

JUNEAU HOMELESS COALITION

Juneau Homeless Coalition Meeting Minutes

June 21, 2012
11:30-1:00 PM

Tlingit-Haida Regional Housing Authority

I. Roll Call/Introductions

Mandy Cole called the meeting to order at 11:30am.

Jorden Nigro moved to approve the agenda and was seconded by Sandi Kohtz.

II. Approval of Minutes

February 16, 2012; March 15, 2012; April 19, 2012

Dan Austin moved to approve all minutes on the agenda: February, March, and April. Scott Ciambor seconded and the minutes were approved.

III. Action Items

A. T&H Resolution Response

The Tribal Assembly of the Central Council of the Tlingit and Haida Indian Tribes of Alaska (CCTHITA) sent the Juneau Homeless Coalition a letter requesting a response on their proposed resolution for homeless Alaska Native veterans. Mandy drafted a letter and that was previously reviewed by Dan and Jessy Post and brought up for approval and/or discussion at the meeting. The letter thanks the Tribe for including the JHC on their issues and asks for a dedicated representative from the Tribe to join the JHC. Scott motioned to approve the Response and was seconded by Jen LaRoe.

IV. Discussion Items:

A. 2013 Membership Dues / Other Finances

JHC members will not pay dues for FY2012. The Co-Chairs proposed for the FY2013, members pay \$100. If a member organization or individual cannot afford \$100, they can apply for a hardship reduction. Dan explained that dues for 2012 would be forgiven and that the JHC needs consistency for collecting annual dues and tracking our finances. The Juneau Economic Development Council will be managing the JHC funds and will be maintaining financial records. They have administrative capabilities already in place, which JHC can utilize. This is a step to becoming a more solid organization. It was also stated, to have voting privileges, you have to be a dues paying member. There was no disagreement. In the bylaws it states that if a member misses more than three meetings in a row, that member would not be allowed to vote for a period of time. The Co-Chairs and Coordinator will review the by-laws to see if anything needs to be updated before the next meeting.

Margaret O'Neal from JEDC spoke with Wayne Stevens of United Way. They have \$2,500 from the "Out of the Rain" calendar sponsors. Margaret is working with Wayne to retrieve that money. There were no comments about the new dues structure and was unanimously adopted.

B. Retreat Summary

The Annual Planning Retreat Summary took place on May 17, 2012. The facilitator, Amy Skilbred provided a draft summary of the retreat and was reviewed by Jessy, Brian Holst, Mandy, and Dan. The Retreat Summary outlines how the members identified their 2012-2013 priorities. Once the top four priorities were identified at the retreat, the members split into four working groups to develop a work plan. Mandy noted that in the Retreat Summary, the work plan for the Coordinated Social Services & Coordinated Intake was either not collected or misplaced. The members

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who worked on this priority and the Co-Chairs and Coordinator will make sure this section is included in the Retreat Summary in the near future. Some discussion about what the work plan had entailed was to streamline efforts and not to overlap what other organizations were doing.

On the subject of coordinated intake, Jen suggested getting involved with the Downtown Revitalization housing group, which she and Dan are newly involved with. Jessie and JEDC have been working closely with the three Downtown Revitalization working groups. It would be beneficial to include the champion, Dave Hurley of the housing group, in our meetings. Jessie will send out contact information to members and contact the Downtown Revitalization champions.

Jorden made a motion to adopt the Retreat Summary as May minutes. Kiel Renick seconded the motion.

C. National Conference on Ending Homelessness, July 16-19 in Washington D.C. **a. Which workshops would JHC like to see attended (see list)**

Jessy and Scott will (hopefully) both be attending the National Conference on Ending Homelessness in Washington D.C. in July. This is a four-day conference and there is a wide list of workshops to choose from. Jessie shared a list of workshops and asked members to look over the list and pick the top three that they would like to see attended. Scott talked about Capital Hill day. This is a designated day for all Conference attendees to meet with their state legislators and is a good chance to advocate for Juneau and State issues. Scott will put together an initial list of items to discuss but will need feedback on what the Coalition would like to advocate for.

D. Structure of Coalition **a. Steering Committee**

The form and function of the JHC was discussed in length at the retreat. There were many differing viewpoints on how the coalition should be structured. At the end of the retreat, the compromise was to draft up a management overview, which would be reviewed and discussed at the June meeting by all members. At the retreat, Scott Ciambor and Jorden Nigro stepped down as Co-Chairs and Mandy Cole and Dan Austin agreed to Co-Chair the JHC moving forward.

Mandy introduced the JHC Structure that was drafted and reviewed by the new Co-Chairs, her and Dan; the Coordinator, Jessie Post; and Brian Holst. One of the main changes to the existing structure in the draft is that two Co-Chairs will be selected from participating organizations other than JEDC. The Coordinator, provided by JEDC, will have almost the same role as in the past *except* for running the monthly meetings. The Coordinator will still represent the JHC in conjunction with the Co-Chairs.

The roles of Co-Chairs are to lead monthly meetings and to be the “face” of the JHC. This includes representing the JHC in front of other groups and being the sole figures to talk with the media and sign on behalf of the JHC. The goal is to have complete transparency between their leadership role and the rest of the JHC. Mandy mentioned that they decided to keep two Co-Chairs verse a Chair and Vice Chair because it felt more comfortable for how this group operates and that it would be more inviting for other members to step into a Co-Chair role in the future. Also, the length of the term is one year. Rotating every three or six months did not seem to be productive and Co-Chairs needed more time to adjust to duties. This is a volunteer coalition and the will to hold this coalition comes from the members.

A structured Steering Committee was also a new change to the existing form. The Steering Committee would be composed of five members: the two Co-Chairs, the Coordinator, a Member at Large, and a Treasurer. In the past there has been a Treasurer that keeps all the financial records with their organization. JEDC will now be dealing with the JHC's finances and will maintain records, process bills, and have the authority to sign checks. Eric from Alaska Public Law noted that the signing of checks was not in the bylaws or responsibilities outlined in the structure. Jorden suggested that the wording “request checks from JEDC” be added under JHC Co-Chairs and Treasurer responsibilities. Also suggested to add to Treasurer responsibilities was, “approve expenditures.” These changes/additions in wording were unanimously agreed upon and will be added to the list of responsibilities. The

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Treasurer's main duty will be to communicate with JEDC about account or expenditure issues and report to the Coalition as needed. The fifth member is a Member at Large and will provide assistance as needed.

A Steering Committee meeting schedule and the number of Committee members were brought up for discussion. Members agreed that there did not need to be set Steering Committee meetings. They would be scheduled on a need basis. The group discussed the pros and cons of having five or seven members on the Steering Committee. There was conversation that with seven members, the JHC would have more members involved and be better represented. However, the members agreed that five members would be just as representative and would benefit the whole because a smaller group would be quicker and more agile when making decisions on time sensitive issues. It was agreed that everyone was comfortable with five members as written in the draft.

JEDC provides the Coordinator to the JHC and serves as a point of contact to the community and will function as the Secretary. Jessy Post will be the new Coordinator. Other duties are to prepare and report agendas and minutes, coordinate and facilitate meetings and events as needed, comply with AHFC Community Homeless Coordinator Program Grant, and maintain relationships with State and Federal organizations. Although this position is seen as a compromise between differing viewpoints, it was noted that having a coordinator-like role is crucial for logistics, research, and information. One change to the Coordinator responsibilities will be to fix the language to "coordinate Point in Time Count" verses "participate in Point in Time Count."

The JHC structure draft suggests that the Steering Committee rotate a member each month at the Affordable Housing Commission meetings to keep a link between the JHC and Affordable Housing Commission. Since two JHC members, Shari Partin and Jeremy Kerr, are currently attending the AHC meetings, it was discussed that one of the two could potentially fill a spot on the Steering Committee. Heather Marlow from CBJ commented that she would try to attend as many JHC meetings as she can, which would provide another link between the two groups. Heather already serves as a link between the AHC and the Assembly so she can serve as another resource going forward.

Jorden made a motion to approve the structure and make amends as needed. Scott added that we should review the structure again at next year's retreat. Jen seconded the motion. Jessy will make changes to the draft and send out for review next month along with an email describing the Steering Committee roles. Co-Chairs and Coordinator will ask for volunteers who would like to be on the Steering Committee and will make a decision at next meeting.

E. End of AHFC Preference System

Mandy told members to work the existing list for priority before the July 1st date. One reason for the purpose behind this decision was AHFC administrator costs. They were spending a lot of time to make this priority system work. Jeremy of AHFC can talk about this more at the next meeting and bring Aimee as well. The end of AHFC Preference System will be put on next month's agenda and discussed more in depth.

Items to put on next agenda:

- Operation and Management of Thane Campground
- Website
- JYS Closure of Youth Facility

V. Informational Items

- A. July 23-25, Housing Quality Standards Training - Anchorage
- B. July 26-27, Uniform Physical Conditions Standards Inspector Training - Anchorage

Next Meeting: Thursday, July 19, 2012 11:30am-1:00pm, THRHA.