it to be easier for them as they are frustrated with the process. Chair asked if anyone had anything for her. Laressa Witt stated that they helped with this but how does the person get the application to begin with? Clair stated she forwards to them and they try to fill it out and then she processes it. She then contacts them to let them know if they are approved or not. Then they go on a waiting list that is not a long one. Laressa stated it would be helpful to know where they are. Clair</p>



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Continuum of Care on Homelessness

[www.fcccoc.org](http://www.fcccoc.org)

			stated they were staying at Hillsborough Street. Laressa state they couldn't help them without having proper documentation. She continued but Clair could not understand her. Shelley Hudson stated that what Laressa was saying is that if it has Hillsborough address, they would go to Operation Inasmuch. That she should talk to Debbie the Case Manager and they can work with those clients. Clair stated perfect.
13	<b>Next Meeting Dates:</b> <ul style="list-style-type: none"><li>• CoC Member Meeting: Monday, March 29, 2021 4:00 p.m.</li><li>• Executive Committee: April 19, 2021 4:00 p.m.</li><li>• CoC BOD: April 26, 2021 4:00 pm.</li></ul>	Jacqueline Evans	Chair noted the CoC Member Meeting would be held on the 29 <sup>th</sup> at 4:00 p.m
14	<b>Adjournment</b>	Jacqueline Evans	Vice-Chair prayed. Ida Baker motioned to adjourn. Dee Taylor/Semone Pemberton made the second. Meeting was adjourned.

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