

## Shelter Planning Task Force

Rev 6/22/15

Task		Timeframe
<b>I. Organizational</b>		
A. Create project plan with clearly defined scope and principles for decision-making	Julie	Apr 3
1. Proposed scope: The Shelter Planning Task Force is charged with recommending a model of emergency shelter services for adults that is feasible within available funding sources, uses resources as efficiently and effectively as possible, and serves in the best interest of people experiencing homelessness and the city as a whole.	Julie, with approval from Sheila	
2. Proposed decision-making principles: The task force will strive for consensus at each decision point and when finalizing the recommendations. When consensus cannot be achieved, majority and minority stances (5 people may constitute a minority stance) will both be noted. Individuals may also append a minority stance to the final recommendations. Final decisions regarding implementation rest with the City Council.	Julie, with approval from Task Force at first meeting	
B. Determine project stakeholders and technical experts	Julie, with approval from Sheila and Dawn	Apr 3
1. Proposed stakeholders:		
a. Kimberly Cook, off-peninsula rep, Deering Center		
b. Peter Driscoll, Amistad		
c. Nicole Evans, United Way of Greater Portland		
d. Bob Fowler, Milestone Foundation		
e. Jim Hanley, Chamber of Commerce rep		
f. Angela Havlin, City of Portland, Oxford St Shelter Director		
g. Bill Higgins, Homeless Voices for Justice		
h. Sean Kerwin, Bayside Neighborhood Association		
i. Dave MacLean, City of Portland, Social Services Div Director		
j. Norman Maze, Shalom House		
k. Tom McLaughlin, UNE		
l. Cindy Namer, MaineHousing		
m. Claude Rwaganje, refugee communities		
n. Cullen Ryan, CHOM		
o. Melissa Skahan, Mercy Hospital		
p. Jenny Stasio, Co-Chair, Region 1 Homeless Council		
q. Dawn Stiles, City of Portland, HHS Dept Director		
r. Mark Swann, Preble Street		
s. Mike Tarpinian, Opportunity Alliance		
t. Dana Totman, Avesta		
u. Dory Waxman		
2. Proposed technical experts: COP Zoning, COP Police, COP Fire, HUD		
C. Set target deadline for presentation to PSHHS Committee: September 8, 2015	Julie, with approval from Sheila and Councilor Suslovic	Apr 3
<b>II. Services, structure and finances</b>		
A. Assess current practices		

<b>Task</b>		<b>Timeframe</b>
1. Detail what services are provided at OSS, and what services are provided through linkages with other agencies	Angela Havlin, Mark Swann, Bob Fowler	Apr 29
2. Analyze what works well and what would need to change (added, modified, removed) among these services	Task Force	May 13, 27
3. Review revenue and expenses for OSS, relevant programming from Preble Street and Milestone	Angela, Mark, Bob	May 13, 27
<b>B. Review best practices</b>		June 10
1. Identify 3-5 similar municipalities with publicly- or privately-run adult emergency shelters; lists from MeSHA, HUD		
2. Examine their structure, scope of services, funding, governance		
3. Review national funding trends and program/policy best practices		
<b>C. Review relevant local initiatives to understand how they fit with the Task Force's charge – ESAC longest-term stayer initiative, Statewide Homeless Council's coordinated entry process</b>		June 24
<b>III. Finances</b>		July 8
A. Examine all available sources of emergency shelter funding – City, State, Federal, private		
B. Assess requirements of various funders		
C. Determine conservative estimate of funding available for emergency shelter services		
<b>IV. Components of adult emergency shelter services model</b>		July 22
A. What's working well, what needs more/change		
1. Coordinated entry – screening and assessment for services needed		
2. Housing placement		
3. Support services		
4. Emergency shelter		
B. Estimate of emergency shelter bed need		
<b>V. Who does what, where</b>		Aug 12
A. Shelter provider		
B. Location(s)		
C. Service partners		
<b>VI. Review draft recommendations</b>		Aug 26
<b>VII. Present to PSHHS</b>		Sept 8