

1. Shelter Planning Task Force July 22, Agenda

Documents: [SHELTER PLANNING TASK FORCE JULY 22 AGENDA.PDF](#)

2. Components Of Adult Emergency Shelter Services

Documents: [COMPONENTS OF ADULT EMERGENCY SHELTER SERVICES.PDF](#)

3. Shelter Planning Task Force Work Plan Timeline REV

Documents: [SHELTER PLANNING TASK FORCE WORK PLAN TIMELINEREV.PDF](#)

4. Shelter Task Force PSHHS Memo

Documents: [SHELTER TASK FORCE PSHHS MEMO.PDF](#)



Shelter Planning Task Force

July 22, 2015

9 – 10:30 am

A G E N D A

1. Welcome and updates
 - Oxford Street lease update – expires June 2016, no indication from landlord of any interest not to renew
 - Update provided to City Council's Public Safety, Health & Human Services Committee July 7; requested extension until October 13
2. Components of adult emergency shelter services model
3. Next steps
 - a. Next meeting: Weds 8/12, 9-11, rm 24 City Hall
 - b. Topic: Shelter Eligibility

Components of Adult Emergency Shelter Services – Portland

DRAFT 7/21/15

Component	Best Practice	Current Status	Desired change(s), if any
Coordinated Entry	Designated points of entry where clients are assessed with a brief, standardized tool to determine if literally homeless or at-risk; connections made to available emergency shelter, prevention resources, or other appropriate resources as a next step.	Statewide Homeless Council/both Continuums of Care/MaineHousing drafting a full process. City now using VISPDAT. Referrals happen because of long-standing relationships and partnerships among agencies in Portland.	All such providers would need to adopt the same assessment tool and protocols.
Emergency Shelter (including day services, meals)	Low-barrier, 24-hour services are available for those who need them (and are eligible).	City provides emergency shelter services to men and women at the Oxford Street Shelter. Preble Street, with some pass-through funding from the City/MaineHousing, provides day services and 2-3 meals/day.	
Housing placement	Shelter consumers are assessed using a standardized, quantitative tool to determine prioritization for housing placement as well as the type of placement that is the best fit, whether Rapid Re-Housing or Housing First, as well as which rental assistance program.	Oxford Street Shelter staff use quantitative data to indicate the longest-term stayers for housing placement prioritization. OSS staff and the ESAC group (Shalom, Milestone, Frannie Peabody Center, Amistad, OA, Preble Street, CHOM, PHA) collaborate to ensure that these clients are successfully housed and receive ongoing support.	Will benefit from increased supply of affordable housing. Although there is an adequate supply of rental subsidies for the current list of Long-Term Stayers, future targets will require additional rental subsidies.
Support services	All clients placed in Housing First and other housing arrangements receive adequate support for success in their housing placement.	OSS and the ESAC group collaborate to ensure supportive services are delivered so that people remain housed successfully.	Concerns about ongoing availability of supportive services especially for those without MaineCare reimbursement for such services or vouchers which cover them.
Prevention	Services are easily available for those who are at risk of homelessness.	This is a much lower priority than working from the longest stayers to the next longest. With most people passing through shelters very rapidly, we won't	Consider ways to expand primary and secondary prevention around possible evictions.

		make much of a dent by hoping to prevent the multitude of people nearly homeless from becoming homeless. When our longest stays are less than 30 days, we can begin to retool toward this end.	
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Shelter Planning Task Force

Rev 7/15/15

Task		Timeframe
I. Organizational		
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. Cindy Namer, MaineHousing		
l. Claude Rwaganje, refugee communities		
m. Cullen Ryan, CHOM		
n. Melissa Skahan, Mercy Hospital		
o. Jenny Stasio, Co-Chair, Region 1 Homeless Council		
p. Dawn Stiles, City of Portland, HHS Dept Director		
q. Mark Swann, Preble Street		
r. Mike Tarpinian, Opportunity Alliance		
s. Dana Totman, Avesta		
t. 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; Revised to October 13	Julie, with approval from Sheila and Councilor Suslovic	Apr 3
II. Services, structure and finances		
A. Assess current practices		

Task		Timeframe
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. Review best practices		June 10
1. Identify 3-5 similar municipalities with publicly- or privately-run adult emergency shelters; lists from MeSHA, HUD	Julie, Rob Parritt	
2. Examine their structure, scope of services, funding, governance		
3. Review national funding trends and program/policy best practices		
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	Cindy Namer, Cullen Ryan	June 24
III. Components of adult emergency shelter services model		July 22
A. What's working well, what needs more/change - sustainability		
1. Coordinated entry – screening and assessment for services needed		
2. Housing placement		
3. Support services		
4. Emergency shelter – including day services, meals		
5. Prevention – eviction risk, etc		
B. Shelter eligibility		Aug 12
C. Estimate of emergency shelter bed need		Aug 26
IV. Finances		Sept 9
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		
V. Logistics by various approaches		Sept 16
A. New facility or not		
B. Shelter provider(s)		
C. Location(s)		
VI. Draft recommendations		Sept 23
VII. Review draft recommendations		Sept 30, Oct 7
VIII. Present to PSHHS		Oct 13



Executive Department
Julie Sullivan, Acting Chief of Staff

MEMORANDUM

TO: Public Safety, Health and Human Services Committee, City Council
FROM: Julie Sullivan, Acting Chief of Staff
DATE: July 7, 2015
RE: Shelter Planning Task Force update

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.

To that end, the task force began meeting twice a month starting April 29. The work plan/timeline is attached for your reference, which also includes a list of task force members.

The task force began its work by:

- Assessing current services, structure and budgets for adult emergency shelter services at the City's Oxford Street Shelter (OSS), overflow at Preble Street and the Social Services office at 195 Lancaster Street
- Reviewing national best practices in program and policy as well as funding trends (attached)
- Discussing relevant local initiatives, including the Statewide Homeless Council's coordinated entry process and the Portland Emergency Shelter Assessment Committee's support for housing OSS' longest-term stayers

At the next meeting (tomorrow), the task force will examine all currently available sources of adult emergency shelter funding, requirements of these funders, and come up with a conservative estimate of funding available.

During the upcoming meetings, the task force will:

- Discuss shelter eligibility
- Determine components of the adult emergency shelter services model (including coordinated entry, housing placement, support services, and emergency shelter) and estimate the shelter bed need
- Identify who should provide shelter services, in what location, and with which service partners

Portland, Maine



Yes. Life's good here.

Executive Department
Julie Sullivan, Acting Chief of Staff

The task force is currently scheduled to present its recommendations to the Committee on September 8. To ensure adequate time to discuss the complex issues remaining, the task force is requesting an extension to the October or November Committee meeting.