



Homeless Services Consortium Board of Directors Meeting  
Friday, August 26 2016  
11:00 am – 1 pm  
United Way Dane County Board Room A  
AGENDA

Call to Order and Welcome

1. Approval of CoC Application Rankings
2. Approval of Written Standards revisions and additions
  - Prioritization standards for PSH and RRH
  - Record Keeping for Permanent Housing
3. Approval of Linette Rhodes for Chair of Nominating Committee
4. Review By-laws (to be presented at Sept HSC membership meeting)

Adjourn

Schedule for remaining 2016 Board of Directors Meetings:

*All meetings will be held at 11:00 am at the United Way*

September 23, 2016

October 28, 2016

November 18, 2016 (11/5 Holiday)

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

# 2016 CoC Homeless Assistance Grant Competition

## Renewal Projects

<i>Agency</i>	<i>Program</i>	<i>Amount</i>
CACSCW	Home for Good	\$234,534
CACSCW	SHIFT	\$66,198
Dane County & HII	Rental Assistance	\$903,490
HII/Tellurian	Permanent Housing for Ch Homeless	\$85,786
ICA	HMIS	\$44,500
Porchlight	Housing 1st Leasing Project	\$125,200
Porchlight	Lien Road	\$158,527
Porchlight	Nakoosa Trail	\$13,922
Porchlight	Pheasant Ridge Trail	\$52,878
Porchlight	Safe Haven	\$344,766
The Road Home	Second Chance Apartment Project	\$54,009
The Road Home	Rapid ReHousing for Families	\$80,948
The Salvation Army	RISE	\$155,204
Tellurian	HOPE	\$149,854
Tellurian	PHP	\$68,643
Tellurian	ReachOut Housing 1st Expansion	\$83,812
Tellurian	ReachOut Housing 1st	\$63,571
Tellurian	Willy Street SRO	\$70,109
YWCA	House-ability	\$395,451
<b>Total</b>		<b>\$3,151,402</b>

## Bonus PSH Project for CH

<i>Agency</i>	<i>Program</i>	<i>Amount</i>
The Road Home	RUSH- Rapid Rehousing	\$168,547

## CoC Planning Grant not included here

<i>Agency</i>	<i>Program</i>	<i>Amount</i>
City of Madison	CoC Planning Costs for Staff	\$94,513

## Final Pro Rata Need (FPRN) **\$3,150,439**

Tier 1	93% FPRN	\$2,929,908
Tier 2	7% FPRN	\$220,531

Tier #1				\$2,929,908
1	ICA	HMIS	\$44,500	\$2,885,408
2	Porchlight	Pheasant Ridge Trail	\$52,878	\$2,832,530
3	Porchlight	Nakoosa Trail	\$13,922	\$2,818,608
4	YWCA	House-ability	\$395,451	\$2,423,157
5	Tellurian	Willy Street SRO	\$70,109	\$2,353,048
6	Porchlight	Housing 1st Leasing Project	\$125,200	\$2,227,848
7	CACSCW	Home for Good	\$234,534	\$1,993,314
8	CACSCW	SHIFT	\$66,198	\$1,927,116
9	Dane County & HII	Rental Assistance	\$903,490	\$1,023,626
10	The Road Home	Second Chance Apartment Project	\$54,009	\$969,617
11	The Salvation Army	RISE	\$155,204	\$814,413
12	Porchlight	Safe Haven	\$344,766	\$469,647
13	HII/Tellurian	Permanent Housing for Ch Homeless	\$85,786	\$383,861
14	Porchlight	Lien Road	\$158,527	\$225,334
15	Tellurian	ReachOut Housing 1st	\$62,128	\$163,206
16	The Road Home	Rapid ReHousing for Families	\$80,948	\$82,258
17	Tellurian	ReachOut Housing 1st Expansion	\$82,258	\$0
Tier #2				\$220,531
18	Tellurian	ReachOut Housing 1st Expansion	\$1,554	\$218,977
19	Tellurian	HOPE	\$149,854	\$69,123
20	Tellurian	PHP	\$68,643	\$480
21	The Road Home	BONUS -RUSH- Rapid Rehousing	\$157,522	

<b>FPRN</b>	\$3,150,439
<b>Tier 1</b>	\$2,929,908
<b>Tier 2</b>	\$220,531
<b>Bonus</b>	\$157,522

## **Review Panel Summary of Discussion**

- The Road Home Rapid ReHousing for Families has Annual Renewal Amount of \$81,428. Application submitted for only \$80,948. Review panel recommended renewal amount listed on application.
- Tellurian ReachOut Housing First has Annual Renewal Amount of \$62,128. Application submitted for \$63,571. Review panel recommended renewal amount listed on application.
- Review recommend ICA be top on Tier 1 due to the importance of HMIS to all programs in the CoC process.
- Review panel recommended Tellurian HOPE and PHP to Tier 2 based on final outcomes of Performance Measures reported from the Performance Review Committee. Tellurian HOPE received 47.62% of total points available and Tellurian PHP received 47.83% of points available. Making them the lowest scoring programs for which there is data to report.
- The Road Home RUSH program (Bonus Project) was received after the application deadline. Project was placed at the bottom of Tier 2.

[illegible]

Agency	Program	#1	#2	#3	#4	#5	#6	Total	Average
HII/Tellurian	Permanent Housing for Ch Homeless	46	46	46	47	47	46	278	46.33
YWCA	House-ability	47	44	44	47	45	45	272	45.33
Tellurian	PHP	46	41.5	44	47	47	45	270.5	45.08
Porchlight	Pheasant Ridge Trail	44	40.5	47	45	47	43	266.5	44.42
Porchlight	Lien Road	37	40.5	47	47	47	47	265.5	44.25
Tellurian	HOPE	45	41.5	44	45	47	42	264.5	44.08
Tellurian	ReachOut Housing 1st	44	41.5	42	46	47	44	264.5	44.08
Tellurian	Willy Street SRO	43	40	46	46	47	42	264	44.00
Road Home	RUSH	41	46.5	46	41	43	46	263.5	43.92
The Road Home	Rapid ReHousing for Families	46	47	36	47	42	45	263	43.83
Dane County & HII	Rental Assistance	40	46	44	46	42	44	262	43.67
Porchlight	Nakoosa Trail	41	39.5	47	47	42	42	258.5	43.08
Tellurian	ReachOut Housing 1st Expansion	41	41.5	45	43	42	44	256.5	42.75
CACSCW	Home for Good	39	32.5	44	47	42	40	244.5	40.75
Porchlight	Housing 1st Leasing Project	31	36.5	47	45	45	40	244.5	40.75
The Salvation Army	RISE	34	46	35	44	40	43	242	40.33
CACSCW	SHIFT	39	32.5	44	40	43	40	238.5	39.75
Porchlight	Safe Haven	41	34.5	42	41	43	33	234.5	39.08
The Road Home	Second Chance Apartment Project	40	30.5	36	42	40	46	234.5	39.08
ICA	HMIS							0	0.00

## Additions to the HSC Written Standards for Board Approval

Sections added are highlighted yellow

### Permanent Supportive Housing

Permanent supportive housing (PSH) is safe, affordable housing, the purpose of which is to provide housing without a designated length of stay.

#### Eligibility Criteria

- Participants must meet categories 1- Literally Homeless or 4 – Fleeing Domestic Violence as outlined by the HUD definition of homelessness.
- PSH can only provide assistance to individuals with disabilities and families in which at least one adult or child has a disability
- Referrals for PSH will be generated through the CoC Coordinated Entry process and the CoC-wide PSH priority lists for families and individuals.

#### Participant Prioritization Requirements<sup>1</sup>

- Participants will be prioritized for eligibility based on their chronic homeless status, length of time homeless, and VI-SPDAT or VI-F-SPDAT score.

**First Priority - Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.**

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
- ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs<sup>2</sup>.

**Second Priority - Chronically Homeless Individuals and Families with the Longest History of Homelessness.**

A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency

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<sup>1</sup> The order of priority follows the *Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*, U.S. Department of Housing and Urban Development, July 28, 2014.

<http://portal.hud.gov/hudportal/documents/huddoc?id=14-12cpdn.pdf>.

<sup>2</sup> See Section I.D.3. of the HUD Notice for definition of severe service needs.

- shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

#### Third Priority - Chronically Homeless Individuals and Families with the Most Severe Service Needs.

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and
- ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

#### Fourth Priority - All Other Chronically Homeless Individuals and Families.

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least four separate occasions in the last 3 years, where the cumulative total length the four 8 occasions is less than 12 months; and
- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

#### Community-wide Prioritization Report

Following the above prioritization requirements, the community-wide prioritization report will rank potential participants by chronic homeless status and total points. The number of points are determined by using the following calculation:  $(\text{Number of months of homelessness}/12) + \text{VI-SPDAT score} = \text{total points}$ .

#### Minimum Standards

1. There can be no predetermined length of stay for a PSH project.
2. Supportive services designed to meet the needs of the project participants must be made available to the project participant throughout the duration of stay in the PSH project.
3. Project participants in PSH must enter into a lease agreement that is terminable for cause for an initial term of at least one year. The lease must be automatically renewable upon expiration for a minimum term of one month, except on prior notice by either party.
4. Turnover beds in PSH projects will be prioritized for chronically homeless participants.
5. PSH project will use housing first approaches.



### Access to PSH Projects

- All referrals for PSH projects will come through the coordinated entry system and the CoC-wide PSH priority lists for families and individuals.
- Exceptions to the priority list will be made in rare circumstances for persons who are extremely vulnerable. This includes participants who are unable to complete the VI-SDPAT due to a mental health barrier, a severe cognitive disabilities, or traumatic brain injury. A majority of those present at the housing placement meeting must agree to the exception. The following will be taken into consideration:
  - The number of ambulance calls within the last month
  - The participant's score for the medical questions on the VI-SDPAT/VI-F-SPDAT
  - Written documentation from a medical health professional
- Following the Housing First model, HSC programs will collaborate to ensure that program participants facing possible eviction from their unit, and termination from a program, remain in permanent housing. Exceptions to the priority list may be made to transfer current program participants, who were chronically homeless at the time of program entry, from RRH to PSH programs, or from PSH to PSH programs. Program staff will bring the participant case to the placement meeting prior to initiating the eviction process for trouble-shooting and discussion of housing options, including keeping the participant in their current program and possibly transferring the participant to another program. Discussion of housing options will be participant-centered. If a program transfers a participant out of their program, the program will be required to take a new participant off the community-wide priority list.

### Minimum Performance Benchmarks for PSH Projects

- 80% or more of participants remain stable in PSH for at least one year or exit to a different permanent housing situation
- 20% or more of adult participants will have income from sources other than employment
- 54% or more of adult participants will increase income for sources other than employment
- 75% or more of all participants will have mainstream benefits at exit from the project
- 20% or more of adult participants will have employment income

## **Rapid Re-housing**

Rapid rehousing is an intervention designed to help individuals and families exit homelessness as quickly as possible, return to permanent housing, and achieve stability in that housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of the household.

The core components of a rapid re-housing program are housing identification and relocation, short- and/or medium term rental assistance and move-in (financial) assistance, and case management and housing stabilization services.

Program staff are expected to remain engaged with the households from first contact to program exit (no more than 24 months of rental assistance, in addition to up to 6 months of continued case management), using a progressive engagement approach and tailoring services to the needs of the household in order to assist the household to maintain permanent housing. (24 CFR 578.37 and *Core*

*Components of Rapid Re-Housing*, National Alliance to End Homelessness) According to the National Alliance to End Homelessness, progressive engagement is “a strategy of providing a small amount of assistance to everyone entering the homelessness system. For most households, a small amount of assistance is enough to stabilize, but for those who need more, more assistance is provided. This flexible, individualized approach maximizes resources by only providing the most assistance to the households who truly need it. This approach is supported by research that household characteristics such as income, employment, substance use, etc., cannot predict what level of assistance a household will need.”

#### Eligibility Criteria

- Participants must meet categories 1- Literally Homeless or 4 – Fleeing Domestic Violence as outlined by the HUD definition of homelessness.
- If the household meets category 4, they must also reside in one of the places set forth in category 1 at the time eligibility is determined. Homeless Verification form must be retained in the household’s file.
- The participant’s household annual income must be at or below 30% CMI.
- The participant must be assessed using the VI-SPDAT or VI-F-SPDAT. To qualify for RRH, a participant must have a VI-SPDAT score in the range 4- 9 or a family must have a score within the range 4-10. A copy of the assessment shall be retained in the participant’s file.
- Participants must lack sufficient resources and support networks necessary to retain housing without rapid rehousing assistance (24 CFR 578.37(E)).
- Participants will be prioritized based on VI-SPDAT or VI-F-SPDAT score and length of time homeless. Youth ages 18-21 will be prioritized.

#### Community-wide Prioritization Report

The community-wide prioritization report will rank potential participants by homeless status and total points. The number of points are determined by using the following calculation: (Number of months of homelessness/12) + VI-SPDAT score = total points.

#### Minimum Standards

1. The maximum length of program participation is 24 months.
2. Supportive services designed to meet the needs of the project participants must be made available to the project participant throughout the duration of stay in the RRH project.
3. Project participants in RRH must enter into a written lease agreement that is terminable for cause. The lease must be automatically renewable upon expiration for a minimum term of one month, except on prior notice by either party. Programs may have additional requirements determined by program funding requirements. For example, programs may require a written lease agreement for an initial term of one year.
4. RRH programs may provide move-in costs.
5. RRH project will use Housing First approaches, following the Minimum Standards listed in the Housing First section of the Written Standards.
6. Financial assistance and case management should be based on a household’s individual needs using progressive engagement. Assistance should be offered using a light touch; start with a small amount of assistance and increase it if needed.
7. RRH programs will connect households with community resources and mainstream benefits to allow for individual resources to be used for housing costs.

#### Access to Rapid Re-housing

- All referrals for RRH projects will come through the coordinated entry system and the HSC community-wide RRH priority lists for families and individuals.

#### Minimum Performance Benchmarks for RRH Projects

- Average length of shelter stay is less than 45 days.
- Average time from program entry to housing placement is 60 days.
- Referral to RRH Priority List within 7 days of emergency shelter entry or assessment for families and individuals living on the streets or in a place not meant for human habitation.
- 80% of participants will remain in permanent housing -at the end of the operating year or exiting to permanent housing during the operating year
- 80% of adult participants will maintain or increase their total income -at the end of the operating year or program exit.

**Record Keeping Requirements for Documenting Chronic Homeless Status** (as defined by HUD in Notice CDP-14-012)

1. Programs must have written intake procedures that establish the order of priority for obtaining evidence. The acceptable order of obtaining evidence as defined by HUD is: 1) third party documentation, 2) intake worker observations, and 3) certification from the person seeking assistance. Records found in HMIS are acceptable evidence of third-party documentation and intake worker observations if there is a history of all entries including who entered the data, date of entry, and the change made AND if HMIS prevents overrides or changes of dates of entries made.
2. CoC-funded PSH programs whose grant agreement includes beds that are dedicated or prioritized for the chronic homeless must keep records showing that those receiving assistance meet the definition of chronically homeless. Records must include evidence of homeless status, duration of homelessness and documentation of disability.
  - a. Evidence of homeless status: Evidence of a household's current living situation may be documented by written observation of an outreach worker, written referral by housing or service provider or self-certification from the person seeking service that they are homeless and living in a place not meant for human habitation, an emergency shelter or a safe haven. For paragraph 2 of the definition for persons residing in an institution, acceptable evidence includes:
    - i. Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution that demonstrate the person resided there for less than 90 days. All oral statements must be recorded by the intake worker; or
    - ii. Where the evidence above is not obtainable, a written record of the intake worker's due diligence in attempting to obtain the evidence described in the paragraph i. above and a certification by the individual seeking assistance that states that they are exiting or have just exited an institution where they resided for less than 90 days; and
    - iii. Evidence that the individual was homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter, and met the criteria in paragraph (1) of the definition for chronically homeless in 24 CFR 578.3, immediately prior to entry into the institutional care facility.
  - b. Evidence of the duration of the homelessness: Recipients documenting chronically homeless status must also maintain the evidence described in paragraph i. or in paragraph ii. below, and the evidence described in paragraph iii. below:
    - i. Evidence that the homeless occasion was continuous, for at least one year.

Recipients must provide evidence that the homeless occasion was continuous, for a year period, without a break in living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter. A break is considered at least seven or more consecutive nights not residing in a place not meant for human habitation, in shelter, or in a safe haven.

At least 9 months of the 1-year period must be documented by one of the following: (1) HMIS data, (2) a written referral, or (3) a written observation by an outreach worker. In only rare and the most extreme cases, HUD would allow a certification from the individual or head of household seeking assistance in place of third-party documentation for up to the entire period of homelessness. Where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and evidence of the efforts made to obtain third-party evidence as well as documentation of the severity of the situation in which the individual or head of household has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than 1 year and has not had any contact with anyone during that entire period.

**Note:** A single encounter with a homeless service provider on a single day within 1 month that is documented through third-party documentation is sufficient to consider an individual or family as homeless for the entire month unless there is any evidence that the household has had a break in homeless status during that month (e.g., evidence in HMIS of a stay in transitional housing).

- ii. Evidence that the household experienced at least four separate homeless occasions over 3 years that combined total at least 12 months.

The recipient must provide evidence that the head of household experienced at least four, separate, occasions of homelessness in the past 3 years that combined total at least 12 months.

Generally, at least three occasions must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation. Any other occasion may be documented by a self-certification with no other supporting documentation.

In only rare and the most extreme cases, HUD will permit a certification from the individual or head of household seeking assistance in place of third-party documentation for the three occasions that must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation. Where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and must document efforts made to obtain third-party evidence, and document of the severity of the situation in which the individual has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than one occasion of homelessness and has not had any contact with anyone during that period.

- iii. Evidence of diagnosis with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. Evidence of this criterion must include one of the following:
  - (1) Written verification of the condition from a professional licensed by the state to diagnose and treat the condition;
  - (2) Written verification from the Social Security Administration;
  - (3) Copies of a disability check (e.g., Social Security Disability Insurance check or Veterans Disability Compensation);
  - (4) Intake staff (or referral staff) observation that is confirmed by written verification of the condition from a professional licensed by the state to diagnose and treat the condition that is confirmed no later than 45 days of the application for assistance and accompanied with one of the types of evidence above; or
  - (5) Other documentation approved by HUD

**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: Vision**

The HSC membership shares the vision that all persons should have the opportunity to secure and maintain safe, stable and affordable housing. Members believe that housing is a human right.

**Article III: Purpose & Responsibilities**

The HSC is organized to prevent and end homelessness for all households in Dane County through the efficient and effective delivery of housing and services. The responsibilities of the HSC include, but are not limited to (parenthesis indicates responsible party):

1. Develop policies and procedures needed to comply with HUD HMIS requirements, code of conduct and recusal process for the Board and its members; policies reviewed at least biannually (Nominating & Governance Committee)
2. Establish and monitor targets and evaluate outcomes of HUD-funded programs; (Performance Review Committee)
3. Plan and operate a centralized or coordinated intake and assessment system; (Coordinated Entry System Committee)
4. Establish and follow Written Standards, approved by the HSC Board of Directors, when administering assistance using Continuum of Care (CoC) or Emergency Solutions Grant, Transitional Housing Program & Homeless Prevention Program (ETH) funds;(Written Standards Committee)
5. Prepare annual application in cooperation with the City of Madison for CoC and ETH funds; (HUD Homeless Assistance Application Committee and HSC Board of Directors)
6. Coordinate planning efforts including;
  - a. Semi-annual Point in Time surveys (Point-In-Time Committee),
  - b. Annual gaps analysis of homeless needs,
  - c. Provide information necessary to the Consolidated Plan for Madison and Dane County (HSC Board of Directors)
  - d. Plan for the use of ESG and CoC funds (HSC Board of Directors), and
  - e. Evaluate performance of ESG and CoC funded activities (Performance Review Committee).
7. Establish priorities for funding projects within Dane County using the Community Plan to Prevent and End Homelessness approved by the HSC Board of Directors (Funders Committee);
8. Make decisions on the Unified Funding Agency (Funders Committee).

**Article IV: Membership**

***Section 1: Members***

Membership is open to any person who shares the vision of the HSC. Members may include, but are not limited to, representatives of service and housing providers, healthcare providers, government officials, developers, public safety staff, landlords, funders, advocates, and persons with lived experience of homelessness. The membership, as part of an organization, is responsible for the items outlined in the Purpose and Responsibilities section of the bylaws.

## ***Section 2: Meetings***

The HSC membership will meet monthly at a regularly scheduled time and location to be determined by the Chair and Vice Chair of the membership.

An agenda will be set by the Chair and Vice Chair of the HSC membership, considering suggestions from the membership. It will be available prior to each membership meeting and will be emailed to all those persons interested in receiving notification via a distribution list. Agendas will also be published on the HSC website ([www.danecountyhomeless.org](http://www.danecountyhomeless.org)) The Vice Chair records minutes of the membership meetings. These will be sent out via the 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.

All members who attend a minimum of three regularly scheduled monthly meetings within the calendar year, 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. Requests for member dues must be made to the HSC Board of Directors 90 days prior to the Annual Meeting. 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 V: 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.

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 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.



## ***Section 2: Board Structure***

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

1. Two (2) representatives of non-profit agencies providing housing and services for homeless persons. The two elected representatives should reflect the variety of Dane County housing and services and homeless subpopulations.
2. Six (6) representatives at-large. The six elected at-large representatives may include: business representatives, advocates for homeless populations and victims of domestic violence, local government representatives, funders, medical providers, developers, faith communities, public safety, 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. Members may appear by phone with prior approval from the President of the Board of Directors.

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

Requests to the Board of Directors for support letters, petition signatures or media should be made to the Board President. The Executive Committee will approve such requests. Any actions will be shared with the HSC membership.

## ***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 the Nominating & Governance 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 III. 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. Committee Chairs are responsible to send meeting minutes to the Secretary of the HSC Board of Directors by the 15<sup>th</sup> of each month.

Committees may be open to all interested persons.

If the work of one committee complements the work of another, committees are strongly encouraged to schedule joint meetings.

HUD mandated committees must include at least one Board member as part of the membership. These committees are:

#### **Community Plan to Prevent and End Homelessness Oversight Committee**

Duties – Monitor and report bi-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; review plan to ensure goals are relevant for community; committee must meet at least quarterly; membership should include direct service staff and agency managers.

#### **HUD Homeless Assistance Application Committee**

Duties – Advise the Board of Directors on annual CoC and ETH application requirements and propose projects for inclusion in federal application for funds; must meet at least quarterly; meet at least weekly during

application process; inform HSC membership and implement strategies outlined in submitted applications; review application scores and take action for improvement; remain informed on HUD priorities.

### **Coordinated Entry System 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; responsible to identify and document gaps in service; oversee housing placement groups and ensure placement into permanent housing; remain informed on Zero Initiative and seek technical assistance as necessary.

### **Performance 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; offer guidance to underperforming programs; committee will advise the HUD Homeless Assistance Application Committee and the Board of Directors in prioritizing and selecting programs for inclusion in funding applications; membership should include both HUD funded and non-HUD funded agencies.

### **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; complete an annual review of Standards and create schedule for improvements; remain aware of HUD requirements in order to keep standards up to date.

### **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; use the Community Plan to Prevent and End Homelessness when setting funding priorities; membership will include HSC Board President.

Non-HUD mandated committees include:

### **Inreach and Outreach Committee**

Duties – Educate and inform the HSC membership and public on local efforts to serve the Dane County homeless population through the website, social media, and other method; provide education to the HSC membership on systems changes; provide opportunities for professional development to the HSC membership.

### **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; annually provide an advocacy platform for HSC Board approval.

### **Mainstream Resources Committee**

Duties – Coordinate efforts of local service providers in accessing mainstream resources for all clients being served by the HSC; organize trainings related to benefits for the HSC membership.

### **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; committee must be chaired by an agency that provides outreach services.

#### **Data 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; work with agencies to ensure accuracy of data; respond to and work with performance committee on program evaluation; coordinate training for service providers; regularly examine systems performance measures; committee membership should include those who enter data and agency decision makers.

#### **Nominating & Governance 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; memberships should include at least one current Board Member who is not up for reelection; review bylaws at least biannually and present suggested changes to the Board of Directors. See appendix for election process.

#### **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**

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Heather Campbell  
2016 Chair

## **Appendix**

### **Election Process**

- 1) At a September General Membership meeting a notice of the December election will be made to include the timeframe of the Election process.
  - 2) At the October membership meeting a Nominating Committee composed of not less than 3 and no more than 7 members in good standing must be elected. 1 member must be a current Officer or Member of the HSC Board who is NOT up for re-election. A member of good standing is a member who has attended 3 meetings in the past year and is eligible to vote.
  3. Duties of the Nominating Committee. The HSC Board Secretary shall call the organizing meeting of the Nominating Committee. The first meeting must be within 10 days of the election of the committee. The Nominating Committee shall:
    - a) Elect its Chair and Secretary
    - b) Nominate any member of the membership that is in good standing.
    - c) Be available to interview members interested in being considered for office.
    - d) Nominate only those persons who have given written consent to be nominated. This will be received in the form of a short bio and a statement of how they would be an asset to the Board of HSC and the Membership. The HSC Board President shall verify that each person has given written consent after the Nominating Committee has given its report and before the report is accepted at the November General Membership meeting.
    - e) Put forward a slate of candidates for officers that consists of at least one person and no more than (2 or 3) for each open position at the November General Membership Committee. The Nominating Committee will make those recommendations based on submitted statements and interviews. After the November meeting, members of the Executive Committee of the HSC Board who are NOT running for re-election, along with the designated support staff to HSC will prepare the ballots for the December Election. Ballots and candidate bios will be sent to General membership with December Meeting Notice as part of meeting materials.
- Elections for officers will be held at the December General Membership. All ballots must be cast in person. There are no provisions for email or absentee ballots. Prior to balloting, candidates will be offered the opportunity to speak for no more 2 minutes.
- Members of the Executive Committee of the HSC Board who are NOT running for re-election, along with the designated support staff to HSC will count the ballots. If possible, notice of election results will be made at the close of the December election.