

Emergency Shelter and Diversion Committee

March 15, 2018

1:00pm

Attendees: Cindy LeGrand, Duana Bremer, Dana Baumgartner, Dani Schalk, Jeanne Semb, Kelly Christiansen, Terea Nienow, Amber Bose, Judy Woller, Sara Meier, Kelsey Hood-Christiansen, Alexia Wood, Chandler Miller, Elizabeth Knapp-Spooner, Sue Sippel, Nicole Johnson, Lisa Bero, Johnneisha Prescott

Excused: Angela Mihalko, Heidi Hooten, Joana Hemschemeyer, Jack Melberg

Motion was made to amend February minutes to note that Dani Schalk and Teresa Nienow were in attendance. After amendment, a motion to approve February minutes by Sue Sippel. Seconded by Judy. Approved.

Emergency Shelter Committee to focus on reviewing the Standards Draft that has been distributed to committee members. Decision made to start at the beginning and review by category.

Administration subcategory:

Question raised on Administration (1) and requirement that shelter shall be operated by a non-profit organization, recognized under section 501©3 of Internal Revenue Code. Recommendation made to change this to read "recognized under the umbrella of a non-profit organization, recognized under section 501©3 of the Internal Revenue Code". Discussion will continue as committee members gather additional information.

On Administration (4), recommendation to change language to replace the word secure with locked.

The remainder of the Administration section approved by the committee.

Sue Sippel provided additional information on tax exempt agencies falling under a different category of the 501© code. Some noted:

501© 6: Business League

501© 4, 9, 17: Employee Organizations

501© 8: Fraternal Organizations

501© 5 Labor and Agriculture

501© 7: Social Club

501© 4: Social Welfare Organization

Conversation indicated other subgroups could potentially run a shelter as well and identified spirit of the statement to read that nonprofits would run Emergency Shelters. Another change to Administration (1) "The shelter shall be operated under the umbrella of a non-profit organization, recognized as such with the Internal Revenue Code".

No additional changes to the Administration section.

Personnel subcategory:

Question raised on the Personnel (4) and (5) categories to identify whether additional required topics need to be included in shelter training. Recommendation to add 'Confidentiality and Boundaries' to Personnel (4) and a cultural sensitivity to Personnel (5).

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Questions raised on Personnel (3) and whether volunteers can provide overnight coverage. After discussion, Personnel (1) was changed to read "The shelter shall have written job descriptions for each position type (paid and unpaid)..." indicating the remainder of this section includes both paid and unpaid staff. Personnel (2) will read "The shelter shall have written policies for the selection of all shelter personnel..."

Personnel (4) added Relevant prior to agency operating procedures to clarify shelter personnel, including volunteers, need to know specific procedures without knowing all.

With these changes, the group approved the Personnel subcategory.

Facility subcategory:

Conversation on Facility (2) and a universal understanding of clean and in good repair. Sue discussed the code 24 CFR 576.403. Decision made to include the code reference. Questions on whether clean and in good repair is too objective to be stated in Standards.

Decision to have Facility (2) read "The shelter shall meet HUD's minimum standards for sanitation and habitability requirements as established by 24 CFR 576.403".

Discussion to pick up conversation in the next Emergency Shelter and Diversion Committee meeting.

Next meeting scheduled for Thursday, April 19th at 1:00pm.

Motion made by Jeanne Semb to end the meeting. Seconded by Judy Woller. All in favor.

Adjourned at 2:00pm.