



Community Plan Oversight Committee Minutes

January 9, 2019 at 10:00

The Road Home

890 W. Wingra Dr.

Attendees: Torrie Kopp Mueller, Kristin Rucinski, Nicholas Fatsis, Tara Barica, Allison Grant, Melissa Mennig, Jael Currie

- Introductions
- Who will take notes?
 - Allison Grant
- History of Community Plan
 - Most recent plan approved by the HSC Board in 2018.
 - 2018 plan is very long and detailed as opposed to previous plans that were very brief and lacking specifics.
 - 2018 plan was created by the committee, then additional information added by the Board.
 - Committee members who worked on previous plan stated putting the plan together and getting the administrative duties done were very large and fell on only a few people.
- Review of committee duties and assignments in Community Plan
 - Committee responsible for creating, reviewing and updating Community Plan.
 - Concerns raised that recent plan is too long and did not identify priorities; if all goals are of equal importance nothing gets done- committee agreed plan should be re-written and have clear priorities relating to target populations to increase community's ability to meet goals to prevent and end homelessness.
 - Committee members who worked on previous plan stated that reviewing the plan in its current format took almost an entire year- committee agreed to simplify format (shorter page count, broader strategies, easier to understand) and use gaps analysis (will be completed by the HSC Funders Committee sometime in 2020) to help identify priorities.
 - Suggestion that plan should have an easy to read, couple page summary that can be given to legislators and others to be used for funding purposes. Suggestions made to include more visual data in plan.
 - Suggestion made that HSC membership should vote on target areas (dot method) to include member voices in a way that sets priorities
 - Suggestion that all HSC Committee Chairs should attend CPO meetings, possibly writing it into their job description. Chairs are directly involved in working towards plan goals, so it makes sense to have their voices involved. After new plan is created, Chairs should continue attending meetings and give progress reports on plan goals. Future meeting could also be a space for Chairs to voice what is and is not working and give feedback that inform plan updates and changes.
- Select Chair for Committee

- No Chair selected
- Schedule meetings for 2020
 - Torrie will send doodle poll to HSC committee chairs and set time of next meeting.
 - Current committee members state quarterly meetings should be sufficient most of the time.
- Next steps? Develop work plan?
 - Engage other HSC committee chairs and HSC board member(s) to become the core body and voices of CPO Committee- meetings will always be open to any and all HSC members
 - Select Chair for Committee
 - Set meeting schedule and process for identifying Community Plan priorities-use upcoming Funders Committee gaps analysis and hold HSC membership vote(?)



Community Plan Oversight Committee Minutes

February 7, 2020 2-3:30 PM

The Road Home
890 W. Wingra Dr.

1. Attendees: Torrie Kopp Mueller, Linda Ketcham, Melissa Mennig, Uly Williams, Allison Grant, Jani Koester, Lane Hanson, Kristin Rucinski, Tara Barica, Cindy Thompson
2. Who will take notes?
 - a. Torrie
3. Review of January's meeting
 - a. Reviewed notes/discussion from January's meeting
 - b. Important to have committee chairs attend these meetings or, at least, a committee representative, help in setting priorities (or focus areas); be aware of language so groups do not feel left out of plan
4. Review of assignments in Community Plan
 - a. Decided to work on 2.1.1 this year (map of faith-based/grassroots organizations) as this fits nicely with the gaps analysis that funder committee is working on
5. Develop Plan for 2020
 - a. Select Chair; Co-Chairs: Torrie Kopp Mueller and Jani Koester
 - b. Set Meeting Schedule; First Friday of the Month at 2:30 at The Road Home
 - c. Develop Work Plan: Will work on mapping
 - d. Discussion on mapping:

What populations are you serving? Why are they contacting you? Are folks doubled-up, staying in shelter, outside?

of requests in a month, # fulfilled, # turned away, # you can't respond to, types of requests

Did they reach out to organizations?

How do people find out about you?

What do you provide?

Eligibility criteria?

How often can someone access the service? Is there a dollar amount cap?

Why didn't participants access the "system"?

What do you see as gaps?

What do you need the most that is the hardest to access?

Do you want to continue doing this role in the community? What do you need to continue this?

Staff? Space?

What else should we know? What didn't we ask that you want to share?

- the reason these programs popped up is because the system isn't working
- answers will not affect funding, we want to know what the gaps are
- Divide plan by categories of homelessness and focus areas within each section
- Send questions to funders committee for feedback
- identify grassroots and faithbased organizations to reach out to
- agenda on April 20th case manager's meeting

6. Next steps?

- a. Developed set of potential questions for mapping exercise
- b. Torrie will send them to the Funder's Committee for Review
- c. Next meeting will finalize questions and list of groups to outreach

If you need meeting materials in another format, please contact Torrie Kopp Mueller at (608)266-6254 or tkoppmueller@cityofmadison.com.



Community Plan Oversight Committee Minutes

March 6, 2020 2:30-4:00 PM

The Road Home
890 W. Wingra Dr.

1. Attendees: Torrie, Jani, Kristin, Lisa, Uly, Linda, Allison
2. Who will take notes? Torrie
3. Identified Project: Community Plan 2.1.1 Map the current services and resources provided by faith-based and grassroots organizations
 - a. Torrie sent potential questions to the funders committee for feedback. The funders committee did not meet this month so didn't have a chance to discuss.
 - b. Review potential questions: updated
 - c. Review agencies/people to contact: updated list
 - d. April 20th Case Managers Meeting, Torrie was able to get time on the agenda to get feedback on groups to reach out to
4. Set next steps and timeline

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Community Plan Oversight Committee Minutes

June 5, 2020 2:30-4:00 PM

1. Attendees: Torrie Kopp Mueller, Melissa Mennig, Jani Koester, Sarah Anderson, Lisa Hemauer
2. Identified Project: Community Plan 2.1.1 Map the current services and resources provided by faith-based and grassroots organizations
 - a. Review Progress and Next Steps
 - i. Jani has made some calls, Lisa is working on some too, Torrie has had meetings with grassroots organizations, but not related to this, but is building some relationships
 - ii. Need to switch the tracking sheet and make sure questions are in the same order
 - iii. Surveys are taking about 30-60 minutes to complete
 - iv. Created a google form to enter the questions into as interviews take place
 - v. Everyone needs to take some time to work on this
 - vi. Other surveys to look at: Community Action Coalition, Head Start
 - b. Institute scheduled work time?
 - i. People thought this was a good idea. Melissa set straight to work!
3. Other items this group should work on?
 - a. Eviction Moratorium
 - b. Community Plan revamp in 2021
 - i. This feels overwhelming to take on right now with how quickly things are changing. There is an infusion of funds, but also many people experiencing instability. May need to put this off for now.
 - c. Look at Community Plan for other assignments
 - i. A few different focus groups listed
 - ii. What about a committee made up of people with lived experience? Core committee is planning to talk about this, but maybe this committee could provide some support. Need to have group where people are at....neighborhoods, community centers, Beacon, hotels
 - iii. Will talk about this idea to Core Committee as planned
4. Anything else?
5. Next meeting is July 10, 2020 (moved due to 4th of July holiday)

If you need meeting materials in another format, please contact Torrie Kopp Mueller at (608)266-6254 or tkoppmueller@cityofmadison.com.



Community Plan Oversight Committee Minutes

July 10, 2020 2:30-4:00 PM

Attendees: Torrie Kopp Mueller, Melissa Mennig, Jani Koester, Sarah Anderson, Lisa Hemauer, Linda Ketcham, Kristin Rucinski, Dr. Henderson

1. Identified Project: Community Plan 2.1.1 Map the current services and resources provided by faith-based and grassroots organizations
 - a. Progress Update
 - i. Jani and Lisa have made calls.
 - ii. Funders Committee plans to use very similar questions for their provider survey for gaps analysis so as not to ask agencies to complete a 2nd survey
 - iii. Would make sense to find themes in the questions and then provide multiple choice options for the gaps analysis survey
 - iv. Commit to completing interviews by September 11, 2020 Community Plan Committee meeting
2. Update on including voice of lived experience/focus groups
 - a. Will see how things go with Core Committee meeting about getting voice from those with lived experience and will then make a plan based on that
3. Next meeting is August 7, 2020: Will be a quick check-in

If you need meeting materials in another format, please contact Torrie Kopp Mueller at (608)266-6254 or tkoppmueller@cityofmadison.com.



Community Plan Oversight Committee Minutes

September 11, 2020 2:30-4:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89362736807?pwd=MHNkNk54ek1Zdm9velhoeTdcNjBNdzO9>

Meeting ID: 893 6273 6807

Password: 320803

One tap mobile

+13126266799,,89362736807# US (Chicago)

+16465588656,,89362736807# US (New York)

1. Introductions
2. Notetaker?
3. Check-in on mapping project
 - a. Current status
 - i. Torrie will reach out to people who had assignments and see where they are at
 - ii. Will give until October's meeting to finish interviews and then start looking at data
 - b. Next steps – how to present our findings
 - i. Put data together with funders committee work on the gaps analysis
4. Next meeting is October 2, 2020 – Torrie will be out of the office this day

If you need meeting materials in another format, please contact Torrie Kopp Mueller at (608)266-6254 or tkoppmueller@cityofmadison.com.

Committee

Community Plan

Date

October 2, 2020

Attendance

Jani Koester – MMSD TEP

Kristin Rucinski – The Road Home

Melissa Mennig – The Road Home

Angela Jones – United Way

Lisa Hemauer - JFF

Linda Ketcham - JustDane

Sarah Anderson – VA

Agenda

I Introductions – most people knew each other but we all introduced ourselves.

II Assign note-taker – Kristin volunteered

III Survey Responders – We moved additional agencies from the original grassroots list to a list for Angie to send the Funders survey. The committee spend a majority of the time filling in contact info and email to make it easier for Angie to email.

<https://docs.google.com/spreadsheets/d/1a3Dn63A5nMVcXqOCmF8WPihmz0lQvPVeIWT9Qlp1RIk/edit#gid=0>

Angie confirmed to Melissa's question that funders survey should be completed for EACH PROGRAM agencies have.

Angie reports 34 responses already from Funders survey she sent.

HSC Mapping Contacts Suggestion – should the two links be on one doc but two tabs instead of two links?

IV Review data and identify themes – didn't get to this since we completed the contact info for doc above

V Next meeting Nov 5, 2020 – there was no objection to this date

12/8 Joint Funders and Community Plan Committees Meeting

Attendance: Torrie Kopp Mueller, Kristin Rucinski, Jani Koester, Heather Moen, Jenna Wuthrich, Angela Jones, Sarah Lim, Beverly Thom, Linda Ketcham, Nicole Sandler, Melissa Mennig, Lisa Hemauer, Casey Becker, Linda Vakunta, Priscilla Lentini, Jalateefa Joe-Myers

- I. Introductions
- II. Took time to review Excel document Torrie sent ahead of time, particularly Column K. Angie recommends also looking at Column L and M in the Excel document from the Funders Committee.
- III. Identified Key Themes in Excel doc from Funders
Mental Health + Affordable Housing + Access to Housing (flexible landlords, etc.)
 - a. Priscilla shared her document that summarized results - <https://docs.google.com/spreadsheets/d/1ytX4MbU9AN5OLcdqvMHlSSdhnE8W9P-K0dfkhDITIo0/edit?usp=sharing>
 - b. Families are left out – Bev
 - c. Transportation (particularly outside of Madison) - Jani
 - d. Shelter – not long enough, not in rural communities, not safe enough, etc. – Melissa
 - e. Housing, Services, Shelter – three overall buckets Torrie identified
 - f. Men’s shelter can be decluttered to help with mental health issues - Bev
 - g. Lack of financial assistance is a top three - Angie
 - h. Outreach – Sarah made a note for their weekly meetings about IDs, chronic documentation
 - i. “Advertisement” of services – so much need, don’t need to advertise but are people aware of what is available and how to access?
 - j. Catholic Charities – Housing Navigation – people can be referred here if they aren’t in an RRH or PSH program
 - k. Can Outreach learn more about housing navigation services? Or at what point do we hand off to housing navigation? Sarah will discuss with Outreach team.
 - l. What does Housing Navigation really look like?
 - i. Flowchart conversation ensued
- IV. Took time to review Google Doc Torrie sent ahead of time, particularly Column N. Jani encouraged folks to look at Column K as well (why aren’t people accessing the system?).
- V. Identified Key Themes/Gaps from Google Doc from Community Plan Committee -
 - a. Affordable Housing with a specific focus on doubled-up families (which makes sense since funded group funds literally homeless and “grassroots” might focus more on doubled-up population)
 - b. Lack of access for rural communities
 - c. Awareness of resources and how to find out about them
 - d. Communication – between agencies, between agencies and people experiencing homelessness
 - e. Jani mentioned some of these were done before COVID so we’d maybe see different responses now

- f. Jalateefa - News travels fast within this population – communication is good within the homeless population, very connected
- g. Torrie mentioned a next step is for a focus group to hear about gaps from people with lived experience
- h. Transportation and mental health came up again in these results, so that's a common theme between the two surveys
- i. Jani was surprised child care didn't come up more in the results – based on experience, this is a big barrier. Angie says families are scared of child care right now.

VI. Quick Poll on non-renewals

- a. Lisa will ask JFF
- b. The Road Home will have info to Angie by Friday

VII. Next Steps

- a. Group agreed to have one report out from the results
- b. Roll doubled-up work group into some of this?
- c. Roll Lived Experience Committee into this too?
- d. Is anybody willing to work on a first report (aka initial/preliminary findings) to help when the Board is prioritizing funding needs or for the Funders Committee
 - i. Important to have the information timely
 - ii. Torrie, Jalateefa and Jani agreed to work on this