**Agreed Upon Process**

**Homeless Steering Committee (Committee)**

*DRAFT*

**Vision:**

Create a new vision for overnight/emergency shelter for those in need in our community.

**Mission:**

To engage and marshal governmental and community resources in a process that leads to a purpose-built shelter for men and provides adequate resources that move them into stable housing.

**Participation**

1. The Committee will engage a Project Manager. The Project Manager will be responsible for helping to ensure that the process runs smoothly, developing meeting agendas, guiding drafting and distribution of meeting summaries and plan documents, and helping parties resolve their differences and achieve consensus on the issues/challenges to be addressed by the Committee. The Project Manager will be responsible for raising funds necessary to pay for the work of the Project Manager and any additional funds that might be requested by the Committee. An agreement will be drawn up between the Project Manager and the Committee.
2. The agreement between the Project Manager and the Committee will be reviewed after six months. The review will also give the Committee a chance to stay within a timeline.
3. The Project Manager will be the voice to the community about the work that is being done and all information to the press. The Project Manager will only speak with direction and support from the Committee.
4. The Committee will have members from the private and public sector and will include support from representatives of the City of Madison Community Development Department, the City of Madison Mayor’s office, the City of Madison Police Department, Dane County Human Services, City of Madison Common Council, Dane County Board of Supervisors, Non-profit agencies (including churches) who provide services to the homeless. Do we want to put a limit on the size of the committee?
5. Each Committee member can identify an alternate to represent themselves if they are unable to attend a meeting.
6. Members may request the Committee to allow the participation of individuals with relevant information to present during the course of meetings.
7. Interested parties are welcome and encouraged to attend but need to let the project manager know prior to the meeting they wish to attend.

**Agreements**

1. The goal of the Committee is to provide recommendations for what a purpose-built emergency shelter for men would look like (how it would function). A shelter that would move them into stable housing.
2. The recommendations for the Committee will require consensus from the group.
3. Working with the City and County, the Committee will recommend possible locations.
4. It is vital that (A) be completed before (B).

**Committee Meetings**

1. Meetings of the full committee will be open to the public. However, the public will be required to give notice of attendance 48 hours prior to the meeting.
2. Minutes of the Committee meetings will be reviewed and approved by the Committee and made available to the public.
3. Smaller working groups will be formed with the Committee’s approval and will report their work to the Committee as a whole. Non-Committee members can be part of a smaller working group with approval from the Committee as a whole.
4. The Project Manager will be responsible for developing the agenda based on feedback from the Committee.

**Safeguards for the Members**

1. All members must act in good faith in all aspects of the process
2. Committee members will support each other in the process, including accurate representation of individual members positions as stated.
3. The Committee will decide by consensus to improve their process.

**“10 Ways to Foundations for Success”**

*Prevent, Assist, Solve*

1. Engage the Community
2. Can’t do it alone—partnerships are essential
3. Ignore people who say it can’t be done
4. Be good observers and LISTEN, LEARN & LEAVERAGE!
5. Develop a common vision
6. Form supports functions—we are talking about PEOPLE!
7. Triangulate—all shelter amenities and functions interact
8. Keep it simple and flexible
9. Money cannot hold you back—good projects will find the money
10. You are never finished.