



**Homeless Services Consortium Board of Directors Meeting
Wednesday, June 8, 2016
2pm-4pm
Villager Mall-Atrium 2300 S Park St
AGENDA**

Call to Order

1. Discussion of HSC By-laws

Adjourn

Schedule for remaining 2016 Board of Directors Meetings:

All meetings will be held at 11:00 am at the United Way except 6/24

June 24, 2016

July 22, 2016

August 26, 2016

September 23, 2016

October 28, 2016

November 18, 2016 (11/5 Holiday)

December 16, 2016 (12/23 Fri before Xmas)

**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



Kristina Dux
2013 Chair

