

The **Housing Opportunities Action Council** (HOAC) charter defines their shared purpose as follows:

Article II, Section 2: Statement of Purpose. The Ten Year Plan is a long-range, comprehensive plan to help chronically homeless individuals and non-chronic homeless individuals return to healthy and stable lives in permanent housing. The Governing Board's purpose, in implementing the TYP, is development and support of a coordinated system of services designed to maximize resources and to ensure that individuals and families in the service area receive the support they need to secure and maintain a safe and affordable home.

The **Housing Opportunities Action Council** requests the formation of workgroups under the leadership of the SMART Team, to pursue research, make recommendations, and take actions as approved and necessary to support the implementation of the revised Ten Year Plan to Address Issues Surrounding Housing and Homelessness in Benton County.

Workgroups to be formed under the SMART Team will focus on "Keystone" priorities, as adopted by the HOAC Governing Board, June 28, 2017. "Keystone" priorities are defined here as including work that requires cross-organizational efforts for success, being larger than any one organization can achieve independently. Workgroups will form around the following areas:

- 1) **Comprehensive Care Coordination** (2.1): Increase capacity to provide for comprehensive, well-coordinated case management services aligned with health care transformation.
- 2) **Behavioral / Mental Health** (3.6 and 4.4): Increase capacity to provide mental health treatment and detox services; Strengthen partnerships with Law Enforcement and Mental Health to ensure mental health and other support needs are appropriately addressed.
- 3) **Housing Supply** (5.9 and 1.1): Increase the affordable housing supply in Benton County; Develop messaging strategy to build support for affordable housing advocacy.

General Operating Principles for Workgroups

Each workgroup will function in a manner that supports collective impact, with a high level of transparency, communication and coordination with SMART Team leadership, collaboration across organizations and with other workgroups, and accountability to the HOAC Leadership Committee and Governing Board. Where direct collaboration is called for, joint meetings of workgroups are encouraged.

Workgroups will be provided a draft work plan, with the expectation that an early milestone for each workgroup will be review and revision of the plan as needed, and approval of the plan with the SMART Team lead. Subsequent revisions to the work plan objectives and timeline should be reviewed with the SMART Team lead, and at the discretion of the SMART Team lead, may be reviewed further with the Leadership committee and/or Governing Board.

Formal reports and recommendations from each workgroup will follow a template to be developed and shared as workgroups form. Workgroup recommendations and reports will be reviewed by the SMART Team Lead, and forwarded for review and recommendation to the HOAC Leadership Committee. The Leadership Committee will make a recommendation to the Governing Board to act on recommendations or the findings of any report, with actions including Adopt, Reject, Table for future review and action, or Refer back to the original workgroup, or another group as needed.

Roles and workgroup membership:

- **Two co-chairs**, at least one of which shall represent an active HOAC member organization. Co-chairs will be nominated by the HOAC Leadership Committee. Workgroup co-chairs will meet at least monthly with the SMART Team Lead and HOAC Program Manager.
- **Facilitator/administrative support**, which will be provided by the HOAC Program Manager, and will include some limited research, scheduling and communications, and meeting facilitation as needed.
- **Note-taker**, selected from the membership of the workgroup.
- **Workgroup members**, which can be drawn from HOAC members and cooperating agencies, clients, and interested community members. Each workgroup should have at least one member representing clients served by HOAC agencies.
- **Total membership size for any workgroup** is not limited, but recommended at no more than 10.
- **Time commitment:** Workgroup members should expect to spend 2-4 hours per month, varying depending on role, and specific tasks taken on by the workgroup. Regular attendance at meetings is expected, and missing multiple meetings without notice may result in removal from the workgroup. Whenever possible, virtual attendance at meetings will be supported (phone/internet).

Formal Charge to the Workgroups

- Workgroup Co-chairs will be responsible for the formation of the workgroup, will establish a meeting schedule for the workgroup, own the development of the agenda (with the support of the HOAC Program Manager), and serve as the spokespersons of the group.
- Initial Milestones (30-days): Form workgroup, review/revise initial draft work plan as needed with workgroup, and review with SMART Team Lead. Initial review of work plan may focus on reaching Secondary milestone, with further work plan development to follow.
- Secondary milestone (30-60 days): Review of existing efforts and develop a gap assessment to determine what areas need focused work. Make a recommendation based on this assessment to either a) formalize a liaison relationship with existing community group to support their efforts, and sunset the workgroup or b) initiate focused work based on gap assessment, and opportunities identified for HOAC contribution. This focused work should include a further review of the work plan, based on findings of the assessment.
- Further milestones will be determined within the work plan, and approved by the SMART Team Lead. A reporting cadence should be established with the SMART Team Lead to support sharing information with the HOAC Leadership committee and Governing Board, with at least a quarterly report of goals and progress.
- Escalations seeking additional support, resources, or action on the part of the HOAC Leadership Committee or Governing Board should be directed to the SMART Team Lead and HOAC Program Manager, and will be promptly brought to an appropriate HOAC forum for review and action.
- Specific requests for reports or action may be directed to workgroups by the HOAC Leadership committee or Governing Board through the SMART Team Lead.

Interested in joining a workgroup?

Send email to: shawn@unitedwayblc.org or contact@bentonhoac.com