



TOPEKA/SHAWNEE COUNTY

HOMELESS TASK FORCE

OPERATIONAL POLICIES Topeka-Shawnee County Homeless Task Force

ARTICLE I: Name, Purpose and Offices

(A) Name

The name of the organization shall be the Topeka-Shawnee County Homeless Task Force, also referred to as the Homeless Task Force (HTF). The Homeless Task Force is a collaborative venture on the part of organizations and concerned citizens interested in the homeless and at-risk populations in our community.

(B) Vision

The Homeless Task Force will foster the development of safe, affordable, appropriate housing and support services to meet the needs of all persons in Shawnee County.

(C) Mission

The mission of the HTF shall be:

Individuals and families experiencing homelessness or at-risk of becoming homeless will have access to a continuum of safe, appropriate emergency shelter, transitional housing and affordable, permanent housing and the support services necessary to maintain such housing. Towards that goal the HTF will educate the community about the needs of the homeless and those at-risk of homelessness and advocate for the rights of these individuals and families.

To accomplish our mission, the HTF will create strategies around the following elements:

- Ensure that all persons have access to safe, emergency shelter and transitional housing.
- Ensure that all persons have access to safe, affordable housing in Shawnee County.
- Ensure a coordinated supportive services system to help persons maintain their housing.

(D) Offices

Officers of the HTF consist of a chair and vice chair/chair elect each serving a one year term. The Vice Chair/Chair Elect will act as Chair in the Chair's absence and will become Chair the following fiscal year.

(E) Elections

The Executive Committee will appoint a nominating committee in September. The Nominating Committee shall nominate persons for the following one year terms: a vice chair/chair elect. Five at-large members and the secretary to serve on the executive committee with staggering two year terms. The nominating committee is encouraged to nominate a chair-elect from the public sector to serve in even numbered years and a chair-elect from the private sector (for profit, non-profit or citizen volunteer) to serve in odd numbered years. The aforementioned alternation of public and private sector chair is encouraged, but not mandatory, based on availability of public sector members. The chair elect shall serve as chair in the year following their service as chair elect. Prior chair and a representative of the CoC Lead Agency, shall serve on the Executive Committee as non-voting members.

The slate of candidates will be presented in November and voting will occur in December.

(F) Year

The fiscal year for the HTF will be the calendar year.

(G) Statement of Non-Discrimination

The HTF does not discriminate against any person because of race, creed, sexual orientation, familial status, disability, color, religion or gender in any services or HTF membership.

ARTICLE II: Members

(A) Members

The HTF shall have general membership made up of persons and organizations who support the mission of the HTF. Voting members shall have attended at least three of the previous four meetings. Each member organization or private citizen shall have one vote. Members may not vote by proxy. No member shall have any right, title, or interest, legal or otherwise, in or to the gifts or contributions made to the HTF or any of its funds at any time or upon dissolution of the HTF. Members of the HTF will be asked to approve operational policies and adopt public policy platform and priorities.

(B) Meetings

HTF meetings shall be monthly. Meeting notification will be made to all members. Seven voting members at any duly called meeting shall constitute a quorum for the transaction of any business.

(C) **Training**

Annually members will be trained on Coordinated Assessment, Anti-discrimination, Victim Services and LGBTQIA+ trainings.

(D) **CoC Application**

Homeless Task Force members that receive CoC funding are required to participate in the annual application process. Lack of participation could result in lower prioritization of the project applicant.

(E) **Code of Conduct – Conflict of Interest**

Any possible conflict of interest on the part of an Executive Committee member or HTF member shall be disclosed prior to any discussion or action on the item.

Conflict of interest or potential conflict of interest exists in situations where the person, the person's partner or a member of the person's immediate family has financial or other interest in the issue being decided. When any such interest becomes a matter of Executive Committee or HTF action, such member shall not vote or use personal influence on the matter, and shall not be counted in the quorum of a meeting at which action is to be taken on the interest. The member may answer pertinent questions.

ARTICLE III: Committees

(A) **Executive Committee**

The affairs of the HTF shall be managed by the Executive Committee.

(1) **Membership**

The members of the Executive Committee will include the Chair, Vice-Chair, Secretary, the former Chair who serves on the Executive Committee for one year following his or her term as Chair and five at-large members elected by the membership.

(2) **Terms**

Executive Committee at-large members shall serve two-year terms, each appointed on alternate years. At-large Executive Committee members may be removed at any time by the Chair, with or without cause. An Executive Committee member who is absent from more than half of the Executive Committee meetings in a calendar year shall be deemed to have resigned from the Executive Committee and so removed.

(3) **Responsibilities**

The Executive Committee is empowered to carry out all day to day business of the HTF, i.e.:

- a) Recommend HTF policies and positions on public policies to the HTF for approval.
- b) Submit proposed budget to the HTF for approval.
- c) Make decisions that are time sensitive on behalf of the HTF.
- d) Participate as members of the HTF.
- e) Establish committees and appoint committee chairs required for effective operation of the HTF.
- f) Take any action reasonably necessary to ensure that the HTF accomplishes its mission and carries out its functions.

These actions are approved with the consent of a majority of the quorum of the Executive Committee. The Executive Committee cannot alter operational policies nor expend more than \$1000 without the consent of a super-majority of the HTF.

(4) **Meetings**

At least six (6) meetings of the Executive Committee will be held yearly. All meetings shall be held within Shawnee County and written or oral notice of the time and place of meetings shall be given to each member at least two (2) days prior to the meeting.

(5) **Quorum**

A quorum shall consist of four members of the Executive Committee.

(B) **Monitoring and Compliance Committee**

The members of the Monitoring and Compliance committee shall meet at least quarterly or on an as needed basis. All Continuum of Care and Emergency Solutions Grant programs will be monitored using the assessment tool developed by the committee.

(1) **Funding**

All recipients of Continuum of Care (CoC) and Emergency Solutions grant funds are required to comply with the written standards issued by the CoC on monitoring, evaluation, and delivery of service to meet the requirements of the HUD McKinney-Vento Act.

(C) **Other Committees**

Additional committees may be established either as time-limited committees with specific focus or as Standing Committees of long-term duration. These committees will identify and address the barriers faced by the homeless and will develop specific steps of action. Executive Committee members may be assigned as liaison positions on these Committees as needed.

ARTICLE IV: Robert's Rules of Order and Amendment of Operational Policies

(A) **Parliamentary Authority**

(1) **Robert's Rules of Order**

Robert's Rules of Order, newly revised, shall apply on all questions of procedure and parliamentary law not specified in these operational policies.

(B) **Amendment of Operational Policies**

(1) Any part of these operational procedures may be amended by a two-thirds vote of the total membership of the HTF.

ARTICLE V: Centralized Intake and Assessment System

(A) **ClientTrack**

The Homeless Task Force encourages all members to use the Coordinated Assessment System in ClientTrack. All funded agencies of the Continuum of Care and Emergency Solutions Grant are required to use the system for centralized assessment of individuals and/or families.

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