



Homeless Services Consortium Board of Directors Meeting

February 18, 2022
10:00 AM - Noon

Zoom.us – Meeting ID: 824 1736 1145
Passcode: 174870
1-312-626-6799

The HSC Board strives to prevent and end homelessness, by advancing Housing as a Human Right. We provide leadership, advocacy, planning, and management of program funding in order to promote accessible and equitable housing and homeless services.

MINUTES

- Call to Order and Welcome
- Introductions
 - Board members in attendance: Gentry Bieker, Michelle Hemp, Courtney Spears (voted in today), Joel Girard, Robin Sereno, Patrick Duffie – ICA, Patti La Cross, Rachel Litchman, Brenda Konkel, Aree Macon, Catherine Reiersen, Sara Allee-Jatta
 - Board members not in attendance: Shanita Lawrence
 - Staff: Torrie Kopp Mueller
 - Guests: Lucy Cid, Jenna Jacobsen, Sarah Lim, Kristina Dux, Aurey, Jasmine Hill - LSS, Darcy Bradley, Kim Sutter – Porchlight, Liz Duffie, Matt Julian
- **Vote to approve Minutes from January 21, 2022**–Robin Sereno
 - Minutes approved
- Treasurer’s Report – Gentry Bieker
 - Still working on connecting with previous Treasurer
- **Election** - mid-term vacancy of Lived Experience Seat – Brenda Konkel
 - Courtney Spears was voted into the Lived Experience Seat unanimously
- State EHH Funding – Sarah Lim – *members with affiliations with MACH, YWCA, Briar Patch and TRH will not vote at this time.*
 - **Proposal: Approve State EHH funding allocation competition schedule, application forms and scoring criteria, and review team composition**
 - EHH funding does not include COVID funds it is a combination of Federal Emergency Solutions Grant (ESG), State Homeless Prevention Program (HPP) grant and State Housing Assistance Program (HAP) grant
 - New Grant Period: July 1, 2022 – September 30, 2023 (built in 3-month extension)
 - The City of Madison does not have to serve in this role but is willing to serve in this role
 - Proposal Vote: 6 approved, 0 can live with the proposal, 1 uncertain or have questions, 0 uncomfortable (those you cannot vote – MACH, YWCA and TRC)
 - Uncertain or questions: We don’t have a lot of county representation – should we have county representatives at board meetings? Jenna Jacobson – works with shelter providers and Kristina Dux – on other CoC communities and City County Homeless Committee Per Jenna and Kristina the County will be present at the meetings, prior there were staff capacity issues, but the County is not interested in this role
 - Torrie represents the CoC and Sarah represents the City
 - Yes someone has to do this, and the City has capacity
 - Future agenda should address whether we have this in the bi-laws – county representations
 - Question: If major changes would these be brought back to the board? No, due to time constraints
 - Proposal passes to have City to continue in this role - 7 approve, 1 can live with – proposal, 0 uncertain or has questions and 0 uncomfortable
 - **Action: Approve reallocation of \$51,975 of EHH funds from Shelter from the Storm Ministries**

- Current year reallocation - \$51,975 for RRH due to staff capacity they were not able to use, they were eligible for all types, allocating the following funds:
 - \$20,000 - ESG
 - \$20,975 - HPP
 - \$11,000 – HAP
 - Propose the Salvation Army because they would be impacting the same population that Shelter from the Storm Ministries targeted (\$20,000 – ESG and \$20,975 – HPP)
 - Then HAP funds to The Road Home to their Tailor Place (\$11,000 – HAP), note that no other projects would qualify for the funds due to the requirement of 40% on RR
 - 6 approve, 1 can live with, 0 uncertain or has questions, 0 uncomfortable
 - Proposal is approved
- State ESG-CV Funding – Sarah Lim
 - **Action: Approve relocation of unspent State ESG-CV funds and additional State ESG-CV funds to programs currently funded with State ESG-CV funds**
 - Some CoCs say that they cannot reallocate and will be giving the monies back to the state, needs to be spent by June 30th, currently funded organizations were contacted who received funds
 - Questions to proposal: Can we change the order of fund distribution? Yes.
 - Change proposal to include monies for singles (unsheltered) youth and if additional monies come available (will know if these monies come available end of February) then the rest of the proposed will be funded.
 - proposal passes
- Conflict of Interest – Nominating & Governance Committee Members Liz Duffie & Matt Julian (co-chairs)
 - **Proposal: Approve the Conflict-of-Interest Policy & Statement as presented**
 - Conflicts of Interest

At all times, the best interest of the CoC should influence the decisions made by Board Members. Personal relationships should not result in special considerations, including bias, nepotism or favoritism that influences the performance of their official duties in a manner contrary to the interest of the broader CoC.

Annually, Board members will update a Disclosure of Conflict of Interests form.

Board Members who have affiliations with agencies or have immediate family members with affiliations with agencies (employment, financial support over \$2000 annually, receiving services, board member, currently engaging in a grievance process, etc.) will recuse themselves from discussion and votes that impact said agency.

No changes can be made to the above based on HUD

Public Statements

A Board member may not act in an official capacity or communicate publicly on behalf of the HSC unless they are specifically designated to do so by the HSC Board. If a Board member is designated to communicate on behalf of the HSC, their communications must be limited to the content and scope authorized by the Board. Except where specifically designated, a Board member communicating to the HSC membership or in any other public forum must clearly identify their statements as personal opinions and indicate that they are not speaking on behalf of the HSC Board of Directors or expressing views or positions of the HSC.

All requests for communication, including but not limited to requests for public comment, petition signatures, political advocacy, and letters of support, are to be submitted to the Executive Committee of the HSC Board of Directors. Such requests will be responded to as follows:

- If the request is for a letter of support needed for a funding opportunity and the deadline for the request falls before the next regularly scheduled meeting of the Board, the Executive Committee may respond. Any such requests and their responses will be reported to the full Board at the next Board meeting.
- All other requests are to be reviewed by the full Board at a Board meeting and a response approved by consensus.
- If the deadline for the request does not allow for review by the full Board at a regularly scheduled Board meeting, the Executive Committee may inform the requesting entity that the request cannot be fulfilled and if so, will report this to the Board at the next Board meeting. If they deem it appropriate, the Executive Committee may instead call a special Board meeting to review the request.

Changes can be made to the above. Some clarification specifically to this meeting, those awarded funding can still facilitate, rules of order can be based on skill.

Madison/Dane County HSC Board of Directors Conflict of Interest Policy

Purpose

In an effort to recognize the impacts that an actual or perceived conflict of interest may have on important decision-making processes for the HSC Board of Directors, the following expectations are in place regarding disclosure, recusal, and transparency.

Definitions

Financial Conflict of Interest -- A person has a Financial Conflict of Interest if they or their family* has:

- a. A current or planned ownership or investment interest in any entity with which the HSC has a transaction or arrangement,
- b. A current or planned compensation arrangement with any entity with which the HSC has a transaction or arrangement, or
- c. One of these relationships with any entity with which the HSC is considering or negotiating a transaction or arrangement.

Examples of people who would have this type of conflict include but are not limited to:

- The employee of an agency that receives funding allocated by the HSC - The employee of an agency being considered for funding by the HSC
- The owner of a business that contracts (e.g. for cleaning services or consulting) with an agency funded by the HSC
- The spouse of an employee of an agency that is funded by the HSC

Relational Conflicts -- A person has a Relational Conflict if they or their family* has any of the following relationships with an entity with which the HSC has a current transaction or arrangement, or is considering or negotiating a transaction or arrangement:

- a. Had an ownership or investment interest or a compensation arrangement within the last year,

- b. Serves as a board member or served as a board member within the last year,
- c. Receives services as a program participant or received services within the last year, or
- d. Has or had another relationship that the Board Member believes may interfere with objective decision-making.

Examples of people who would have this type of conflict include but are not limited to:

- The former employee of an agency funded by the HSC, who left within the last year
- The board member for an agency funded by or seeking funding from the HSC
- A resident in a housing program that is being considered for funding by the HSC
- The parent of a person receiving services from an agency funded by the HSC

*Family includes: spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-laws, and step parent, step child, guardian and ward, or member of one's household

- Meeting extended for 10 minutes
- Feelings of confusion...board would like more time to review and make decisions
- This topic will be added as the first agenda topic
- Ask is, if you come with objection(s) then come with what you would like changed, come with specific proposals and have those comments sent to Torrie by next Friday a proposal is made to approve this ask and it is approved unanimously.

Adjourn

Future Board Meetings, All meetings are 10AM-Noon

March 18 th	August 19 th
April 15 th	September 16 th
May 20 th	October 21 st
June 17 th	November 18 th
July 15 th	December 16 th

If you have topics you think the HSC Board should discuss, please email them to hsc@cityofmadison.com.