

2020  
**THE AT-RISK HOUSING  
COALITION POLICY GUIDE  
CITY OF MISSOULA**

**ARHC**

Missoula At-Risk Housing Coalition





## Policy Guide

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*Mission: ARHC provides a forum for community cooperation and leadership in an overall effort to address issues surrounding homelessness in the Missoula area.*

## **ARHC HISTORY**

The At-Risk Housing Coalition (ARHC) is an ongoing formal task force comprised of representatives from health and human service agencies and governmental departments. ARHC was formed in 1993 by Women's Opportunity and Resource Development to initiate a community-wide effort to prevent and address homelessness.

In 2004, ARHC formalized as a coalition requiring membership and adherence to agreements and protocols. ARHC continues to work on issues surrounding low-income housing and homelessness in Missoula and coordinates the local effort to plan and provide comprehensive services through a continuum of care.

In alignment with Missoula's 10-Year Plan to End Homelessness, US Interagency Council on Homelessness and the US Department of Housing and Urban Development, members of the Missoula At-Risk Housing Coalition, along with key statewide stakeholders and state-funded Technical Assistance support, implemented new strategies in the Coordinated Entry System in June of 2017. Coordinated Entry Systems, in general, reduce the burden on people experiencing homelessness by having clear, easily accessible access points that are coordinating assessments and provisions of referrals for homeless housing assistance.

This newly designed system is being implemented in several phases (as well as statewide) and aims to prevent and divert households from entering the homeless system, streamlines and reduces duplication of homeless housing and service provider efforts, provides system level data that assists with strategic planning and decision making, and results in an intentional process of targeting and prioritizing limited housing resources for people who are experiencing homelessness and identified as being the most vulnerable (which not only saves lives, but it saves our community money as well).

For more information about Missoula's Coordinated Entry System, please contact the Reaching Home Coordinator directly or visit: [ci.missoula.mt.us/2124/Homeless-Initiatives](http://ci.missoula.mt.us/2124/Homeless-Initiatives)

## **ARHC FUNCTIONS**

- ARHC General Meeting convenes bi-monthly. Committees meet monthly, bi-monthly or quarterly. Work groups meet on an as-needed basis depending on the specific projects. Please see the calendar for more information and/or contact the committee facilitator or ARHC Coordinator.
- ARHC members perform the Annual Point-in-Time Survey and Housing Inventory.
- ARHC plans, reviews and endorses local projects for HUD Continuum of Care funding.
- ARHC nominates an individual to represent Missoula on the MT Continuum of Care Board of Directors.
- ARHC endorses projects in the form of letters of support. Projects receiving endorsement have been evaluated to meet established criteria.
- ARHC advocates for particular issues affecting people who are homeless or at risk of homelessness.
- ARHC committees and working groups develop and implement distinct projects, such as Project Community Connect, the 10-year Plan to End Homelessness, Coordinated Entry System, community needs assessments, and program planning and coordination.

**2020 ARHC Organization Directory (Last Updated 11/2019)**

<p><b>3 Rivers Mental Health</b>  <i>Address: 715 Kensington Ave</i>  <i>Phone: 406.830.3294</i>  <i>Website: 3riversmhs.com</i></p>	<p><b>Associated Students of the University of Montana Off-Campus Renter Center</b>  <i>Address: 32 University Center Suite 104</i>  <i>Phone: 406.243.2451</i>  <i>Website: mso.umt.edu</i></p>	<p><b>First United Methodist Church</b>  <i>Address: 300 East Main St.</i>  <i>Phone: 406.549.6118</i>  <i>Website: firstumcmissoula.org</i></p>
<p><b>Habitat for Humanity</b>  <i>Address: 3655 Highway 200</i>  <i>Phone: 406.549.8210</i>  <i>Website: habitatmsla.org</i></p>	<p><b>Homeword</b>  <i>Address: 1535 Liberty Lane Suite 116A</i>  <i>Phone: 406.532.4663</i>  <i>Website: homeword.org</i></p>	<p><b>Hope Rescue Mission</b>  <i>Address: 10450 Mullan Rd</i>  <i>Phone: 406.549.4673</i>  <i>Website: 549hope.org</i></p>
<p><b>Human Resource Council, XI</b>  <i>Address: 1801 S Higgins Ave</i>  <i>Phone: 406.728.3710</i>  <i>Website: humanresourcecouncil.org</i></p>	<p><b>International Rescue Committee</b>  <i>Address: 1535 Liberty Lane Suite 117e</i>  <i>Phone: 406.926.1982</i>  <i>Website: rescue.org/united-states/Missoula-mt</i></p>	<p><b>Missoula Aging Services</b>  <i>Address: 337 Stephens Ave</i>  <i>Phone: 406.728.7682</i>  <i>Website: missoulaagingservices.org</i></p>
<p><b>Missoula City-County Health Department</b>  <i>Address: 301 W Alder ST</i>  <i>Phone: 406.258.4770</i>  <i>Website: missoulacounty.us/government/health/health-department</i></p>	<p><b>Missoula County Dept. of Grants and Community Programs</b>  <i>Address: 323 W Alder St</i>  <i>Phone: 406.258.4657</i>  <i>Website: missoulacounty.us/government/community-development/contact-us</i></p>	<p><b>Missoula County Office of Public Assistance</b>  <i>Address: 2677 Palmer ST Suite 100</i>  <i>Phone: 888.706.1535</i>  <i>Website: dphhs.mt.gov</i></p>
<p><b>Missoula Food Bank</b>  <i>Address: 1720 Wyoming Street</i>  <i>Phone: 406.549.0543</i>  <i>Website: missoulafoodbank.org</i></p>	<p><b>Missoula Housing Authority</b>  <i>Address: 1235 34<sup>th</sup> Street</i>  <i>Phone: 406.549.4113</i>  <i>Website: missoulahousing.org</i></p>	<p><b>Missoula in Motion</b>  <i>Address: 435 Ryman St</i>  <i>Phone: 406.552.6675</i>  <i>Website: missoulainmotion.com/</i></p>
<p><b>Missoula Interfaith Collaborative</b>  <i>Address: 202 Brooks Street</i>  <i>Phone: 406.207.8228</i>  <i>Website: micmt.org</i></p>	<p><b>Missoula Job Service</b>  <i>Address: 539 S 3rd St W</i>  <i>Phone: 406.728.7060</i>  <i>Website: montanaworks.gov/job-service-montana</i></p>	<p><b>Mountain Home Montana</b>  <i>Address: 2606 South Ave W</i>  <i>Phone: 406.541.4663</i>  <i>Website: mountainhomemt.org</i></p>
<p><b>North-Missoula Community Development Corporation</b>  <i>Address: 1500 Burns Street</i>  <i>Phone: 406.829.0873</i>  <i>Website: nmcdc.org</i></p>	<p><b>Office of Housing and Community Development</b>  <i>Address: 400 Ryman St</i>  <i>Phone: 406.552.6393</i>  <i>Website: ci.missoula.mt.us/2086/Housing-Community-Development</i></p>	<p><b>Open Aid Alliance</b>  <i>Address: 1500 W Broadway Suite A</i>  <i>Phone: 406.543.4770</i>  <i>Website: openaidalliance.org</i></p>

<p><b>Partnership Health Center</b>  Address: 401 Railroad St  Phone: 406.258.4789  Website:  partnershiphealthcenter.com</p>	<p><b>Poverello Center</b>  Address: 1110 W Broadway  Phone: 406.728.1809  Website:  thepoverellocenter.org</p>	<p><b>Providence Health and Services</b>  Address: 500 W Broadway St  Phone: 406.543.7271  Website:  montana.providence.org/locations-directory/s/st-patrick-hospital</p>
<p><b>Salvation Army</b>  Address: 355 S Russell St  Phone: 406.549.0710  Website:  Missoula.salvationarmy.org</p>	<p><b>State Probation and Parole</b>  Address: 1801 Stephens Ave  Phone: 406.542.7120  Website:  cor.mt.gov/ProbationParole</p>	<p><b>Summit Independent Living</b>  Address: 700 SW Higgins Ave Suite 101  Phone: 800.398.9002  Website: summitilc.org</p>
<p><b>UCC of Missoula</b>  Address: 405 University Ave  Phone: 406.543.6952  Website: uccofmissoula.org</p>	<p><b>United Way of Missoula County</b>  Address: 412 West Alder  Phone: 406.549.6104  Website:  missoulaunitedway.org</p>	<p><b>VA Montana - HUD-VASH</b>  Address: PO Box 200545  Helena, MT 59620-0528  Phone: 406.841.2830  Website:  housing.mt.gov/VASH</p>
<p><b>Volunteers of America Northern Rockies</b>  Address: 2801 S Russell St Suite #18  Phone: (844)-486-2838  Website: voanr.org</p>	<p><b>Western Montana Mental Health Center</b>  Address: 1315 Wyoming Street  Phone: 406.532.9700  Website: wmmhc.org</p>	<p><b>WORD</b>  Address: 2405 McIntosh Loop  Phone: 406.543.3550  Website: wordinc.org</p>
<p><b>YWCA Missoula</b>  Address: 1130 W Broadway  Phone: 406.543.6691  Website: ywcaofmissoula.org</p>		

## COMMITTEES AND COMMITTEE LEADERSHIP

ARHC maintains committees and working groups to coordinate distinct projects. When an issue arises that requires more discussion, the large group refers to the appropriate committee. ARHC committees make decisions by consensus.

Committees	Meeting Time and Location	Chair, Co-Chair, Note Taker	Committee Focus
<b>Executive</b>	1 <sup>st</sup> Monday of every other month	Chair: Adam Ragsdale <i>adam@missoulahousing.org</i>  Co-Chair: Jim Morton <i>jpm@hrcxi.org</i>	Comprised of Executive Directors and management-level staff. Meets every other month to discuss agency projects, homeless policy issues, and to offer input and support for the implementation of the 10-year plan.
<b>SOAR</b>	First Thursday of every month	Chair: Theresa Williams <i>twilliams@ci.missoula.mt.us</i>  Co-Chair: Netta Linder <i>lindern@phc.missoula.mt.us</i>	The SOAR Subcommittee's role is to ensure high quality SOAR applications are being submitted to the local Social Security Administration by monitoring community outcomes, identifying and resolving application challenges, identifying areas for SOAR expansion and exploring strategies for ongoing funding and sustainability.
<b>Transitional Aged Youth (TAY)</b>	Third Monday of each month	Chair: Marilyn Thorn <i>marilyn@parentingplace.net</i>  Co-Chair: Theresa Williams <i>twilliams@ci.missoula.mt.us</i>	The Youth Homelessness Task Force meets on the third Monday of each month at 2pm. The goal of this subcommittee is to prioritize the needs of homeless youth in Missoula by connecting with youth serving organizations, MCPS, UM, and young people.
<b>Veteran Homelessness</b>	TBD	Chair: Jill Bonny <i>jbony@thepoverellocenter.org</i>  Co-Chair: Desiree Bailey <i>dbailey@voanr.org</i>	The goal of this subcommittee is to identify and remove barriers in the system (local, state and national) to ending Veteran homelessness in Missoula. This group will report progress and setbacks to stakeholders, including, but not limited to, local, regional, state and national representatives and elected officials on a quarterly basis.

<b>Working Groups</b>			
<b>Project Community Connect / Project Employment Connect</b>	<p><i>These groups meet for project and event planning. Please contact the chairs(s) if you would like to be involved with planning.</i></p>	<p>Marilyn Thorn <i>marilyn@parentingplace.net</i></p> <p>Rebecca Stancil <i>rstancil@missoulahousing.org</i></p> <p>Theresa Williams <i>twilliams@ci.missoula.mt.us</i></p>	<p>PCC meets from September until the end of January to plan annual event.</p> <p>PEC meets from July until September to plan annual event.</p>
<b>Emergency Winter Shelter</b>		<p>Julie Clark <i>julie.clark@usw.salvationarmy.org</i></p>	<p>Meets weekly from mid-November through April. Under the direction of the lead agency (the Salvation Army), the committee discusses the best use of Missoula County Emergency Winter Shelter funds, and reviews applications for housing assistance. EWS Reports out to the Executive Committee annually each spring.</p>
<b>Point in Time Count</b>		<p>Theresa Williams <i>twilliams@ci.missoula.mt.us</i></p>	<p>Convenes each September through January to plan and implement Missoula's annual point-in-time homeless survey and housing inventory.</p>
<b>Homeless Persons' Memorial</b>		<p>Chair: Karissa Trujillo <i>karissa@homeword.org</i></p>	<p>Convenes in the fall to plan the annual Homeless Persons' Memorial.</p>
<b>Continuum of Care</b>		<p>Jim McGrath <i>jmcgrath@missoulahousing.org</i></p> <p>Theresa Williams <i>twilliams@ci.missoula.mt.us</i></p>	<p>Convenes in summer to review HUD Continuum of Care applications and make recommendations to ARHC for endorsement. Meeting times are dependent on Housing and Urban Development process with CoC.</p>
<b>Coordinated Entry System</b>		<p>Theresa Williams <i>twilliams@ci.missoula.mt.us</i></p>	<p>Please contact Theresa for more information.</p>

# Missoula At-Risk Housing Coalition

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## Updated 2020 ARHC Calendar

*\*The dates, times and participants of the committees and/or working groups marked "TBD" varies from year-to-year; please contact the committee chair(s) if you have questions as well as consult the ARHC Membership Policy Guide for more information (i.e. descriptions of each subcommittee/working group).*

### JANUARY

Thursday, 2<sup>nd</sup> SOAR, 3:00 PM-4:30 PM, Partnership Health Center  
Friday, 3<sup>rd</sup> Project Community Connect Planning Committee  
Monday, 6<sup>th</sup> General ARHC Meeting, 10:00 AM-12:00 PM, Salvation Army  
Friday, 17<sup>th</sup> Project Community Connect Planning Committee  
Monday, 20<sup>th</sup> Youth Homelessness Committee, 2:00 PM-3:00 PM, St. Paul Lutheran Church  
Thursday, 30<sup>th</sup> Point-in-Time Count Occurs from sundown to sunrise  
Friday, 31<sup>st</sup> Project Community Connect Event, 10:00 AM-3:00 PM  
\*TBD Emergency Winter Shelter Committee

### February

Monday, 3<sup>rd</sup> Executive Committee, 9:30 AM - 11:00 AM, Salvation Army  
Monday, 3<sup>rd</sup> Case Manager Round Table, 11:00 AM - 12:30 PM, Salvation Army  
Thursday, 6<sup>th</sup> SOAR, 3:00 PM - 4:30 PM, Partnership Health Center  
Thursday, 20<sup>th</sup> (NOTICE CHANGES DUE TO 2/17 HOLIDAY)  
Youth Homelessness Committee, 1:00 PM – 2:30 PM, Salvation Army  
\*TBD Annual Reaching Home Update

### March

Monday, 2<sup>nd</sup> General ARHC Meeting, 10:00 AM - 12:00 PM, Salvation Army  
Wednesday, 4<sup>th</sup> Veteran Homelessness Committee, 12:00 PM, Salvation Army  
Thursday, 5<sup>th</sup> SOAR, 3:15 PM - 4:30 PM, Partnership Health Center  
~~Fri, 13<sup>th</sup>~~ canceled Continuum of Care, 1:00 PM – 2:00 PM, Missoula Housing Authority  
Monday, 16<sup>th</sup> Youth Homelessness Committee, 12:30 PM – 2:00 PM, Jack Reidy  
Conference Room, 140 W. Pine St.  
Wednesday, 18<sup>th</sup> Veteran Homelessness Committee, 12:00 PM, Salvation Army  
Continuous Improvement Workshop, 9:00 AM – 4:00 PM, Location TBD

### April

Thursday, 2<sup>nd</sup> SOAR, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
Monday, 6<sup>th</sup> Executive Committee, 9:30 AM - 11:00 AM, Virtual Meeting or Salvation Army

### May

Monday, 4<sup>th</sup> General ARHC Meeting, 10:00 AM - 12:00 PM, Virtual Meeting or Salvation  
Army  
Thursday, 7<sup>th</sup> SOAR, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center

### June

Monday, 1<sup>st</sup> Executive Committee, 9:30 AM - 11:00 AM, Virtual Meeting or Salvation Army  
Thursday, 4<sup>th</sup> SOAR, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
~~Fri, 12<sup>th</sup>~~ canceled ARHC Celebratory Potluck, 3:30 PM – 5:00 PM, Location TBD

## July

Thursday, 2<sup>nd</sup> **SOAR**, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
Monday, 13<sup>th</sup> **General ARHC Meeting**, 10:00 AM – 12:00 PM, Virtual Meeting or Salvation Army (NOTICE DATE CHANGE DUE TO HOLIDAY)  
Monday, 20<sup>th</sup> **TAY**, 12:30 PM – 2:00 PM, Virtual Meeting or St. Paul Lutheran Church

## August

Monday, 3<sup>rd</sup> **Executive Committee**, 9:30 AM – 11:00 AM, Virtual Meeting or Salvation Army  
Thursday, 6<sup>th</sup> **SOAR**, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
Monday 17<sup>th</sup> **TAY**, 12:30 PM – 2:00 PM, Virtual Meeting or St. Paul Lutheran Church

## September

Thursday, 3<sup>rd</sup> **SOAR**, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
Monday, 14<sup>th</sup> (NOTICE DATE CHANGE DUE TO 9/7 HOLIDAY)  
**General ARHC Meeting**, 10:00 AM – 12:00 PM, Virtual Meeting or Salvation Army  
Monday, 21<sup>st</sup> **TAY**, 12:30 PM – 2:00 PM, Virtual Meeting or St. Paul Lutheran Church

## October

Thursday, 1<sup>st</sup> **SOAR**, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
Monday, 5<sup>th</sup> **Executive Committee**, 9:30 AM – 11:00 AM, Virtual Meeting or Salvation Army  
Monday, 19<sup>th</sup> **TAY**, 12:30 PM – 2:00 PM, Virtual Meeting or St. Paul Lutheran Church  
*\*TBD* **Project Homeless Connect Planning Committee**  
*\*TBD* **Homeless Survey and Housing Inventory Committee**  
*\*TBD* **National Homeless Persons' Memorial Day**

## November

Monday, 2<sup>nd</sup> **General ARHC Meeting**, 10:00 AM – 12:00 PM, Virtual Meeting or Salvation Army  
Thursday, 5<sup>th</sup> **SOAR**, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
Monday, 16<sup>th</sup> **TAY**, 12:30 PM – 2:00 PM, Virtual Meeting or St. Paul Lutheran Church  
*\*TBD* **Project Community Connect Planning Committee**  
*\*TBD* **Homeless Survey and Housing Inventory Committee**  
*\*TBD* **National Homeless Persons' Memorial Day**  
*\*TBD* **Emergency Winter Shelter Committee**

## December

Thursday, 3<sup>rd</sup> **SOAR**, 3:00 PM - 4:30 PM, Virtual Meeting or Partnership Health Center  
Monday, 7<sup>th</sup> **Executive Committee**, 9:30 AM - 11:00 AM, Virtual Meeting or Salvation Army  
Monday, 21<sup>st</sup> **Homeless Persons' Memorial**, Time and Location TBD  
*\*TBD* **Project Homeless Connect Planning Committee**  
*\*TBD* **Homeless Survey and Housing Inventory Committee**  
*\*TBD* **National Homeless Persons' Memorial Day**  
*\*TBD* **Emergency Winter Shelter Committee**

# Missoula At-Risk Housing Coalition

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## Operation, Meetings and More Information

### **OPERATION**

The Office of Housing and Community Development within the City of Missoula coordinates ARHC communications. The coalition is internally facilitated and operated by the membership. ARHC members facilitate meetings on a voluntary basis. Meetings and committee participation are open, and any member may raise an issue for consideration by the group.

### **MEETINGS**

ARHC General Meeting meets the first Monday of every other month, from 10 am to 12 pm, at the Salvation Army located on 355 South Russell Street. Committee meeting times and locations vary. Contact your committee chair for more information on meeting times and locations. All ARHC and committee meetings are open to the public.

### **MEMBERS**

#### **ARHC Members with Lived Experience**

Moving forward, the At-Risk Housing Coalition is looking to recruit future ARHC members who have experienced the issues ARHC addresses. This is an ongoing effort and not fully established as of yet. A group of ARHC members are working on establishing an outline for participating ARHC members with lived experience: incentives, guidelines, respect, etc.

#### **ARHC Member Removal**

Any ARHC member can be removed by a two-thirds anonymous vote from an ARHC affiliated group for missing three consecutive meetings barring special circumstances, inappropriate behavior at ARHC functions or violating the ARHC policy guide practices.

## ARHC SUBCOMMITTEE CHAIR EXPECTATIONS

### The ARHC Chair and/or Co-Chair will:

1. **Contact the ARHC Coordinator** 1 week prior to the meeting with a complete agenda using the **ARHC Agenda Template**.
2. **Arrive 10 minutes prior** to the meeting and assist with set-up.
3. **Open and close the meeting on time.**
4. **Facilitate attendance and Introductions.** The committee chair will begin and each attendee in turn will state their name and affiliation. At this time, an ARHC issued sign-in sheet should be used to track attendance to be recorded in meeting minutes.
5. **Identify the next meeting date, time, and location.**
6. **Introduce the five-minute update.** An agency representative will give a five-minute report on their agency. At each monthly meeting, ARHC will select the organization to give the agency update the following month.
7. **Facilitate agenda review.** Go over the agenda with the group and note the time limit for each item. Ask for any additional agenda items, which will be agreed upon by the group and added to the end of the agenda, if there is adequate time. Leave enough time (20-30 minutes) for Information Sharing at the end of the meeting.
8. **Facilitate committee reports.** A representative from each committee will report on its activities and next meeting date. Any issues requiring decision-making by the group will be deferred to a later portion the agenda.
9. **Facilitate the agenda** using the guidelines listed below:
  - Announce each agenda item and introduce the presenter.
  - For each agenda item, there will be an Action and an Outcome. The chair will help the group to clarify the appropriate Action and Outcome for each item.

*Actions may include:*

    1. Specific tasks for group members regarding the agenda item.

*Outcomes may include:*

    1. Taking no further action on the item
    2. Referring the item to a committee for more work.
    3. Voting on the item.
      - Facilitate discussion about the item. Verbally acknowledge the position of the group regarding the item. "There will be a discussion on this item."
      - Keep track of those who request to speak and recognize speakers. The facilitator may choose to formalize the discussion with hand-raising and keeping a list of people waiting to speak.
      - If the discussion gets off track, bring it back to the topic with a clarifying statement. "We were discussing [subject]. Let's continue that discussion."
      - Verbally acknowledge when the item needs more work and should be referred to a committee. "It sounds like this item may require additional research and discussion. I suggest referring it to the.....Committee."

## **FACILITATION GUIDELINES**

### **ARHC meetings will be conducted with these general guiding practices:**

- At ARHC meetings, all members will work toward the benefit and effectiveness of the group as a whole.
- New ARHC members are expected to attend the nearest ARHC General meeting they can attend.
- All ARHC members are expected to not miss more than two ARHC meetings with the exception of special circumstances.
- Start and end on time. The group will not repeat topics for those who arrive late. Those who leave early can expect that discussion will continue in their absence.
- Confidentiality – Keep information about program participants confidential.
- One speaker at a time.
- Allow time for all to be heard on an issue.
- Speak only for yourself / your organization.
- Treat all members with respect, even if there is disagreement on an issue.
- You have the right to pass.
- Non-Attribution - Use discretion and, when appropriate, avoid attributing comments and ideas expressed at ARHC meetings to particular individuals or agencies.
- Respect the agenda. Whenever possible, notify the Coordinator before the meeting of items to be placed on the agenda.
- Handouts: When possible, bring handouts to describe or illustrate your agenda item.
- Aid the facilitator in holding all meeting participants accountable to these guidelines.

## **MEETING STRUCTURE**

### **All ARHC meetings will have the following structure:**

- Introductions
- Sign-in using ARHC issued attendance roster
- Review of meeting ground rules
- Next meeting date, time, location & facilitator
- Agenda Review
- Agenda Items
- Information Sharing -part of agenda.

## ***Before the Meeting:***

### *Agenda*

The ARHC agenda has a clear structure, and this template is provided to chairs. The committee agenda is created by the chair. The chair submits the agenda to the ARHC coordinator no less than 10 days prior to the meeting if they would like it distributed via the listserv. Group members are responsible for submitting agenda items to the chair prior to the meeting. The ARHC Coordinator distributes the agenda and previous month's minutes to the group via email one week prior to each ARHC General meeting. Committee chairs must notify the ARHC coordinator of any schedule changes in order to have reminders and attachments on the listserv.

## ***At the Meeting:***

### *Introductions/Facilitation/Committee Roster Sign-In*

ARHC meetings are facilitated by chairs and co-chairs. At the opening of every meeting the roster should be initialed by attendees and any guests should be provided with information on ARHC membership. The roster and meeting minutes are submitted to the ARHC coordinator after the meeting via email.

The ARHC meeting begins with introductions, signing in, an overview of meeting ground rules, acknowledging when the next meeting is, reviewing the agenda, reviewing the previous meeting minutes, and a review of agenda items. At the ARHC General meetings, there is also a HUD/Housing best practice update and committee reports to update the coalition.

### *Decisions*

ARHC makes decisions by majority vote of members present. ARHC Members are allowed to vote on any issues about which they are well informed. Committee decisions are made by consensus.

### *Information Sharing*

The meeting concludes with information sharing, where each member briefly presents information about their programs. Members are encouraged to have items that will take longer than two to three minutes or require discussion or decision-making on the regular agenda, rather than during the Information Sharing time.

## ARHC DECISION-MAKING PROCESS

### *Issue Discussion*

- ARHC issues will be discussed, planned and examined in committees. Committees will make decisions by consensus.
- For issues, such as those regarding projects and programs, committees will forward their recommendations directly to ARHC General. Committees will be expected to perform thorough research and completing their work on the issue prior to sending it to ARHC for a vote.

### *Voting*

- ARHC will make decisions by simple majority vote. A 50% plus one quorum of the ARHC voters must be present when a vote is taken.
- Votes can be gathered by in person verbally or by email.
- ARHC members may vote on issues they are informed of.
- Members will adhere to the following agreements regarding ARHC decision-making:
  - ARHC members from the applicant agency or individual will attend all general ARHC meetings.
  - ARHC members will take responsibility to remain informed and keep other members in their agency informed about issues addressed at ARHC meetings.
  - ARHC members will abstain from voting if they are not adequately informed about the relevant issues.
  - ARHC members will abstain from voting if they have conflicts of interest regarding the relevant issues.

### *ARHC Committee Decision Making – Consensus Model*

ARHC committees will use a formal consensus decision-making model with a facilitator, timekeeper, and a note-taker to document issues and decisions. Committees will use rounds to hear all points of view on an issue and to determine if there is agreement. Speaking during rounds will be timed to allow everyone to be heard.

If there is no consensus on an issue, the group will refer the issue back to a small group to answer questions and develop a new proposal. The committee members who blocked consensus will participate with the members of the small group to work on a solution.

### *Committee Decision-Making Participation*

A committee member may have a voice in a decision when the member is well-informed about the issues being addressed. Members who are not adequately informed or have a conflict of interest will abstain from taking a decision-making role.

ARHC members will approach this decision-making model with mutual trust and respect and consciousness about what is best for ARHC as a whole.

## ADVOCACY

ARHC will decide on a **case-by-case basis** whether or not to play an advocacy role.

### Notification

ARHC members who would like to request that ARHC plays an advocacy role for a particular issue or legislative bill will notify the ARHC Coordinator at least two weeks in advance of the meeting at which the request will be made and provide the following:

- A clear explanation of the issue and/or bill
- Definition of the position ARHC will be asked to take
- An outline of the talking points and strategy recommended to advocate this position.

The ARHC Coordinator will distribute this information to the ARHC group.

### Presentation to ARHC

The member making the advocacy request will present all the above information at the ARHC meeting as a regular agenda item.

### Agreement

ARHC members will agree by consensus whether or not to advocate on the issue. An ARHC membership list will accompany letters, indicating support from the agencies listed. If an agency does not agree with the decision to advocate for a particular issue, the agency's name will be removed from the ARHC membership list for that specific mailing.

## NETWORKING / INFORMATION SHARING FUNCTIONS

ARHC members approach each other as collaborators and resources between ARHC meetings.

The regular ARHC agenda will include items requiring more than two minutes of presentation; items requiring decision-making; items requiring questions and answers and discussion.

Detailed project planning will be assigned to committees.

ARHC will have a **HUD/Housing Best Practice** section at each ARHC General meeting.

- One agency representative will have five-fifteen minutes to update ARHC with any information they are knowledgeable about in regards to HUD updates or housing best practices.

ARHC will have an **Information Sharing** section of each ARHC meeting.

- All attendees will have one to two minutes to present whatever information they would like to about their agencies.
- Presentations will be uninterrupted and this will not be a time for questions and answers or discussions. Brief questions for clarification will be acceptable.

## **ARHC COORDINATOR JOB DESCRIPTION**

The ARHC Coordinator position is staffed through the Office of Housing and Community Development. The position averages 10 hours per week over the course of the year. The Coordinator will fulfill all job duties listed below as possible within the allotted 10 hours per week.

### **Meetings**

- Schedule and reserve sites for ARHC General meetings; set up and take down meeting space.
- Coordinate with Committee Chairs for meeting agenda distribution 10 days prior to each ARHC meeting.
- Set ARHC General meeting agenda.
- Distribute ARHC agendas, minutes, rosters and announcements, when provided.
- Attend all ARHC General and Executive Committee meetings; attend other subcommittee meetings locally, as able.

### **General Coordination**

- Maintain and archive all ARHC minutes and other materials.
- Update and maintain email and mailing lists.
- In coordination with appropriate committee Facilitator/Co-Facilitator, answer questions from agencies and public re: ARHC, grants, homeless survey.
- Draft project endorsement letters from ARHC.
- Facilitate the distribution of information and communication between ARHC members.
- Transcribe and maintain ARHC protocol and policy manual.
- Coordinate ARHC membership application process.
- Maintain updated ARHC membership materials.

## STATE COC REPRESENTATIVE JOB DESCRIPTION

The Missoula At-Risk Housing Coalition's nominated At-Large Representative for the State COC Board has a responsibility to represent our coalition's interest on behalf of the community we serve. The State COC Representative will fulfill all job duties listed below as possible.

### Meetings

- Attend Statewide Montana Continuum of Care phone meetings. They currently occur monthly.
- Attend the two membership meetings.
  - One is typically in person with the location rotating throughout the state.
- Report to and attend ARHC Continuum of Care Committee meetings. These are either bi-monthly or quarterly.
- Report to and attend the ARHC Executive Committee as needed which meets every other month.

### Term of Service

This position will serve for a period of 4 years in this role with the ability to renew service for an additional term.

### Nominations and Voting

ARHC members may nominate themselves or be nominated by other members for this service position. Election to this position is handled by the Executive Committee in accordance with ARHC voting policies.

### Presentation to ARHC

The member making the advocacy request will present all the above information at the ARHC meeting as a regular agenda item.



## At-Risk Housing Coalition

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### Membership Application - Cover Sheet

***ARHC Mission:** ARHC provides a forum for community cooperation and leadership in an overall effort to address issues surrounding homelessness in the Missoula area.*

#### **AGREEMENTS**

In the conduct of ARHC business and through participation in ARHC meetings and activities, all members will subscribe to the following non-discrimination policy:

- It is the intent of ARHC that no person shall be denied his or her civil rights or be discriminated against based upon his or her actual or perceived race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical or mental disability, sexual orientation, gender identity or expression.
  - ARHC members from the applicant agency or individuals will make all efforts to attend all General ARHC Meetings and a majority of any Committee or Working Group meetings they are members of or participate in. The Executive Committee requires members not miss more than two consecutive meetings.
  - ARHC members will take responsibility to remain informed and keep other members in their agency informed about issues addressed at ARHC meetings.
- 
- ARHC members will abstain from voting if they are not adequately informed about the relevant issues.
  - ARHC members will abstain from voting if they have conflicts of interest regarding the relevant issues.
  - A representative of the member agency will contact the ARHC Coordinator to advise of any changes in membership status
  - All members will follow ARHC procedures and protocols as outlined in the Policy Guide.



At-Risk Housing Coalition

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## Membership Application

### APPLICATION PROCEDURE

Please apply using **one** of the following methods:

- a. Complete the attached application for each individual applicant and return it to:

Karen Gasvoda, ARHC Coordinator  
City of Missoula Housing and Community Development Office  
435 Ryman Street  
Missoula, MT 59802  
gasvodak@ci.missoula.mt.us

**-OR-**

- b. Fill out this form to apply for ARHC membership:

[https://docs.google.com/forms/d/e/1FAIpQLSeVOKHsQQ\\_JWBHvYIBR\\_kNTUg1ZnzdFLv2YpTCTzvK6MaaVHg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeVOKHsQQ_JWBHvYIBR_kNTUg1ZnzdFLv2YpTCTzvK6MaaVHg/viewform)

Once the application is complete, the ARHC coordinator will notify the chairs of the subcommittees you have elected to join. If you have any questions or comments that cannot be answered by the chairs in your subcommittee, please contact the ARHC Coordinator.



At-Risk Housing Coalition

Membership Application

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Agency Mission Statement and description of how your agency's mission relates to ARHC's mission. If applicant is not an agency, please state your personal mission as it relates to ARHC's mission. (Attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am currently a member of \_\_\_\_\_ (count) committee(s) and/or working groups (check all that apply)

- Continuum of Care Coalition (CoC)
- Coordinated Entry System (CES)
- Executive Committee
- Housing Partnership
- Homeless Persons Memorial
- Project Community Connect (PCC)
- Point In Time Count (PIT)
- SSI/SSDI Outreach, Access and Recovery (SOAR)
- Youth Homelessness Committee
- Veteran Homelessness Committee

