

**HAYWOOD COUNTY  
NORTH CAROLINA  
AGREEMENT FOR EMPLOYMENT AS HOMELESSNESS TASKFORCE  
PROGRAM DIRECTOR**

**THIS AGREEMENT** for engaging a Taskforce on Homelessness Program Director (hereinafter "Agreement") is made and entered into effective as of this the 28 day of July, 2020 by and between the Town of Waynesville, North Carolina (hereinafter "Town") and Amy Murphy-Nugen, (hereinafter "Director"), to establish and set forth the terms and conditions of an agreement to serve as the Director of the Taskforce on Homelessness Project.

**WITNESSETH:**

**WHEREAS**, the Board of Aldermen and Director believe it is important to thoughtfully develop guidelines that will be consistent with the Board's goal to develop a community- based approach to homelessness in Waynesville. To seek public, nonprofit and private resources to aid the homelessness and organize a "Continuum of Care" organization for the community; and

**WHEREAS**, the Town desires to engage the services of the Amy Murphy-Nugen as Director of the Taskforce on Homelessness, pursuant to the terms, conditions and provisions of this Agreement;

**NOW, THEREFORE**, The Director and Town, agree to the terms and stipulations of this agreement as set out in **Section 1:**

**Section 1. Duties.**

The Town hereby contracts with Amy Murphy-Nugen to serve as Taskforce on Homelessness Director to perform the duties and functions as follows, as well as those that the Board may assign from time to time, consistent with the intent of this Agreement.

Serve as staff for the Taskforce on Homelessness.

Conduct a series of Taskforce meetings to receive information on Waynesville's Homelessness issues.

Determine the resources that are available to the community to combat Homelessness.

Introduce the Taskforce to organizational models for serving homeless individuals.

Introduce Taskforce to Federal guidelines tied to funding a homelessness effort in Waynesville/Haywood County. (ex. Continuum of Care Organizations, Low Barrier vs High Barrier Shelters).

Develop with Taskforce a conceptual model for an organization that would qualify for HUD, VA and NC funding.

Develop with the Taskforce a set of recommendations to present to the Board of Aldermen that would serve as a roadmap to follow as the community moves forward with a program for a Homelessness Organization in Waynesville/Haywood County.

**Section 2. Compensation.**

Town agrees to pay the Director One Hundred (\$100) dollars per hour, with a total not to exceed \$49,000 payable per page 5 of the attached proposal.

**Section 3. Automobile, Lodging, Meals, Supplies**

The Director will be reimbursed for any necessary and reasonable lodging expenses and meals as per page 5 of the proposal (attached).

Additionally, the Town will provide pens, paper, nametags, printing, notepads, binders and data storage devices to adequately supply the Taskforce.

With the prior permission of the Town Manager, the Director may compensate guest speakers or their time, travel, meals and lodging necessary to attend the meeting.

IN WITNESS WHEREOF, the Town and the Director have executed this Agreement effective as of the date first written above.

SIGNED

Amy Murphy-Nugen  
Amy Murphy-Nugen, Consultant

Gary Caldwell  
Gary Caldwell, Mayor

DATE: 11.13.2020

DATE: 11-13-2020

**TOWN OF WAYNESVILLE  
TASK FORCE ON HOMELESSNESS**

Proposal Prepared by:  
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**July 2020**

## Description of the Scope of Services to be Provided

### Task Force Facilitation and Community Plan

The consultant will regularly convene the Town of Waynesville's Task Force on Homelessness and facilitate the planning process for a Community Plan. Planning activities will culminate in the development of a set of recommendations to present to the Board of Aldermen. Proposed activities include the following components:

#### *Planning Process*

Capturing the voice of Waynesville's citizenry is a critical component of the data-collection and planning process. The consultant recognizes the strengths and wisdom in the residents of Waynesville; the goal is to combine those assets with the consultant's technical skills of facilitating an inclusive and meaningful process and plan. Further, the consultant acknowledges the continuum of needs and opportunities that exist in our community—which spans a shared vision of improving the quality of life of our neighbors who are experiencing homelessness and strengthening our collective response to homelessness and its community impacts.

The consultant is proposing two options for convening public forums (see proposed budgets for full scope of work and amended scope of work). Public forums will follow a nominal group technique<sup>1</sup> that provides space for individual input and group discussion. Additional citizen input will be sought through individual interviews with key stakeholders using a variety of methods and approaches—including appreciative inquiry<sup>2</sup> and focus groups.

Another critical component of the planning process will be to facilitate regular meetings with members of the Task Force on Homelessness. These key stakeholders represent our neighbors, individuals who have experienced homelessness, local government, social service agencies and providers, law enforcement, business owners/employers and other individuals representing core services and industries in Waynesville. Members of the Task Force will provide oversight in developing the community plan. They will be called upon to provide direction, approval and input at critical junctures during the data collection and planning process. It is expected that each Member will also serve on at least one work group in which data will be collected and actions undertaken in fulfillment of the Task Force's charge.

In developing a shared vision to address homelessness, Waynesville's stakeholders will be asked to consider several possibilities—some of the outcomes may be equally attractive, but also represent competing goals or require use of the same limited resources. The consultant, in collaboration with Members of the Task Force and other community stakeholders, will conduct

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<sup>1</sup> U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. (2018). *Gaining consensus among stakeholders through the nominal group technique*. Retrieved from <https://www.cdc.gov/HealthyYouth/evaluation/pdf/brief7.pdf>

<sup>2</sup> Cooperrider, D. (2012). *What is appreciative inquiry?* Retrieved from <https://www.davidcooperrider.com/al-process/>

a community assessment that will help inform these tough decisions. The assessment will include key social and economic data, physical assets and limitations, market conditions, and available funding and other relevant resources.

This information will be presented to Waynesville's residents during the public forums, which will help them to identify a shared vision with more specificity. For example, by reviewing basic demographic data, Waynesville's stakeholders should be able to better identify where resources should be targeted.

The consultant will then work with the Task Force on Homelessness to develop an action plan of recommendations that will be presented to the Board of Aldermen. The action plan will detail recommended goals, tasks, timelines, and responsible parties. The plan will outline a long-term vision Waynesville has for addressing homelessness in our community. Short-term strategies and action items will identify the steps needed for addressing immediate opportunities.

#### *Community Planning Document*

The action plan will not only provide a road map, but will also discuss the public participation process, key social and economic demographics, and significant assets of the community.

It is anticipated the final planning document will include the following sections:

- Executive Summary
- Planning Process
- Community Assessment
  - Social and economic demographics
  - Existing neighborhood assets
  - Findings from public forums and key stakeholder interviews
- Action Plan
  - Recommended goals, strategies, and action items

## **Appendix A. Proposed Options for Scope of Work and Budget**

Please note, there are two options for the proposed scope of work. The full scope of work (option A) reflects deeper engagement with the community. The amended scope of work (option B) represents a modified engagement with the community.

Should unexpected circumstances arise that it would require significantly more time (e.g. any possible delays due to COVID-19); the consultant will discuss this matter with the Town of Waynesville as soon as possible to explain the effect on the proposed fees.

**TOW-TFH Murphy-Nugen**

**Option A: Proposed Full Scope of Work and Budget**

Planning Activities	Unit	Rate	TOTAL*	Narrative
A. Facilltate Task Force on Homelessness	96	\$100.00	\$9,600.00	24 2-hr. meetings + 2-hrs. prep & review time for each meeting
B. Facilltate Task Force on Homelessness w/ Working Groups	152	\$100.00	\$15,200.00	12 2-hr. meetings with 5 work groups (120 hrs. total) + 1 hrs. of prep and review time for each meeting (12 hrs. total) + 20 hrs. of general communication through phone, email, or in-person meetings
C. Meetings w/ Local Service Providers, Businesses, Other Stakeholders	36	\$100.00	\$3,600.00	3 1 hr. meetings each month for 12 months
D. Needs and Opportunity Assessment	100	\$100.00	\$10,000.00	100 hrs. data design, data collection
E. Initial Neighborhood Visioning Meeting	14	\$100.00	\$1,400.00	2 3-hr visioning meetings + 8-hr prep & review time for visioning process
F. Facilltate Planning Sessions with Larger Community	26	\$100.00	\$2,600.00	3 2-hr community meetings + 20-hr prep & review time for sessions
G. Draft Community Plan Document	50	\$100.00	\$5,000.00	50 hrs. devoted to drafting and revising a community planning document in accordance with guidelines and standards established by TOW & In consultation with TF members
H. Facilltate Neighborhood Presentation	16	\$100.00	\$1,600.00	3 2-hr community meetings + 10-hr prep & revision time
I. Travel Expense	500	\$0.575	\$287.50	500 miles of travel @ .575/mile
J. Materials	9	\$200.00	\$1,800.00	\$200 of supplies each month for 9 months
K. Administrative and Programmatic Logistics	24	\$100.00	\$2,400.00	2 hrs of logistics/ administration each month over 12-month period
<b>L. Total Estimated Costs</b>			<b>\$53,487.50</b>	

\*Consultant reduced rate of \$100

**TOW-THF Murphy-Nugen**

**Option B: Proposed Amended Scope of Work and Budget**

Planning Activities	Unit	Rate	TOTAL*	Narrative
A. Facilltate Task Force on Homelessness	60	\$100.00	\$6,000.00	6, 2-hr. meetings + 2-hrs. prep & review time for each meeting for 3 months (total of 24 hours); & 1, 2-hr. meetings + 2 hrs. prep & review time for each meeting for 9 months (total of 36 hours)
B. Facilltate Task Force on Homelessness w/ Working Groups	60	\$100.00	\$6,000.00	1-hour of general communication through phone, email, or in-person meetings with 5 work groups for 12 months (total of 60 hours)
C. Meetings w/ Local Service Providers, Businesses, Other Stakeholders	27	\$100.00	\$2,700.00	3, 1 hr. meetings each month for 9 months
D. Needs and Opportunity Assessment	60	\$100.00	\$6,000.00	60 hrs. data design, data collection
E. Initial Neighborhood Visioning Meeting	11	\$100.00	\$1,100.00	1, 3-hr visioning meeting + 8-hr prep & review time for visioning process
F. Facilltate Planning Sessions with Larger Community	12	\$100.00	\$1,200.00	2 2-hr community meetings + 8-hr prep & review time for sessions
G. Draft Community Plan Document	50	\$100.00	\$5,000.00	50 hrs. devoted to drafting and revising a community planning document in accordance with guidelines and standards established by TOW & in consultation with TF members
H. Facilltate Neighborhood Presentation	10	\$100.00	\$1,000.00	1, 2-hr community meeting + 8-hr prep & revision time
I. Travel Expense	500	\$0.575	\$287.50	500 miles of travel @ .575/mile
J. Materials	9	\$200.00	\$1,800.00	\$200 of supplies each month for 9 months
K. Administrative and Programmatic Logistics	12	\$100.00	\$1,200.00	1 hr of logistics/ administration each month over 12-month period
L. Total Estimated Costs			\$32,287.50	

\*Consultant reduced rate of \$100