

# 5-Year Strategic System Improvement Plan to Prevent and End Homelessness in the City of Detroit

## Strategic Plan Oversight Commission Charter

### I. Purpose and Intent of Strategic Plan Oversight Commission:

The Strategic Plan Oversight Commission (SPOC) is convened by the City of Detroit Housing and Revitalization Department (HRD), the Homeless Action Network of Detroit (HAND), and the Detroit Continuum of Care (CoC) to provide a time-limited focused structure and forum to ensure that the Strategic System Improvement Plan (the “Plan”) meets the goals and objectives of the project (described in the Project Description).

The City of Detroit, and its consulting team of Barbara Poppe, Kourtney Clark, David Dirks, Matthew Doherty, Kristy Greenwalt, Matt White, Donna Price, and Eli Earnest (referred to as the BPA Team), will seek guidance, support, recommendations, and final decision-making for the **strategic decisions** related to the development of the Plan.

### II. Scope of the Strategic System Improvement Plan

The Plan will provide guidance, to prioritize uses of key resources, including but not limited to those provided by Federal, State, local and philanthropic sources of funding, to support efforts to prevent and end homelessness within Detroit. The Plan will provide:

- An understanding of current system outcomes and areas of improvement;
- A detailed list of priorities to improve the homelessness response system and reduce homelessness in the Detroit CoC; and
- A framework and tools to implement initiatives to improve the CoC and reach stated priorities.

### III. Strategic Plan Oversight Commission Priorities and Areas of Focus:

The Strategic Plan Oversight Commission (SPOC) will inform and guide all elements of all phases of the process, which is summarized in *Attachment A: Strategic System Improvement Planning Project Description*. The table below summarizes priorities and areas of focus for SPOC members.

#### Priorities and Areas of Focus for Commission Members

- Ensure connection to and engagement with residents with lived experience since this is a high priority during all phases of the process.
- Oversee implementation of community engagement and stakeholder input processes, including the onsite consultant engagement which is scheduled for July 24-27, 2023.
- Ensure that the information, documents, and data necessary to inform consultants' analyses and all processes is available in a timely and complete manner.
- Ensure a diverse and adequate number of residents with lived experience, providers, and other community leaders are invited to inform discussions, provide expertise on local needs, inform system modeling and allocation scenarios, etc.
- Serve as community ambassadors to generate interest in participation in the processes related to the Plan.
- Identify opportunities to share information during all phases of the process.
- Suggest ways to strengthen the focus of the process and products on the values that undergird the consultation.
- Advise on opportunities to streamline and align planning activities within existing structures.
- Support the timely implementation of the planning process to meet project deadlines.
- Based on the community engagement and stakeholder input process, along with opportunities identified through BPA team research, establish the Plan priorities and planning structures to develop the Plan.
- Determine the content of the final Plan and the implementing structures and governance for Plan implementation.
- Participate in public presentation of the Plan.

#### **IV. Team Leadership, Membership, Management, and Facilitation:**

The BPA team will convene and facilitate the SPOC that will be composed of key stakeholders and anchored by residents with lived experience of homelessness. This will include providers, the City of Detroit Housing and Revitalization Department (HRD), the Homeless Action Network of Detroit (HAND), and the Detroit Continuum of Care (CoC). Up to ten individuals will serve in this role across the term of the project and meet approximately monthly. The individuals who are selected to participate should include the people who will likely lead the implementation work groups.

Barbara Poppe and Kourtney Clark will serve as consultant lead and co-leads, respectively, for the Commission. All members of the BPA team will support this process.

Champions:

- Taura Brown, Resident with lived experience
- Amy Brown, Detroit Continuum of Care representative

**Members:**

- (5) residents with lived experience (includes representation from families with children, youth/young adults, and single adults/couples), selected by the Advisors Group.
- (3) representative, appointed by the Detroit Continuum of Care (includes expertise on families with children, youth/young adults, and single adults/couples)
- (1) representative, appointed by the Homeless Action Network of Detroit (HAND)
- (1) representative, appointed by the City of Detroit

<b>Name</b>	<b>Seat</b>
DeAndra Matthews	Resident with lived experience
Lydia Adkins	Resident with lived experience
Monika Binion	Resident with lived experience
ReGina Hentz	Resident with lived experience
Taura Brown	Resident with lived experience
Amy Brown	Detroit Continuum of Care representative
Dr. Gerald Curley	Detroit Continuum of Care representative
Sarah Rennie	Detroit Continuum of Care representative
Tasha Gray	HAND representative
Julie Schneider	City of Detroit representative

**Project Management and Facilitation of Team Meetings:** Barbara Poppe and Kourtney Clark will lead with support from the BPA team of Kristy Greenwalt, Matt White, David Dirks, Matthew Doherty, Donna L. Price, and Elijah Earnest.

**V. SPOC Values and Norms**

- We are learning how to honor the humanity of everyone. We value all lived experiences we each bring to the table.
- We ensure the inclusion of all voices and center those of the people who are most impacted.
- We practice transparent communication and frequent information sharing to avoid assumptions and build trust.
- We invest in authentic and courageous relationship building, in moments of triumph, challenge and crisis.
- We will listen, listen, listen, and process:
  - We allow space for misunderstanding and for inviting moments of clarification.
  - We assume the best intentions of others.
  - In oops and ouch moments, we acknowledge intention vs impact and clean up what you mess up.

## **VI. Frequency and Structure of Meetings:**

The SPOC will generally meet monthly between June 2023-June 2024. Meetings will be virtual. The BPA team will work with the champions to establish the meeting agenda. An agenda and meeting materials will be provided by BPA team in advance of the meetings. HRD Project Manager Safiya Merchant will take and publish meeting minutes. Members must commit to reviewing materials in advance, so they are ready to discuss and make decisions.

Members may elect to also participate in working groups that will support the development of the Plan and its launch and ongoing implementation.

Special meetings may be called by the champions if needed.

## **VII. Decision-Making Process**

Quorum is met when at least six (6) members are present provided that three (3) are residents with lived experience and three (3) other members are present. Facilitation will aim for consensus among all SPOC members. If consensus cannot be reached, then the SPOC will vote on the recommendations with simple majority.