

## **Coalition Steering Committee**

August 4, 2021 via Zoom

### **Agenda**

**3:00: Introductions - Name and Organization/Affiliation**  
**Who would like to be today's scribe?**

**3:05: Changes to the Agenda**

**3:10 Emerging Issues**

**Introduction: Kari Bull, Organizer, FUSE.**

Kari has time available to work on issues - she's interested in learning how she might engage on housing & homelessness from now through December.

**Action: Ask Housing Committee to follow-up with Kari.**

**Approved as presented:**

**Approved as amended:**

**Not approved:**

**3:15 Reports/Requested Actions from Coalition Committees/Workgroups/Representatives**

**Governance Committee: Vaccine Project.**

Propose Maureen Howard manage the Vaccine grants through August with Jan Runbeck's assistance. Both would volunteer their time. Exact cope of work TBD. Time could be extended if successful. Workgroup could be formed. Steering Committee will notify the Coalition Aug. 6. Maureen's proposal at end of Agenda.

**Action: The Steering Committee approves Maureen Howard to manage with Vaccine Project during August with Jan Runbeck's assistance.**

**Approved as presented:**

**Approved as amended:**

**Not approved:**

**Safe Streets 4 All: Use of Cash Cards as a vaccination incentive** - proposed \$50/individual and \$100/family. Outreach workers would give out the cards after vaccination. TPCHD has a group working on incentives. Coalition has at least \$19K available for incentives. Could still do phone chargers, hygiene kits, snacks. Could re-allocate money from staff to incentives with approval from funders.

Discussion: Who exactly would be eligible? Should this go to the Coalition for a Friday morning vote?

**Action: The Steering Committee approves the use of cash cards as a vaccination incentive. Cards would be in the amount of \$50 per individual and \$100 per household. Maureen Howard and Jan Runbeck will work with outreach workers and volunteers to develop policies and recommend to the Steering Committee Aug. 11.**

**Approved as presented:**

**Approved as amended:**

**Not approved:**

**Speakers' Bureau Program**

The Lived Experience Coalition was funded by Pierce County Human Services. Maureen will have an update Thursday following a Wed. Night meeting.

## **Shelter Plan Workgroup - Information for/from Mike Boisture**

### **Proposed Survey - attached in email**

**Race & Equity Committee:** Next meeting? Need to add committee and listserv to website.

**Housing Committee:** Next meeting Aug. 5 at 4pm.

### **3:30: Governance Committee Discussion - Rosemary Powers - From Her Report**

We agreed to meet again next week from 1-2 pm to discuss ways to consider how to formalize our coalition processes to help us cover these grant-funded project decisions as well as our general Coalition decisions.

We all agreed to identify the specific decision-making processes we have developed and approved on an ad-hoc basis to see what we might formalize for clarity and transparency. All three of us want to start with looking at what we have already in place that could be written down and affirmed as the coalition's structure/process. This would include roles and titles we may want to associate with those roles, kinds of decisions made by current groups within the coalition and any limits to those decisions, level of agreement required for policy positions or other decisions to be formally approved by full Coalition (and any other things we can find) that are currently informal processes or that have been made up as we go (titles are a good example).

We discussed the Steering Committee's capacity to be the central deciding body (except for those decisions that should be brought to the Friday assembly of members for a vote), We discussed the need for record keeping for the steering committee (especially if formalized that way), to include a scribe at each meeting to document content covered and decisions. We also discussed what percent of agreement we might propose for decisions brought to the Friday group and about which matters (eg 70% for public policy positions, 51% for appointment of representatives, etc.)

Considerations of the pros and cons of these processes as well as other forms of organization, will be included in our discussion.

For next week, if we have access to the material about the grants, we can discuss what we need to have in place by Sept 1 or before to recruit for funded positions, supervise the work, and account for the funding as required by grantor and AM. Even without those documents, we can still discuss what to propose about grant seeking and management of grants in general.

I have included, for those who had not seen them, the graphics that Laurie and I drafted back in February, of the coalition structure as we saw it at the time (both graphics have the same info). Some things have changed, but this might give us a place to start in thinking about what it would look like to formalize these roles/structures with a goal to have clear and widely agreed-upon processes.

### **3:45: Heat Events Update**

Outreach workers/volunteers meetings

Responses from County Council Chair, County Executive Dammeier, Mayor Woodards, NCS Director Linda Stewart

PC Department of Emergency Management After Action Review Aug. 11 at 1:30. Maureen will send out registration email. Maureen, Jan and Monique will represent the Coalition.

Conversations with CDC, American Red Cross, National disabilities rights organizations re jurisdictional policies.

### **3:55 - Good of the Order**

### **4:00 - Adjourn.**

**Maureen Howard's Proposal Updated:**

I propose that for the month of August we use a volunteer - Me. We keep the incentives that Kevin was purchasing and distributing flowing. We'll add cash cards to the incentives. And we get the new \$50K Dept of Health grant started. I'm willing to do this for August while we figure out how best to move forward. By the end of the week I should have Kevin's files and Gerrit's and hopefully will have met with Molly Archer. Jan Runbeck has agreed to assist me. I know others will.

I'm experienced - I've managed millions of dollars of government and private funding as applicant, recipient, and funder over the years. Never a finding on any audits. Jan and I know the outreach organizations and some of the actual outreach workers, the volunteers, and have the TPCHD contacts. Jan and I can fund the purchases and get reimbursement from Assoc Min from our grant accounts. If the reimbursement is late and we have to pay interest on our credit cards, we'll just invoice the interest. Our cost will be the actual incentives we purchase. It just seems a lot easier and faster than any of the other options. We can report weekly to the Steering Committee on the activities and funding status.

Other options:

Hiring a temporary part-time employee - at least three weeks to agree on the job description, salary, process, advertise, read the applications, interview, check references, offer the job, start, train the person...We also need to check with Assoc Min to see if they can in fact hire a very part-time temporary employee. Since we are not an organization, the person actually is an AM employee. PLUS who will supervise???? If AM supervises, that is an additional cost above their current fee.

Getting a student requires - knowing which programs have openings, what the process is, completing the process, and all the same items as hiring. PLUS who will supervise????

Contracting with a nonprofit - the Coalition couldn't actually do that because we aren't an actual organization; Assoc Min would have to do it as our fiscal sponsor and I don't know if they have any special requirements. We would want our own vetting requirements and we'd be back in the process of developing a process, agreeing on how we should vet an organization, etc.

Finding another volunteer to take over - again, advertise, on-board, supervise.

None of the above are impossible but all of them take time I don't feel that we have. We need to get as many people experiencing homelessness vaccinated as possible.