



City of Madison

Agenda - Approved

City of Madison
Madison, WI 53703
www.cityofmadison.com

Homeless Services Consortium Board of Directors Meeting

Friday, January 23, 2015

11:00 am – 12:30 pm

United Way Dane County Board Room A

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Sue Wallinger, 266-6520

CALL TO ORDER AND WELCOME TO NEW BOARD MEMBERS

PUBLIC COMMENT

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

APPROVAL OF MINUTES

Approval of 11/21/2014 Meeting Minutes

NEW BUSINESS ITEMS

1. Election of President, Vice President and Secretary/Treasurer
Set 2015 Meeting Schedule
Sue Wallinger, City of Madison
2. Discussion on 2015 Work Plan
3. Approve Point In Time Policies and Procedures
Linette Rhodes, City of Madison
4. Institute for Community Alliances – Lead HMIS Agency Report
Maggie Carden, ICA
5. Response to state on 2015-2019 Consolidated Plan

ADJOURNMENT

MINUTES FROM THE HOMELESS SERVICES CONSORTIUM BOARD MEETING
November 21, 2014

PRESENT: Maggie Carden, Martha Cranley, Rob Dicke, Kristina Dux, Mike Fleenor, Torrie Kopp-Mueller, Brenda Walton, Mona Wasow (arrived at 11:10 a.m.)

ABSENT: Hope Edgren, Barbara McKinney

GUESTS: Kelly Knutowski, student from Madison College and Chloe Moore, intern with Community Action Coalition

City CDBG Staff: Anne Kenny, Sue Wallinger

Call to Order

Cranley called the meeting to order at 11:00 a.m.

1. Approval of 10/24/2014 Meeting Minutes

Fleenor asked that the minutes be corrected on page 4 in the eighth paragraph so that the last sentence reads, "Fleenor recused himself from *voting* on the item," rather than "discussion."

Fleenor moved to approve the 10/24/2014 meeting minutes as amended. Kopp Mueller seconded. The motion passed unanimously (except for Wasow, who arrived later in the meeting).

2. Discussion and of planning work under contract with Corporation for Supportive Housing staff

Wallinger said the Corporation for Supportive Housing (CSH) is a national organization that the City of Madison was able to contract with for services. The City will get four products from CSH's consulting services. First, CSH is going to do an all-day workshop for local folks on the Housing First model, which is a method of serving homeless individuals or families that doesn't require them to meet any standards for housing. The workshop is set for Friday, December 5, 2014 at First United Methodist Church.

Second, they are going to do an analysis of the five transitional housing programs to make recommendations to the CoC on how to proceed, whether that is to keep them as transitional or to turn them into permanent supportive housing or Rapid Re-housing.

Third, they are creating a system map from all of client data at emergency shelters and the transitional housing programs to tell the City how many units of housing are needed to get to zero homeless persons in the community. The HSC Board will receive a report on the results of the data.

Wasow arrived at 11:10 a.m.

Fourth, CSH is going to help the CoC negotiate program standards and definitions for specific housing models, such as Housing First, Rapid Re-housing, and permanent supportive housing.

3. Report on Zero: 2016 to end veteran homelessness in 2015 and chronic homelessness in 2016

Wallerger said that Zero: 2016 is a national program that provides assistance to communities interested in making the commitment to end veteran homelessness by 2015 and chronic homelessness by 2016. The Mayor committed the City to work on this. A group of people has been meeting to develop a list of who gets housed and what they need. Some veterans aren't eligible for HUD Veterans Assisted Supportive Housing (VASH) vouchers, so other options will need to be developed.

The City was one of 69 communities selected by HUD for Zero: 2016. They had an opening webinar this week and will have a series of webinars over the next four Mondays. They've taken the initial step of having a list of chronically homeless individuals. The initial list had 700 names on it, but it will be whittled down a bit.

Discussion highlights:

- Ineligibility for VASH vouchers can come down to not enough days in active duty service and also dishonorable discharge. Homeless veterans who are not eligible for VASH are still eligible for Section 8. Participation in the VASH program is by invite only from HUD and the VA.
- Zero: 2016 is described as intensive, on-the-ground assistance.
- Fleenor said he found it problematic signing off on the application without the consortium at large reviewing it.
- Zero: 2016 has indicated that the Corporation for Supportive Housing is part of their technical toolbox.
- Zero: 2016 would like to launch in January.

4. Report on case management services planned for the Central Library branch

Wallerger said that Alder Palm was the lead to add \$65,000 as an amendment to the Mayor's budget for the purpose of case management at the Central Library. The amount was developed through a conversation between CDD and Greg Michaels and the Library people. The Library felt very strongly that the services they had in the interim last winter were very successful, and they want to continue with those services. They're really interested in an ongoing presence in the Library. The City also has \$25,000 of 2014 money that hasn't been spent yet because it was intended for the County daytime resource center. The City put out an RFP for a total of \$90,000 for a minimum of 1.5 FTEs that will cover a portion of seven days a week at the Library to connect people to services and housing. Most of the folks will be unsheltered or sheltered single adults that frequent the downtown. The RFP is open until December 3, and the City intends to make a decision and notify the successful vendor by December 12 so that things can get moving as quickly as possible.

Discussion highlights:

- Wallerger said that the definition of "case management services" is very open.
- Fleenor said there are currently several service providers with an ongoing presence at the Library: Porchlight, Tellurian, St. Vincent de Paul, Briarpatch, and The Salvation Army. They were not included in the discussion over this RFP, and they are providing a lot of the services already.
- Wallerger said the Library has indicated that what's needed is an ongoing presence that can work not only with the homeless but also with library staff.

- Fleenor said other providers are a little sensitive to this RFP being issued without their input.
- Since this was City money, there was no requirement to have others involved in writing the RFP or awarding the funds.
- Fleenor suggested there be some training of library staff on cultural competency.

5. Report on final City of Madison and Dane County 2015 Operating and Capital budgets

Wallerger said the packet contains both the City homeless and the County housing and homeless budget reports. They contain both operating and capital budget items.

Wallerger said the County is going to borrow up to \$2 million to establish an affordable housing development fund similar to the City's Affordable Housing Fund. The County will take proposals from developers who want to build affordable housing or housing for homeless. They're also going to add \$750,000 on an annual basis to help with the City's supportive housing project and up to \$300,000 will be added for a co-op housing project to serve adults facing homelessness. Z! and his organization have worked with Briarpatch and Madison Community Co-op to successfully put together a project on Roth Street where Safe Haven used to be. It's now remodeled and is home to eight to 12 youth ranging in age from 18 to 21. The County also added an additional \$5,000 for The Road Home and \$50,000 for Bethel Lutheran's Homeless Ministry, as well as \$35,000 to Briarpatch to operate their youth shelter. The City was also asked to contribute to the youth shelter and approved \$60,000 for Briarpatch. Hopefully, by mid-2015, the shelter for kids 17 and under will be open.

The City also added \$19,000 for transportation to Porchlight, \$22,000 for a temporary storage facility, and put Phase III of the supportive permanent housing project into the budget. Phase I is the Rethke project for which a developer and service provider have been chosen for 60 units of housing for chronically homeless single adults. Kopp Mueller described Phase II, which the YWCA is involved with. There will be 40 units for homeless families with YWCA providing services and Heartland Housing providing building management. Wallinger said Phase III will likely be located on the west side.

Wallerger described the process for awarding the entitlement jurisdiction's ESG funds and whether the CoC is involved in that process. The City is notified by the State of a dollar amount determined by formula. The City has been the applicant on behalf of agencies interested in receiving Emergency Solution Grant funds, Transitional Housing Program funds, or Homeless Prevention Program funds. Through the distribution list, Wallinger lets the CoC know of the availability of funds. Those interested discuss not only the proposals but also where there is still some unmet need. The group then comes up with a slate of programs that are necessary and that fill gaps. The slate of projects was brought to the HSC Board for approval this past year.

Wallerger said that City ESG funds are allocated as part of the CDD's summer funding process. The CoC is not included in the City's allotment of funds.

Discussion highlights:

- In 2014, the Council put money in another department's budget for portable toilets. The City put one toilet at Capital Square North Ramp and another one near the Lake Street Ramp. The City is not going to do the temporary toilets for 2015, but the County will still maintain toilets at the Fairchild Ramp and outside the City-County Building.

- The CoC has data on the number of persons self-reporting on mental health illness or AODA issues. Women seem to self-report more than men.
- Carden said the new ESG regulations require ESG funds to be awarded by the CoC, so there is concern that the City's ESG funding process doesn't involve the CoC.

6. Report from Institute for Community Alliances—Lead HMIS Agency

Carden said ICA worked with City staff to get the Annual Homeless Assessment Report (AHAR) of people served in the CoC to HUD and Congress.

Carden said this is the first year they'll be requiring users to take training.

Cranley acknowledged that the HSC Board had a very good year thanks to Wallinger and to the Board membership. She said some members are leaving, including Edgren, McKinney, Wasow, and Fleenor. She thanked departing members for their dedicated service.

Wasow said she admires the Board for their knowledge on how to provide services.

Fleenor said he came to the Board as Chair of the CoC. He said it's been an incredible year for him. He thanked the Board for their support, knowledge, and sharing of information.

Wallinger said that the City added \$10,000 to its budget for a Homeless Court with Judge Dan Koval presiding. Citations can be worked off through the Time Bank.

Dux said the Homeless Services Consortium website is launched at www.danecountyhomeless.org. She's waiting to make the formal announcement until the phone tree is up. She thanked Moore, CAC's intern, who worked on the project and got it up and running.

Adjournment

Fleenor moved to adjourn at 12:20 p.m. Wasow seconded. The motion passed unanimously.

Anne Kenny, recorder

**Bylaws
Of
Homeless Services Consortium of Dane County**

Article I: Name

The name of this organization shall be the Homeless Services Consortium of Dane County, hereinafter referred to as HSC. The HSC shall be organized as a Non-profit Association under the laws of the State of Wisconsin.

Article II: Purpose & Responsibilities

The HSC is organized to ensure the efficient and effective delivery of housing and services to homeless households in Dane County. The responsibilities of the HSC include, but are not limited to:

1. Develop policies and procedures needed to comply with HUD HMIS requirements, code of conduct and recusal process for the Board and its members;
2. Establish targets and evaluate outcomes of HUD-funded programs;
3. Plan and operate a centralized or coordinated intake and assessment system;
4. Establish and follow written standards when administering assistance;
5. Prepare annual application for CoC funds;
6. Coordinate planning efforts including;
 - a. Semi-annual Point in Time surveys,
 - b. Annual gaps analysis of homeless needs,
 - c. Provide information necessary to the Consolidated Plan for Madison and Dane County,
 - d. Plan for the use of ESG and CoC funds, and
 - e. Evaluate performance of ESG and CoC funded activities.
7. Establish priorities for funding projects within Dane County;
8. Make decisions on the Unified Funding Agency.

Article III: Membership

Section 1: Members

The membership of the HSC shall be defined as: 1) a group of individuals who share the same vision that all persons should have the opportunity to secure and maintain safe, stable and affordable housing and 2) persons who meet regularly for the purpose of sharing information on issues related to homelessness in Dane County. Membership will include, but not be limited to, representatives of service and housing providers, funders, advocates, homeless and formerly homeless and is open to all interested persons.

Section 2: Meetings

The HSC membership will meet monthly at a regularly scheduled time and location to be determined by the membership. The Board of Directors will meet at least six times annually at a regularly scheduled time and location to be determined by the Board.

An agenda will be available prior to each membership meeting and will be emailed to all those persons interested in receiving notification via a distribution list. An agenda for the Board of Directors will be publically noticed on the City of Madison web-site and will be emailed to all persons interested in receiving notification via a distribution list.

The HSC membership will elect a Chair and Vice Chair at the HSC Annual Meeting. Terms for Chair and Vice-Chair will be for one year. The Chair is responsible for determining the agenda for the monthly membership meetings. The Vice-Chair records minutes of the membership meetings.

All members who annually attend a minimum of three regularly scheduled monthly meetings, as evidenced by sign-in sheet at each meeting, will be qualified to vote at the annual meeting for Board members, issues related to the bylaws and for Chair of the HSC. A list of all qualified HSC voters will be compiled by the Chair or their designee and available at any meeting that includes a vote of the membership. Each qualified member who attends the meeting gets one vote.

Section 3: Member Dues

The HSC membership may from time to time request contributions from its members for the purpose of supporting activities that benefit the homeless population of Dane County. The assessment of HSC membership dues shall have a defined purpose and must be approved by the majority of the voting members at the Annual Meeting.

Article IV: Governance

Section 1: Governing Body

The leadership of the HSC shall be eleven (11) voting members of a Board of Directors elected by qualified HSC members at its annual meeting. An additional Board Member representing the lead HMIS function shall be a non-voting member of the Board of Directors.

Section 2: Board Structure

Elected members of the Board of Directors shall be from the following:

1. Four (4) representatives of non-profit agencies providing housing and services for homeless persons. The four elected representatives should reflect the variety of Dane County housing and services and homeless subpopulations.
2. Four (4) representatives at-large. The four elected at-large representatives may include: housing and service providers, business representatives, advocates for homeless populations and victims of domestic violence, local government representatives, funders, medical providers, faith communities, law enforcement, and veterans.
3. Two (2) representatives of the homeless and/or formerly homeless population.
4. Chair of the Homeless Services Consortium membership group.

A quorum for the Board of Directors to conduct business of the HSC shall be six (6) members.

Each Board member must annually sign a Code of Conduct as required by federal regulation.

Section 3: Officers

The officers of the HSC Board of Directors shall be the President, Vice President and Secretary/Treasurer. Officers shall be elected on an annual basis by a majority of the Board of Directors.

Section 4: Term

Each elected Board member shall serve a two-year term. In order to ensure that Board members serve staggered terms, for the first year, five (5) of the Board members shall serve a one-year term. At the end of that year, each Board term shall be for two years. Each Board member may serve for no more than three (3) consecutive 2-year terms.

Section 5: Resignation and Termination

Resignation from the Board of Directors must be in writing addressed to the Secretary/Treasurer.

The President or their designee has the ability to approve absences from Board meetings. A Board member may be terminated for excess absences from regularly scheduled meetings of the Board. Excess absences are defined as more than three unexcused absences. A member of the Board of Directors may be removed for other reasons by a vote of a minimum of eight remaining Board members.

In the event of a mid-term vacancy, the President of the Board of Directors shall ask for nominations of interested HSC members; a vote of the majority of the Board of Directors is needed to fill a mid-term vacancy through the end of the term.

Section 6: Meetings and Annual Meeting

The Board of Directors shall meet at least six times annually. Meetings of the Board of Directors shall comply with Wisconsin Open Meetings law, section 19.81 through 19.98 of Wisconsin Statutes.

An Annual meeting will be scheduled in December of each year and may be combined with a regularly scheduled meeting of the HSC membership. At the annual meeting, elections will be held for: 1) Board seats that expire, 2) the Chair and Vice Chair of the HSC membership, and 3) any other issues of importance to the membership.

In addition to a slate of candidates put forward by a Nominating Committee to fill open Board slots, members may nominate candidates from the floor. Nominations must have a second and the nominated person must be in attendance and accept the nomination.

Section 7: Committees

There shall be permanent committees of the HSC to assist the Board of Directors in meeting their responsibilities of operating the Continuum of Care and on issues related to the stated purpose and responsibilities in Article II. Additional committees may be created as deemed necessary to implement programs or perform functions of the HSC. These committees may be temporary or permanent in nature.

Unless otherwise noted, Chairs of the committees will be selected by the members of the committee.

Committees may be open to all interested persons or may be limited and require invitation from the committee Chair. Committee participation may be limited if it is deemed necessary for the full participation of its members in frank discussions.

Committees that are open to all interested participants include:

Community Plan to Prevent and End Homelessness Oversight Committee

Duties – Monitor and report annual results on Action Steps in the Community Plan; responsible for planning five (5) year community process to review goals and objectives to ensure that they continue to reflect current and future activities.

Continuum of Care Homeless Assistance Application Committee

Duties – Advise the Board of Directors on annual application requirements and propose projects for inclusion in federal application for funds.

Coordinated Intake and Assessment Committee

Duties – Advise the Board of Directors on issues related to planning, implementing and evaluating the activities of the local coordinated intake and assessment system.

Education and Outreach Committee

Duties – Educate the public and provide data to the press on local efforts to serve the Dane County homeless population.

Legislative Committee

Duties – Monitor and respond to proposed federal, state and local legislation and educate members of the HSC on issues affecting the homeless population.

Mainstream Resources Committee

Duties – Coordinate efforts of local service providers in accessing mainstream resources for all clients being served by the HSC.

Peer Review Committee

Duties – Conduct peer reviews of programs funded through CoC and ESG funds to ensure that high quality programs are available to serve homeless and persons at risk of homelessness; committee will advise the Continuum of Care Homeless Assistance Application Committee and the Board of Directors in prioritizing and selecting programs for inclusion in funding applications.

Point-In-Time Committee

Duties – Coordinate efforts to implement the semi-annual sheltered and unsheltered counts; advise the Board of Directors on issues related to HUD requirements for the PIT counts.

Wisconsin ServicePoint Committee

Duties – Advise the Board of Directors on issues related to managing the local homeless management information system (HMIS) and representing local interests at the state and federal level.

Written Standards Committee

Duties – Advise the Board of Directors on issues related to updating the current Written Standards for Providing Assistance to Homeless and At-Risk Persons in Dane County.

Committees that are limited and require invitation from the Chair include:

Funders Committee

Duties – Provide a forum for public and private funders of housing and services targeted to homeless and at-risk persons to share information and coordinate activities as possible.

Nominating Committee

The Chair of the Nominating Committee will be appointed by the President of the Board of Directors.

Duties – Recruit a broad spectrum of potential Board of Director candidates, solicit interested persons and review qualifications in order to present a ballot at the Annual Meeting of potential Board members.

Shelter Providers Committee

Duties – Advise the Board of Directors on issues related to the operation of the emergency shelter system including unmet needs; provide forum for shelter providers to improve coordinated efforts to move homeless persons out of homelessness as soon as possible.

Article V: Amendments

A vote on changes to the bylaws may be called if two (2) qualified HSC members submit proposed changes in writing to the HSC Chair. The request will be presented at the next scheduled meeting of the HSC membership. A vote by qualified members will take place at the following scheduled membership meeting. Amendments to the bylaws may occur by a majority vote of all members in attendance at the meeting.

Adopted by the Homeless Services Consortium Membership on September 3, 2013

A handwritten signature in cursive script, reading "Kristina Dux", is written over a horizontal line.

Kristina Dux
2013 Chair

From: DOA DOH Housing [DOADOHHousing@wisconsin.gov]
Sent: Tuesday, January 13, 2015 11:20 AM
To: DOA DOH Housing
Subject: 2015-2019 Consolidated Plan / Annual Action Plan Comment Period Open

The DRAFT Wisconsin 2015-2019 Consolidated Plan and 2015 Annual Action Plan Public Comment Period is now open, from January 7, 2015 to February 5, 2015. The Wisconsin 2015-2019 Consolidated Plan defines how the State will distribute federal grant funds to local governments, public and private organizations, and businesses. More than 90% of these funds are U.S. Department of Housing and Urban Development (HUD) formula grants for:

- Small Cities Community Development Block Grants (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Solutions Grants (ESG)
- Housing Opportunities for Persons with AIDS (HOPWA)

Copies are available for inspection at the link below, at the Department of Administration-Division of Housing, and at public libraries in Appleton, Eau Claire, Green Bay, La Crosse, Madison, Marinette, Milwaukee, Platteville, Racine, Rhinelander, Rice Lake, Richland Center, River Falls, Superior, and Wausau.

To view the DRAFT Wisconsin 2015-2019 Consolidated Plan/2015 Annual Action Plan, click [here](#).

To e-mail public comments on the DRAFT Wisconsin 2015-2019 Consolidated Plan or the 2015 Annual Action Plan to the Division of Housing, click [here](#).

Mailed comments on the DRAFT Wisconsin 2015-2019 Consolidated Plan should be sent to the Division of Housing, Department of Administration, P.O. Box 7970, Madison, WI 53707-7970.

Please ensure that your comments are received by the Division of Housing by February 5, 2015. The Division of Housing will consider the comments it receives during the comment period as it prepares the final Wisconsin 2015-2019 Consolidated Plan. The Division of Housing will append a summary of these comments, both those accepted and those rejected, to the final Consolidated Plan. The final Consolidated Plan will be submitted to HUD in February 2015.

Sincerely,
Division of Housing

Note: This email is being sent to recipients on multiple contact lists. We apologize if you receive this email more than once. Please disregard duplicate copies.