

# NORTHWEST MINNESOTA *Continuum of Care*

## NWCoC Executive Board Meeting Minutes

**Location:** ZOOM

**Date:** February 15, 2024, 10:30am

**Attendees:** Lori Wollman, Maureen Hams, Rita Ostman, Sheril Schlucter, Catie LeMay, Jyll Gudvangen, Laura Robertson, Amber Gamache, Karyn Novak, Elena Guerra, Megan Chavez, Margret Treuer, Barbara Johnson

**Guests:** Misty Bjerklie, Family Safety Network;

### **Agenda Items:**

- I. Approval of January 18<sup>th</sup>, 2024 NWCoC Board of Director Meeting minutes.

Requested a motion to approve January 18<sup>th</sup>, 2024, NWCoC Board of Director Meeting minutes.

M/Maureen Hams, S/Laura Robertson to approve January 18<sup>th</sup> minutes as presented. Motion passed with unanimous approval.

- II. School Liaison Connection Update

Information was shared on continued communication and engagement with the region's school liaisons, specifically around the increased participation in the 2024 PIT Count. The liaisons requested scheduling a meeting with the NWCoC in either February or October. Decision was made to reserve a date in October for an in-person meeting with the agenda to include defining NWCoC and liaison's roles and the parameters that the NWCoC must work within in program implementation.

- III. Case Conferencing Participation Policy and Procedure

Discussion and review were had around proposed Case Conferencing Participation Policy and Procedure guidelines being recommended by the CES, YHDP and NOFO committees to encourage broader, more consistent attendance and participation in Case Conferencing meetings. Once approved at the CES Committee level, the policy and procedures will be presented to the board for approval and adoption.

- IV. Guided discussion on NWCoC Board Attendance

The NWCoC board reviewed current language in the Governance Charter regarding attendance of board members at NWCoC board meetings. The current language reads:

Removal: The seat of any representative who is absent without cause for three (3) consecutive meetings of the Board of Directors may be declared vacant by the remaining members of the board. Such seats will then be filled through the processes described above under vacancies.

To be presented for board approval at the April meeting is the following:

Removal: The seat of any representative absent without communication for two consecutive Board of Directors meetings may be declared vacant by the remaining board members. Such seats will then be filled through the processes described above under vacancies.

V. Agency Updates and Upcoming Events

Mahube currently has one position open in the Wadena area. Laura Robertson has taken on a new supervisory role at Bi-Cap.

M/Catie LeMay, S/Karyn Novak to adjourn the meeting at 11:40am.