

## Community Plan Oversight Committee Minutes

April 7, 2023 11AM-Noon

Attending: Torrie Kopp Mueller, Sarah Lim, Kristina Dux, Michelle Hemp, Brenda Konkel, Tim Schaefer, Jani Koester, Kyle VonRuden, Linda Ketcham, Marilyn Feil, Meshan Adams, Takisha Jordan

1. Select Note taker – Sarah Lim

2. Quick homework review – Committee description

Members were asked to email Torrie if you have comments. Torrie will compile it and work on it via email.

3. Introduction: Meet the Homebase Team

The following members from HomeBased introduced:

- Kenya Rawls
- Esther Wilch
- Mihir Vohra
- Karen Kowal

4. Preview of what's to come:

HomeBase staff reviewed the work plan (below) with the committee.

## Madison Community Plan Committee. Work Plan (March-February)

Date	Topics
April 7	<ul style="list-style-type: none"><li>• Introductions</li><li>• Level-setting</li><li>• Workplan preview</li></ul>
May 5	<ul style="list-style-type: none"><li>• Initial quantitative data review</li><li>• Qualitative data collection overview</li></ul>

Date	Topics
	<ul style="list-style-type: none"> <li>Retreat planning overview</li> </ul>
June 2	<ul style="list-style-type: none"> <li>Equity in data collection and community plan</li> <li>Finalize retreat agenda and plan</li> </ul>
July 7	<ul style="list-style-type: none"> <li>Update on qualitative data collection</li> <li>Finalize qualitative data plan</li> </ul>
August 4	<ul style="list-style-type: none"> <li>Community kick-off event planning</li> <li>Data review and update</li> </ul>
September 1	<ul style="list-style-type: none"> <li>Summary of qualitative findings</li> <li>Identify and fill sub-committees</li> </ul>
October 6	<ul style="list-style-type: none"> <li>Strategic plan outline and organization</li> <li>Finalize drafting and approval timelines</li> </ul>
November 3	<ul style="list-style-type: none"> <li>Strategic plan drafting and review</li> </ul>
December 1	<ul style="list-style-type: none"> <li>Strategic plan drafting and review</li> <li>Presenting to and feedback from HSC and other stakeholders</li> </ul>
January 5	<ul style="list-style-type: none"> <li>Finalize plan</li> </ul>
February 2	

Plans for providing updates and receiving feedback from the following bodies were discussed:

- Quarterly updates for the Board - Brenda Konkel and Michelle Hemp from the Plan Committee could be the contact for scheduling
- Midpoint updates for City County Homeless Issues Committee –Linda Ketcham and Sarah Lim
- Lived Experience Council – Takisha Jordan
- Youth Action Board – Torrie will provide contacts to HomeBase

a. Committee Members’ Hope and Dreams for the Plan

- Focused action items that are prioritized through community discussion – communicate why these are prioritized

- Community unmet needs (housing for aging population, specifically people who are released from prison, and medical respite) addressed
- Plan to include voices of doubled up population who are not served by HUD funded housing programs, families with young children not in school system
- Working toward common goals, instead of each advocating for special population
- Not just what's coming down and recommended from higher up, our own creative and local solutions
- Road blocks in creating partnership with other systems of care (corrections and health care, etc.) get addressed
- People with lived experience of homelessness informing and improving our programs and system, how to build capacity
- Final document that can be shared with people who are not in HSC who could understand and support our cause and efforts
- Plan driven by racial equity

b. Committee expectations (monthly meetings)

- In other communities, a group like this would meet once a month, 1.5-2 hours.
- Doing some work together during the meeting – rather have a longer meeting and get work done than walking away with things I may forget, break out rooms with different HomeBase staff facilitates, Jamboard to get people's input right there, etc.
- Bringing people with specific expertise to different meetings
- Having a visual, road map would be helpful where we are on the plan.
- Expectations on attendance. Having a cohesive group is important. What other communities have done? Set expectation for the members regarding attendance. –We expect that members will attend all meetings. If people drop off from important groups, follow up with individuals if they miss more meetings, etc. Some communities had rules on who can vote, etc.
- Following up with people who fall off is easy. What's difficult is when people show up after missing many meetings as it takes time to rehash and keep people catch up– we communicate to people who have missed prior meetings that minutes are available, all materials have been sent out ahead of time, if you have question, email HomeBase, etc.
- Those interested but cannot attend due to time maybe figure out a new time etc. not just cut everyone out completely
- HomeBase will send out a level of commitment survey – I can attend, I would like to but your time doesn't work for me, etc.(Include retreat commitment as well). Finalize the membership by May membership. Two hour per month meetings seemed good to the committee.

c. Retreat

Six hours, week of June 26 or July 10

Visioning, drafting equity goals, planning logistics, etc.

HomeBase will follow up about scheduling the retreat.

d. Questions & Next Steps

Homebase team email: [madison@homebaseccc.org](mailto:madison@homebaseccc.org)

Next Meeting, May 5, 2023 at 11 AM