Homeless Services Consortium Board of Directors Meeting

January 3, 202	Zoom.us – Meeting ID: 880 1162 8775
1:00-3:00 PM	Passcode: 818996
	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

Board members in attendance: Michelle Hemp, Patti La Cross, Chara Taylor, Patrick Duffie, Andrea Gaines, Darcie Bradley, Taylor Rozman, Kayla Every, Claire Bergman, Tamaya Travis, Erin Kautz, Heather Andresen, Drea White, Rachel Kaiser, Deja Mays

Board members not in attendance: Shanita Lawrence, Arree Macon, Sara Allee-Jatta, Dana Stokes

Staff: Torrie Kopp Mueller

Guests: Sarah Lim, Cheryl Elkinton, Kristina Dux, Darcey Bradley, Melissa Mennig

- Introductions
- **Vote to approve Minutes from December 6, 2023** – Chara Taylor
    - Minutes approved
- Treasurer's Report – Shanita Lawrence
    - No report provided
- Updates City, County, United Way
    - City: closing 2023 contracts and starting 2024 contracts
    - United Way: no updates at this time
    - County: 3 contracts starting (TRC, CFC, Solace (hospice shelter), Porchlight), Housing Navigation is moving to Urban Triage (8 to 12 at the Beacon other times/locations to be announced), still have some Quick Move-In Funds, H2H data, EDDP, Doubled-Up Housing Pilot
        - EHV=Emergency Housing Voucher
        - MVP=Mainstream Voucher Program
        - blob:https://outlook.office.com/4ba9763a-bd84-480a-866e-60c48f2ecbaf
- **Election of Board Officers** – Torrie Kopp Mueller
    - President, Vice President, Secretary, Treasurer

Board Executive Committee

Executive Committee positions are elected by the Board of Directors from among its Members on an annual basis. If a position is vacated mid-term, Members will elect a replacement at the next Board meeting. The responsibilities of these positions are as follows:

President: The Board President ensures that the Executive Committee and Board of Directors meet according to the established schedule and additionally as needed. The President leads the Executive Committee members in creating meeting agendas, and chairs Board meetings. With approval from the Executive Committee, the President represents the HSC through support letters, signed petitions, media requests, and other advocacy actions. The President takes leadership in ensuring that the Board of Directors operates in an inclusive, productive, and effective way. If the President will be unavailable to respond to urgent Board matters for longer than a week, they will notify the CoC Coordinator and Executive Committee.

Vice President: The Board Vice President participates with other Executive Committee members in creating meeting agendas, and supports the President in facilitation of meetings. The Vice President helps ensure that meeting time constraints are observed. In the event the President is unable to attend a meeting, the Vice President is first in line to assume the responsibilities of the President.

Secretary: The Board Secretary participates with other Executive Committee members in creating meeting agendas and takes minutes at all meetings of the Board of Directors. The Secretary ensures that meeting minutes include attendance, all relevant points of discussion, and the results of votes, and submits minutes to the CoC Coordinator within one week of each meeting.

Treasurer: The Board Treasurer participates with the other Executive Committee members in creating meeting agendas, and presents financial reports at monthly Board meetings. The Treasurer has primary responsibility for liaising with the HSC fiscal sponsor.

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- Below in the proposed
  - President: Chara Taylor
  - VP: Kayla Every
  - Secretary: Michelle Hemp
    - The above are voted into these positions
  - Treasurer: Shanita Lawrence or Rachel Kaiser
    - will vote at next meeting
- **Action Item:** Written Standards – Street Outreach updates – Torrie Kopp Mueller, Written Standards Workgroup
  - **Proposal:** Approve the updates to the Street Outreach section of the Written Standards
    - 12 likes
      - Proposal passes
- **Action Item:** YHDP underspent funding for 2023

YHDP Terms (Background FYI):

YAB - Dane County Youth Action Board
- Youth Group involved in YHDP/ Youth System evaluation, Lived Experience Leaders

YHDP - Youth Homelessness Demonstration Program
- HUD Demonstration Grant that community participates in, City receives as collaborative applicant
- Goal: to support communities in the development and implementation of a coordinated community approach to preventing and ending youth homelessness, and sharing that experience with and mobilizing communities around the country toward the same end.
- Funds our 2 new youth programs, which City contracts out to subrecipients

SSO - System Navigation (Supportive Services Only)
- Homeless Service support and case management that does not pay for housing

THRRH - Transitional Housing - Rapid Rehousing
- Joint housing project that offers both Transitional and Rapid Rehousing options to youth

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YHDP Mid-Grant Checkpoint

Spending: Significantly underspent in Year 1

- Waiting for HUD grant amendments based on proposed changes to TH housing model
- One subrecipient missed contractual deadlines to hire staff & other key milestones for project startup
- One subrecipient ended contract

Recommendations for Course Correction:

- Allocate unspent Year 1 funding with goal of fully spending down
- Request grant extension through latest possible date (February 2025)
- Move YHDP system management out of direct service provider into neutral convener position
- Refine decision making and grant oversight processes

- Direct service provider vs neutral convener position – currently this position is held by one of the agencies employees and would like to move this to a 3rd party like the City or County
- Need to spend this down whatever the amount of the total is spent then this would get rolled into our CoC funding

Course Correction Detail

Seeking approval from HSC Board/Common Council for plan being presented:

1. Restructure Program Model to Collaborative Model

2. Funding Recommendation

    2a. Increase to YHDP Oversight Funding

    2b. Increase to System Navigation Program (SSO) Funding

    2c. Increase to Housing Program (TH/RRH) Funding

    2d. Funding Competition: Additional TH-RRH Provider

1. Restructure Program Model to Collaborative Model

2022
Collaborative process during planning and program design
→ Worked well
→ Committed stakeholders at the table, dedicated to initiative
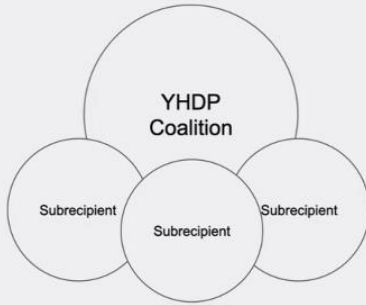
2023
Coalition program operation to promote cross-agency support
→ Staff dedicated to coordinating coalition not hired
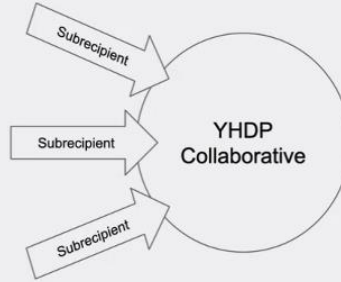→ Caused barriers, delays, disconnect

2024
Changing to Collaborative Program structure supports resolutions to these barriers:
→ Streamlines Youth System Coordination
→ Reduces chance for delays
→ Supports reprogramming of underspent funds

1. Restructure Program Model to Collaborative Model

YHDP Coalition
- Subrecipient
- Subrecipient
- Subrecipient

YHDP Collaborative
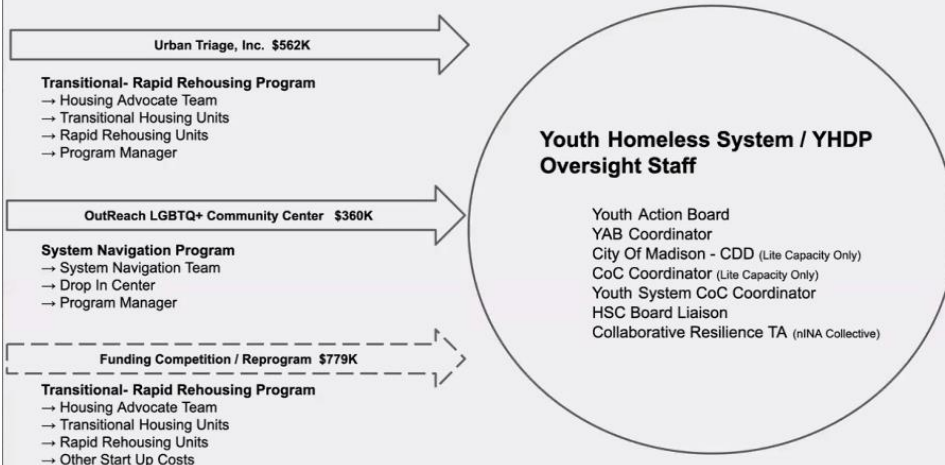- Subrecipient
- Subrecipient
- Subrecipient

- Subs work together to operate the same program
- Subs have same marketing / name
- Subs can share program resources
- Client choice coordinated by sub referral inside program

- Subs operate own programs
- Subs have unique marketing / names
- Use case conferencing to refer across youth system
- Youth System CoC Coordinator manages Youth System

1. Restructure Program Model → Collaborative Model

Urban Triage, Inc. $562K

Transitional- Rapid Rehousing Program
→ Housing Advocate Team
→ Transitional Housing Units
→ Rapid Rehousing Units
→ Program Manager

OutReach LGBTQ+ Community Center $360K

System Navigation Program
→ System Navigation Team
→ Drop In Center
→ Program Manager

Funding Competition / Reprogram $779K

Transitional- Rapid Rehousing Program
→ Housing Advocate Team
→ Transitional Housing Units
→ Rapid Rehousing Units
→ Other Start Up Costs

Youth Homeless System / YHDP Oversight Staff

Youth Action Board
YAB Coordinator
City Of Madison - CDD (Lite Capacity Only)
CoC Coordinator (Lite Capacity Only)
Youth System CoC Coordinator
HSC Board Liaison
Collaborative Resilience TA (nINA Collective)

1. Restructure to Collaborative Model (Community View)

HSC Board

YAB
Evaluation
(Performance Monitoring)

City
Evaluation
YHDP Grant Recipient /
Compliance Monitoring

Youth System CoC Coordinator
New Position at Neutral Convener

Youth Service Providers
YHDP Funded

Youth Service Providers
Community
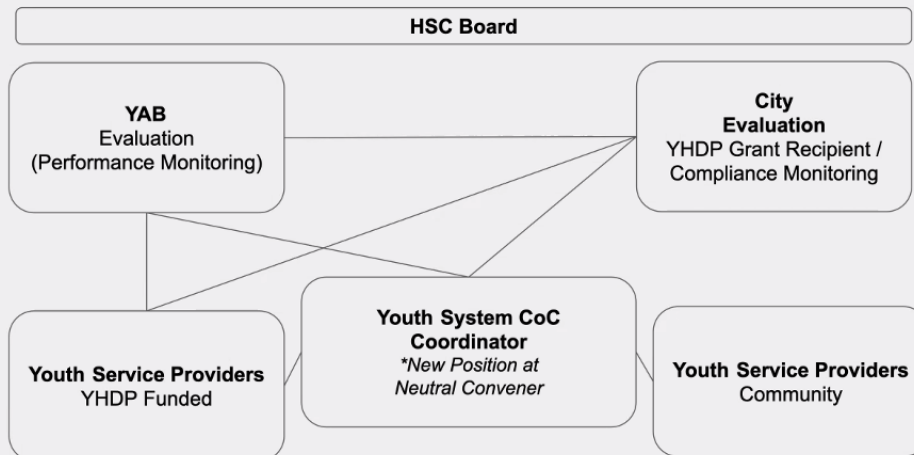
1. Restructure to Collaborative Model (Oversight View)

Youth System Oversight Entities and Responsibilities

Youth Action Board (Evaluation Party)
Plan system evaluation
Collect data
Evaluate implementation process for effectiveness and efficiency
Identify policy and process improvements

Youth System Coordinator (System Management Party)
Establish day-to-day management structures
Establish clear, accessible communication plan
Promote standardized screening and assessment processes
Develop and deliver training
Conduct monitoring

Committee to End Youth Homelessness (Policy Oversight Party)
Establish participation expectations
Determine local data collection and data quality expectations
Define data sharing protocols
Select a Data System for CE

City Of Madison (Grant Management Party)
Fiscal Grant Management
Grant Recipient - Sub-recipient Agreements
Monitor to contract Deliverables from Scope of Service

→Time-Limited funding through end of Demonstration period
→Responsibilities here will shift, but not end at the end of YHDP
→Additional CoC funding needed to support youth-system capacity beyond demo (YHSI Grant)
→Provides oversight needed for Youth System and to support Youth Homelessness Demonstration Program Requirements

- Would like to point out the YHSI Grant – applying for this grant could continue to fund the Youth System Coordinator position

2. Funding Recommendations

Reprogramming underspent funds to support currently funded programs.

Note: Funding not spent by end of demo sent back to congress and reduces amount CoC retains annually for YHDP-established programs.

SERVICE	PROJECTED ANNUAL
JOINT TH/RRH	
Housing Advocate	$78,000
Housing Advocate	$78,000
Peer Housing Advocate	$52,000
Peer Housing Advocate	$52,000
Program Manager	$78,000
Staffing Start Up Costs	$0
Transitional Housing Leasing & Operating ($48,000 / $12,000)	60,000
TH Overhead Start Up Costs	$0
Rapid Re-Housing Rental Assistance/Leasing	$253,872
Supportive Services (Flexfund to Participants)	$55,400
Admin Providers	$35,753
Admin YAB	$35,753
HMIS ICA	$7,867
Total TH-RRH	$786,645.00

THRRH Underspent Year 1 +/- $670K

Recommendations:

→**(2a) YHDP Oversight** (Noncompetitive Funding Increase Request)

→**(2c) Reprogram to current provider for Housing Start-Up costs** (Noncompetitive Funding Increase Request)

→**(2d) Funding Competition for additional TH-RRH Provider** Announcement Release- Jan Contract Start - May

SERVICE	PROJECTED ANNUAL
DROP IN CENTER	
Drop-In Center Leasing & Operating Costs	$48,000
Drop In Start Up	N/A
SYSTEM NAVIGATION	
System Navigator	$78,000
System Navigator	$78,000
Peer System Navigator	$52,000
Peer System Navigator	$52,000
** Program Manager	N/A
Staffing Overhead	$15,700
Admin Providers	$16,350
Admin YAB	$16,350
HMIS ICA	$3,600
Total SSO	$360,000.00

SSO Underspent Year 1 +/- $170K

Recommendations:

→**(2b) Reprogram to current provider** (Noncompetitive Funding Increase Request)

Funding Recommendation Detail

1. Restructure Program Model to Collaborative Model
- Youth System Coordinator (1 FTE) moves to neutral convener
- Partnership with nINA collective for ongoing circles every other month to support partnership transformation and resilience protocol

2a. Noncompetitive Increase to Funds for YHDP Oversight ($405K)
- YAB Coordinator (1 FTE) with YAB
- Youth System Coordinator (1 FTE) (with TBD)
- Operations for Evaluation and Continuous Quality Improvement activities

2b. Noncompetitive Increase to Funds for System Navigation ($170K)
- Drop In Center and Staffing Start Up costs
- Program Participant Flexible Funds

2c. Noncompetitive Increase to Funds for Housing Program ($45K)
- Transitional Housing and Staffing Start Up Costs

2d. Funding Competition for Additional TH-RRH Provider (+$260K)
- Transitional Housing and Staffing Start Up costs
- Housing Advocate Team
- 2 Transitional Housing units and 10 HH Rapid Rehousing Rental Assistance

2024 YHDP Unspent Funds Recommendation

Expense Itemization - YHDP Oversight	Explanation
Employee Compensation	
	Annual Compensation/Overhead for 1 FTE Youth Staff (Youth CoC)
	Annual Compensation/Overhead for 1 FTE Youth System Staff (YAB Coordinator)
	Annual Compensation for 7 YAB Members (FT & PT)
	Estimated Tax + C4CS Employment Fee
	$340,000.00
Grant Oversight Operations	
	Virtual Workspaces including Emails ($120 Plan x 12 months)
	Zoom Pro Account (8 users x 12 months)
	Lived Experience Stipends for CQI
	Accessible Transportation for YAB to Attend Meetings (2 meetings/month x 4 YAB)
	Office Supplies for Youth System Activities
	Professional Development (Training/Conference) ($500 x 10 Staff)
	$20,000.00
Equity and Resilience Protocol	
	nINA collective Partnership (Protocol Development and 8 Circles)
	$45,000.00
YHDP Oversight Total	**$405,000.00**
Expense Itemization - SSO Expansion	Explanation
System Navigation Expansion	
	$48,000.00 Drop In Center (Start up)
	$50,000.00 Program Participant Flex Funds
	$72,000.00 Program Manager & Overhead
SSO Expansion Total	**$170,000.00**
Expense Itemization - 2024 YHDP RFP	Explanation
Transitional-Rapid Rehousing	
	$30,000.00 Transitional Housing Start Up Costs - Furnishing TH Units
	$15,000.00 Staff Start up ($500 x staff)
	$262,100.00 RFP (Start Up Costs)
2024 YHDP RFP Total	**$307,100.00**
RECOMMENDATION TOTAL	**$882,100**

- At this time still waiting for the grant amendment approval from HUD
- An extension has been requested (max extension is 4 months)

2d. Funding Competition: Add TH-RRH Provider

Funding Announcement: January 19th, 2024

Funding Announcement Workshop: January 23rd, 2024 at 12PM-2PM

Applications Due: February 9th, 2024

Applicant Interviews: February 14th - February 15th, 2024

Selection made: March 4th, 2024

*Propose Selection to HSC Board: March 6th 2024

*Propose Selection to Finance Committee: March 25th, 2024

*Propose Selection to City-County Homeless Issues Committee: April 1st, 2024

*Propose Selection to CDBG Committee: April 4th 2024

*Propose Selections to Common Council: April 16th, 2024

Funding Award Announcement: April 19th, 2024

Expected Project Execution Date: May 1, 2024 - December 31, 2024

HSC Board Reflect and Review

Does the Board have any questions prior to voting on this proposal?

Is anyone on the Board ready to call a vote?

Proposal to support YHDP Recommendation to accept the following proposals:

1) **Restructure Program Model to Collaborative Model**

2) **Funding Recommendation**

2a) Noncompetitive Funds Increase to YHDP Oversight

2b) Noncompetitive Funds Increase to System Navigation Program (SSO)

2c) Noncompetitive Funds Increase to Housing Program (TH/RRH)

2d) Funding Competition: Add TH-RRH Provider

- o Voting as proposed, Kayla Every and TaMaya Travis have recused themselves from this vote
  - Proposal is unanimously passes (Claire Bergman had to step away)

Adjourn

Future Board Meetings, All meetings are 1-3PM

February 7th	August 7th
March 6th	September 4th
April 3rd	October
May 1st	November 6th
June 5th	December 4th
July 3rd	

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