



**Homeless Services Advisory Board
Meeting Agenda
December 18, 2023
3:00-5:00pm**

- 1) **Welcome** (KayVin– 5 Minutes)
- 2) **Approval of November Meeting Minutes**
- 3) **Off-Cycle Funding Request** (Keylee and Jessica - 30 minutes)
- 4) **Results of HSAB & AHAB Convo** (Keylee and Jessica – 45 minutes)
- 5) **Work Plan** (All- 30 Minutes)
 - a. Homeless Crisis Response System Funding Graph
 - b. RFP Funding Priorities
- 6) **Good of the Order** (All – 5 minutes)
 - a. Opening of Maple Court and The Landing
- 7) **Adjourn**

For another meeting:

- **RFP Questions Revision – January 2024**
- **Scoring Criteria – February 2024**
- **Review Process – March 2024**
- **Conflict of Interest – April 2024**

Advisory Board Model Discussion (Robert's Rules, Consensus, other) -October 2023

[Robert's Rules of Order Full Guide](#)

[Robert's Rules of Order Quick Guide](#)

[Practical Guide for Consensus-Based Decision Making](#)

Homeless Services Advisory Board
November 20, 2023
Record Mtg via Zoom

1. Call to Order – Tammie Called Meeting to order at 3:00pm.

2. Roll Call –

In Attendance			
Joshua Chaney	x	Ti'eri Lino	x
Candice Garman	x	Nova Paden	x
KayVin Hill	x	Anna Schlecht	x
Tammie Smith	x	Anthony Ducote	
Stephanie Reinauer	x	Keylee Marineau (staff)	x
Leslie VanLeishout	x	Jessica Olson (staff)	x
		Tom Webster (staff)	x

3. Approval of Minutes – Approved

4. Bias Exercise – Removed from agenda to accommodate discussion time for the rest of the agenda.

5. CHG Inflationary Funds Update - Keylee gave an update on the CHG Inflationary Funds. The recommendations were approved by the RHC. Scopes of work for agencies were approved and contracts have been sent out. These funds are being used by agencies for bonuses and maintaining a staff position.

6. Off-Cycle Funds Requests – The RHC has requested that the advisory boards help develop a process for emergency funding of projects that arise outside of the normal RFP time frames. There will be collaboration with the Affordable Housing Advisory Board, but the criteria and funding pot for capital projects are different than Homeless Services, so the plan developed by this group will be individual to this group. 2163 funds can be used for emergency funding and Local Home Funds are also being considered to help fund these projects. The group agreed to turn the CIP document into a google doc for board members to edit and staff will bring back edits to discuss at the next advisory board meeting.

7. HSAB Attendance and Membership Expectation Including Onboarding

KayVin asked for the group's input on group attendance and membership expectations as well as what the onboarding process should look like. For onboarding, it was suggested that the board members review new member applications as a group and then the Chair and Co-Chair attend interviews. They want to create a rubric for reviewing applications and having the questions be the same throughout all interviews. It was also suggested that there should be an expectation around absences, and if there are two absences with no communication there being a policy to reach out to that individual to check-in. Tom mentioned implementing a leave of absence policy for situations where members need to step away but don't want to resign from the board.

8. Work Plan

Tammie suggested making the meetings run 2 hours from 3pm-5pm instead of 3:30pm to 5pm. Motion moved, seconded, and approved. A motion was put forth to create a subcommittee for the work plan, seconded, and approved. Keylee asked members to send an e-mail expressing interest in being on that subcommittee. Tom presented a review of the interim governance structure for scoring criteria and decision making as this group moves toward the 2024 RFP cycle. There was a reminder that January and February meetings fall on holidays and will need to be rescheduled.

9. Good of the Order

10. Adjourn – 5:05pm

Funding Distribution per Program Type

