



## **2022 Application/Nomination for an Elected Seat on the Executive Committee of the Michigan Balance of State COC Governance Council**

The MIBOSCOC Governance Council is the lead decision-making body and board responsible for planning for the use of the US Department of Housing and Urban Development (HUD) HEARTH CoC resources and coordinating these funds with other relevant resources in the jurisdiction. Each year two of five seats are up for election as the Executives of the Governance Council (odd years elect Chair and Secretary, even years elect Vice Chair and Treasurer), and each position is a two-year term. The fifth seat is held by the past Chair to aid in continuity of efforts.

### **Responsibilities**

- Providing overall direction and leadership of the process
- Making formal decisions for the CoC
- Strategic planning and goal setting
- Approving the selection of committee members
- Aligning and coordinating MIBOSCOC and other homeless assistance and mainstream resources
- Establishing priorities for and making decisions about the allocation of COC resources
- Monitoring and evaluating both system wide and individual project performance on established goals
- Receiving reports and recommendations from sub-committees and ad-hoc task groups
- Guiding the annual CoC Consolidated Application
- Ensuring that all necessary activities (e.g. Point in Time count) are being implemented by LPBs
- Disseminating information to all members
- Reviewing agendas and minutes from meetings
- Position specific tasks as listed in the [Governance Charter](#)

Persons nominated for the CoC Governance Council Executive Committee should possess the following characteristics:

- High level of ethical behavior;
- A working knowledge of homelessness;
- A passion for ending homelessness;
- A passion for securing equitable outcomes for all persons;
- Familiarity with one or more state or federal funding sources (preferred);
- Capability to work effectively on a team;
- Availability of time to fulfill Governance Council responsibilities; and
- Compliance with the CoC Governance Charter and/or applicable policies.

### Michigan Balance of State COC Governance Council Executive Committee APPLICATION

Applicant Name:

Katrina Pelfrey

Name of Agency/Organization (if working for or representing an agency/organization):

United Way of Ottawa and Allegan Counties

E-mail: kpelfrey@acuw.org

Governance Council County(ies): Allegan

Telephone: 616-834-1856

Address: 115 Clover St

City: Holland

State: MI

Zip Code: 49423

Which Elected Position are you interested in filling?

 Chair Secretary

If elected are you willing to participate in mandatory training for the entire CoC Board?

 Yes No

### Explanation of Qualifications for Governance Council

Describe your involvement with the BOSCOG and/or your Local Planning Body:

I have worked as the Allegan County Local Planning Body Coordinator (employed by United Way of Ottawa and Allegan Counties) since September 2021 and participated as a BOS Governance Council member since November 2021. I consistently attend monthly Governance Council meetings and was an active member of the 2022 Funding Application/Review committee. Recently, I started attending the Performance and Outcomes Committee to expand my knowledge of HMIS and the systems surrounding it.

As the LPB Coordinator, I provide consistent communication, structure, and strategic planning for my LPB while co-facilitating bi-monthly LPB meetings and monthly LPB Executive meetings. My position as a Governance Council member allows me to act as a liaison between the BOS and my LPB.

Currently, I am serving on the Allegan County Health Department Community Health Improvement Plan (CHIP) and a newly formed Allegan County Housing Assessment steering committee.

Developing collaborative relationships is extremely important to me. I am thankful for the opportunity to work with exceptional Allegan County leaders including my amazing colleagues at United Way, the HARA, the Allegan LPB agencies, and non-profit leaders.

Briefly describe the experience or expertise that qualifies you to represent the specific seat identified:

In my position as LPB Coordinator, I utilize various administrative skills that include co-facilitating meetings, taking minutes, creating a bi-monthly LPB newsletter, serving on county steering committees and assisting community partners in attaining information pertaining to housing and homelessness. I appreciate the implementation by the BOS Exec team to facilitate a streamlined system approach among the Local Planning

Bodies within the context of the Michigan BOS. The BOS leaders are inclusive, welcoming, professional, and kind and I would be honored to work with them.

What are characteristics you possess that make you a strong candidate for the Board?

I am a caring, empathetic person who values people and professionalism and strive to be dependable, thorough, and complete work in a timely manner. I appreciate systems and strategies that are realistic, attainable, and accessible and am impressed by the Balance of State's priorities in these.

What else would you like the MIBOSCOC Membership to know about you?

I am an (almost) empty nester with 3 young adult children; 2 are college graduates, 1 is married and 1 is a college senior. My husband and I live near Allegan County and enjoy spending time with our family, our grand puppy Ollie and our 2-year old chocolate lab, Bo. We love being outdoors and exploring Michigan, especially the Saugatuck Dune area. I am thankful for the incredible agencies in my county and across the state that are working tirelessly to bring support and resources to unhoused individuals. My work as Allegan County LPB Coordinator is extremely fulfilling and I hope to expand that work as Secretary for the Balance of State COC.

### Demographics and Equity Commitment

The MIBOSCOC is committed to growing a diverse membership to better reflect the populations we serve. Please indicate if you personally identify as part of the demographic areas from which we are seeking to increase representation. This information is voluntary and will not be shared without your express permission.

- Indigenous or Native American
- Black or African American
- Latinx or Hispanic
- LGBTQIA

- Homeless/Formerly Homeless
- System Involved Youth (eg. Foster Care, Juvenile Justice)
- Returning Citizens (persons exiting prison)

### Submission Steps

Please submit this application packet by **October 31, 2022** to [coordinator@miboscoc.com](mailto:coordinator@miboscoc.com) and include a short Bio not to exceed 450 words.

- Unless otherwise notified, your nomination packet will be sent out to all MIBOSCOC membership for review.
- MIBOSCOC ballots will be provided to all MIBOSCOC registered Governance Council members.
- Unless otherwise notified, you will be notified of decision no later than November 30, 2022.
- All newly elected board members will be required to attend a CoC Orientation.