



MONROE CITY COUNCIL

Agenda Bill No. 19-009

SUBJECT:	<i>Discussion: Homeless Policy Advisory Committee Creation</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/15/2018	Police and Administration	Chief Jolley Deborah Knight	Deborah Knight	Discussion Items #3

Discussion: 01/15/2018
Attachments: 1. Homelessness Policy Advisory Committee (HPAC)
 2. HPAC application

REQUESTED ACTION: Discuss the creation of the Homelessness Policy Advisory Committee

DESCRIPTION/BACKGROUND

Mayor Thomas desires a forum for the coordination of information among citizens and stakeholders in the City of Monroe to seek solutions to, and assistance for unsheltered persons within the City. The City’s proposed strategy includes forming a Homelessness Policy Advisory Committee (HPAC) to provide advice and guidance regarding issues related to homelessness to the Mayor and City Council.

Attachment 1 outlines the HPAC responsibilities, membership, selection process, and timeline. Attachment 2 is the HPAC application.

IMPACT – BUDGET

Chief of Police Jeff Jolley, City Administrator Deborah Knight and Staff will support the task force. City Staff will prepare meeting materials as needed.

TIME CONSTRAINTS

There are no specific time constraints. Ideally, the task force would begin work in March 2019 and present recommendations to Mayor Thomas by September 2019

Delaying action to form the advisory committee may result in increased frustration within the community with homelessness in the City.

ALTERNATIVES TO REQUESTED ACTION

1. Do not approve the advisory committee.
2. Request City Staff come up with further recommendations on homelessness.

City of Monroe
Homelessness Policy Advisory Committee

1. Introduction

The Homelessness Policy Advisory Committee (HPAC) has been established to provide a forum for the coordination of information among citizens and stakeholders in the City of Monroe to seek solutions to, and assistance for unsheltered persons within the City. The HPAC will provide advice and guidance regarding issues related to homelessness to the Mayor and City Council.

2. Authority

The committee is an advisory group to the Mayor and City Council established by Resolution No. XXX/XXXX; approved by the Monroe City Council on _____.

3. Responsibilities and Functions

The HPAC will be responsible for providing advice to the Mayor and City Council in the formulation, monitoring, implementation, and review of the Council's homeless policy program and policies.

The committee will also provide advice or assistance to the Mayor and City Council on any other issues related to homelessness.

The HPAC recognizes the important role that other organizations and agencies play in addressing the needs of the homelessness and issues related to and will therefore make every effort to build and maintain strong partnerships with these organizations to ensure collaboration and non-duplications of effort or resources.

4. Membership

The Homelessness Policy Advisory Committee shall consist of nine (9) to eleven (11) members representing a cross section of residents, businesses, faith community, service providers and the City of Monroe. Members shall be appointed by the Mayor and confirmed by the Council.

The committee shall serve as an "ad hoc" advisory group created for this purpose and shall be disbanded upon completion of stated goals.

Members may be removed by the Mayor, with the approval of the Council.

5. Obligations of Members

Members of the HPAC, in performing their duties, shall:

- Act honestly and in good faith
- Participate in the work of the HPAC
- Perform their duties in a manner that public trust in the integrity, objectivity, and impartiality of the HPAC is conserved and enhanced.
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.

City of Monroe

Homelessness Policy Advisory Committee

Utilize the guiding principles in the six year strategic plan

Comply with the Open Public Meetings Act as appropriate according to State law.

6. Meetings and Minutes

The HPAC will establish its own schedule which it will provide to the Council. It is anticipated the committee will meet at least once a month at a reoccurring day and time, as established by committee action.

Meetings of the HPAC will be scheduled by the City with notice sent to the members with an agenda at least twenty-four hours in advance.

The quorum for the meeting shall be committee members who represent a simple majority of all members.

HPAC meeting minutes will be approved at the beginning of each meeting. Minutes will be distributed to the members and available on the City's website.

7. Reports

Advice and recommendations of the committee relating to projects and policies will be reported to the Mayor and City Council as part of the reporting process.

8. Remuneration and Expenses

There is no remuneration for members.



CITY OF MONROE
APPLICATION
HOMELESSNESS POLICY ADVISORY COMMITTEE (HPAC)

NAME: _____ E-MAIL ADDRESS: _____

HOME ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____ CELL PHONE: _____

PLEASE LIST ANY PREVIOUS CITY APPOINTMENTS/OFFICES: _____

WHY ARE YOU INTERESTED IN SERVING ON THE COMMITTEE? _____

Three horizontal lines for providing reasons for interest in serving on the committee.

WHAT COMMUNITY ACTIVITIES OR OTHER EXPERIENCE DO YOU BRING TO THIS POSITION, INCLUDING LEADERSHIP ROLES? _____

Three horizontal lines for describing community activities and other experience.

DO YOU HAVE ANY SPECIAL SKILLS OR EXPERTISE APPLICABLE TO THIS POSITION? _____

Five horizontal lines for listing special skills or expertise applicable to the position.

ANY ADDITIONAL COMMENTS/INFORMATION YOU WISH TO PROVIDE FOR CONSIDERATION? _____

Three horizontal lines for providing additional comments or information.

ARE YOU AWARE OF THE MEETING SCHEDULE FOR THIS COMMITTEE? _____

AND ARE YOU AVAILABLE TO ATTEND REGULARLY SCHEDULED MEETINGS? _____

*Meetings are tentatively scheduled for the first Thursday of the month. The first meeting will be Thursday March 7th at 6 pm.

Please submit completed applications to: City Clerk, City of Monroe, 806 West Main Street, Monroe, WA 98272; eadkisson@monroewa.gov; 360-794-4007 (fax); please contact the City Clerk for more information – 360-863-4538



CITY OF MONROE
APPLICATION
HOMELESSNESS POLICY ADVISORY COMMITTEE (HPAC)

APPLICATION CERTIFICATION:

SIGNATURE: _____ DATE: _____

HOMELESSNESS POLICY ADVISORY COMMITTEE (HPAC)

ROLE OF THE COMMITTEE

The Homelessness Policy Advisory Committee has been established to provide a forum for the coordination of information among citizens and stakeholders in the City of Monroe to seek solutions to, and assistance for unsheltered persons within the City. Committee members will provide advice and guidance regarding issues related to homelessness to the Mayor and City Council.

PUBLIC INPUT AND ATTENDANCE

All meetings of the committee will be official public meetings and open to the public. The meetings will be posted and/or advertised. There will be no public comment during meetings.

MEMBERSHIP CRITERIA

The Homelessness Policy Advisory Committee shall consist of nine (9) to eleven (11) members representing a cross section of City of Monroe residents, businesses, faith community, service providers and the City of Monroe. Members shall be appointed by the Mayor and confirmed by the Council.

The committee shall serve as an “ad hoc” advisory group created for this purpose and shall be disbanded upon completion of stated goals.

Members may be removed by the Mayor, with the approval of the Council.

Ex Officio Members. The committee may also include representatives from the Monroe Chamber, Downtown Monroe Association, Monroe School District, Everett Community College, Hospital District and not-for-profit partners as ex-officio (non-voting) members.

SELECTION PROCESS

Applications for positions on the HPAC will be available from January 25th to February 11th, 2019.

Mayor Thomas will review applications and present appointments to the City Council for confirmation on March 5, 2019.

SELECTION TIMELINE

Applications available	January 25, 2019
Applications close	February 11, 2019
Applications reviewed	February 11 – 15, 2019
Interviews	February 21, 2019