

S3 Housing Connect- Shelter, Services Stability

Revised Agenda

Thursday, August 10, 2017

Lee County Government Center, 106 Hillcrest Drive

Gordon Wicker Room

Meal 5:00 pm

Meeting 5:30- 8:00 pm

- I. Arrival and Meal
- II. Welcome and Introductions
- III. Approval of Bylaws
- IV. Nominations and Approval of Chair and Vice Chair
- V. Approval of *S3 Housing Connect* Goals, Committee Descriptions and Tasks
- VI. Discussion/Presentation of Opening White Flag Shelter by Winter- Bill Hicks, Bread of Life
- VII. Break
- VIII. *"Six for Six"* Committee Reports (Six minutes per committee for @ report)
 - a. Low Barrier Shelter
 - b. Service Provision
 - c. Housing
 - d. Community Engagement
 - e. Resource Development
 - f. Data and Metrics
- IX. Discussion about Point in Time Count and Homeless Hotline- Sherry Shudra, HAVEN
- X. Break
- XI. Strength, Weaknesses, Opportunities, Threats (S.W.O.T)
Review of Threats Rating Responses from 7/27/17 meeting- Charles Taylor
- XII. Closing Remarks, Evaluation Form & Adjourn

S3 Housing Connect Bylaws 8.10.17
Discussed at scheduled meeting 7.27.17
Submitted for approval vote at scheduled meeting 8.10.17

ARTICLE I: Mission Statement – *S3 Housing Connect* seeks to bring together the needed resources in Sanford and Lee County to create a coordinated and comprehensive approach to ensure that homelessness is prevented whenever possible, or is otherwise a rare, brief, and non-recurring experience.

ARTICLE II: Members

Membership with *S3 Housing Connect* is divided into three distinct roles:

1. Voting Members not to exceed thirteen (13) who will make the final decisions regarding policy and program recommendations to elected officials, planning and implementing community activities, expanding and maintaining active and diverse membership, and identifying additional resources necessary to address homelessness in alignment with the community strategy and federal, state and local regulations.
2. Non-voting Members not to exceed eight (8) who have key roles in the discussions and direction of *S3 Housing Connect* but may have conflicts of interest due to potential decisions on recommendations for funding.
3. Committee Members of an unspecified number who provide expertise and input on particular committees, and help develop recommendations to the larger body.

S3 Housing Connect shall also maintain six (6) standing committees that shall serve to support the efforts of this initiative and provide additional guidance and information to *S3 Housing Connect*.

- Low Barrier Shelter Committee
- Service Provision Committee
- Housing Committee
- Community Engagement Committee
- Resource Development Committee
- Data and Metrics Committee

The committees are intended to research and develop proposed activities and recommendations for the larger body. Participants for the committees are recruited informally, and presented for recognition to the larger body by the Committee Liaison or Committee Chair. Each committee shall have at least one voting member of *S3 Housing Connect* participating.

ARTICLE III: Officers

The Voting Members shall elect a Chair and Vice-Chair. The duties of each officer shall be as follows:

Chair – The Chair shall perform such duties as leading all *S3 Housing Connect* meetings, setting the agenda for *S3 Housing Connect*, and other duties incidental to the office of Chair. The Chair shall serve as an ex-officio member of all standing committees.

Vice-Chair - The Vice-Chair shall be a member of *S3 Housing Connect* and preside at meetings in the absence of the Chair, and shall serve in the role of the Chair in case of the resignation or dismissal of the Chair until a new Chair is instated. The Vice-Chair shall perform such duties incident to the office of Vice-Chair and such other duties as may be requested by *S3 Housing Connect*.

Election of Officers – Office of Chair and Vice-Chair shall be selected from the membership of the voting members of *S3 Housing Connect* and shall be elected annually. Each officer shall be elected by a majority vote of the voting members of *S3 Housing Connect* with the first poll being the election of the Chair and then Vice-Chair. Vacancies in either office shall be filled immediately by the same election procedure.

Terms of Officers – Officer terms shall be for one (1) year.

ARTICLE IV: Meetings - *S3 Housing Connect* shall meet no less than twelve (12) times per year to conduct a general meeting.

- Scheduling -*S3 Housing Connect* shall establish a schedule of dates and times for regular meetings. *S3 Housing Connect* shall determine the place for each meeting at least one month prior to the meeting. *S3 Housing Connect* may conduct any business at a regular meeting, whether or not such business is on the agenda in consideration of all matters.
- *S3 Housing Connect* shall routinely hear reports from the standing committee liaisons, and offer encouragement, support, and guidance to their work.
- Voting, Quorum, and Participation
 - The presence of a simple majority of the Voting Members of *S3 Housing Connect* (seven members) shall be a quorum and sufficient to conduct business at any meeting of *S3 Housing Connect*.
 - Any motions brought forward for a vote are approved by simple majority of voting members present. All official votes of *S3 Housing Connect* shall be recorded in-person. Use of call- in (conference call) voting shall not be permitted unless circumstances exist that prohibit/impair the ability of the member to physically attend a meeting (such as physical injury, out of town, etc.) In the event that a member would need to participate remotely, staff would need advance notice access to determine viability of call-in participation.
 - Member Attendance - Attendance is essential to the success of this initiative and members are expected to participate in the majority of meetings. More specifically, members are expected to participate in at least 75% of the meetings as scheduled within each calendar year.

ARTICLE V: Termination

- A voting or non-voting member may resign at any time by giving written notice of intention to Chair. When a voting or non-voting member is absent for three (3) consecutive meetings without a reasonable excuse, the Chair shall advise *S3 Housing Connect* and the voting members will vote to retain or remove the member, by a majority vote.

ARTICLE VI: Vacancies

- Vacancies which occur as a result of resignation or removal, shall be filled by election by *S3 Housing Connect* with nominations by either a designation nominating committee or from the floor

ARTICLE VII: Committees

Standing Committees-

- As stated in Article II, the standing committees are intended to research and develop proposed activities and recommendations for the larger body
- The six standing committees shall meet and adopt a schedule for meetings to complete their tasks as identified. Although flexible scheduling is allowed, subcommittees shall meet regularly (at least once a month) so as to provide needed input to *S3 Housing Connect*.
- Each committee will have one liaison and one chairperson. The liaison will be responsible for reporting the progress of the committee back to the overall *S3 Housing Connect*. The chairperson will be responsible for leading the meetings and creating meeting agendas.

Ad Hoc Committees:

- *S3 Housing Connect* may occasionally appoint and approve the appointment of Ad Hoc groups as may be needed, and shall determine the responsibilities, selection, and terms of such work groups.

ARTICLE VIII: Conflict of Interest Policy

- A voting member having a conflict of interest regarding a business or person shall refrain from voting on such matters

ARTICLE IX: Changes to the Bylaws

- As it may be necessary at times to make revisions to the bylaws concerning members, standing committees, and other relevant items, proposed changes would be submitted in writing to *S3 Housing Connect* by the Chair, or the Chair's designee, at least one month prior to members voting on the recommended revisions. Approval of proposed changes will be by majority vote.

S3 Housing Connect:
Initial Work Plan: Goals, Committee Descriptions, Activities
DRAFT: Handout 8/10

Discussed at scheduled meeting 7.27.17

Submitted for approval vote at scheduled meeting 8.10.17

Goals:

1. To support the establishment of a low-barrier shelter.
2. To identify existing services and support for the homeless as well as gaps in those services and supports, and bring those resources into a coordinated, community wide plan.
3. To increase the availability of and access to affordable housing for individuals and families exiting homelessness
4. To engage the public and private sectors by providing information, developing educational materials, conducting forums, and promoting opportunities for service
5. To seek remedies to gaps in services and housing by identifying and seeking resources to meet the need
6. To create a series of measurable goals and timetables to motivate and guide the plan

Committees: There are six committees that correspond with the six goals of *S3 Housing Connect*:

1. The overall goal of the Low Barrier Shelter Committee is to support the establishment of a low barrier shelter. Initially, this will mean helping to support the opening of a “white flag” shelter for the 2017-2018 winter months. On a longer term basis, the committee is tasked with helping identify suitable sites for a permanent, year-round shelter. The committee is expected to interact with the Service Provision Committee to ensure essential linkage between outreach, shelter, and permanent housing is reflected in the shelter operating plan. Additionally the committee will assist and support the development of volunteer activities and needed in-kind services for shelter and work with the Community Engagement Committee to solicit such items.
2. The overall goal of the Service Provision Committee is to identify existing services and support for the homeless as well as gaps in those services and supports, and bring those resources into a coordinated, community wide plan. The committee is tasked to focus on key areas such outreach and engagement with the unsheltered homeless; coordinated intake and assessment; prevention and diversion, and; other social services
3. The overall goal of the Housing Committee is to increase the availability of and access to affordable housing for individuals and families exiting homelessness. The committee is tasked to ensure the ongoing as well as expanding opportunities for rapid re-housing and permanent supportive housing specifically. The committee is to consider developing community-wide landlord engagement and retention strategies, as well as the need for new construction for affordable permanent housing.

4. The overall goal of the Community Engagement Committee is to engage the public and private sectors by providing information, developing educational materials, conducting forums, and promoting opportunities for service. The committee is tasked to develop a public relations campaign about the work and needs of *S3 Housing Connect* including activities such as public service announcements, community events, and volunteer recruitment. The committee is also tasked to explore the creation of additional job opportunities for those moving from homelessness to housing.
5. The overall goal of the Resource Development Committee is to seek remedies to gaps in services and housing by identifying and seeking resources to meet the need. The committee is tasked to help identify and secure needed funds, both cash and in-kind, from both public and private sources.
6. The overall goal of the Data and Metrics Committee is to create a series of measurable goals and timetables to motivate and guide the plan. The committee is tasked to utilize the NC Homeless Management Information System and possibly other data sources to develop reporting out mechanisms and a dashboard for the website. The committee is asked to determine and validate baseline numbers and draft measurable goals for review and approval by the governing body. The committee is directed to adopt the definition of homelessness by HUD for its work.

Initial Tasks: To be undertaken by a working group comprised of city staff, consultant, and intern

1. To create a sustainable governance structure reflecting diverse community sectors that will formulate, energize, and perpetuate the mission
2. To develop resource guide(s) for the homeless and wider community
3. To develop a written plan with stated goals and timetables for 2018 work of *S3 Housing Connect*

Sanford/Lee County Meeting Addressing Homelessness
Thursday, July 27, 2017
Lee County Government Center, 106 Hillcrest Drive
Gordon Wicker Room
5:00 – 8:00 p.m.
Meeting Notes

Opening Meeting

Terry Allebaugh and Mayor Chet Mann opened the meeting and thanked everyone for coming.

Review Draft Documents

- **Goals-** Keith Clark asked what the difference is between Low Barrier Shelter and other forms of shelters, and how they all fit into Rapid Rehousing. Terry Allebaugh answered that Low Barrier Shelter reduces factors that keep homeless people from entering, such as faith/worship requirements, sobriety, etc. In Sanford this is particularly important because many people are living in condemned or unfit areas, but they could not get access to shelters because of local shelter's barriers. Other discussion included needing more than one shelter in Sanford, and encouraging shelters to work in conjunction with other resources in the community. All community resources should be coordinated. Men and women would be allowed at Low Barrier Shelters, but they would be separated. Other goals included having a resource booklet. HAVEN currently has a resource booklet and their intern is working on updating it. Rachel will narrow this booklet down to make it homelessness-specific. The last goal is a written action plan for 2018. This will be written by staff but will include information from subcommittees and be voted on by voting members to accurately reflect goals of everyone.
- **Bylaws-**
 - Article II: Are we limiting ourselves or excluding new people by having a set number of nonvoting members? Comments included:
 - This number was based on initial applications
 - It's important to have a number so if someone steps down from their position you know to replace them
 - You can't put a number range in bylaws, however bylaws do set boundaries
 - If we have to accommodate additional people we could change the bylaws in the future
 - Could we leave voting and nonvoting members numbers out? Keep it unspecified?
 - It's helpful to have the numbers listed. If we make this group too big then progress will become slow and quorum would be difficult.
 - The point is to try to keep this initiative moving. Less is more, and we can expand if we need to in the future.
 - Article II: Term Limit
 - We don't know how long this project will last so it's important to have Article IX: Changes to the Bylaws- If we need to revisit something in the future we can. We want to leave this open because we don't know how this project will morph. Right now we are just looking until 2018 but if this lasts longer we might want to consider a term limit. Ideally, officers will last until a year from now but could continue on.
 - Article II: Go ahead and get new people to join committees without waiting for approval
 - Article III: Nonvoting implies a commitment to this project so Nonvoting members should be able to become committee chairs
 - Article V: If someone isn't representing in the task force the way that they should be (besides attendance), how would we remove them?
 - The chair could talk to this person one on one, but we shouldn't add anything in the bylaws about this because that could create factions.

- **We will be voting on the bylaws at the August 10th meeting**
- **Action Item- Tami Carter made a motion that *S3 Housing Connect* be the official name. Wayne Chew seconded the motion. The motion passed unanimously. *S3 Housing Connect* (with the tagline Shelter, Services, Stability) is the official name.**

Committee Reports

- **Low Barrier Shelter-** The first meeting for LBS was held after Bread of Life's Board meeting. Committee members attended the board meeting to hear about Bread of Life's progress with opening their white flag shelter by winter. This white flag shelter will need to be open during all extreme temperatures and possibly even severe weather conditions (i.e. - tornados, hurricanes). Lastly, the group addressed that the homeless cluster maps need to be updated, transportation for the homeless needs to be found, and we need to ask current shelters about reducing their barriers to help more people.
- **Service Provision-** Coordinated intake includes prevention and diversion, and is the best process to assist with informing individuals about local services.. HAVEN and 2-1-1 could be intake points. This committee believes that one of our top priorities should be to have a "canned response" to give to the homeless, so everyone is telling them the same information about where to go first.
- **Housing-** Housing is currently focusing on adding new community partners to the committee to represent different sections of housing. They also want to get landlords engaged and informed, because many landlords have biases. Some challenges they will face are availability of land and access to use that land for development projects, obtaining financing, and code enforcement.
- **Community Engagement-** A social media campaign will be starting very soon. This will include an open Facebook page to get the community involved, a closed Facebook page for interaction between S3 Housing Connect members, a website, and an Instagram or Twitter to get a younger demographic involved. Other forms of community engagement include going to speak at events, civic clubs, local TV and radio stations, and promotional material such as using the electronic billboard, pamphlets, and brochures.
- **Resource Development-** This committee is focusing on finding more than just money. People and goods can also be resources. However, we don't want to siphon resources away from existing organizations. Lastly, we need to have a documented plan of this initiative that can be used when asking for money.
- **Data and Metrics-** They are currently starting to gather information, then use surveys to get new numbers, and then utilize that information by adding it to a map or other centralized database. We need to validate the data we have before we can start to measure success.

SWOT Analysis Presentation- Charles Taylor discussed SWOT analysis results from February, and new opportunities and threats were discussed. A summary of these responses will be provided at the next meeting.

Closing- There being no further business, the meeting was adjourned.