



2022 Application/Nomination for an Elected Seat on the Executive Committee of the Michigan Balance of State COC Governance Council

The MIBOSCOC Governance Council is the lead decision-making body and board responsible for planning for the use of the US Department of Housing and Urban Development (HUD) HEARTH CoC resources and coordinating these funds with other relevant resources in the jurisdiction. Each year two of five seats are up for election as the Executives of the Governance Council (odd years elect Chair and Secretary, even years elect Vice Chair and Treasurer), and each position is a two-year term. The fifth seat is held by the past Chair to aid in continuity of efforts.

Responsibilities

- Providing overall direction and leadership of the process
- Making formal decisions for the CoC
- Strategic planning and goal setting
- Approving the selection of committee members
- Aligning and coordinating MIBOSCOC and other homeless assistance and mainstream resources
- Establishing priorities for and making decisions about the allocation of COC resources
- Monitoring and evaluating both system wide and individual project performance on established goals
- Receiving reports and recommendations from sub-committees and ad-hoc task groups
- Guiding the annual CoC Consolidated Application
- Ensuring that all necessary activities (e.g. Point in Time count) are being implemented by LPBs
- Disseminating information to all members
- Reviewing agendas and minutes from meetings
- Position specific tasks as listed in the [Governance Charter](#)

Persons nominated for the CoC Governance Council Executive Committee should possess the following characteristics:

- High level of ethical behavior;
- A working knowledge of homelessness;
- A passion for ending homelessness;
- A passion for securing equitable outcomes for all persons;
- Familiarity with one or more state or federal funding sources (preferred);
- Capability to work effectively on a team;
- Availability of time to fulfill Governance Council responsibilities; and
- Compliance with the CoC Governance Charter and/or applicable policies.

| Michigan Balance of State COC Governance Council Executive Committee APPLICATION | | |
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| Applicant Name: Sarah Hughes | | |
| Name of Agency/Organization (if working for or representing an agency/organization): Northwest Michigan Community Action Agency, Inc. (NMCAA) | | |
| E-mail: shughes@nmcaa.net | Governance Council County(ies): Charlevoix | |
| Telephone: 231-649-0470 | | |
| Address: 3963 Three Mile Rd | | |
| City: Traverse City | State: MI | Zip Code: 49649 |
| Which Elected Position are you interested in filling? Treasurer | | |
| <input type="checkbox"/> Chair <input type="checkbox"/> Secretary | | |
| If elected are you willing to participate in mandatory training for the entire CoC Board? | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Explanation of Qualifications for Governance Council | | |
| Describe your involvement with the BOSCOG and/or your Local Planning Body: | | |
| <p>As my role and responsibilities have grown from being a Supervisor, to the Division Lead Homeless Prevention COG Programs Manager, and to today as the Homeless Prevention Programs Director at NMCAA, so has my participation and collaboration with the Greater Grand Traverse and BOSCOG. Currently, I am an active participant in the Governance Council and Finance Committee, assisting with program development and oversight, budgetary planning, and approval. I also sit on the MIBOSCOG Coordinated Entry Committee and aided in its redevelopment and process refinement, and I serve as a member of the Funding Application Committee, assisting with the review and ranking of project applications for the BOSCOG. Additionally, I regularly attend the Membership and Equity and the Local Planning Body meetings (which I redeveloped and reinstated after they were disbanded three years prior).</p> | | |

Briefly describe the experience or expertise that qualifies you to represent the specific seat identified:

As the first Homeless Prevention Programs Director at NMCAA, I currently oversee and develop programming for ten counties across multiple CoC's (twenty-three counties including SSVF), as well as leading many collaborative and engagement efforts with state and federal entities, community partners and service providers; working to further educate and expand support, programming, and funding for the Homeless community. In the last six months I have presented at sixteen meetings for volunteers, schools, landlord associations, community partners and meetings, and have a goal of completing twenty more presentations in the next year.

Over the past two years I have diligently worked to advance a support system for staff on all levels and fought for and attained five wage increases for staff and advanced four positions in as many years. I have also met with other BOS organizational members to further their understanding of match funds, provided examples of MOU/MOA's, as well as Match tracking logs and predictions for their HUD applications. This work continues to expand my understanding of not just the needs of our communities, but the needs of my staff, our partners, and the state as a whole. Our programming, with the help of our CoC partners, MSHDA and HUD, has evolved, and continues to efficiently and effectively meet the needs of our clients and community.

Through direct involvement in agency (Results Oriented Management (ROMA) principles, additional standards, outcomes, and services have been instituted across all HP programs and are reviewed monthly to facilitate prompt and targeted oversight or quality improvement controls. Additionally, under my leadership, over the past two years our HUD programs have seen an increase to an average of 99.5% in HMIS data quality, a 20% increase in participant income growth, and a 26% increase in successful housing placements.

What are characteristics you possess that make you a strong candidate for the Board?

I have a good working knowledge of all our programs, policies, and procedures, as well as a passion for making homelessness rare brief and one time. During my time at NMCAA I have overseen and guided the growth of the Homeless Prevention department that employed twelve staff members, to now being thirty-eight strong. In tandem with departmental growth, I have worked to expand the programming and funding options to meet the increasing needs of our clients and communities. To aid in this effort, I maintain a commitment to the professional development and support of my staff, inside and outside of the office. Hosting trainings, engagement opportunities, and fostering an environment of growth, care, and support. I invite any staff members who are interested to become more involved in the innerworkings of our grants, programs, and funding opportunities, and to actively participate and collaborate in the process.

What else would you like the MIBOSCOC Membership to know about you?

I am dedicated leader with the capacity to create an inclusive environment for staff, community partners and the individuals we work with.

Demographics and Equity Commitment

The MIBOSCOC is committed to growing a diverse membership to better reflect the populations we serve. Please indicate if you personally identify as part of the demographic areas from which we are seeking to increase representation. This information is voluntary and will not be shared without your express permission.

- Indigenous or Native American
- Black or African American
- Latinx or Hispanic
- LGBTQIA

- Homeless/Formerly Homeless
- System Involved Youth (eg. Foster Care, Juvenile Justice)
- Returning Citizens (persons exiting prison)

Submission Steps

Please submit this application packet by October 31, 2022 to coordinator@miboscoc.com and include a short Bio not to exceed 450 words.

- Unless otherwise notified, your nomination packet will be sent out to all MIBOSCOC membership for review.
- MIBOSCOC ballots will be provided to all MIBOSCOC registered Governance Council members.
- Unless otherwise notified, you will be notified of decision no later than November 30, 2022.
- All newly elected board members will be required to attend a CoC Orientation.

Bio

Military spouse for 21 years, 2 master's degrees in counseling and clinical psychology. 20 years of social work/counseling experience. I began working in the nonprofit realm in 2012. Becoming involved with community services and working with the NWCEH and the BOS COC in 2018 altered the direction of my career and my understanding of the needs of our Michigan Communities. I have recently become more involved ending homelessness statewide. I oversees 16 homeless prevention programs, assist in the writing of over 20 grants and lead 38 Homeless Prevention Team members.