



Homeless Services Consortium Board of Directors Meeting

April 5, 2023
1:00-3:00 PM

Zoom.us – Meeting ID: 897 8794 1796
Passcode: 066341
1-877-853-5257

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.

AGENDA

- Call to Order and Welcome
- Introductions

Board members in attendance: Michelle Hemp, Shanita Lawrence, Taylor Rozman, Chara Taylor, Rachel Litchman, Courtney Spears, Brenda Konkol, Andrea Gaines, Rachel Kaiser, Patti La Crosse, Dana Stokes, Arree Macon

Board members not in attendance: Sara Allee Jatta, Catherine Reiersen, Robin Sereno, Patrick Duffie

Staff: Torrie Kopp Mueller

Guests: Sarah Lim, Melissa, Mennig, Kim Sutter, Darcie Bradley, Kristina Dux, Meshan Adams, Chris Williams, Angela Jones, Alicia Spry, Heather Andresen

- **Vote to approve Minutes from March 1, 2023**—Courtney Spears
 - Minutes approved
- Treasurer's Report – Shanita Lawrence
 - Nothing to report, no changes
- Updates City, County, United Way
 - City: regarding the Purpose Built Men's Shelter: meeting with Neighborhood at Madison College, next one is May 9th, one virtual and 2 in person at Hawthorne library, city will share what they have and get feedback, <https://www.cityofmadison.com/engineering/projects/bartillon-shelter>
 - County: IQC there was an increase in COVID cases for 1 week, down at this time, high of 31 low of 9, a lot of work around the whine down - ends 4/30, last admission will be 4/17, who's in H2H there is not a lot of movement, hopeful for uptick in with the warmer weather, 13% of current participants have been non-renewed preliminary, DANE CORE will permanently close the portal, processed in the order they were received, RFP for doubled up households, did hold a vendor listening session
 - Slides - <https://outlook.office.com/dad78f8b-ae4f-43a7-8d75-3f351f59ffa6>

American Rescue Plan (ARP) funded programs wind down timeline

- ▶ **Isolation and Quarantine Center Hotel** – Program sunsets on April 30th, 2023. Last day for referrals is April 17th, 2023.
- ▶ **Dane CORE Emergency Rental Assistance** – No new applications after May 31st, 2023. Applications will be processed and remain after portal closure.
- ▶ **Outreach Services through Catalyst for Change** – Funding/contract currently ends December 31st, 2024.
- ▶ **Hotels to Housing** – Program ends in October of 2024 and current clients will exit throughout 2023 and 2024 as they reach 24 months maximum of assistance (Kirstina, I know this is a bit of a moving target, please jump in to correct me if needed).
- ▶ **Eviction Defense and Diversion Program (EDDP)** – Funding currently through 2024, priority to extend with additional ERA if possible.
- ▶ **Doubled-Up Housing Pilot** – Funding through September of 2025 (per federal regulations)

- United Way: just received year end of report, starting a new committee on investment process to improve our system
- Change to Board Nomination Process – Nominating & Governance Committee
 - **Proposal – Approve concept for nomination process and Nominating & Governance to draft bylaw updates to reflect change.**
 - Looking to get a pool of applicants, via an online google form, we would still have an active recruitment, would remain active for 2 years, N&G would manage these referrals, our why, any questions
 - Make sure to include options to provide more than one way to contact, continue to get all the details and then bring it back.
- Review of contract & Project Report form from C4CS – Torrie Kopp Mueller
 - **Proposal – Approve continuation of contract with C4CS** – fiscal sponsor to be able to get donations or apply for grants, become a non-profit

Contract with C4CS

- Act as Fiscal Sponsor for the HSC
 - #5, p.1-2 reviews responsibilities of C4CS
 - 9% of all non-governmental revenue received will be allocated to the Fiscal Sponsor's general fund
 - 12% of funds received directly or indirectly from government sources (due to complexity and higher costs of administration)
 - Annual fee of \$250/year to partially cover fixed costs such as insurance and auditing services, charged in July
 - Contract is for 24 months, then automatically renews for successive 12-month terms
- **What C4CS does for the HSC:**

2. Purpose of this Agreement: The Project Director has conceived of and designed the nonpro initiative described in Exhibit A (the "Project"). The Project Director desires to place the Project under the umbrella of Fiscal Sponsor to provide infrastructure and supports as described in this Agreement. Likewise, Fiscal Sponsor determined hosting the Project will further its own exempt purposes and desires to serve as a "Model A" fiscal sponsor for the Project; meaning the Project, for the term of the Agreement, will be a direct program of Fiscal Sponsor and Fiscal Sponsor will assume full legal responsibility for the Project. The Parties are entering into this Agreement to define their relationship and how the Project will be managed.

3. Time Period: This Agreement will become effective on **DATE** (the "Effective Date") and, unless terminated as permitted under this Agreement, will continue for a period of 24 months after which it will automatically renew for successive 12-month terms.

4. Exclusive Relationship: During the term of this Agreement, Fiscal Sponsor will serve as the exclusive fiscal sponsor for the Project, meaning no other entity may hold assets or incur liabilities on behalf of the Project, engage in Project activity, or represent the Project as its own program.

5. Fiscal Sponsor Support: For the duration of this Agreement, Fiscal Sponsor will be responsible for the following:

- a. As the corporate home, Fiscal Sponsor will:
 - i. Serve as the corporate home for the Project assuming legal responsibility for all assets and liabilities of the Project;
 - ii. Remain in good standing and maintain Fiscal Sponsor's own 501(c)(3) public charity status;
 - iii. Ensure all business licenses, state filings, tax filings and other applicable regulatory filings related to Fiscal Sponsor and the Project are maintained in good standing.
- b. Concerning finance and operations, Fiscal Sponsor will:
 - i. Keep track, document and account for all Project revenues and expenses;
 - ii. Maintain all funds restricted to support the Project in a restricted fund;
 - iii. Use reasonable efforts to open and maintain a donation management platform with a suitable vendor which will specifically help the project raise funds to support the Project.


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To Do

- Identify a Project Director
 - Sign contract and serve as primary contact, meet with fiscal sponsor at least quarterly for 1 hour, meet annually to assess the supports provided, review progress towards goals, review and discuss ways to improve relationship
 - Identify Steering Committee and provide list to C4CS
 - Is this the Board, the Executive Committee?
 - Provides strategic support for the Project and oversight for the Project Director
 - Ensure website and social media clearly identifies relationship with C4CS
 - Provide Governance Process of Steering Committee
- - **Discussion:**
 - Is there anyone else in town?
 - This is a 2-year contract, experiences with C4CS time to address these issues
 - does it have to be 2 years?
 - Are the rate increases for everyone or just the HSC?
 - not ready to vote, workgroup formed, Torrie to get a Timeline together
- Presentation and Discussion of Gaps Analysis – Funders Committee, Angela Jones
 - 3 service areas

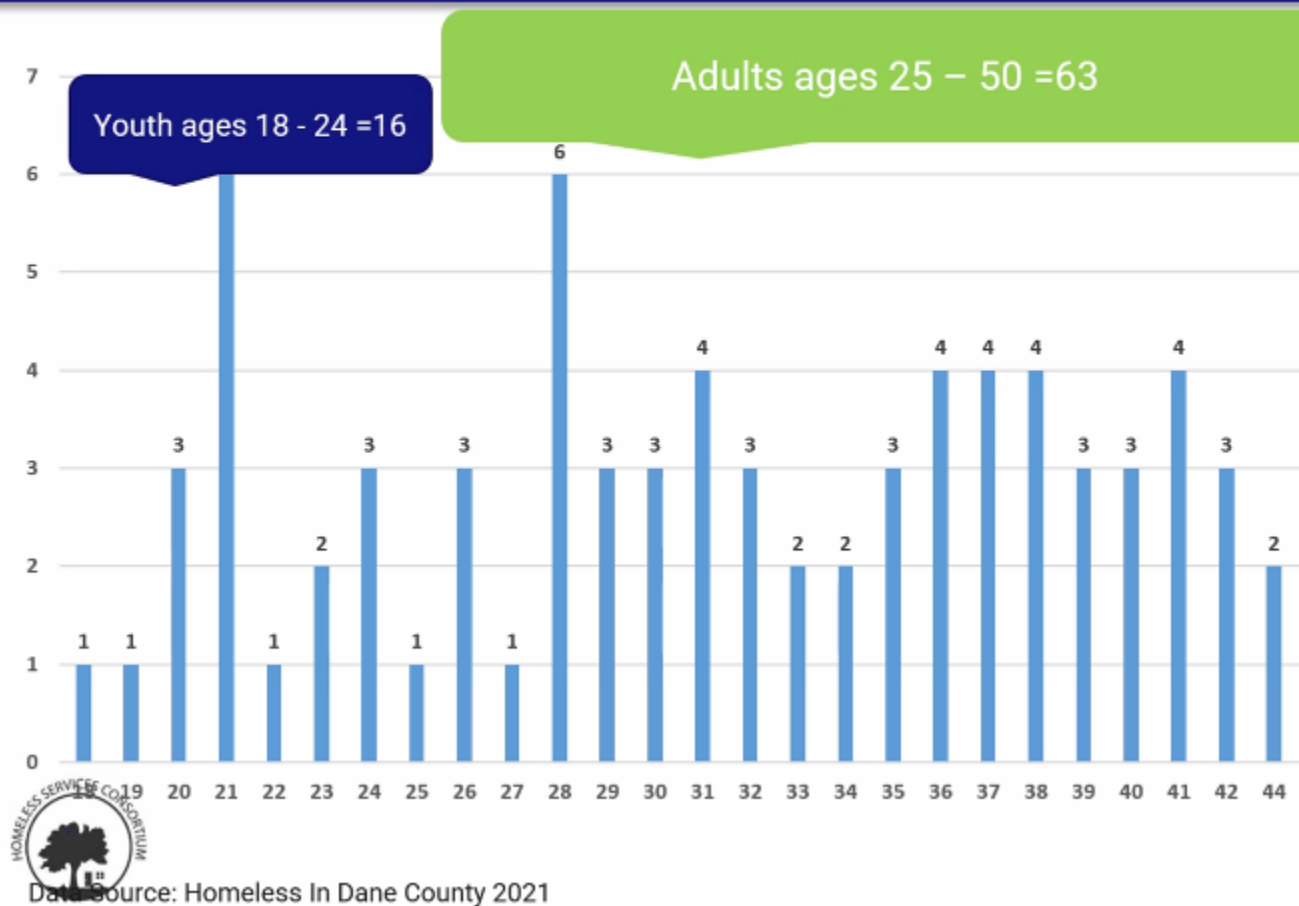
Overview of Surveys

This chart shows the top responses for each survey group, participants, homeless service providers

Participants Survey	Homeless Services Providers Survey
What was needed but was not available to help you get into housing?	What do you think are gaps in homeless services?
Affordable housing	Lack of affordable housing
Security deposits	Lack of financial assistance
Housing search assistance	Lack of mental health & AODA services
Lack of transportation	More emergency shelter days
Moving assistance/Cost of moving	Not enough eviction prevention dollars
I do not know how to access services	Lack of landlord flexibility/ lack of landlords willing to rent to someone with criminal background
AODA, self or family	Lack of transportation
Phone	Service priority for doubled-up families
Mental health issues	Transitional housing
Employment search	More street outreach/family
On-going rental assistance	More homeless services outside City of Madison
Laundry	Limited Permanent Supportive Housing/Rapid Rehousing
Food 	Better coordination & communication amongst service providers
Key documents - social security and other documents	Food

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- Participants: Electronically, QR code, papercopy at women's and men's shelter, emailed (~700) to HSC listserv,

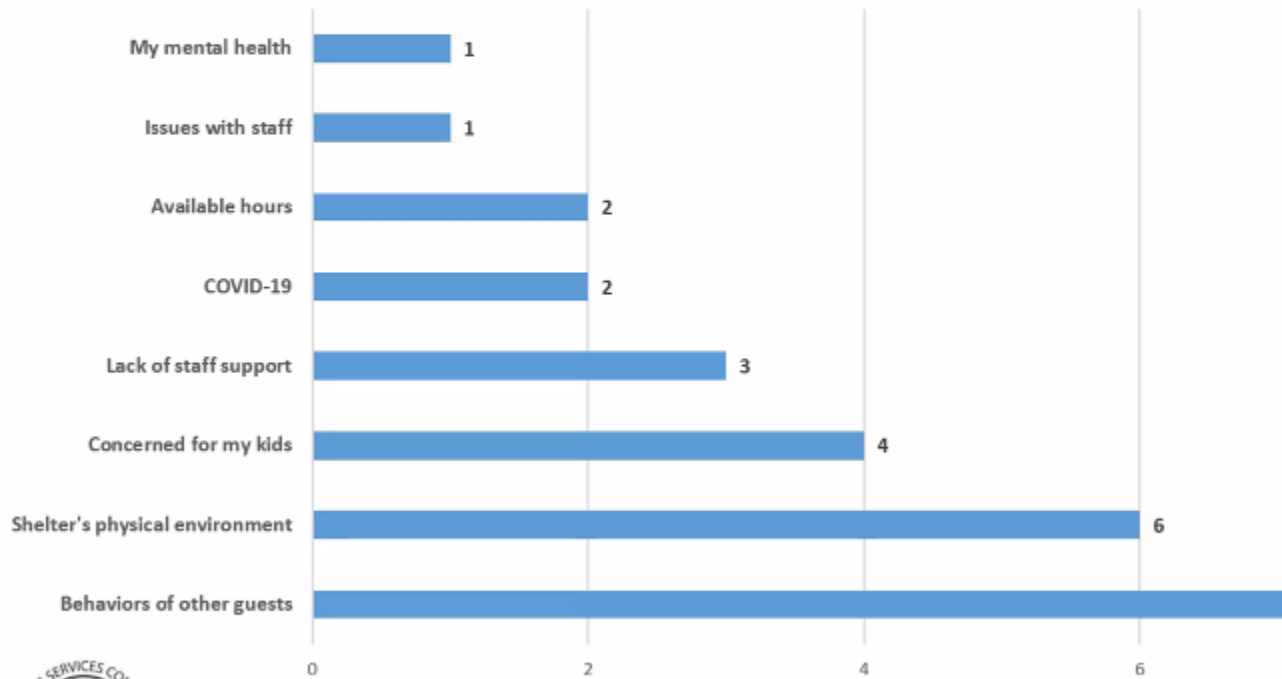
A Wide Range of Responses Ba



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66 respondents comfortable living in shelter and 38 were not

Why people were not comfortable living in shelter



Data Source: Homeless In Dane County 2021

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- Cosigning for youth, if you don't ask the question, you won't get an answer,
- Mid-term Vacancy for at-large seat: presentation of nominations – Torrie Kopp Mueller
 - **Vote to elect someone to fill mid-term vacancy for at-large seat**
 - Majority Yes, Welcome Heather Andresen
- Update on FY23 CoC Competition Preparation – Torrie Kopp Mueller

Proposed changes to CoC Competition – Performance Scorecard

Total % Spent

Current Scoring	Proposed Scoring
100% = 5 points	100% spent = 5 points
<\$10,000 unspent = 0 points	75-99% spent = 0 points
>\$10,000 unspent = -5 points	74% or less spent = -5 points

Written Standards Compliance

This used to be part of the narrative application. Renewal projects complete a Written Standards Checklist in advance of the competition. The CoC Coordinator can use that information to complete this on the scorecard and eliminate it from the narrative application. It was worth 15 points before.

Proposed Scoring

Yes (in compliance or actively correcting issues) = 5 points

No = 0 points

Monitoring Compliance

Is the project addressing any findings from a HUD or local CoC monitoring?

Proposed Scoring

Yes (has no findings or is addressing them) 5 points

No (has findings and is NOT addressing them) = -5 points

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- Score card coming in May to be voted on.

Data Quality

Current Scoring ≥ 98% 10 pts (≤ 2%) <98% -10 pts (>2%)	Proposed Scoring ≥ 98% 10 pts 97-95% = 0 points <95% = -10 points
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Cost Effectiveness

Current Scoring Most Cost Effective = 15 points 2 nd Most Cost Effective = 10 points 3 rd Most Cost Effective = 5 points Least Cost Effective = 0 points	Proposed Scoring Most Cost Effective = 3 points 2 nd Most Cost Effective = 2 points 3 rd Most Cost Effective = 1 points Least Cost Effective = 0 points
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Average Daily Utilization Rate

Will compare to proposed # of households served as listed in HUD application

Increased Income

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No changes recommended at this time.

Exit to or Retention of Permanent Housing

Current Scoring	Proposed Scoring
90% or greater = 30 points	Maybe have a different scale for RRH based on average (Patrick can get a number)
80-89% = 25 points	110%+ = 30 points
70-79% = 20 points	110-110 = 25 points....
60-69% = 15 points	
50-59% = 10 points	
49% or less = 0 points	

Returns to Homelessness

Recommend to keep the same for now. Can review for next competition.

Length of Time Enrolled to Housed

For length of time enrolled to housing, I did some quick looking at other communities and at HUD's ranking tool. I found two ways communities are doing this.

1. On average, participants spend XX days from project entry to residential move-in. Then scoring would be based around that average. I saw this used for PSH and RRH.
2. Balance of State does this:
 - a. Total enrolled
 - b. Total moved into housing, percent moved into housing
 - c. Total moved into housing within 90 days, percent moved into housing within 90 days

I didn't really see anything that addresses scattered site vs. single site.

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My thought is that you could find the average length of time from project entry to move-in for PSH projects and for RRH projects and we could score around that average? With a different scale for PSH and RRH?

Severity of Needs & Vulnerabilities

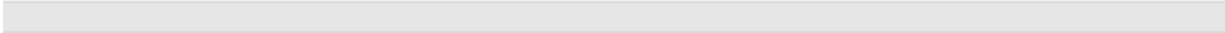
Describe how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects (1E-2b)

- o High utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities
- o History of victimization/abuse including domestic abuse, sexual assault, and childhood abuse

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- Length of time homeless
- Low income
- No income
- Only project of its kind in the CoC's geographic area serving a special homeless population/subpopulation
- Risk of continued homelessness
- Significant challenges or functional impairments, including physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support to maintain permanent housing (focuses on the level of support needed not disability type)
- Substance abuse – current or past
- Unsheltered homelessness – especially youth and children

Adjourn

Future Board Meetings, All meetings are 1-3PM

May 3 rd	September 6 th
June 7 th	October 4 th
July 5 th	November 1 st
August 2 nd	December 6 th

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