

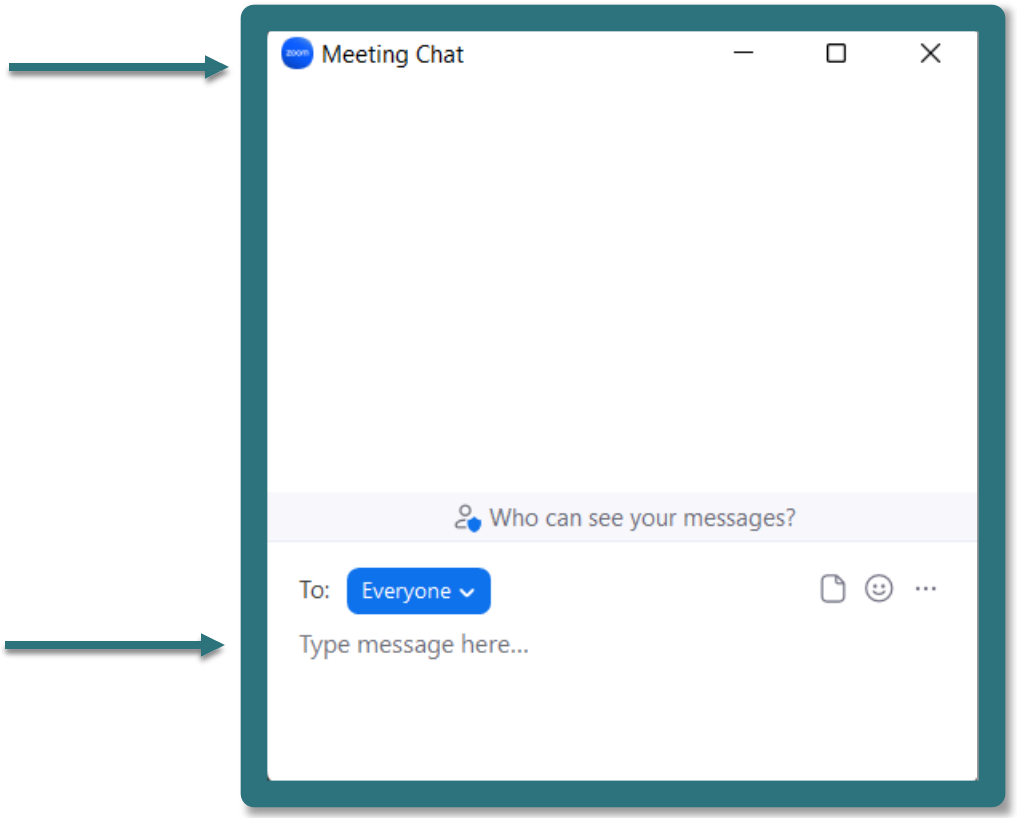
North Carolina Balance of State Continuum of Care

Governance Board Meeting
November 3, 2026
10:30 AM

NCCEH

Reminders

- This meeting is being recorded and will be uploaded for public viewing.
- Please mute your line.
- The chat box is available to use anytime.
- **Board Members are requested to keep their cameras on for the duration of the meeting.**

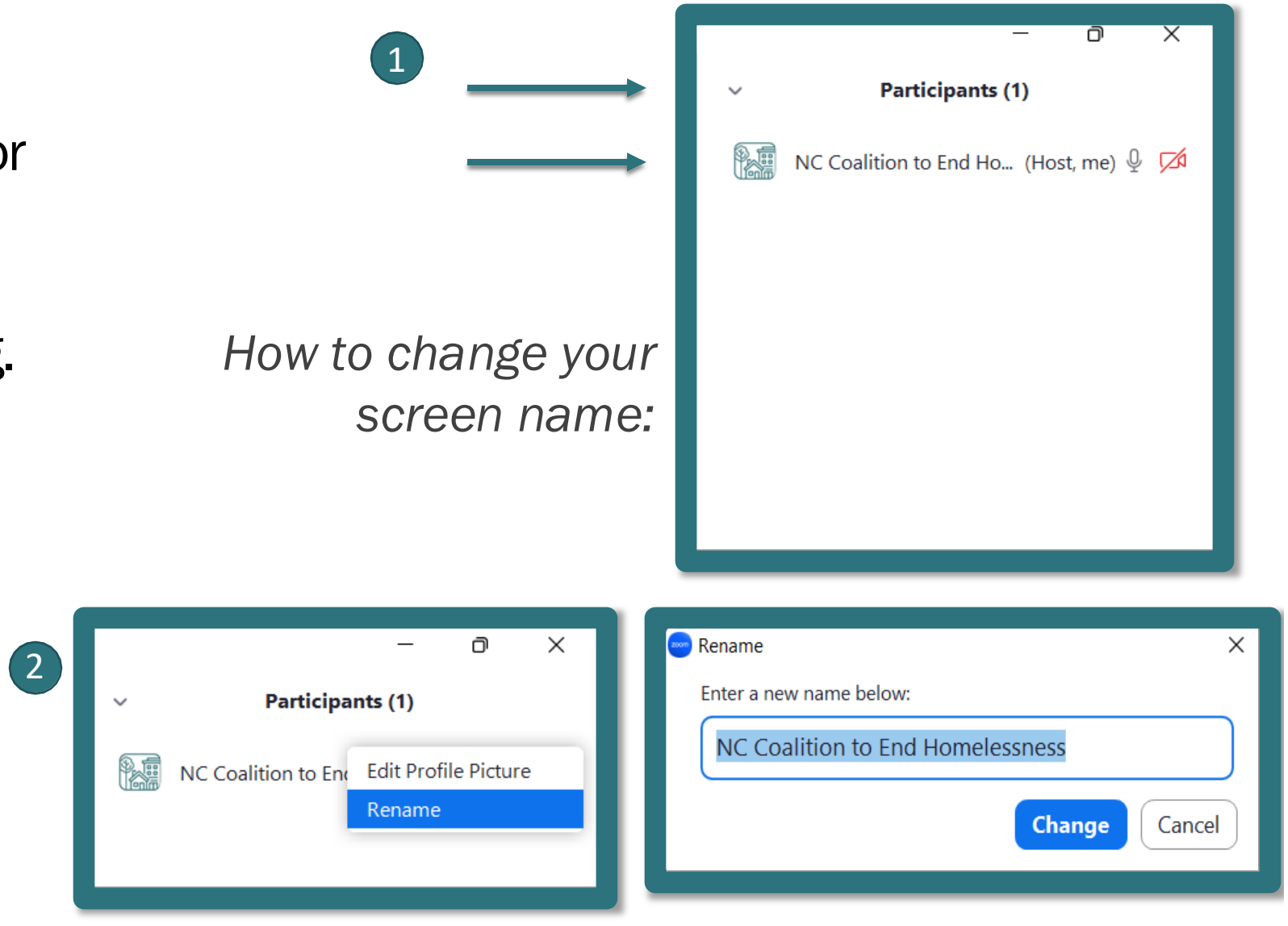


Roll Call

- We will conduct Roll Call for Board Members (Regional Leads and At-Large) to confirm quorum for voting.

- All participants should enter their full names, so we can document their participation in the minutes.

How to change your screen name:



Consent Agenda

Review & Approve Consent Agenda

Consent agenda: https://ncceh.org/governance-board/

- The consent agenda was sent to the Governance Board prior to the meeting as a part of the Board Packet.
- The consent agenda will be voted on as a whole at the beginning of each meeting.
- Governance Board members may request to remove an item from the consent agenda for additional discussion.



Board Meeting Agenda

Board Meeting Agenda

1. **Collaborative Applicant Updates**
   - Balance of State Updates
   - Significant Change Request
   - Performance Evaluation Workgroup
2. **HUD TA**
   - Governing Board Training
3. **Meeting Adjourn**

Collaborative Applicant Updates

Balance of State Updates



Annual Governance Charter Review

Convene a work group to review the current CoC Governance Charter and identify recommended updates.

Seeking Governing Board members, CoC members, and people with lived experience to participate.

Interested in joining? Email Joanne Cain.

Targeting late November/early December to begin meetings, with recommendations brought to the Governing Board in January 2027.

CoC Membership Voting Update

The proposed Regional Lived Experience Representative position did not pass due to insufficient voter participation, not a majority vote against the proposal.

We've clarified our voting roster, so each agency's designated voting representative is identified.

Make sure your agency knows who its designated voting representative is and that this person receives CoC Membership communications.

Please read membership emails and watch for voting notices. Your participation matters in shaping our CoC!

Questions about your agency's voting representative? Contact Mira Sanderson



Significant Change Request



CoC Program – Minor vs. Significant Changes

Once awarded, CoC Program grantees have the ability to make changes to their project grant (for example, to improve performance or address an emerging need). Per HUD Exchange:

Minor Changes: Do not substantially affect the grant implementation and do not require HUD approval before implementation. Recipients must notify the local HUD field office of these changes, especially if the change necessitates an update to the budget in e-LOCCS, and they must fully document these changes in their records.

- Change of a subrecipient
- A shift of *less than 10 percent* of the total budget approved for one eligible activity/Budget Line Item to another approved Budget Line Item (ex. Shifting less than 10 percent of your Rental Assistance BLI to your Supportive Services BLI, so long as the project was awarded with a Supportive Services BLI)
- Change of eligible costs under an approved Budget Line Item (ex. When you applied, your only indicated Case Management under the Supportive Services BLI, but now you would like to change to also be able to provide other eligible costs, like moving costs, transportation, childcare, etc.)



CoC Program – Minor vs. Significant Changes

Significant Changes: Significant changes substantially affect project implementation and represent a departure from the initial application. They require prior HUD approval and, if approved, a formal grant amendment.

- Change of recipient
- A shift of *more than 10 percent* of the total budget approved for one eligible cost to another eligible cost
- A permanent change in the subpopulation served
- A permanent reduction in the total number of units funded by the grant
- A change of project site
- Additions or deletions of eligible costs for the project



NC BoS CoC Significant Change Policy

To support adherence to these HUD requirements around changes to a CoC Program grant, the NC BoS CoC developed its own Significant Change Policy, which is posted on NCCEH's website, along with a Significant Change Request Form. This policy ensures NCCEH and CoC members are informed about changes in project implementation.

The most recent version (2025) states that Steering Committee (now Governance Board) approval is required for both minor and significant changes. We are currently working to update our Significant Change Policy to only require approval for **significant** changes, shifting the procedure for minor changes to just consultation with NC BoS CoC staff at NCCEH.

But to follow the current policy, Pitt County is seeking Governance Board approval today to implement a **minor** change to their CoC Program-funded Rapid Rehousing project.



Performance Evaluation Workgroup



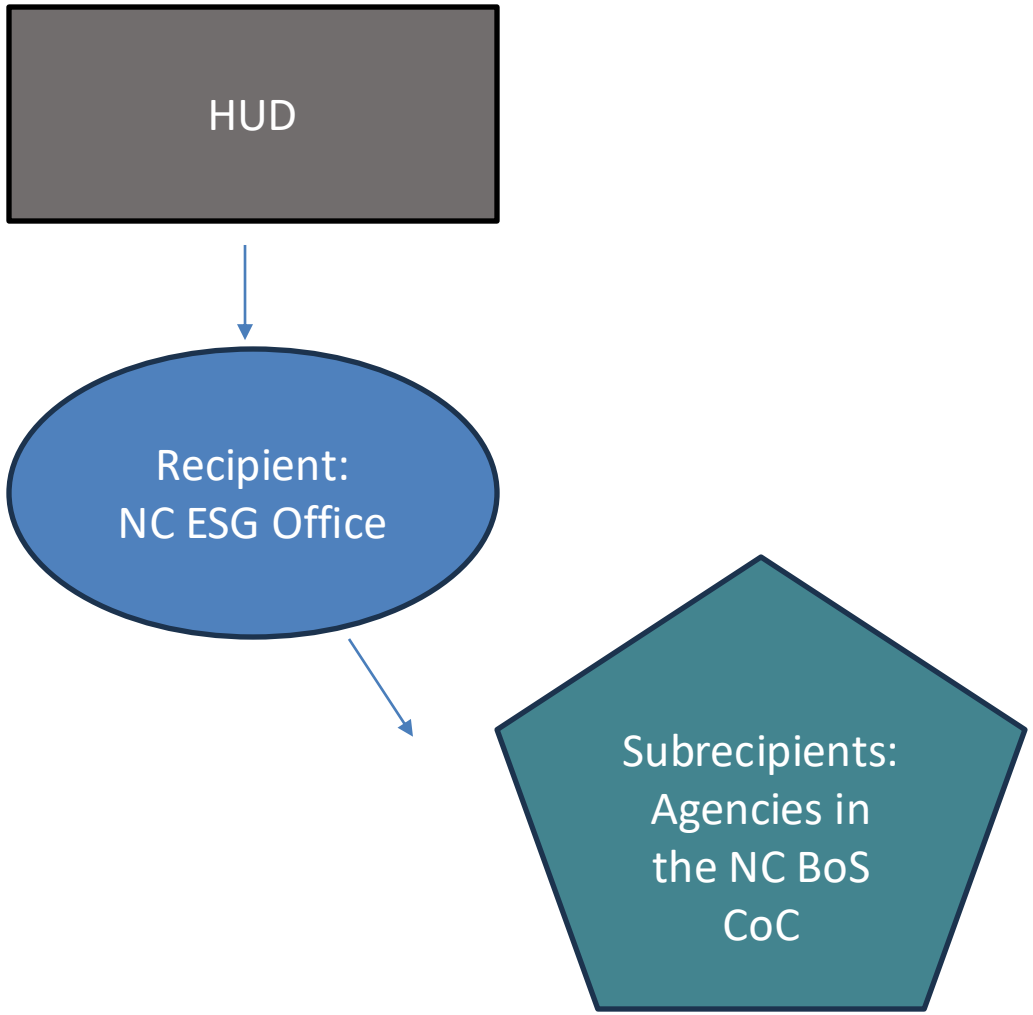
Performance Evaluation Review Process

Purpose:
The Performance Evaluation Review Process fulfills a Collaborative Applicant's charge per HUD regulations.

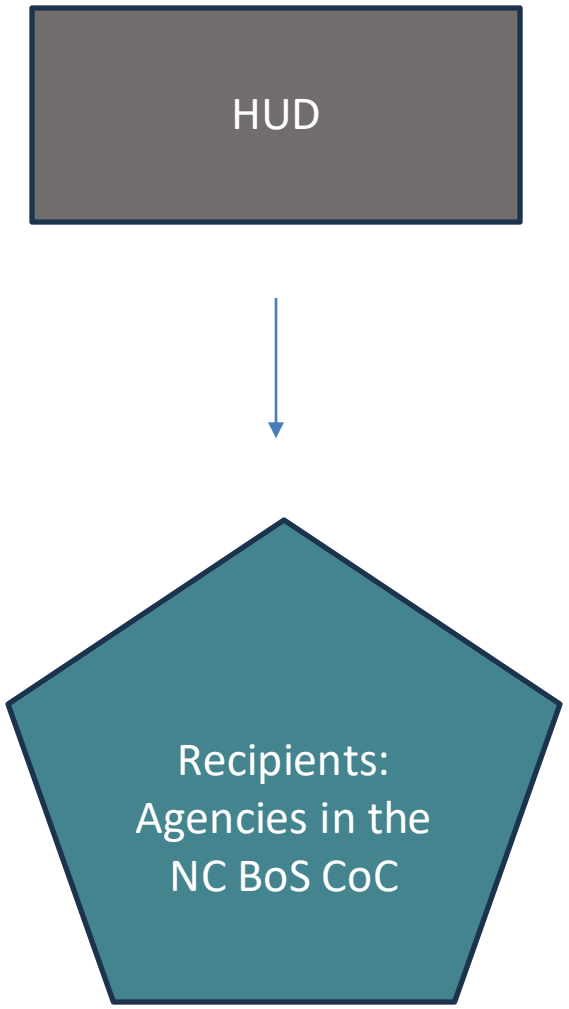
The CoC Interim Rule states that CoC Responsibilities include:
(6) Consult with recipients and subrecipients to…monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
(7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

Flow of Federal Funding

ESG Program (SO, ES, RRH, HP, HMIS)



CoC Program (RRH, PSH, TH, SSO, SSO-CE, HMIS)



Performance Evaluation Review Process

Process:
The Performance Evaluation Review Process for CoC Program Grantees only, is in draft, and includes three levels.

NCCEH is working with the NC ESG Office on the evaluation of outcomes of projects funded under the Emergency Solutions Grants program.

Level I: Quarterly Reporting

Level II: Remote Performance Evaluation Review Process for CoC Program recipients
- Policies and Procedures
- Participant Files

Level III: Intensive Remote Performance Evaluation Review or On-Site Review for CoC Program recipients if there are significant concerns during a Level II review
- More Participant Files
- Possible Participant Interviews

A Performance Evaluation Workgroup will help finalize this process for the CoC.



Performance Evaluation Review Process

Recommendation

Start a Performance Evaluation Review Workgroup

- Membership should include:
  - LEAC
  - Non CoC Program-funded agency staff
  - Priority for members who have previously worked with CoC Program grants.

Workgroup Responsibilities

- Receive training on responsibilities from ICF and NCCEH
- Assist in developing a Performance Evaluation Review Process with assistance from ICF & input from the Funding & Performance Subcommittee
- Oversee the Performance Evaluation Review Process implemented by NC BoS CoC staff at NCCEH
- Do the work for 1 year and then recommend to membership and the Governing Board where this work should be within the governance of the CoC (subcommittee, workgroup)

Governance Charter:

- Working Groups: The Board of Directors forms short-term, outcome-focused working groups on an as-needed basis. The scope of work and proposed group duration will be determined by the Board. Working group membership will vary depending on the needs of the group but generally should represent the totality of the Board of Directors (region, subpopulation, etc.) as feasible.

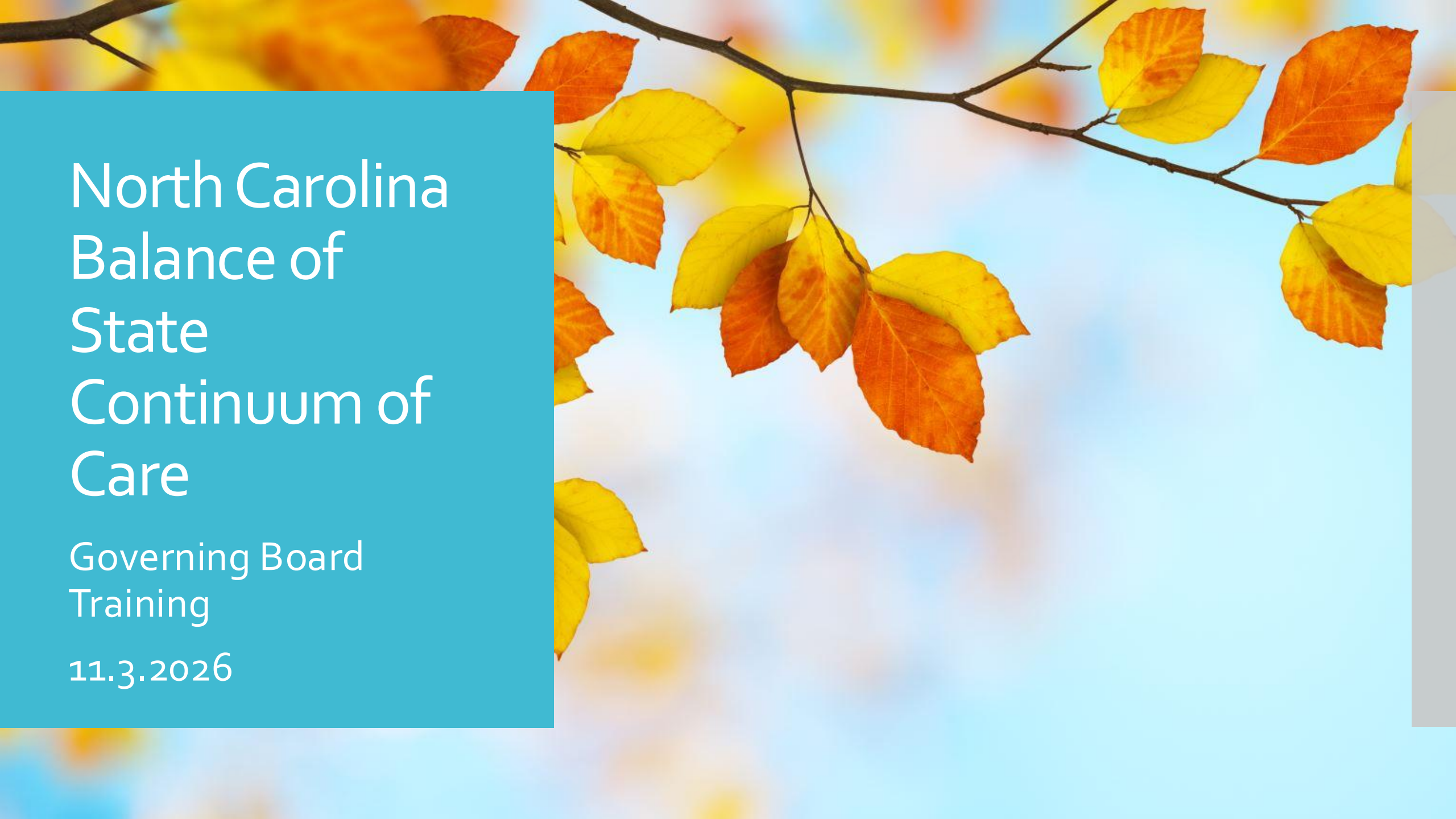


Motion?

Questions?

Governing Board Members:

- Motion to recommend the establishment of a Performance Evaluation Review Workgroup to develop & Oversee the Performance Evaluation Review Process?



North Carolina Balance of State Continuum of Care

Governing Board Training

11.3.2026

Difference between Governing Board and CoC Membership

CoC Membership

- Comprised of organizations, agencies, and individuals that actively engage in the CoC's mission to prevent and end homelessness within the CoC's geographic area.
- Includes 13 regions across the BOS CoC with a Lead for each region.
- Members are expected to:
  - Serve on committees/workgroups
  - Vote on GB/Collaborative Applicant/HMIS Lead candidates
  - Attend CoC membership and regional meetings
  - Provide input on CoC policies and resource allocation
  - Vote on CoC Charter/amendments

Governing Board (GB)

- The CoC GB is responsible for planning and coordinating the use of resources and evaluating the results on behalf of the CoC.
- The CoC GB creates standing Committees and Workgroups to assist in carrying out its duties and responsibilities.
- The GB considers recommendations from Committees and Workgroups for developing and implementing policies and practices that meet the needs of residents within the NCBOS.

NC BOS CoC Governing Board- Roles and Responsibilities

Responsibilities include:

- Engage Community leaders to develop and implement strategies to reduce and end homelessness in the NC BoS.
- Enter into formal Memoranda of Understanding (MOUs) with the designated Collaborative Applicant and HMIS Lead
- Assess and monitor the performance of the CoC, identify gaps, develop and implement strategies to address gaps, and improve the overall CoC performance, including implementation of best practices.
- Consult with the Collaborative Applicant and HMIS Lead to develop, follow, and update the Governance Charter.
- Recommend any Charter amendments to the CoC Membership for a vote as they arise.
- Receive recommendations on performance targets and outcomes of ESG and CoC programs.
- Approve the CoC HMIS data privacy plan, data security plan, and data quality plan.
- Establish priorities that align with local and federal policies for recommending projects for CoC-related grant funding.
- The Governing Board shall review and approve any proposal for the Collaborative Applicant to apply for, accept, or administer funding in the of, or on behalf of CoC.
- Call meetings of the full CoC membership at least biannually.
- Appoint Committees and Workgroups to facilitate the work of the CoC.

Composition and Leadership

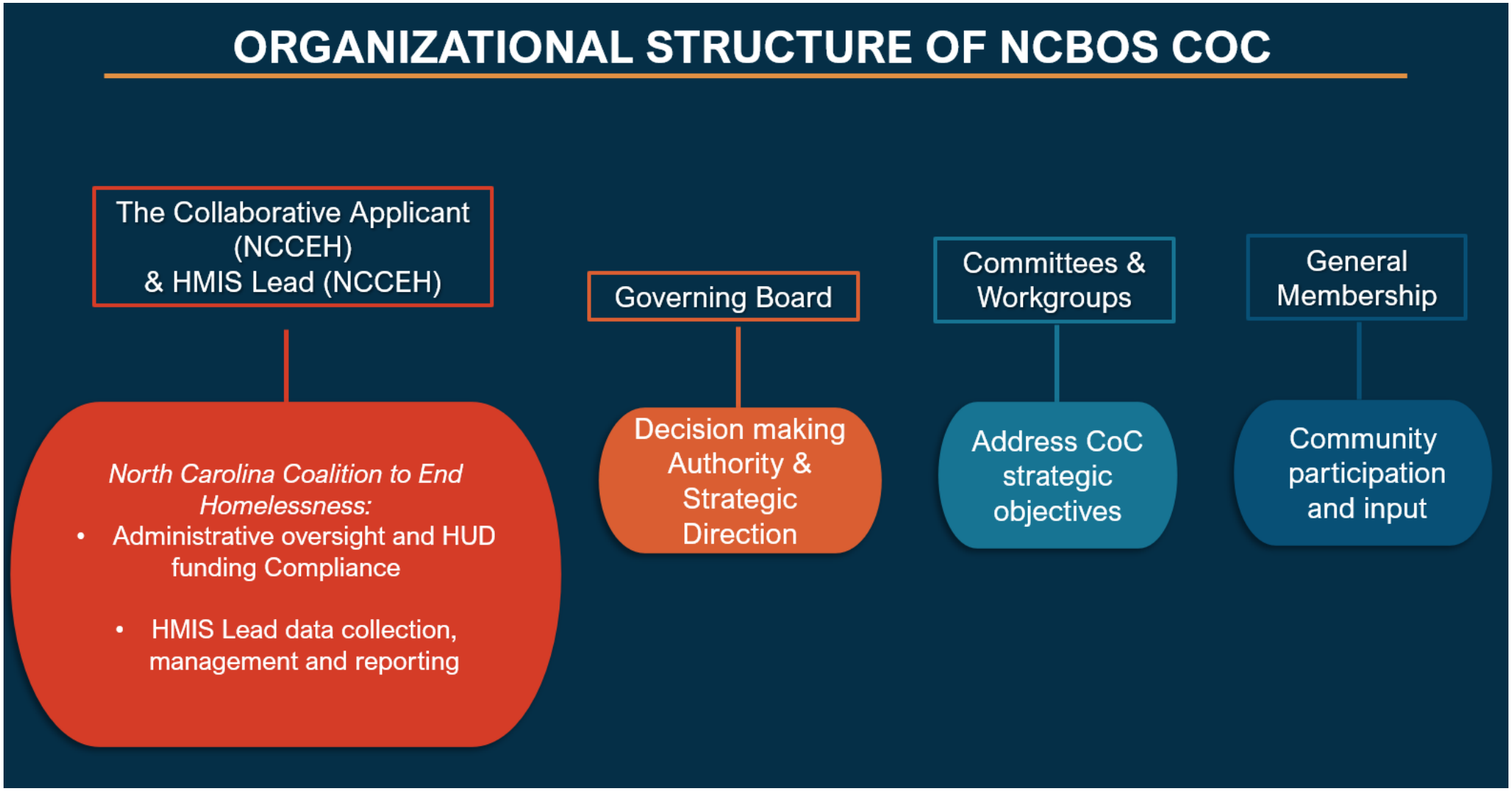
The NC Balance of State Continuum of Care (CoC) Governing Board shall consist of not fewer than 17 and not more than 29 members.

Each of the 13 CoC regions will have their Regional Lead serving on the Board.

The remaining seats shall be allocated to representatives of key stakeholders' sectors, persons with lived experience of homelessness, and at-large members as determined by the Board to ensure compliance with HUD representation requirements and balance of expertise.



ORGANIZATIONAL STRUCTURE OF NCBOS COC



Each Regional Committee shall select its own representative to serve on the NC Balance of State CoC Governing board through a process determined locally.

Governing Board Selection Process

The Nominations Committee is responsible for reviewing applications and recommendations received from NC BOS CoC Members seeking to serve on the Governing Board.

Staggered Terms

Governing Board Members shall serve ***two-year staggered terms***. Board Members shall be limited to two (2) consecutive two (2)-year terms. A former NC BOS CoC Governing Board Member may serve on the Governing Board again after a break of at least two (2) years after leaving the Governing Board.

Governing Board Executive Committee

Executive Committee Positions: Four officers with distinct accountabilities

01 CHAIR

Convene & represent

- Presides over Board and Membership meetings
- Develops agendas with the Committee and staff
- Speaks publicly and signs formal agreements

02 VICE-CHAIR

Step in & nominate

- Performs Chair functions when needed
- Chairs the Nominating Committee
- Maintains leadership continuity

03 SECRETARY

Record & publish

- Ensures complete, accurate meeting records in collaboration with NC BoS staff
- Ensures records are posted to the website on time
- Disseminates minutes as appropriate if staff are not available

04 TREASURER

Inform & resource

- Coordinates with Funding Review Committee
- Brings timely finance and funding information
- Identifies supplemental funding opportunities in collaboration with Board and staff

Together: agenda readiness • grievance response • systemwide communication

Governance Charter

What is it, and what does it entail?



What is the governance charter?

What is it?

HUD requires CoCs to create a **governance charter** which formally documents how responsibilities are assigned within the CoC, and the expectations associated with how work will be conducted.

The charter should outline how the CoC operates, decisions are made, and what entities make those decisions. As this is the document that identifies the Collaborative Applicant, HMIS Lead, and Coordinated Entry Lead, the document will need to be updated if any of these entities change.

Annual Review

The charter is meant to be a living document and **must be reviewed at least annually**, and updated as needed, to ensure it remains relevant to and reflective of the work being conducted in the geographic area.

Subcommittee and Workgroup Expectations

The Governance Charter Outlines CoC Subcommittees and Workgroups.

Governing Board members are **expected to serve on at least one** subcommittee.

Available Subcommittees (as listed in the governance charter):

- Veterans
- Funding and Performance
- Governance Nominations
- Client Advocacy Collaborative
- Lived Experience Advisory Council
- Scorecard
- Project Review
- Coordinated Entry Council
- Working Groups (as-needed)



Meetings



A disciplined cycle for meetings keeps decisions moving!

CHARTER REQUIREMENT :

The Board meets at least every other month

Annual schedule is published by the end of January.

SCHEDULE	AGENDA	MEETING	MINUTES
By Jan. 31	≥ 5 days before	Open by default	≤ 7 calendar days



Transparency is the default; exceptions are narrow

PUBLIC ACCESS

Meetings are open unless the Charter permits otherwise.

RECORDS

Minutes include vote results; virtual meeting recordings will be published on NC BoS website.

PROCESS INTEGRITY

01 **Conflict on-file first**

Board members sign disclosure and conflict policy on joining and annually thereafter; no participation in discussion or voting until statement is on file.

02 **Disclose in the open**

A member states the potential conflict and requests recusal; the Board decides recusal by simple majority.

03 **Attendance has consequences**

Two or more unexcused regular-meeting absences in 12 months may trigger removal by simple majority. Excused absences with 24-hour notifications allowed.

04 **Higher bar for cause**

Removal for specified conduct, behavior or duty failures requires a ¾ vote of the full Board.

Robert's Rules of Order: Meeting Procedures

Every meeting follows a structured agenda, which includes:

- Role Call– The meeting officially begins.
- Consent Agenda- Board votes on agenda
- Approval of Minutes – Reviewing and approving records of past meetings.
- Committee Reports – Updates on committee activities and initiatives
- Old Business – Revisiting unresolved issues.
- New Business – Introducing and discussing new topics or motions.
- Public Comment Period (if applicable) – Encouraging community engagement.
- Adjournment – Officially closing the meeting.

Summary of Robert's Rules of Order:

- Robert's Rules of Order is a widely used parliamentary procedure that ensures structured, fair, and efficient meetings.

- Key Principles:
  - ✓ Orderly Discussions – Ensures meetings stay focused and productive.
  - ✓ Democratic Process – Every elected member has a voice, and decisions are made by majority vote.
  - ✓ Fair Decision-Making – Prevents dominance by one individual or group.
  - ✓ Efficiency – Helps meetings run smoothly and avoid unnecessary delays.



Decision- Making

Decision rights follow the issue—

Escalate when the issue exceeds the Committee's duties.

01	**EXECUTIVE COMMITTEE**	**Coordinates**	**Board agenda • formal grievances • cross-system communication**
02	**GOVERNING BOARD**	**Decides & recommends**	CoC strategy • HMIS plans • Committees • Charter amendments to Membership
03	**FULL MEMBERSHIP**	**Approves core governance**	Charter and amendments • Governing Board nominations • Any matters reserved for Membership vote • Approve funding recommendations

Four scenarios govern how decisions pass

½+

REGULAR GOVERNING BOARD

Simple majority of the full Governing Board; remote attendance counts.

½+

SPECIAL MEETINGS

Simple majority vote unless the Charter specifies a different threshold.

⅔

CLOSED SESSION

Eligible members in attendance; motion must state need and justification.

⅔

WITHOUT A MEETING

All seated eligible members, quorum met, urgency documented, extraordinary circumstances.

Email votes may be used for time-sensitive situations with the same quorum.

Best Practice:
Broader leadership should expect clarity, integrity, and follow-through

01

CLARITY

Before the meeting

Every item names the owner, the authorized decision-maker, the decision requested, and the evidence needed.

02

INTEGRITY

At the decision

Quorum, conflicts, recusal, and the required vote threshold are confirmed before the call is made.

03

FOLLOW-THROUGH

After the meeting

Minutes, actions, owners, due dates, and stakeholder communications move on the published timetable.

ESCALATION RULE

When authority is unclear, route the issue to the body named in the Charter.

DO NOT SHORTCUT

No staff substitution: Staff recommendations inform; authorized members decide.

No surprise votes: Material decisions need a clear question and advance information.

No informal authority: An email thread or working group is not a Board conversation or action unless permitted and recorded.

No silent conflicts: Disclose interests before discussion and follow the required recusal process.

The Board owns direction; NC BoS staff enable execution

Next Steps



MOU with Collaborative Applicant and Governing Board

- Currently drafting an MOU between the CoC Governing Board and the Collaborative Applicant- North Carolina Coalition to End Homelessness (NCCEH).
- The MOU will designate NCCEH to serve as the CoC's Collaborative Applicant.
  - The Collaborative Applicant is the entity the CoC designates to submit the annual CoC Program Competition application and apply for planning funds on its behalf.
- The MOU will outline responsibilities of NCCEH as the Collaborative Applicant, and responsibilities of the Governing Board.

Questions?



Upcoming meetings & reminders

(Log-in, registration & recording information can be found on agenda)

- **Lived Expertise Advisory Council,** *Friday, November 13, 12 – 1 P.M.*
- **Coordinated Entry Council,** *Monday, November 16, 10 – 11:30 A.M.*
- **HMIS Systems Monthly Meeting,** *Wednesday, November 18, 10 – 11 A.M.*
- **Client Advocacy Collaborative,** *Wednesday, November 18, 11:30 A.M. – 12:30 P.M.*
- **Funding and Performance Subcommittee,** *Thursday, November 19, 2 – 3 P.M.*
- **Veterans Subcommittee,** *Monday, December 7, 11 A.M. – 12 P.M.*



Next Meeting(s)

Governance Board Meeting

Tuesday, December 1, at 10:30 AM.

Reach out to us: (919)755-4393 | bos@ncceh.org

Motion to Adjourn