

Kent County Essential Needs Task Force



MEMORANDUM OF UNDERSTANDING

AMONG

**COUNTY OF KENT,
CITY OF GRAND RAPIDS,
CITY OF WYOMING,
HEART OF WEST MICHIGAN UNITED WAY,
KENT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES,
WEST MICHIGAN WORKS
AND
THE SALVATION ARMY**

This Memorandum of Understanding (hereinafter called MOU) sets forth the terms and understanding between County of Kent (hereinafter called the County), City of Grand Rapids, City of Wyoming, Heart of West Michigan United Way (hereinafter called United Way), Kent County Department of Health and Human Services (hereinafter called DHHS), West Michigan Works, and The Salvation Army regarding activities related to assuring necessary legitimacy, structure and sustainability for an effective Essential Needs Task Force (hereinafter called the ENTf or Task Force) operating as the **Kent County Essential Needs Task Force Governance Committee** (hereinafter called the Governance Committee or Governance) through the Kent County ENTf community advisory board (hereinafter called the Coordinating Committee) and Task Force Subcommittee collaboratives via their chairs and key ENTf supporters (hereinafter called Subcommittees or Leadership Committee).

SECTION I: VISION, MISSION, GOAL AND INDICATORS

Vision: To create a community in which every Kent County resident has access to resources that meet essential needs.

Mission: To work to eliminate poverty while maintaining an effective essential needs response system, as has been done since 1982.

Goal: To regularly assess and adjust essential needs response infrastructure, assuring that the Kent County ENTf member collaboratives communicate and coordinate as effectively as possible while helping all Kent County residents in need move out of poverty and into stable households.

Indicators: The Governance Committee will establish, with ENTf Subcommittees (as identified in the ENTf Governance Operating Protocol), indicators that show Task Force goal achievement in coordination with other appropriate Kent County human services systems initiatives.

SECTION II: MEMBERSHIP

Governance Membership: Kent County, cities of Grand Rapids and Wyoming, Heart of West Michigan United Way, Kent DHHS, The Salvation Army and West Michigan Works, agreed to continue working together as the ENTF Governance Committee. These organizations have been ongoing, key Task Force funding support sources and are closely involved in community essential service delivery issues, as described here.

- West Michigan Works – Serves as Kent County’s employment and poverty reduction conduit for federal and state Workforce Development. Provides cash and in-kind resources to ENTF Economic & Workforce Development Subcommittees via Subcommittee leadership, in-kind operations support, fiduciary services and project funding grants. Is a key Kent County essential services advocacy agent at local, State and Federal levels.
- City of Grand Rapids – Serves as a designated conduit for state/federal housing funds. Kent County’s major urban population center influencing federal and state policy and legitimacy support. Essential Needs Task Force and Coalition to End Homelessness operations and planning funder. Local essential service governmental policy development leader.
- City of Wyoming – Major metropolitan municipality experiencing essential needs demand and service delivery evolution; serves as a municipal leader for program and policy development with the City of Grand Rapids and Kent County. Provides HUD funding. Is a major governmental leader in Kent County for essential service provider development focusing on suburban transition issues.
- Heart of West Michigan United Way – Provides regular designated essential service funding and in-kind ENTF operations support. Maintains lead community-based income/financial stability community resource leadership. Kent County non-profit organization focusing on education, financial security, and family stability in order to reduce poverty. Operates 2-1-1 Information/Referral and Data Base for community, including dissemination of quarterly Unmet Needs Report on range of essential human needs in the county. Designated as the ENTF Supporting Organization, as defined in Section III
- Kent County Administration and Community Action – Appropriates Current Unmet Needs / Discretionary Funds and other essential services related funding. Is the designated conduit for non-city state/federal housing funds. Provides Kent County wide Task Force legitimacy via Board of Commissioners. Assigned overall responsibility for essential services provision by Michigan law.
- Kent County Department of Health and Human Services – The largest County and State essential service categorical funding and in-kind support provider for ENTF related operations. Founder of ENTF and strong additional source of legitimacy and resources through the Kent County Board of Social Services to the Board of Commissioners.

- The Salvation Army – National philanthropic, federal and state recognized non-profit legitimizing essential services systems development. Key Kent County non-profit advocacy agent in state/federal essential service issues. Provides cash resources through federal funding (HUD) to support the structure and sustainability particularly related to the Housing CoC Subcommittee.

Governance Committee members' current, specific contributions to ENTf operations are identified in statements of support to ENTf operations, as defined in this MOU.

Annually, Governance Committee members will elect/reaffirm a Chair and Vice-Chair.

From time to time, the Governance Committee may identify and invite for membership additional members to enhance ENTf opportunities for success. New members will be expected to agree to this Memorandum of Understanding on behalf of their organization and commit to annual cash or in-kind support expected with membership. Such members will be added by majority vote of existing membership at any given time, at a regularly scheduled meeting.

Should the Governance Committee identify a member not fulfilling its supporting role with the ENTf, after appropriate deliberation, the member may be removed by a majority vote of the Committee at a regularly scheduled meeting.

SECTION III: ENTf SUPPORTING ORGANIZATION: FIDUCIARY / EMPLOYER OF RECORD

The Governance Committee recognizes that more effective achievement of its goals will be accomplished with formal management support of ENTf operations. To that end, after assessment of best combination of willingness and strategic appropriateness to provide Supporting Organization services, the Governance Committee will invite that organization to provide Supporting Organization services. This MOU serves as Governance member formal recognition of the ENTf Supporting Organization. The following will serve as the basis for the relationship between the Governance Committee and the Supporting Organization:

- Heart of West Michigan United Way serves as Supporting Organization and has full support of the Governance members.
- Via this MOU, United Way agrees to support the ENTf by:

Acting as *Fiduciary* for ENTf by:

- Providing “back office” functions for ENTf, including but not limited to
 - Accounting services: Manage finances (revenues and expenses) for ENTf separately in an accounting system following generally accepted accounting principles
 - Processing ENTf invoices and bills approved and submitted by ENTf Director (or organizational designee)
 - Providing ENTf financial statements as requested by ENTf Governance Committee, at least quarterly
- Providing administrative services including:

- Receiving and disbursing funds, as Payee, on behalf of ENTf ensuring funds are spent in accordance with specific purpose and budget (*this includes documenting all purchases that will remain the sole property of the ENTf*)
- Fulfilling all fiduciary responsibilities specified in grant contracts and agreements with government and private entity funding sources for ENTf.
- Serving as legal signatory on contracts, grants, and other legal agreements in which ENTf is party.

Acting as *Employer of Record* by:

- Providing, in consultation with the Governance Committee, ENTf Staff Supervision services, using the following as general parameters:
 - Provide ENTf staff with compensation and benefits per HWMUW policies.
 - Ensure that ENTf staff and operations will be conducted from and within HWMUW. The ENTf Director is accountable to ENTf Governance Committee for performance of duties, while United Way's President (or alternate designated supervisor) serves as day-to-day supervisor under United Way's personnel policies. Written review of the ENTf Director's performance (no less than annually) will be completed by HWMUW's President (or designated supervisor) with input from the ENTf Governance Committee chair(s).
 - As delegated by Heart of West Michigan United Way's President, the ENTf Director is responsible for supervision of all dedicated ENTf staff and/or contract personnel, following United Way operations policy. Performance reviews of staff will be completed (no less than annually) by the ENTf Director
- Ensure effective ENTf work flow by oversight of ENTf staff, in consultation with the Governance Committee.

SECTION IV: JOINT REVIEW

The Governance Committee and the Supporting Organization will review this MOU on an annual basis and reconfirm its effectiveness or make revisions to best meet the current needs and support the goals of the Essential Needs Task Force.

SECTION V: DURATION

This MOU shall begin March 1, 2019 and end on February 28, 2020, at which time said contract shall be automatically renewed for successive one (1) year terms, unless a party delivers written notice of non-renewal to the Governance Committee not less than sixty (60) days before the expiration of the then current term. A party may revoke this agreement at any time for non-performance, subject to other conditions as listed herein.

SECTION VI: INDEMNIFICATION

Each party to this MOU shall be responsible for any liability arising from its own conduct. No party agrees to waive, defend or indemnify any other.

SECTION VII: ENTIRE AGREEMENT

This MOU represents the entire agreement among the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

SECTION VIII: MODIFICATION

Any modification of this MOU or additional obligation assumed by any partner in connection with this MOU shall be binding only if evidenced in writing and signed by all parties or their authorized representative.

SECTION IX: GOVERNMENTAL IMMUNITY

No party waives its governmental immunity by entering into this MOU, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this MOU.

SECTION X: ABSENCE OF WAIVER

The failure of any of the parties to this MOU to insist on the performance of any of the terms and conditions of this MOU, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving any such terms and conditions, which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION XI: ASSIGNMENT OF RIGHTS

The rights and obligations of all parties under this MOU are personal to those parties and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior written consent of the other parties.

SECTION XII: CONFLICT OF INTEREST

As any potential conflict is identified, affected Governance Committee members will recuse themselves from decision making as agreed to by Committee consensus.

SECTION XIII: APPROVAL

We, the undersigned have read and agree with this MOU.

By: _____
Matthew VanZetten _____
County of Kent / Assistant Administrator Date

By: _____
Connie M. Bohatch _____
City of Grand Rapids / Managing Director of Community Services Date

By: _____
Curtis Holt _____
City of Wyoming / City Manager Date

By: _____
Michelle VanDyke _____
Heart of West Michigan United Way / CEO Date

By: _____
Jeanette Hensler _____
Department of Health and Human Services / Director, Grants Division,
Bureau of Grants and Purchasing Date

By: _____
Jacob Maas _____
West Michigan Works / CEO Date

By: _____
Mary Wilkins _____
The Salvation Army / Social Services Director Date