**Regional Committee Meeting**

**July 12, 2013**

**Minutes**

Present: via conference call Melissa Stokely, Pasquotank DSS

Kelly Lacy Pastor Glad Tidings Church, Darlene Harrell Area Agency on Agency, Susie Elswick-Morgan ECPPS Social Worker, Tim Gravgaard, Pat Youngblood Albemarle Hopeline, Yhokishia Rhem River City Community Development, Liz Reasoner Food Bank of the Albemarle, Janie Spence Tyrrell Co. Inner Banks Hotline, Karen Allison Currituck DSS, Lena Council National Council of Negro Women

Kelly called the meeting to order at 9:34 a.m.

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| Kelly opened the meeting by welcoming the attendees. He thanked everyone for their commitment and dedication to |  |

Liz presented the minutes from the June meeting.  One correction, Change Kelly’s affiliation to Glad Tidings Church. Darlene made the motion to accept the minutes with that correction. Motion seconded by Susie. Motion passed by unanimous consent.

Kelly shared a general overview of Balance of State meeting attended by Liz and himself on June 25, 2013.

* Federal Strategic Plan vs. Ten Year Plan
* COC funds awarded directly from HUD
* ESG awarded through the State
* Governance charter of Continuum of Care laws and bylaws
* Letter of application
* Conflict of interest with regard to the scoring committee
* Agency requirements

Susie Morgan agreed to serve as the alternate for Kelly on the monthly steering conference calls.

A grant review committee was formed. Susie, Liz and Darlene will review agency grant applications for completeness and work with the applicants to make the necessary corrections. The grant review committee will then forward the completed applications to the RC for submission.

Kelly focused the remaining discussion on ESG application and deadline.

Agencies intending to apply must complete a Letter of Intent online by 8/1/13. Please send a copy of your LOI to Liz. The grant applications are due to the grant review committee by Close of Business 8/5/13.

The completed grant application is due 8/21. The regional committee must compile the applications into one application for submission. Tim Gravgaard has agreed to go through the grant application and begin working on it. Forms are available at <http://www.ncceh.org/BoS/2012CoCapplication>

All agencies that intend on applying must go to the website and familiarize themselves with the forms and requirements.

No New Business

No Old business

Meeting Adjourned at 10:30 a.m.

Minutes respectfully submitted by Liz Reasoner.