

## **Family Homeless Prevention and Assistance Program (FHPAP) Citizen Advisory Committee Operating Procedures**

### **PURPOSE**

Citizen involvement on county committees is an important and integral link in our government system.

The purpose of the Advisory Committee is to provide public input and increase the accountability of the Family Homeless Prevention and Assistance Program (FHPAP) in Washington County. This Advisory Committee is established pursuant to Minnesota Statutes, 462A.204 Subdivision 6. The vision of the FHPAP Advisory Committee is "Washington County is a place where homelessness is prevented, days of homelessness are minimized, and repeat homelessness is eliminated through the innovative efforts of our local governments, non profits, faith based organizations and citizens."

Advisory Committees or Boards do not establish county or department policy, determine budget or resource allocations, or direct the operations of the department. These remain the sole responsibility of the County Board, the County Administrator, and the appointed Department Head.

The FHPAP Advisory Committee will operate in accordance with operating procedures established by the County. The FHPAP Advisory Committee will cease to operate if FHPAP funds are not granted to Washington County.

### **ROLES**

*Washington County Community Services:*

Washington County Community Services (also known as the FHPAP Grantee) is responsible for coordination and administration of FHPAP grant funds through contractual agreements with the Subgrantees. Washington County Community Services will ensure that statistical and financial reports are submitted to the Minnesota Housing Finance Agency (MHFA) and will also ensure the entry of client data into the Homeless Management Information System (HMIS) by the Subgrantees. Washington County Community Services is also responsible for submitting an annual written report on the project per MHFA specifications.

*FHPAP Advisory Committee Members:*

The FHPAP Advisory Committee assists the Community Services department with the following tasks:

- Designing or refocusing the grantee's emergency response system;
- Developing project outcome measurements;
- Assessing the short- and long-term effectiveness of the project in meeting the needs of families who are homeless, preventing homelessness, identifying and developing innovative solutions to the problem of homeless families, and identifying problems and barriers to providing services to homeless families; and
- Reviewing FHPAP subgrantee applications and making funding recommendations to the county board.

## **COMPOSITION**

The FHPAP Advisory Committee shall be appointed by the County Board and will include the following:

- One (1) homeless or formerly homeless person
- One (1) homeless advocate
- One (1) provider(s) of emergency shelter; transitional housing; permanent supportive housing
- Five (5) representatives, one from each district, which could include landlords, persons affiliated with faith organizations, legal aid staff, youth service providers and school homeless liaisons.

The committee shall also be assigned one representative from the state Interagency Task Force on Homelessness by the Minnesota Housing Finance Agency who shall be a non-voting member. The committee composition is reflective of the statutory requirements in Minnesota Statutes 462A.204 Subdivision 6 which requires a homeless or formerly homeless person, homeless advocate, provider of emergency shelter, transitional housing or permanent supportive housing, and a representative from the state Interagency Task Force on Homelessness.

## **PROCEDURE AND QUALIFICATIONS FOR APPOINTMENT**

Applicants must complete the required County application for appointment to a committee/commission and submit any background information requested. The County Board, at its discretion, may interview any applicant seeking appointment to the FHPAP Advisory Committee in advance of an appointment decision being made. Preference will be given to persons with familiarity with the needs of, and issues facing, persons who are homeless or at risk of homelessness.

## **ELECTION OF OFFICERS**

A chair, vice-chair and secretary are elected every two years with elections to occur at a regularly scheduled meeting during the first quarter of the biennium.

## **TASK FORCES AND SUBCOMMITTEES**

The FHPAP Advisory Committee may, from time to time, establish additional task forces or subcommittees to study a special issue or conduct special projects. The membership shall serve only for the time necessary to study and report on such issues or to complete the assigned project. Additional community representation may be sought for participation in the task force or subcommittee to provide expertise or resources needed for successful completion. These additional representatives do not have voting privileges.

## **TERMS**

The FHPAP program term is two years beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. Members serve a maximum of two years from the date of their appointment with all terms ending on June 30<sup>th</sup> of the second year. An appointment to finish out an unexpired term of a committee member will not count toward the term limits. After an interval of one year, when a former committee member is off the committee, such former committee member is again eligible to serve. The County Board, at its discretion, may replace the member at any time, when, in the opinion of the County Board or County Commissioner appointing the member, it is in the best interests of the County to do so.

## **MEETING REQUIREMENTS**

Meetings of the FHPAP Advisory Committee will be held at least monthly at times and places as designated by the Department of Community Services.

## **REMUNERATION**

Citizen members of the FHPAP Advisory Committee are eligible to receive meeting per diem and mileage reimbursement at the rate established by the County Board.

## **CONFLICT OF INTEREST**

Members representing organizations who are receiving funding or applying for funding shall be excluded from any vote or other decision making process involving funding, procedures or any other matter before the committee that directly affects that organization.