

Dear Community Partner:

We would like to invite you to join one of the Heading Home SLC's Leadership Council working committees. The following working committees will consist of community leaders, activists, and service providers who will meet on a bi-monthly basis to advise the Heading Home St. Louis County Leadership team. We admire the work and passion you have around preventing and ending homelessness in St. Louis County, and we would be very grateful to have your expertise and perspective as we go forward.

The Leadership Council is interested in engaging a diverse group of community partners to populate three (3) Council Standing Committees in 2014.

Standing committees will meet every other month with time and location (initial meeting will be held in Cotton) as determined by committee members.

1. Performance Review and Evaluation

Review and recommend evaluation tools, evaluate program performance and outcomes

2. Homeless Management Information System (HMIS)/Data Review

Oversee and monitor a number of data sources and collections to track trends, needs and gaps

3. Heading Home SLC 10 year plan/Strategic Planning and Alignment

Develop and align SLC/MN plans related to homelessness. Update annual work-plan and recommend new goals and strategies

For more detailed committee descriptions and expectations, see Committee Description list below.

Questions Contact:

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**Letter of Interest for St. Louis County's Leadership
Governance Council Standing Committees**

Please review the information below, particularly the committee roles and responsibilities

Name: _____

Email address: _____

Agency/Organization: _____

Population you work with (if applicable): _____

Committee you are interested in: _____

What is your interest in serving on this standing committee?

What experience/expertise/strengths will you bring to this committee?

What other organizations/agencies are you connected or affiliated with?

Thank you for your interest!

In order to create diverse committees, applicants will be part of a formal selection process. You will be informed of your application status by e-mail.

Heading Home St. Louis County – Committee Descriptions (12-18-13)

1. HMIS/Data Committee -

- Regularly review system level data and identify additional internal and external data sources for further analysis or that provides important descriptive information about current conditions within the Continuum of Care (CoC) that might impact performance.
- Oversee and monitor HMIS data collection and data quality; work to resolve any issues between provider(s) and Wilder.
- As it becomes possible, integrate the outcomes of projects funded under CoC, ESG, and FHPAP programs into existing reports provided to the Leadership Council on a regular basis.
- Oversee the formatting (where possible, production and distribution of the following performance reports:
 - Sheltered and Unsheltered point-in-time count
 - Housing Inventory Count
 - Unmet need calculation
 - Annual Performance Reports (APR's)
 - Annual Homeless Assessment Report (AHAR); and
 - CoC Dashboard reports
- Developing Quarterly reports/Bi-annual financial reports for Leadership Council, Performance Evaluation, and 10 year plan Committee for CoC, ESG and FHPAP funding streams.
- Develop, annually review, and as necessary, revise for Leadership council approval a privacy plan, security plan, and data quality plan for HMIS and all other policies/procedures required by regulations and notices issued by HUD
- Monitor to assure the HMIS lead is fulfilling the obligations outlined in the Memorandum of Agreement with the St. Louis County CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.

2. Performance Evaluation Committee -

- Review PIT and HIC data, conduct a gaps analysis, and make recommendations for Leadership Council approval the priorities to be used in ranking requests
- Update fund specific ranking tools
- Review and recommend for Board approval the consolidated application for CoC funding prepared by the Collaborative Applicant.
- Monitor performance and progress towards meeting performance targets, including HUD established goals and CoC established targets on a regular basis.
- Working with the Provider forums, as well as providers grouped within a relevant housing type (PH, TH, SSO), develop recommendations on how to strengthen provider performance, share best practices and provide additional support for providers who have not been within 10% of their performance target for two consecutive quarters.
- Align and integrate performance measures in the Heading Home Plan to End Homelessness with HUD Goals and CoC Performance Targets.

3. **10 Year Plan Committee/ Consolidated Plan Committee** –

- Identify strategies not yet in place, revisiting and updating the objective achievements and plan of action.
- Monitoring of the 10 year plan to propose adapting CoC practices toward new solutions as appropriate.
- Assist with development/alignment Homeless goals of 10 year plan with Consolidated Plan as needed.
- Adapting HEARTH amendments that will re-align the 10 year plan accordingly, planning for adherence to the Federal Strategic plan principles and goals year round

4. **Ad-Hoc Workgroups:** - There will be opportunities to participate in an ad hoc basis as specific tasks are undertaken such as the Point in Time Counts (Sheltered and Unsheltered), Housing Inventory Counts, and Discharge Planning.

- **Coordinated Access** - This task force will work with the Emergency Solutions Grant (ESG) program recipients and Continuum of Care (CoC) program recipients to develop and implement a Coordinated Access system throughout St. Louis County.
- **Review and Ranking Committee** – This ad hoc workgroup meets as needed to develop a diverse committee to score and rank projects for State and Federal funds.
- **Communication Work Group** – The Leadership Council has high priority placed on communication. This work group will meet as needed to assess if there are open communication lines and recommend adjustments if necessary to assure communication is progressing.
- **Prevention Targeting** – This work group will meet to work toward the goal of prevention targeting.