

Date: 7/9/2021

To: Reaching Home Coordinating Committee

From: Chelsea Ross, Deputy Director, Partnership for Strong Communities

Subject: Reaching Home Coordinating Committee Membership and Meeting Structure

The Reaching Home Coordinating Committee helps coordinate the Reaching Home Campaign and provides guidance to Reaching Home Workgroups. Additional functions include:

- Approve major policies
- Finalize funding recommendations
- Assist Workgroups with agenda and direction
- Coordinate information flow between Workgroups
- Disseminate information
- Setting legislative agendas and priorities for sessions

Current membership of the Coordinating Committee has discussed formalizing aspects of the Committee membership, membership process, and meeting structure. The following recommendations were informed by the current Committee members and work toward a representative, equitable, and transparent leadership structure for the Reaching Home Campaign. These recommendations were approved by the Committee at the July 9, 2021 Coordinating Committee Meeting.

Membership

- The Reaching Home Coordinating Committee will include between 20 and 30 members total.
- Standing members of the committee shall include representation from:
 - **(5)** Reaching Home Workgroups Representatives- *including* 1 chair from each standing workgroup:
 - (1) Prevention
 - (1) CAN/HDS
 - (1) Sustainability
 - (1) Data and Accountability
 - (1) Resources
 - **(9+)** Community Partner Representatives- *including* but not limited to:
 - (6+) Housing/Service providers- at least four representatives
 - (2+) Individuals who identify as persons with lived expertise- work toward five representatives
 - (1+) Private Philanthropy

- **(4+)** Statewide Partner/Advocacy Organizations Representatives- *including but not limited to*:
 - (1) Partnership for Strong Communities
 - (1) Connecticut Coalition to End Homelessness
 - (1) Corporation for Supportive Housing
 - (1) United Way
- **(2)** Continuum of Care Representatives- *including 1 from each CoC*:
 - (1) CT Balance of State (BOS)
 - (1) CT Opening Doors Fairfield County
- State Agency Representatives- *can include but not limited to*:
 - (1) Connecticut Housing Finance Authority (CHFA)
 - (1) Department of Children and Families (DCF)
 - (1) Department of Corrections (DOC) / (1) Court Support Services Division (CSSD)
 - (1) Department of Education (SDE)
 - (1) Department of Housing (DOH)
 - (1) Department of Labor (DOL)
 - (1) Department of Mental Health and Addiction Services (DMHAS)
 - (1) Department of Social Services (DSS)
 - (1) Office of Policy and Management (OPM)
- Federal Agency Representatives- *can include but not limited to*:
 - (1) Department of Housing and Urban Development (HUD)
 - (1) Department of Veterans Affairs (VA)
- Members may identify a defined alternate from their agency/role that can represent them and are authorized to make decisions on their behalf if they are unable to be present for a vote. **Any member who chooses to identify an alternate should send the alternate's information to Carline Charmelus carline@pschousing.org. Members should notify Carline in advance when an alternate will be attending a meeting on their behalf.**
- If a current member vacates their seat for any reason, the alternate member (if applicable) may fill that seat until a new member applies (which could be the alternate) and is voted on.

Membership Identification, Selection, Review, and Renewal

- Reaching Home Coordinating Committee members, with support from the Partnership for Strong Communities, will continuously identify any gaps in representation in membership and actively and thoughtfully recruit members to participate in the Committee.
- The Coordinating Committee will be added to the [Reaching Home Participation Application](#) (currently used for the Workgroup Membership process). This application is open to anyone interested and can be submitted at any time. **The Coordinating Committee has been added to the Participation Application.**
- The Coordinating Committee shall establish a Membership Subcommittee which shall:
 - Include 5-8 volunteer members, including at least one individual with lived expertise when possible

- Rotate half of the committee membership every year
- Meet quarterly to review any new applications
- Work to maintain a racial make-up of the Committee proportionate to the racial makeup of persons experiencing homelessness
- Recommend renewals/new members to full Coordinating Committee for a vote
Coordinating Committee members will volunteer in August and finalize members in September. Membership Subcommittee will have initial meeting in October and quarterly thereafter.
- Coordinating Committee membership shall be reviewed/renewed every 3 years.
 - If current members would like to continue to serve on the Coordinating Committee, they will complete the application for consideration
 - Current Coordinating Committee members will be randomly assigned staggered renewal dates in 2022, 2023, 2024
PSC staff assigned random renewal dates for current Coordinating Committee members and will present them to the Membership Subcommittee in October. Membership Subcommittee will present to full Coordinating Committee in November 2021 for approval.

Meeting Structure

- Coordinating Committee meetings will be open to non-members.
- Agendas will include defined, meaningful opportunities for input from non-members at the beginning and/or end of the meeting.
- A portion of the meeting can be closed by a majority vote of Coordinating Committee members.
PSC staff will post Coordinating Committee agendas on full Reaching Home basecamp group two business days prior to the meeting. Campaign members should contact Carline carline@pschousing.org to indicate they will be attending and receive meeting information. Agendas will include an input period at the beginning and/or end of the meeting based on the content of the agenda. Non-members can also submit written comments before or after the meeting which will be shared with the Coordinating Committee.