El Paso CoC Board Meeting Minutes

September 9, 2025

Call to Order

Facilitated by the Chair of the Board

- Josue Lachica called to order the regular meeting of El Paso CoC Board Meeting at 10:31 a.m., on 9/5/2025 at Wells Fargo Building Downtown and Virtual

Roll Call

The following members are present:

Last Name	First Name	CoC Board Position	Attendance
Avila	Zulema	Member	X
Bishop	Joel	Member	X
Canales	Chris	Member	X
Candelaria	Emilia	Member	Excused
Castillo	Camille	Ex Officio Member	X
Hart	Anna	Secretary	X
Hartman	Emily	Vice Chair	X
Jurado	Daniel	Member	Absent
Lachica	Josue	Chair	X
Martin	John	Member	X
Montelongo	Alex	Chair-Elect	X
Ortega	Carlos	Member	X
Paz	Christina	Member	X
Reza	Susana	Ex Officio Member	X
Schiff	Nicole	Member	X
Senger	Beth	Member	X

Additional Attendees

Last Name	First Name	Agency/Title	Attendance
Gray	Gary	Coalition for the Homeless	X

Approval of Minutes

Before any official business can be conducted, the Board must approve the minutes from the last meeting.

- First Board meeting; no minutes to approve.

Meeting Summary

The COC Board Meeting on 9/5/25 discussed the formation of a NOFO (Notice of Funding Opportunity) committee to separate funding decisions from review processes. The committee will include representatives from the city, county, and foundations, with a focus on individuals

with experience in federal grant administration and program operations. The board also debated the frequency of COC membership meetings, deciding on quarterly meetings to ensure voting members' participation. The meeting concluded with a motion to change the quorum requirement from 1/3 to 50%+1 for decision-making. The next steps include finalizing the NOFO committee composition and establishing a structured meeting schedule. The COC Board discussed transitioning from monthly to quarterly meetings, with the possibility of extending the quarterly meetings by 30 minutes to accommodate all members. Josue Lachica emphasized the need for board-only discussions and suggested a condensed meeting schedule from 1 to 3 PM on the first Friday of each month. Beth Senger and Christina Paz agreed that the agenda could be managed within this timeframe. The proposal was seconded by Beth Senger, and no objections were raised. The meeting concluded with a motion to adjourn.

OPEN ISSUES/ACTION ITEMS

Items that the Board has previously discussed are ready for formal approval.

1. Establish a NOFO Review Committee with subject matter experts, fiscal understanding, and COC membership representation.
2. Finalize the details of the NOFO Review Committee, including the specific members.
3. Change the quorum requirement for COC Board meetings to 50% plus one.

NEW BUSINESS

These items may be voted on, amended, tabled, moved to committee for consideration, or postponed.

1) **Governance Committee Update**
   a) Josue Lachica opens the meeting, asking for initial thoughts, questions, or problems.
   b) Josue Lachica introduces the governance committee status.
   c) Beth Senger and John Martin discuss the current status of the governance committee, focusing on accountability and responsibility.
   d) John Martin mentions an exercise to rearrange responsibilities, noting a lack of agreement in some areas.
   e) Beth Senger and John Martin discuss the confusion in the process and the need for future discussions on individual charter areas.
2) **NOFO Process and Committee Formation**
   a) Josue Lachica shifts the discussion to the NOFO (Notice of Funding Opportunity) process.
   b) Josue Lachica emphasizes the need for a NOFO committee to separate funded people from decision-makers.
   c) Dr. Maria Candelaria introduces herself and engaged in the conversation regarding the need for a NOFO committee.
   d) Josue Lachica explains the formation of the NOFO committee and its role in developing governance.
   e) Josue Lachica suggests creating a core group for the NOFO committee, including representatives from the Paso del Norte Health Foundation, Sandra Day, and United Way.
3) **Review Committee and Process**
   a) Beth Senger suggests involving the entire COC membership in providing input on the NOFO process.
   b) Beth and Josue emphasize the importance of having people with program operations experience on the review committee and that COC Board can establish committees as needed, based on current Charter language.

c) Josue Lachica proposes creating a review committee to separate the review process from funded agencies.
   i) Paso Del Norte Health Foundation
   ii) United Way
   iii) Homeless Experience (CFO) – experience in federal grants and grant making
   iv) El Paso City
   v) El Paso County
   vi) Propose program direct carrying out HUD Projects
d) Joel Bishop questions the readiness to create the NOFO committee, and Josue Lachica agrees that it can be established immediately.
e) Josue Lachica discusses the need for the board to take ownership of the process and the role of ICF as a technical assistance provider.

4) **Composition and Qualifications of Review Committee**
   a) Beth Senger suggests creating a review committee with specific qualifications, including experience in administering significant federal funding and grant writing.
   b) Josue discussed the Collaborative Applicant not taking the lead role in this and having an entirely separate group provide oversight for review.
   c) Anna Hart emphasizes the importance of fiscal understanding and perspective in the review committee.
   d) Josue Lachica and Beth Senger discussed the need for subject matter experts and the role of the collaborative applicant in providing guidance.
   e) John Martin and Dr. Maria Candelaria discuss the potential challenges and benefits of using the federal NOFO process.
5) **Meeting Schedule and Structure**
   a) Josue Lachica proposes meeting monthly on Fridays at 1 PM, with a hybrid option available.
   b) Christina Paz and Dr. Maria Candelaria express concerns about the timing, and Josue Lachica suggests a poll to determine the best day and time.
   c) The group agrees to meet on the fourth Friday of every month at 1 PM, with a hybrid option available for COC Board meetings to continue.
   d) Josue Lachica discusses the need for a structured meeting format, including a listening session and a collaborative effort between the COC board and the collaborative applicant.
   e) The group agrees to quarterly COC membership meetings, focusing on decision-making and reporting from the COC board.
6) **Proposal for Quarterly COC Membership Meetings**
   a) Dr. Maria Candelaria suggests replacing monthly membership meetings with quarterly meetings on the same day and time as COC Board meetings to avoid adding extra meetings.
   b) Josue Lachica mentions the need for board-only discussions and asks for approval to extend meetings once a quarter.
   c) Beth Senger proposes a quarantine period before opening the meeting to other COC members at 2:30 PM.
7) **Discussion on Meeting Duration and Content**
   a) Josue Lachica and Christina Paz discussed the possibility of brief COC Board meetings due to the condensed agenda.
   b) Beth Senger suggests condensing the meeting from 1.5 hours to 1 hour, with the option to open to Board members at 2 PM.
   c) Christina Paz notes that the current agenda is not fully covered, indicating the need for a longer meeting.

d) Josue Lachica emphasizes that the current state of meetings is temporary and will settle down with time.

8) **Adjusting Meeting Times and Challenges**
   a) Beth Senger proposes a meeting time of 1 to 3 PM on the first Friday of each month.
   b) Dr. Maria Candelaria agrees to extend meetings by 30 minutes to accommodate huddle time.
   c) Josue Lachica highlights the challenges of scheduling meetings that work for all leaders involved.
   d) Beth Senger supports the idea of piggybacking meetings to avoid scheduling conflicts.
9) **Finalizing the Meeting Schedule and Adjournment**
   a) Josue Lachica mentions the attendance of Cindy Crane and invites all members to the next meeting.
   b) Josue Lachica asks for a formal vote on the proposed quarterly meeting schedule.
   c) Anna Hart confirms no objections, and Beth Senger seconds the motion.
   d) Review of location of hybrid meetings occurred. Will rotate locations between Wells Fargo building, EHN Administrative Offices, and VA Wellness Center (350 Revere St.)
   e) Christina Paz motions to adjourn the meeting, and the meeting is officially closed.

MOTIONS

1. Begin quarterly CoC Membership Meeting (to include voting members) and include a CoC Board meeting at the end of that, as all participants will be present already. Membership Meeting will be for one hour, with an added hour for COC Board Meeting to occur after the Membership Meeting.
   a. Motion by John Martin
   b. Second by Beth Senger
   c. **Motion passes**
2. Establish a NOFO review committee with specific qualifications and a cap of seven members.
   a. Motion by Beth Senger
   b. Second by Josue Lachica
   c. **Motion passes**
3. Change the quorum requirement from 1/3 to 50%+1 for decision-making for CoC Board.
   a. Motion by Anna Hart
   b. Second by John Martin
   c. **Motion Passes**

ADJOURNMENT

After all open issues and new business have been discussed and document, the meeting facilitator will adjourn the Board meeting.

- Board Chair adjourned the meeting at 12:05.

SUBMISSION AND APPROVAL OF MINUTES

The minute taker must submit the minutes for approval of the Board.

- Minutes submitted by: Anna Hart Chief of Restorative Care EHN