

# Texas Balance of State Continuum of Care

## Strategic Planning Meeting

April 29, 2020, by Webinar

### MEETING MINUTES

Committee Members Present: Katherine Bisson, Sophia Checa, Daisy Lopez, Dani Shaw, Mary Stahlke, Melanie Thornton-Lewis, Chad Wheeler, Shane Williamson, Marsha Wilson-Rappaport, Michelle Yates, Kristin Zakoor

Absent: Kyle Moore, Todd Shell

Staff present: Kraig Blaize-Fiero, Margaret Hill, Mary Stahlke

Topic	Discussion Summary	Action/Next Steps
Welcome	Mary welcomed everyone to the meeting.	
Committee Business	<ul style="list-style-type: none"> <li>• Approval of February meeting minutes</li> <li>• Request for committee to sign Code of Conduct and Conflict of Interest form</li> <li>• Announcement and introduction of Chad Wheeler as committee chair</li> </ul>	Meeting minutes approved without a vote. They will be posted on the THN website once a page for them has been created.
COVID-19	<p>Chad asked committee members to share what is happening in their communities:</p> <ul style="list-style-type: none"> <li>• Marsha Wilson-Rappaport reported that in Galveston shelters are at capacity and they are still getting calls.</li> <li>• Michelle Yates reported that in Cameron County, at <i>La Posada Providencia</i>, they are working with Loaves and Fishes of the Rio Grande Valley to reduce transmission and perform screenings. There have been a lot of cases in Cameron County due to outbreaks in nursing homes.</li> <li>• Shane Williamson reported that in Kerrville there have only been 6 cases, but many of his renters are struggling due to lose of income, or due to needing to quarantine after exposure.</li> </ul>	
Questions for the Committee about the Strategic Plan	<p>Mary led a discussion about the example strategic plans presented in <i>Organizing Schema for Strategic Plans</i>.</p> <p>Committee members liked several aspects of the plans:</p>	The committee agreed that SPMs should be used as a framework for the plan. Staff will use that framework.

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- They discussed making the plan visionary and aspirational. What will inspire CoC members to action?
- There was some discussion about making the plan similar to the Idaho plan with “focus areas” rather than themes or goals. It should focus on what we are putting in to our efforts, and what are we getting out of them? It could be based around a logic model: Aspiration -> Target-> Specific Measurable Goals-> workplan. The Wisconsin plan was also mentioned favorably.
- The plan should have some input on the local level, and be specific and actionable. In some communities there is a lot of disconnect between non-profits and local leaders, and the plan could allow everyone to be on the same page. How might the plan help with local-level issues?
- Idaho created a CoC-wide strategic plan, and each region also created their own local plan. We do not currently have a regional structure, but we could include investigation of a regional approach in the plan.
- A regional approach could potentially get people out of silos and help counties communicate better about shelter capacity.
- System Performance Measures (SPMs) were brought up as something to build the plan around to be more specific about goals. We could start with SPM targets as high-level goals, then create strategies to reach them.
- What about needs identified in the SWOT analysis and surveys that are not measured by SPMs, such as educating communities about homelessness?
- The way we treat people within homeless systems should be driven by data, and the need for things like educating people about homelessness will come naturally from the process of looking at the data.
- SPMs can be tied into the story about homelessness on a CoC-level.

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Review of the Strategic Plan Outline	The committee reviewed the Strategic Plan outline. Dani said that it should be concise, focus on goals and implementation, and how we will help communities. She said we should focus on parts IX and VIII.	The Strategic Plan will be drafted by THN staff before the next committee meeting and sent to members for feedback.
Next Steps	<ul style="list-style-type: none"> <li>• The committee reviewed the revised timeline. The plan will be completed in August. After public comment, revisions, and board approval, it is projected to be ready for implementation in December.</li> <li>• Since the timeline for the plan has been extended, would committee members like to continue serving past the planned end of their terms in September? The committee's policies never established term lengths. Would the committee like to set term lengths? What about term limits? How many terms should committee members be allowed to serve?</li> <li>• Would the committee like to revise the policies and procedures in light of losing a committee member mid-term? Should committee members be allowed to join mid-year if the number of members drops below 10?</li> </ul>	The questions raised about term limits and new committee members joining mid-term will be answered by a survey sent out to committee members by THN staff.

**Next Meeting:** The next meeting will be held in August, exact date TBD