

HPAC WORKGROUP SUMMARY

Washington County

HOMELESS PLAN ADVISORY COMMITTEE BYLAWS AMENDMENTS

Summary

The Washington County Homeless Plan Advisory Committee (HPAC) convened a workgroup to collaborate with community and local partners and incorporate A Road Home: Community Plan to Prevent and End Homelessness and Supportive Housing Services Local Implementation Plan into the HPAC Bylaws.

Consisting of half HPAC members and half Community Partners, the workgroup met 3 times in September and October. In the first meeting, the group discussed ways to incorporate public accountability in community advisory work. In the second meeting, staff prepared several options for proposed changes in the Bylaws to incorporate a committee structure and aid the Supportive Housing Services (SHS) work plan. In the final meeting, the workgroup reviewed the proposed bylaw changes and discussed the ongoing need for subcommittees and oversight.

The committee worked on three main changes.

1. Updating the duties and responsibilities of HPAC to incorporate the SHS Local Implementation Plan into the Bylaws.
2. Adding “Article XI – Subcommittees”, which will create the structure for adding new HPAC committees.
3. Updating terms and language in the HPAC Bylaws.

The workgroup unanimously supported the Bylaw Amendments that will be reviewed at the October 2021 HPAC board meeting.

HPAC Duties & Responsibilities

HPAC Workgroup discussed several options for incorporating the Supportive Housing Services (SHS) Local Implementation Plan and agreed that SHS should be added to the Bylaws as a central responsibility of HPAC. The group also added the Department of Housing to the Bylaws. We replaced A Road Home: 10 Year Plan to End Homelessness with A Road Home: Community Plan to Prevent and End Homelessness.

In summary:

Added

- Department of Housing Services
- Road Home: Community Plan to Prevent and End Homelessness
- Supportive Housing Services Local Implementation Plan
- Department of Housing staff = Homeless Services Director

Removed

- A Road Home: 10 Year Plan to End Homelessness

HPAC Subcommittees

Added text:

Article XI – Subcommittees

Subcommittees will be added to HPAC by members who propose to add them to HPAC. Subcommittees will need to be approved by the majority of the HPAC membership. Proposals for subcommittees should have a title, duration, and purpose-developed with staffing resources identified and in alignment with HPAC purpose, duties, and responsibilities. HPAC may have 2 concurrent subcommittees that reflect new bodies of work. HSSN committees should be reviewed in a good faith effort to coordinate current and ongoing homeless services advisory at the county.

A) Membership of subcommittee will be determined and approved by HPAC. Nominees can include HPAC members and ad-hoc non-HPAC members.

B) Meetings of these subcommittees will be scheduled to avoid regular HPAC meeting months.

C) Work completed in subcommittees will be reported at regular meetings including proposals for policy recommendations to HPAC to approve.

The HPAC Workgroup Action Items:

HPAC Workgroup agreed to move forward with three action items to HPAC: Updating the Bylaws and approving all Amended language; increasing the HPAC meeting frequency to 6 per year; Continuing the HPAC Workgroup.

Action Item 1

Bylaw Changes include:

Added

- Department of Housing Services
- A Road Home: Community Plan to Prevent and End Homelessness
- Supportive Housing Services Local Implementation Plan
- Department of Housing staff = Homeless Services Director
- Article XI – Subcommittees
 - Membership of Subcommunities
 - Meeting Schedule
 - Work of Subcommittee
- Changing Position Title
 - Citizen At-Large = Community At-Large

- Faith Community = Faith-Based Community
- Entitlement/Mainstream Resources = Public Benefits & Resources

Removed

- A Road Home: 10 Year Plan to End Homelessness

Action Item 2

Increasing HPAC meetings to 6 times per year (January, March, May, July, September, November) to accommodate increased resources and added duties and responsibilities. A new schedule will replace the existing one in 2022.

Action Item 3

HPAC will extend the HPAC Workgroup for the interim. The HPAC workgroup will continue developing the Subcommittee structure, prioritize the development and clarification of HPAC advisory and oversight, and identify proposals to engage volunteer participants in the advisory committee including reimbursement.

Concluding remarks:

Washington County staff thanks all HPAC Workgroup members who have contributed valuable guidance and feedback throughout the process and aims to incorporate the expertise provided during these workgroup meetings into the revised HPAC Bylaws while adhering to the principles and values of our Local Implementation Plan and holding our SHS program accountable to the community.