



# Emergency Services Network of Kenosha County

## Principles and Operating Procedures

### Mission

The Emergency Services Network of Kenosha County's mission is to strengthen the impact of service delivery in meeting emergency needs (for food, shelter, etc.) in our community through coordinated planning and cooperative delivery of services.

### Vision

The vision of the Emergency Services Network is to be widely known as a leader in Kenosha as a hub of information and referral services; reaching out to meet the needs of people experiencing homelessness and poverty.

### Purpose

The Emergency Services Network has acted as Kenosha's Local Coalition and served Kenosha County residents since 1986 as a collaborative, community-based effort to coordinate services, share information, attract increased funding, and eliminate duplication and gaps in services for individuals and families experiencing poverty and homelessness.

### Values

- Collaboration
- Inclusiveness
- Empathy
- All people deserve to have their human needs met
- Dignity
- Warm respect
- Recognition
- Unconditional positive regard
- Independence

### Membership

Membership in the Emergency Services Network (hereinafter referred to as the "ESN") is open to all entities in the private, public, and nonprofit sectors and persons that are at risk of, currently or formerly homeless interested in preventing, ameliorating, or ending poverty and homelessness for individuals and families in Kenosha County. There may also be individual members.

The ESN is a member organization of the Wisconsin Balance of State Continuum of Care (hereinafter referred to as the "WIBOSCOC) whose mission is to end homelessness by supporting local coalitions throughout Wisconsin.

**Dues.** The Emergency Services Network may establish dues or assess contributions from member entities, upon an affirmative vote of a majority of the total number of members.

Annual membership dues to the WIBOSCOC will be paid for as agreed upon by ESN entities that receive grants through the WIBOSCOC and/or the Department of Energy, Housing and Community Resources (DEHCR).

**Termination of membership.** A member entity may terminate its participation in the ESN at any time by informing the Chair in writing of its desire to do so. The Executive Committee may recommend to the ESN that a member entity's membership be terminated for failure to meet the obligations of membership; such failure may include, but not be limited to, persistent lack of participation, actions inconsistent with the purpose and mission of the ESN, failing to meet fiscal management or reporting responsibilities of grants/contracts under the purview of the ESN, or failure to pay properly assessed dues or contributions. That entity's membership may be involuntarily terminated only upon an affirmative vote of a majority of the total number of members.

### **Meetings**

**Frequency.** The ESN shall hold a general meeting at least once in each calendar month, unless a majority of the members shall agree to dispense with a general meeting for a specified future date. Meetings shall normally occur on the second Tuesday of each month, at such times and places as may be specified herein or by agreement of a majority of the members at a general meeting. Meetings are open to all interested parties, but only representatives of member entities are eligible to vote.

**Times and places.** Unless otherwise specified, general meetings shall begin at 8:30 AM and shall be held at the Kenosha County Job Center/Human Services Building, 8600 Sheridan Road, Kenosha, WI. Committees shall meet at such times and places as required by their respective responsibilities and as agreed by the members of the committees.

### **Voting**

Regardless of the number of persons attending a meeting on behalf of a member entity, voting shall be by entity only. Each member entity shall be entitled to one vote on all matters subject to action by the entire organization, and each member entity participating in the work of a committee shall be entitled to one vote on all matters subject to action by that committee. Although the organization will normally work to reach consensus on all matters of importance, action may be taken on the basis of the votes of a majority of the members present at a general meeting, or a committee meeting, as the case may be.

### **Participation**

Entities that become members of the ESN by subscribing to its principles and operating procedures recognize their individual and collective responsibilities to prevent, ameliorate, and end poverty and homelessness in the greater Kenosha area. Consistent with their other responsibilities, including their individual responsibilities to provide assistance to individuals and families, members undertake to participate fully in general and committee meetings and in collaborative activities of the ESN. Members are encouraged to attend as many meetings as possible with a minimum requirement to attend four meetings each calendar year. Entities that receive funding through collaborative efforts of the Emergency Services Network recognize their special responsibility to participate fully in matters related to such efforts, to comply with the financial management and reporting requirements of the funding source, and to comply with all other requirements set by the funding source.

## Structure

**Officers.** The officers of the ESN shall consist of Co-Chairs and a Secretary-Treasurer. All officers shall serve for terms of one year and may be re-elected. They shall be elected by the membership at an Annual Meeting held in the month of January, with their terms of office running from January through December of that calendar year. In the event that an Annual Meeting cannot be called in January, officers from the previous year shall continue to serve until such meeting can be held. Co-Chairs. Two people shall act as Co-Chairs of the ESN and work together to develop the monthly meeting agenda, invite speakers and agencies that provide services in Kenosha to present information, distribute the annual Memorandum of Understanding (MOU) that members sign, manage new member applications and facilitate monthly meetings. One Chair will act as the Emergency Food and Shelter (EFSP) Local Board Chair.

Secretary/Treasurer. One person shall act as the Secretary/Treasurer responsible for recording meeting minutes, tracking attendance, and participating in all funding allocation meetings.

**Persons eligible.** Any representative of a member entity or individual member shall be eligible to serve as an officer of the ESN. No representative of a member entity shall be deemed ineligible to hold an office in the ESN solely because another representative of the same member entity holds, or is expected to hold, another office in the ESN.

**Nominations.** Persons willing to serve as officers of the ESN may make their interest known by advising any of the currently serving officers prior to the meeting at which officers are to be elected. In addition, nominations may be made from the floor during the course of such meeting. In determining whether to permit a representative to be nominated for an office, member entities receiving funding as a result of the ESN's collaborative efforts agree to bear in mind their special obligation to assist with the ESN's continuing work.

**WIBOSCOC Representatives.** The WIBOSCOC representatives of the ESN shall consist of a Delegate who will attend WIBOSCOC Membership meetings and vote on behalf of the ESN without a local coalition membership vote and a Director to serve on the WIBOSCOC Board of Directors. The membership, at its discretion, may vote on matters of the WIBOSCOC. One ESN member may act as both the Delegate and the Director. The ESN Chair shall notify the WIBOSCOC Board of Directors of any change in the selection of WIBOSCOC representatives in writing.

**Delegate.** The WIBOSCOC Delegate shall attend a minimum of two annual WIBOSCOC Quarterly Business meetings at locations around the state to vote on behalf of the ESN as needed.

**Director.** The Director shall serve on the WIBOSCOC Board of Directors according to the terms set forth in the WIBOSCOC Bylaws and act as liaison for Kenosha. As liaison, the Director shall fulfill the WIBOSCOC requests for information, and communicate pertinent information to the ESN. The Director will vote at the WIBOSCOC quarterly meetings in the absence of the Delegate.  
<https://www.wiboscoc.org/>

**Persons eligible.** Any representative of an ESN member entity or individual member with the willingness to fully participate and possess the qualification as established in the WIBOSCOC Bylaws shall be eligible to serve as a Delegate or Director for the WIBOSCOC.

**Nominations.** Persons willing to serve as a Delegate or Director of the WIBOSCOC may make their interest known during the meeting at which the Delegate or Director is elected. In addition, nominations may be made by any ESN member from the floor during the course of such meeting.

**Resignation.** The Delegate shall hold office until such Director's resignation and the Director shall hold office in the terms set forth in the WIBOSCOC Bylaws. Any WIBOSCOC representative may resign at any time by giving written notice to the co-chairs of the Public Relations Committee to take effect immediately. Acceptance of a resignation shall not be necessary to make it effective.

**Removal.** Any ESN officer or WIBOSCOC representative may be removed from office whenever there is evidence that the officer has not acted in the best interest of the ESN or the WISBOSCOC. Initiation of removal shall be by the action of ESN membership by affirmative vote of the majority of members in attendance at the time of the vote.

### **Administrative and Fiscal Year**

**Generally.** The administrative and fiscal year of the ESN shall begin on January 1 of each calendar year and shall end on December 31 of that calendar year.

**Annual report.** The ESN shall issue to its members an annual report of its activities no later than three months after the end of its administrative and fiscal year.

### **Committees**

The committees of the ESN shall include the following, as well as any others that the ESN may establish at a general meeting. Except for the Executive Committee, participation in any committee shall be voluntary and open to all members. Committees shall establish their own structures and procedures, subject to review, if requested, at a general meeting.

**Executive Committee.** The Executive Committee shall consist of the Co-Chairs the Secretary[-*Treasurer*], the Chairs of ESN Standing Committees, and one representative of a member entity not already represented by an officer of the ESN; this last committee member shall be selected by the ESN Chair. The Executive Committee shall be responsible for

- establishing and publishing the agendas of general meetings,
- initiating or referring to some other committee action that cannot wait until the next general meeting, and
- serving as an initial point of public contact for the ESN as a whole.
- maintaining membership
- identifying and disseminating information regarding funding opportunities

**Committee of the Whole.** The membership at large may, as it deems appropriate, operate as a Committee of the Whole when dealing with matters that require less formality than the normal procedures of general meetings.

**Emergency Food and Shelter Program Local Board (Special Committee).** The Emergency Food and Shelter Program Local Board is convened quarterly in order to carry out the responsibilities and requirements placed upon Kenosha County under the Emergency Food and Shelter National Board Program. While all ESN members are invited to serve on this board, its

composition may extend beyond the ESN membership and, in matters of law, it must maintain its autonomy.

**Public Relations Committee (Standing Committee).** The Public Relations Committee shall work to provide outreach, recruit new members and promote collaboration among ESN member entities and be responsible for maintaining ESN materials and website content on a regular basis.

**Homeless Awareness and Prevention Partnership (Standing Committee).** The Homeless Awareness and Prevention Partnership shall work to prevent and end homelessness by supporting and coordinating the provision of a continuum of care to address issues that may contribute to homelessness.

- Developing, implementing and monitoring Kenosha's Coordinated Entry System
- Monitoring and reporting on Kenosha's System Performance Measures
- Organizing and hosting the twice annual Homeless Street Outreach Point-in-Time Event
- Organizing an annual homeless awareness activity in the community
- Creating and reviewing Kenosha's After Hour Plan
- Presenting Kenosha's annual Homelessness Data

**Hunger Prevention Council (Standing Committee).** The Hunger Prevention Council shall work to reduce and prevent hunger through coordinated planning and cooperative delivery of food security services and shall serve as a forum to address the full range of food security issues.

- networking with service providers, educators, and anti-hunger advocates
- conduct research to learn more about hunger, nutritional needs, and resources available
- educate the community about hunger related issues
- involve the community in contributing financial and material support for food security programs and services
- Work collaboratively to assist emergency food program participants to:
  - Access life stabilization services
  - Become financially independent
  - Avoid duplication of food pantries and mass food distribution sites

**Energy Assistance Committee (Standing Committee).** The Energy Assistance Committee shall work to address the energy (heat and electric) needs of households through planning and coordination with service providers in the community.

- educate service providers and the community about energy assistance
- provide information about energy assistance data and trends in Kenosha

**Legislative Committee.** The Legislative committee will inform local elected representatives about the mission of the ESN and provide an annual report on people who are homeless and low income in Kenosha.

- Invite all elected officials to attend an annual meeting of the ESN.

### **Fiscal Agent**

In the event that the ESN seeks or becomes eligible for direct funding that may only be provided to a nonprofit corporation, it will request a nonprofit corporation member to serve as fiscal agent for the ESN. In considering such a request, member entities receiving funding as a result of the ESN's collaborative efforts agree to bear in mind their special obligation to assist with the ESN's continuing work.

### **Amendments**

This Statement of Principles and Operating Procedures may be amended upon an affirmative vote of a majority of the total membership at two meetings within a single administrative and fiscal year. Notice of proposed amendments shall be provided to all members in the same fashion as notice of meetings. All members shall be advised in writing of adoption of any amendment. Amendments shall become effective for all members as of the first day of the second month following the transmission of such written notification.

*I agree to abide by the ESN Principles and Operating Procedures.*

Agency \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_