

Community Plan Meeting Notes: 12/2/2022

Attendance: Torrie Kopp Mueller, Linda Ketcham, Brenda Konkel, Meshan Adams, Angela Jones, Sarah Lim, Johneisha Prescott

- 1) Consultant for Community plan process. Two applicants. Chose Homebase, because of their experience working with homeless services. HSC board approved the selection. It now goes to the Common Council Dec. 7th and then Torrie and Linette meet with .
- 2) Another agency called Converge Consulting was also really intriguing. Lots of work around race and equity. Lived experience committee is very interested in working with that group.
- 3) *** Torrie presented a PowerPoint of Homebase's project proposal and will attach to notes.
 - a. 11 month timeline for the entire process starting Jan 2023.
 - b. Will be 3 phases of the process
 - c. Would like to look at previous reports they did to give specific feedback on the types of things we would want to see.
 - d. Suggestion for the consultant or steering committee to present findings to HSC membership
 - e. IS there thought about the larger community and how information will get shared.
 - f. Ways to make more community awareness- Could we have something in Nov. for larger community?
 - g. Torrie will bring up the idea about community presentations in her meeting with Homebase.

Homebase

- ▶ Mission-driven non-profit dedicated to building community capacity to end homelessness, reduce poverty, and foster thriving, inclusive communities
- ▶ Over 35 years providing technical assistance in the homelessness response field (20 years as TA provider for HUD)
- ▶ Team of over 60 specially trained and experienced:
 - ▶ Data and policy analysts
 - ▶ Lawyers
 - ▶ Facilitators
 - ▶ Trainers
 - ▶ Information technology specialists



Proposed Timeline

- ▶ January 1, 2023- December 1, 2023
- ▶ Phase 1: Project Launch, Data Collection, and Analysis
 - January
 - ▶ Homebase & Primary Local Contact Responsibilities
 - ▶ Initial launch meetings (virtual format suggested) with primary project contacts for the strategic planning process, to finalize contract and project management work plan, identify equity and inclusive engagement goals, review stakeholder engagement plans, make initial requests for data and information
 - ▶ Regular virtual check-in meetings with primary project contacts on a monthly or bi-weekly basis throughout the duration of the planning process
 - ▶ Homebase Responsibilities, cont.
 - ▶ Review the State of Wisconsin's Plan to End Homelessness and 2016 Community Plan and 2019 Updates
 - ▶ HSC, City of Madison staff
 - ▶ Work with local stakeholders and Homebase to collect requested data

Proposed Timeline, Cont.

- February
 - ▶ Homebase Responsibilities
 - ▶ Gather data and background information including quantitative data sources, current/previous plans
 - ▶ Collect information on existing housing and services, including services provided by organizations within and outside of the HSC
 - ▶ Begin quantitative data analysis
 - ▶ HSC, City of Madison staff Responsibilities
 - ▶ Continue to support data collection as needed

Proposed Timeline, cont.

- March
 - ▶ Homebase Responsibilities:
 - ▶ Complete quantitative analysis
 - ▶ Document findings from quantitative analysis
 - ▶ Begin planning for steering committee retreat/planning summit
 - ▶ Homebase, HSC, City of Madison Staff
 - ▶ Begin identification of strategic planning steering committee members

Phase 2: Community Engagement

April

- ▶ Homebase Responsibilities (with support from HSC, City of Madison)
 - ▶ Identify, recruit, and establish 10-15 member strategic planning steering committee
 - ▶ Facilitate steering committee retreat/planning summit (in-person format suggested) addressing: approval of strategic planning process, equity goals, inclusive stakeholder engagement plan, and timeline; development of a draft shared, clear, compelling and timely guiding vision; planning logistics for a public planning process or kickoff

Phase 2: April - July

- ▶ Homebase Responsibilities
 - ▶ Conduct qualitative portion of data collection, including: stakeholder engagement process consisting of interviews, focus groups/community meetings, and community survey (mix of in-person and virtual expected)
 - ▶ Conduct analysis of qualitative data collected
 - ▶ Draft summaries of qualitative and quantitative analysis, findings and recommendations
 - ▶ Lead discussions about data with steering committee at monthly meetings
 - ▶ Launch community planning kick-off event or process to build community-wide support for the planning process and gather initial information to guide planning goals and strategic priorities (may include a series of emails, online surveys, presentations and/or other engagement strategies)

Phase 2: July - August

- ▶ Homebase Responsibilities
 - ▶ Establish and convene 3-4 topical sub-committees of the steering committee, or community summits (virtual and in-person expected). Summits will meet 2-3 times to investigate high priority issues and develop key elements of the plan, and conduct implementation planning
 - ▶ Planning discussions with the steering committee at monthly meetings to identify next steps and priorities for strategic plan implementation to include: continuing to review data and input from community engagement processes as needed; review of recommendations from topical subcommittees or summits; drafting/reviewing components of the strategic plan as they are developed
 - ▶ Documentation of all meeting minutes
 - ▶ Initial drafting of strategic plan components

Phase 3: Plan Drafting

- ▶ September - October
 - ▶ Homebase Responsibilities
 - ▶ Monthly strategic planning committee meetings to support plan drafting and review (virtual expected)
 - ▶ Additional topical subcommittee meetings as needed
 - ▶ Plan draft development
- ▶ November
 - ▶ Homebase Responsibilities
 - ▶ Draft strategic plan made available to steering committee for review and edits
 - ▶ Updated draft plan made available to HSC Board (and additional stakeholders as requested) for review
 - ▶ HSC Board Responsibilities
 - ▶ Review draft plan and provide consolidated edits and feedback

Phase 3: November, cont.

- ▶ Homebase Responsibilities
 - ▶ Final plan presented for approval by December 1, 2023, incorporating feedback from stakeholder review, in a well-organized, visually appealing document that is clear and comprehensible to people inside and outside of the homeless services network.

The Plan -What is included?

- ▶ Overall vision statement
- ▶ Information from data analysis and stakeholder input identifying strengths, needs, opportunities and gaps
- ▶ Priority areas for action, with information clarifying the issues and needs
- ▶ Recommendations for each priority area of action
- ▶ Creating short and long-term strategies for homeless sub-populations or racial and ethnic groups that are highly impacted to meet universal goals
- ▶ Cost implications for new or expanded projects or activities
- ▶ Plan-wide numeric goals and metrics to track progress and communicate to community stakeholders
- ▶ Implementation plan for year 1-2, identifying responsible parties, timelines, funding sources, and metrics to be used in evaluation progress in specific areas of plan implementation and improvement in system performance

Next Steps

- ▶ Common Council approves selection of Homebase at December 6th meeting
- ▶ December 7th - Torrie & Linette have initial meeting with Homebase

