

# The Homeless Intervention Task Force (HITF) of Rock and Walworth Counties

## Principles and Operating Procedures

### Mission

The Homeless Intervention Task Force (HITF) of Rock and Walworth Counties is a consortium working to end homelessness throughout Rock and Walworth Counties through seamless delivery of collaborative services.

### History and Purpose

The Rock County HITF is an unincorporated association that was formed in 1996 to create a collaborative community based effort to coordinate services, share information, identify gaps in service, increase funding, and to make existing resources stretch further by eliminating duplication in services for homeless and at-risk for homeless households.

The Walworth County Continuum of Care is an unincorporated association that was formed in 2004 to create a collaborative community based effort to coordinate services, share information, identify gaps in service, increase funding, and to make existing resources stretch further by eliminating duplication in services for homeless and at-risk for homeless households.

Given that the Wisconsin Balance of State Continuum of Care recognizes these unincorporated associations as one local coalition, the efforts and structures were formally combined in 2018 to be the Homeless Intervention Task Force of Rock and Walworth Counties.

### Guiding Principles

We believe that any form of homelessness within our community is un-acceptable. As an organization and its committees, we will strive to be culturally sensitive and adhere to research and evidence-based principles of individual, community and family need.

### Goals

The following provides a general overview of the goals of the HITF:

- **Prevention** – The HITF will work to prevent homelessness by supporting and coordinating a continuum of care to address those issues which may contribute to homelessness, including: a lack of adequate, safe and affordable housing; physical, geographical, behavioral or language barriers to accessing resources; a lack of affordable and universally accessible transportation; barriers to obtaining education; domestic violence; alcohol and other drug abuse; a lack of employment opportunities which can support a household; a lack of adequate, affordable health care; poverty;

and discrimination based on race, religion, ethnicity, gender, sexual orientation, socioeconomic status or citizenship status.

- **Community Needs Assessment** – The HITF will contribute to efforts to develop an effective and efficient way to accurately assess all problems associated with homelessness in the greater Rock County and Walworth County areas.
- **Coordinate Resources** – The HITF will support and implement efforts to coordinate the provision of resources to prevent or address homelessness by sharing information; identifying and reducing duplications in service; and identifying and reducing gaps in services.
- **Outreach, Intake and Assessment** – Members of the Continuum will provide individual outreach, intake and assessment for those persons who may be homeless or who are at-risk for homelessness.
- **Emergency Shelter** – Members of the HITF will provide and/or support those who provide emergency shelter, food, and clothing to those who are homeless.
- **Transitional Housing** – Members of the HITF will provide and/or support those who provide transitional housing to those who may otherwise be homeless.
- **Permanent Housing** – Members of the HITF will provide and/or support those who provide permanent housing to those who are homeless or may otherwise become homeless.
- **Supportive Services** – Members of the HITF will provide and/or support those who provide supportive services including: information and referral; direct financial assistance; mental health; social services; legal aid; transportation, health care; education; and job seeking, training and employment.

### **Membership**

Membership in the HITF is open to all individuals or entities in the private, public, and nonprofit sectors that support efforts to prevent, ameliorate, or end homelessness for individuals and families in Rock and Walworth Counties. Additionally, community members, including those who are currently or formerly homeless or at-risk households, are eligible as At-Large members. Entities and community members become HITF members by subscribing to the principles and operating procedures of the organization and executing a membership agreement.

**Termination of Membership:** A member entity or community member may terminate participation in the HITF at any time by informing the Chair or the Secretary that they wish to revoke their membership agreement. In addition, the Executive Committee may recommend to the HITF general membership that an individual/entity membership be terminated for failure to meet the obligations of membership. Such failure may include but not be limited to: persistent lack of participation and actions inconsistent with the purpose and mission of the HITF. A member's membership may be involuntarily terminated only upon an

affirmative vote of the majority of the total number of members. Should such action be considered, it must be identified as such on an agenda that has been distributed to all members in advance of the meeting. An assessment of member compliance with membership obligations shall be conducted annually.

### **Meetings**

**Frequency:** The HITF shall hold general meetings at least quarterly unless the Executive Committee agrees to dispense with a general meeting for a specified future month. Monthly meetings shall normally occur on the Fourth Wednesday of the month at 12:00 PM, at ECHO in Janesville, unless otherwise specified 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 and members at large are eligible to vote. Committees shall meet at such times and places as required by their respective responsibilities and as agreed by the members of the committees. Minutes will be recorded by the Secretary and made available upon request. In the event the secretary is unable to attend a meeting, a Secretary Pro Tempore shall be elected for that meeting only; will record meeting minutes and submit to the Secretary.

### **Voting**

Each member agency/ organization shall be entitled to one vote on all matters subject to action by the entire organization, and each member 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. At-large members are entitled to individual votes. Both entity and at-large members must have a membership agreement on file dated prior to the date of any particular vote.

### **Participation**

Members of the HITF shall subscribe to its principles and operating procedures and recognize their individual and collective responsibilities to prevent, alleviate and if possible, end homelessness in Rock and Walworth Counties and to meet the obligations outlined within the membership agreement.

There shall be two levels of participation within HITF, based on whether or not a member participates in collaborative funding opportunities. All members are expected to make a good faith effort to attend monthly meetings, report monthly on services provided and identify gaps in service. Additionally all entity members are expected to participate in the annual HITF prioritization meeting, submit data in the bi-annual point-in-time counts, and assist in the distribution and completion of the annual consumer survey by their program participants.

Member organizations participating in collaborative funding opportunities are responsible for meeting outlined data collection standards; and demonstrating active participation in all (100%) Resource Committee, Coordinated Entry/Case Manager Committee meetings, and fulfilling other requirements specific to the funding opportunities they participate in.

Revisions approved April 24, 2019

## Structure

**Officers:** The officers of the HITF shall consist of a Chair, Vice-Chair, Secretary and Treasurer. All officers shall serve for terms of two years. Officers shall be elected by the membership at a general meeting held in the month of November, with their terms of office running from January to December the following calendar years. While not an officer, the HITF will nominate and vote for a Director to serve on the Wisconsin Balance of State Board of Directors.

**Chair** shall (1) Coordinate the development of monthly meeting agendas (2) Chair monthly HITF meetings (3) Communicate any issues and all matters to the HITF (4) serve as the Delegate of the HITF to represent the membership within the Wisconsin Balance of State Continuum of Care, or as delegated by the chair in his/her absence.

**Vice-Chair** shall (1) Fulfill the responsibilities of the Chair in their absence (2) Coordinate program speakers for monthly meetings (3) Communicate any issues and all matters to the HITF

**Secretary** shall be responsible for (1) Completion of monthly meeting minutes and submit to the Chair or Vice-Chair for review (2) Distribution of meeting minutes and HITF member announcements, or as assigned (3) Maintenance of a member distribution list, or as assigned (4) Tracking attendance at monthly meetings

**Treasurer** shall (1) together with fiscal agent maintain financial records (2) Provide an expenditure report at each meeting and in writing upon request. (3) The HITF shall use **ECHO** as fiscal agent until such time as ECHO or HITF requests a change.

**Wisconsin Balance of State Board of Director** - this elected member, with the assembly of Directors, will be responsible for managing the affairs of the \*Corporation and advancing the mission of the Corporation. *\*Corporation is the Wisconsin Balance of State Continuum of Care.*

**Persons Eligible:** Any officer or employee of a member entity, or Member at Large, shall be eligible to serve as an officer of the HITF or Board Director.

**Voting:** There will be one vote per attendee for elections. Persons willing to serve as officers of the HITF may make their interest known by advising any of the currently serving officers or a member of the Nominating Committee at least one month 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.

## Committees

The committees of the HITF shall include the following, as well as any others the HITF may establish at a general meeting. Except as noted, participation in any committee shall be 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 Chair, Vice-Chair, Secretary, Treasurer, the chairpersons of the standing committees, and ETH Lead Agency Representative. The Executive Committee shall be responsible for:

- Establishing and publishing 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 HITF as a whole

**Resource Committee:** The Resource Committee shall consist of member agencies who participate in any collaborative funding opportunity and other interested members. Members shall recognize that a specific meeting agenda may mandate attendance and that failure to attend mandated meetings may impact their organization's ability to participate in a specific funding opportunity. The resource committee shall:

- Coordinate the review and submission of collaborative funding opportunities.
- Establish and maintain data collection systems for specific grant opportunities and the HITF at large.
- Organize and implement bi-annual point-in time counts and other grant support activities.
- Facilitate the development of Memoranda of Understanding (MOU) between members as appropriate to ensure optimum service delivery while providing for participant confidentiality.
- Maintain file of current HITF membership agreements.

**Coordinated Entry/Case Manager Committee:** The Coordinated Entry/Case Manager Committee shall consist of local CoC and EHH grant funded agency case managers and other interested individuals or those required by funding source. This committee shall:

- Provide notice of changes within the Coordinated Entry System
- Provide an opportunity for feedback on potential changes to the Coordinated Entry System
- Collaborate with local agencies and local the CoC Coordinated Entry Lead to resolve issues related to housing programs utilizing the Coordinated Entry System
- Discuss Prioritization List issues and resolutions
- Discuss current trends and best practices
- Facilitate special programs focused on raising the visibility of homelessness within the community.

- Coordinate the dissemination of information and training regarding WISP and other opportunities for professional development

### **Amendments**

This Statement of Principles and Operating Procedures may be amended upon an affirmative vote of a majority of the total membership present. 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.

# Homeless Intervention Task Force of Rock and Walworth Counties

## Membership Agreement

I have read and understand the mission, purpose and goals of the Homeless Intervention Task Force (HITF) of Rock and Walworth Counties as well as their principles and operating procedures. Through this agreement, I am requesting **Organizational / At Large** (circle one) membership status.

As a HITF member, I agree:

- To attend the annual prioritization meeting of the HITF.
- To make a good faith effort to have my organization represented at monthly membership meetings and the meetings of committees of which I am a member, or to send a representative in my stead.
- To complete the twice annual Point-In-Time questionnaires reflecting a census of the homeless persons my organization is serving at that time.
- To promote the Homeless Intervention Task Force of Rock and Walworth Counties as the entity best positioned in Rock and Walworth Counties to address issues related to homelessness and the prevention of homelessness.
- To collect and share monthly information on the number and type of requests for services my organization receives and the level of services that we are able to provide.
- To protect client confidentiality through the execution of release of information documents signed by program participants when sharing specific individual/household information with another provider.
- To participate with other HITF members in ongoing problem-solving, service coordination and related efforts to secure safe, stable housing for Rock and Walworth County persons/households experiencing or at risk of homelessness.
- To recognize and adhere to the enhanced responsibilities that come from participation in collaborative funding responsibilities.

This agreement shall remain in force until revoked by my organization or by the Homeless Intervention Task Force of Rock and Walworth Counties.

---

Organization/At Large Member Name

---

Address

City

State

Zip

---

Phone

Fax

Email

---

Signature

Date