AGENDA OF THE GREEN BAY PLAN COMMISSION

MONDAY, FEBRUARY 25, 2019, 6:00 PM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM

A. Roll Call.

1. Members: Timothy Gilbert - Chair, Sidney Bremer - Vice Chair, Ald. Veronica Corpus-Dax, Lisa Hanson, Jacob Miller, Randall Petrouske and Jerry Wiezbiskie

B. Approval of the Agenda.

1. Approval of the agenda for the February 25, 2019, meeting of the Green Bay Plan Commission.

C. Approval of Minutes.

1. Approval of the minutes from the February 11, 2019, meeting of the Green Bay Plan Commission.

D. Regular Business.

1. (ZP 18-37) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for a shelter facility in an Office/Residential (OR) District located at 430 South Clay Street, submitted by Pastor Manuelus Reacco, Transformation House, Inc (Ald. B. Galvin, District 4).

E. Informational.

1. Director's Report.
2. Date of next meeting: Monday, March 11, 2019.

F. Adjournment.

1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov

2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Plan Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

MINUTES OF THE GREEN BAY PLAN COMMISSION

MONDAY, FEBRUARY 11, 2019, 6:00 PM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM

A. ROLL CALL.

1. Members: Timothy Gilbert - Chair, Sidney Bremer - Vice Chair, Ald. Veronica Corpus-Dax, Lisa Hanson, Jacob Miller, Randall Petrouske and Jerry Wiezbiskie

Members present: Jerry Wiezbiskie, Lisa Hanson, Timothy Gilbert, Randall Petrouske, Jacob Miller, Veronica Corpus-Dax, Sidney Bremer, Excused:

Others Present: Ald. Bill Galvin, Ald. Barb Dorff and Ald. John Vander Leest

B. APPROVAL OF THE AGENDA.

1. Approval of the agenda for the February 11, 2019, meeting of the Green Bay Plan Commission.

Moved by Jerry Wiezbiskie, seconded by Lisa Hanson to approve the agenda. Motion carried. Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of the minutes from the January 7, 2019, meeting of the Green Bay Plan Commission.

Moved by Jerry Wiezbiskie, seconded by Lisa Hanson to approve the minutes. Motion carried. Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

1. (ZP 18-37) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for a shelter facility in an Office/Residential (OR) District located at 430 South Clay Street, submitted by Pastor Manuelus Reacco, Transformation House, Inc (Ald. Galvin, District 4).

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to open the floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Sidney Bremer, seconded by Ald. Veronica Corpus-Dax to close floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Randall Petrouske, seconded by Jerry Wiezbiskie to authorize a Conditional Use Permit (CUP) for a shelter facility in an Office/Residential (OR) District located at 430 South Clay Street, subject to the following conditions:
a. A maximum capacity of 46 individual residents within the shelter facility. Any increase in residents will require Plan Commission and Common Council approval.
b. If the shelter facility use at 430 South Clay Street is discontinued, the operation is dissolved, or if the Transformation House no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
c. At the discretion of the Common Council, Plan Commission, or the Development Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the rooming & boarding house but not limited to:
    1. Police calls and other documented safety concerns.
    2. Inadequate facilities.
d. A mandatory background check for all residents is required. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.
e. Conformance with the operating plan submitted by the applicant.
f. Compliance with all other regulations of the Green Bay Municipal Code.
g. A site plan be reviewed and approved by the Community Development Review Team (CDRT).
h. Tax Parcels 14-882 and 14-876 be combined into one parcel.
f. The facility may conduct activities to serve residents and may occasionally conduct neighborhood outreach events on site, but shall not conduct an ongoing soup kitchen.
Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

2. (ZP 19-01) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for a minor auto repair facility at 2425 West Mason Street, submitted by Brian Buck, M & B Holdings Enterprises, LLC (Ald. J. Vander Leest, District 11).

Moved by Randall Petrouske, seconded by Jerry Wiezbiskie to open the floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Sidney Bremer, seconded by Lisa Hanson to close floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Lisa Hanson, seconded by Jerry Wiezbiskie to authorize a Conditional Use Permit (CUP) for a minor auto repair facility at 2425 West Mason, subject to the following conditions:
a. Inoperable or unregistered vehicles not associated with repair work shall not be stored on-site.
b. No outdoor repair work and no outdoor storage will be permitted. All vehicle parts and tires shall be stored inside the enclosed building.
c. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the conditional-use permit, including standard site plan review and approval compliant with Chapter 13-1800.
d. Compliance with the submitted operating plan.
Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

3. (ZP 19-02) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for an adult daycare facility at 338 Hartung Street, submitted by Adam Kersten, Kersten Realty (Ald. B. Galvin, District 4).

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to open the floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Randall Petrouske, seconded by Jerry Wiezbiskie to close floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Jerry Wiezbiskie, seconded by Lisa Hanson to authorize a Conditional Use Permit (CUP) for an adult daycare facility at 338 Hartung Street, subject to compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

4. (ZP 19-03) Consideration with possible action on the request to amend Zoning Ordinance (ZO) 12-18: Planned Unit Development (PUD) removing side yard setback requirements at the 200 Block of North Van Buren Street, Submitted by Garritt Bader (Ald. R. Scannell, District 7).

Moved by Jerry Wiezbiskie, seconded by Randall Petrouske to open the floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Jerry Wiezbiskie, seconded by Ald. Veronica Corpus-Dax to close floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Jerry Wiezbiskie, seconded by Sidney Bremer to amend Zoning Ordinance (ZO) 12-18: Planned Unit Development (PUD) removing internal side yard setback requirements at the 200 Block of North Van Buren Street, subject to the draft Planned Unit Development (PUD). Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

5. (SV 19-01) Consideration with possible action on the request to vacate a public walkway located near 626 Pinehurst Avenue, submitted by Green Bay Area Public School District (Ald. C. Stevens, District 5).

Moved by Jerry Wiezbiskie, seconded by Ald. Veronica Corpus-Dax to open the floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Lisa Hanson, seconded by Jacob Miller to close floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Jacob Miller, seconded by Lisa Hanson to vacate a public walkway located near 626 Pinehurst Avenue, subject to the following condition:
a. A private walkway from the existing public walkway to the school shall exist and be maintained until such time that the public walkway is vacated.
Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

6. (VR 19-01) Consideration with possible action on the request for a variance from Sections 14-727 of the Subdivision and Platting Ordinance to allow for a land division without frontage on a public street at 2405 West Mason Street, submitted by Garritt Bader (Ald. J. Vander Leest, District 11).

Moved by Randall Petrouske, seconded by Ald. Veronica Corpus-Dax to open the floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to close floor for discussion. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Jerry Wiezbiskie, seconded by Randall Petrouske to grant the variance from Sections 14-727 of the Subdivision and Platting Ordinance to allow for a land division without frontage on a public street at 2405 West Mason Street, subject to the following conditions:
a. The approval of the Variance for Proposed Lot 3 does not negate a potential future need for a Variance for Proposed Lot 1 is ZP 18-30 is not approved by Common Council.
b. With any amendment to existing dedicated roadways or Area Development Plan 21, Proposed Lot 3 shall still have dedicated or proposed street frontage OR be combined with an adjacent parcel.
c. Proposed Lot 3 shall be changed to Outlot 1 as part of the Certified Survey Map application. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

7. (PP 19-01) Consideration with possible action on an appointment to the Downtown Business Improvement District (BID) Board, as nominated by the BID and approved by Mayor Schmitt (Ald. R. Scannell, District 7).

Moved by Sidney Bremer, seconded by Randall Petrouske to appoint to the Downtown Business Improvement District (BID) Board as nominated by the BID and approved by the Economic Development staff and Mayor Schmitt. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

8. (TA 19-01) Consideration with possible action on a request by staff to amend Zoning Ordinance section related to the Landmarks Commission.

Moved by Jerry Wiezbiskie, seconded by Ald. Veronica Corpus-Dax to amend Zoning Ordinance section related to the Landmarks Commission. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

9. Referral from Ald. John Vander Leest, District 11, regarding the creation of an Area Development Plan.

Moved by Jerry Wiezbiskie, seconded by Randall Petrouske to refer to staff a referral from Ald. John Vander Leest, District 11, regarding the creation of an Area Development Plan. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

1. Director's Report.

K. Vonck presented the Director's Report. No Action taken.

2. Date of next meeting: Monday, February 11, 2019.

Correction: Next meeting date is Monday February 25, 2019.

F. ADJOURNMENT.

Moved by Lisa Hanson, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.
Yes- Jacob Miller, Jerry Wiezbiskie, Lisa Hanson, Randall Petrouske, Sidney Bremer, Timothy Gilbert, Veronica Corpus-Dax, No- None, Abstain- None

Report to the
Green Bay Plan Commission

MEETING DATE	PREPARED BY
February 25, 2019	Paul Neumeyer, Staff

AGENDA ITEM # D.1.

(ZP 18-37) Consideration with possible action on the request to authorize a Conditional Use Permit (CUP) for a shelter facility in an Office/Residential (OR) District located at 430 South Clay Street, submitted by Pastor Manuelus Reacco, Transformation House, Inc (Ald. B. Galvin, District 4).

BACKGROUND

Reason for Request: To authorize a Conditional Use Permit (CUP) to allow for a shelter facility.

Surrounding Zoning and Land Uses:
Subject Property: Office/Residential (OR) – vacant-former nursing home
North: Office/Residential (OR) Off-street parking
South: Office/Residential (OR) Single-family uses
East: Low Density Residential (R1) Single-family uses
West: Office/Residential (OR) Multi-family uses

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as High Intensity Retail, Office and Housing (HIROH).

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement; the proposed Conditional Use Permit is consistent with the current zoning of the property.

Report: The Common Council, on Monday, February 18, 2019, at the request of Ald. Bill Galvin, this request is being referred back to the Plan Commission due to the following concerns expressed by Ald. B. Galvin:

1. The details of past police calls related to the Transformation House and if there is a connection with management.

2. Potential lack of on-site parking, the site currently has 12 parking spaces for 46 individuals and staff.

3. In addition to proposed background checks and random drug/alcohol screening, Ald. B. Galvin would like background checks on a daily basis similar to St. Johns Homeless Shelter required in the Conditional Use Permit (CUP) or the operating plan for the Transformation House.

4. Potential lack of proper landscaping and outdoor lighting.

5. Outside security cameras that keep of record of outdoor activity shall be installed.

The following is from the staff report from Monday, February 11, 2019:

The Transformation House plans to convert 430 South Clay Street from a vacant nursing home into a shelter to provide a residence for individuals seeking housing as part of the Transformation House. A total of

46 residents are proposed with both a day and night manager on site. A narrative from the applicant is attached within this agenda packet.

The Transformation House, formerly operated a shelter facility, at 436 South Jefferson Street and had been operating there for approximately six (6) years starting in 2012 until last year. Previously, a Conditional Use Approval (CUP) was granted for a room and boarding house at 311 South Jefferson Street which failed to open. The Transformation House currently has office and programming services at 610 South Broadway. It is staff's understanding that the uses on South Broadway will be incorporated to the shelter use at 430 South Clay Street.

The existing structure at 430 South Clay Street is a three-story brick structure built in 1927 and the nursing home use ending late last year. The lot is approximately 19,079 sq. ft. /0.44 acre lot with an adjoining lot with approximately 4400 sq. ft. or 0.10 acre lot that contains parking for the former nursing home.

The applicant has consulted with an architect regarding building code compliance and documentation has been provided within this agenda packet. The use of communal living arrangements for four or more people is permitted with a CUP and must meet minimum criteria that includes the ability to provide parking, no more than four unrelated individuals may share a room (minimum 50 sq. ft. per person), one bath and restroom be provided per every eight individuals, one kitchen area, one laundry facility and a 600 sq. ft. common area be provided for at least 12 individuals.

Staff did require the applicant to conduct an informational meeting with immediate neighbors. This meeting was conducted on Tuesday, January 15, 2019, and nine individuals from the neighborhood attended.

Staff is recommending approval of the request with conditions. Ald. B. Galvin, the Navarino Neighborhood Association and adjacent property owners within 200 ft. of the subject area have been noticed of the request. As of the drafting of this report, staff has received two inquires with concerns regarding the request and one text message in opposition, see attached.

RECOMMENDATION

Approval of the request, subject to:

a. A maximum capacity of 46 individual residents within the shelter facility. Any increase in residents will require Plan Commission and Common Council approval.

b. If the shelter facility use at 430 South Clay Street is discontinued, the operation is dissolved, or if the Transformation House no longer operates/manages the facility, the use shall terminate immediately.The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.

c. At the discretion of the Common Council, Plan Commission, or the Development Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the rooming & boarding house but not limited to:
1. Police calls and other documented safety concerns.
2. Inadequate facilities.

d. A mandatory background check for all residents is required. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.

e. Conformance with the operating plan submitted by the applicant.

f. Compliance with all other regulations of the Green Bay Municipal Code.

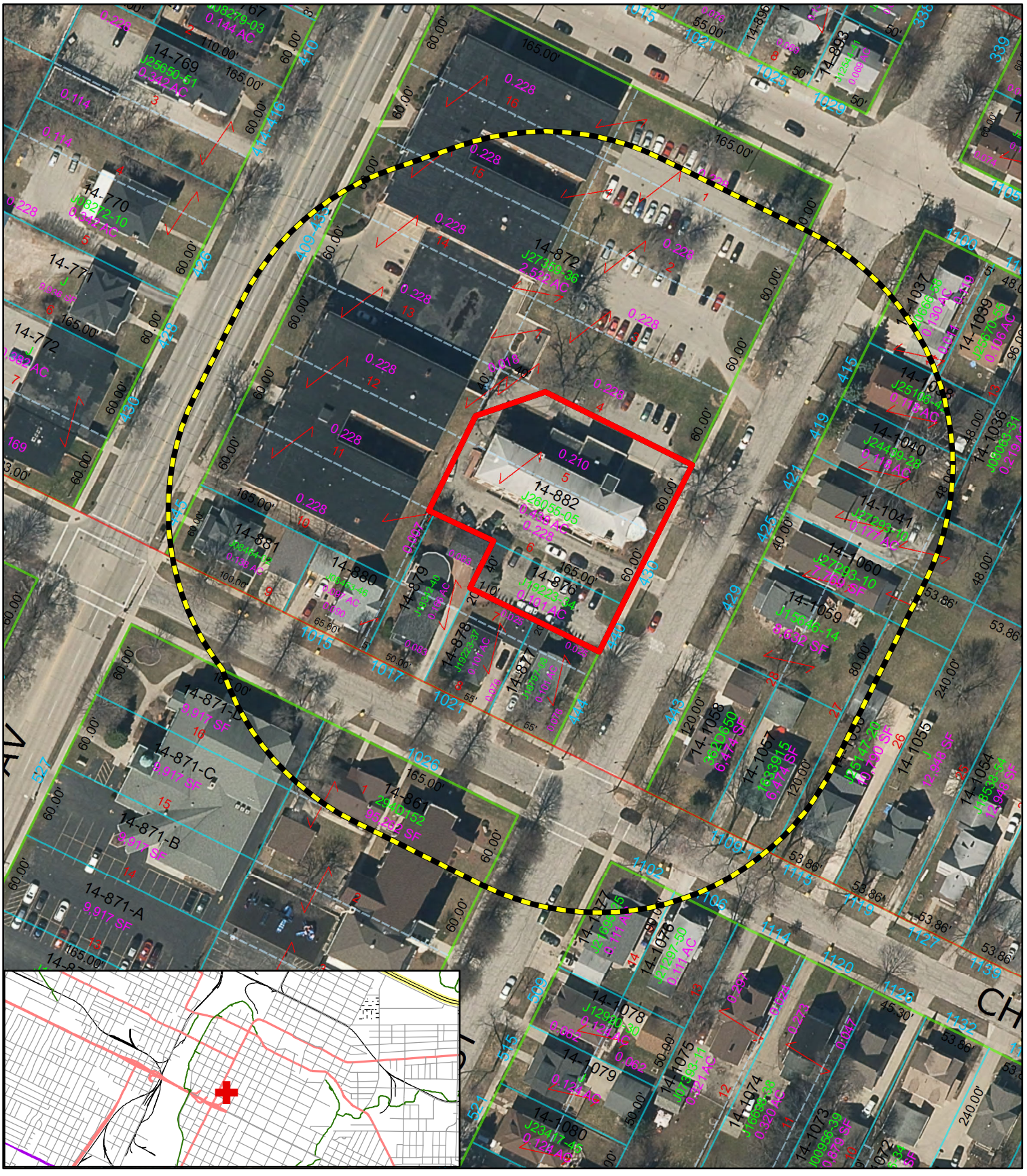
g. A site plan be reviewed and approved by the Community Development Review Team (CDRT).

h. Tax Parcels 14-882 and 14-876 be combined into one parcel.

FISCAL IMPACT

ATTACHMENTS

1. ZP 18-37 letter
2. Transformation Proposal
3. performa letter 1.30.19
4. Larry Gille -Reformatted Text



Subject Area

200' Property Owner Notice

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by PN

N

0 5,000 10,000 Feet

Zoning Petition (ZP 18-37)
Proposed Conditional Use Permit (CUP) -
430 South Clay Street

Transformation House Inc.

Proposal

Manuelus Reacco

11/12/2018

Encouraging "men to be men"; by providing them with shelter at a reduced/affordable rate while nurturing their Spiritual, Personal, Educational, and Social Development.

TABLE OF CONTENT

WHAT IS TRANSFORMATION HOUSE INC.....4
Mission Statement 4
Purpose.....4
Conviction 4
Target 5
Goal 5
Method..... 5

PROGRAM OVERVIEW 5
Objectives of Program 5
Client Management 5
Staffing 6

RESIDENT ASSESSMENT 6
Purpose 6
Description of the level of self-management 7
Indicators 7
Tasks 8
Outcomes 9
Level 1&2 9
Level 3..... 9
Level 4 10
Level 5 10
Level 6..... 11
Procedures..... 11

LEVEL 6 FORM 12

VIOLATION WARNING FORM 13

CURFEW 14
Procedures..... 14

CURFEW CHECK LIST 16

WEEKLY CHORE LIST 17

DEATH IN THE FACILITY PROCEDURE 18
Purpose 18

PROCEDURE FOR HANDLING INCOMING MAIL 18
Overview 18
Procedure 18
Bookkeeper 18

TRANSFORMATION HOUSE INC. PROJECT DISCRIPTION 19
Qualifications 19
Requirements: 19
Termination Clause 19

INTAKE & ORIENTATION 20
Purpose 20

HOMOPHOBIA AND INTAKE PROCEDURES 21

CLIENT INTAKE 21
Goals 21
Procedures 21

ORIENTATION 23
Goals 23
Procedures 23

INTAKE & REFERRALS 24
Purpose 24
Basic Conditions 25
Triage of Need 25
Referral Sources 26

APPENDEX 27
House Rules 28
Resident Manual 29
Communicable Disease Control 30
Building Layout 31

WHAT IS TRANSFORMATION HOUSE INC.

Mission Statement

Encouraging "men to be men"; by providing them with shelter at a reduced/affordable rate while nurturing their Spiritual, Personal, Educational, and Social Development.

Purpose

Transformation House Inc. is dedicated to helping men with emergency and transitional housing needs. Transformation House Inc. is supported by Faith Tabernacle Outreach Ministries, in the Green Bay, WI area and seeks to meet the needs of the whole person, including the physical, emotional, and spiritual dimensions of their lives.

We offer temporary, transitional housing, counseling, job search assistance, specialized seminars, linkage with churches and social services, and other such assistance as needed by our clients.

Our primary purpose is to empower men to retain their independence. We will admit only those men that agree to participate in a program designed to assist them in resolving their present situation. We will allow them to remain only so long as they continue to make steady progress toward that goal.

We recognize that the Church community can provide a network of assistance for the homeless, and we encourage participation between both parties, particularly as it relates to the spiritual growth of the client.

Because we believe that God is deeply concerned with redemption, we encourage (without requiring) individuals to consider Jesus Christ as Lord of their lives, and to participate in Church attendance and on-site Bible studies provided by local Churches.

Transformation House Inc. will not accept funding from any source that demands or otherwise expects the curtailment of the free exercise of its spiritual programs and purposes. Transformation House will not incur any financial liabilities beyond its assets or its ability to repay in a timely and secure manner.

Conviction:

Further the Kingdom of God by reaching out to the poor, the addicted, the hurting, the homeless, the displaced, and the "unwanted" with the message of success in Life through Jesus Christ.

Target:

To evangelize the unchurched, and the unreached in Green Bay who would normally not respond to a traditional church or traditional witness of Jesus Christ. With a strong emphasis, on the working poor.

Goal:

1. Teach that there is victory over current circumstances in life through a committed relationship with Jesus Christ.
2. Train people to look beyond the horizon of possibility in their life, and make powerful commitments for change.
3. Redevelop positive self image in those that are hurting.
4. Watch people move from governmental assistance reliance and dependency towards self reliance and God dependency.

Method:

1. Transformation House Inc. is a managed housing project and life skills training ground for men
2. Soup Kitchen: Hot meal program and point of contact for relational witnessing
3. Food Pantry: Community residents can get free bags of groceries
3. Community Closet: Free clothing, house wares, emergency pantry, and personal hygiene items.
4. TADA (Transformation of Alcoholic and Drug Abusers): Christian recovery group
5. Life support: Individual counseling for emotional problems, financial counseling, money management, job/ business skills, etc.

PROGRAM OVERVIEW

Objectives of the Program

The case management program is the primary method whereby Transformation House Inc. achieves its fundamental goal of helping men find solutions to their current situation, make contact with the church community, and address critical issues that affect their physical, emotional, and spiritual well-being.

Client Management

- Enable clients to identify key problems that have caused their current situation
- Help client create manageable goals that will result in a successful transition to a normal lifestyle with a steady stream of income and housing.
- Help client break goals down into manageable steps
- Monitor clients progress, give encouragement, create accountability, motivate
- Work with other case managers to identify & problem areas and possible solutions
- Assist the client's contact and progress with programs that promote their physical,

emotional, and spiritual well-being.

Staffing

Staffing is the process of meeting with other staff, program personnel, and key volunteers to determine the effectiveness of the program as it relates to specific client cases. Some of the objectives of the staffing process include:

- Keep confidentiality of personal client information
- Assess effectiveness of case management
- Resolve conflicts that arise between the client and the program or staff
- Promote solutions to difficult problems
- Become informed about community resources; their availability and ongoing changes.

RESIDENT ASSESSMENT

Purpose

There must be a way to accurately assess an individual coming into our program if we are going to effectively enable them to regain their independence from homelessness.

We must know when to allow people the freedom to work out their problems in their own way, and when to judiciously apply pressure to help keep them on a track that will enable them to leave our House successfully. We must also have a clear idea about what 'success' means for different individuals who have different needs.

There must be a way to not only assess the individual, but to identify which tasks will enable them to achieve success, and a way to measure their progress in accomplishing these tasks.

And finally, because different case managers will be working with a client, there must be a way to reflect the individual's progress at a given point in time. In this way, our case management will be consistent and cohesive, and the individual will be less confused or be less able to play staff against each other.

There are four factors in client assessment that will help us to clarify an individual's current level of performance, and the appropriate steps that should be taken in order to help them achieve their independence:

- An accurate description of their level of self-management.
- The indicators that will help verify that description.
- The tasks that is appropriate for that level of self-management.
- The desired or expected outcomes that the achievement of the tasks should accomplish.

Description of the level of self-management

Each level can be defined by the ability of the individual to manage their ability to regain their freedom from homelessness.

There are those who are highly motivated and who only need our support while they work on achieving their goals. At the other extreme are those who are unwilling to take responsibility for their situation. In between are those who need some management and those who for a number of reasons are unable to manage their lives.

It would be counter-productive to try to manage someone at an inappropriate level. The highly motivated will feel too restricted and may leave the program because they did not have enough

support and freedom to finish their tasks. On the other hand, the highly unmotivated will create havoc until they are carefully managed on a strict level of accountability.

For all practical purposes, we will use the following procedure in initially assigning a level to an incoming client:

- All clients are assumed to be at level two when they complete their intake
- If there is an indication of a history of drug use, they will be initially placed at level three.
- If there is an indication of unwillingness to take responsibility for their goals, or if there is clear evidence of current or ongoing substance abuse, then the person will be assessed at level four and will not be permitted to enter the program until they have met appropriate criteria.
- While some may appear to be at level one, it will still be necessary to assess them at level two until after they have been in the program for at least two weeks and have been case managed and had an initial assessment with a counselor. This should be done in an encouraging manner, however, with the assurance that after the initial period they may be given more latitude.

Indicators

There are indicators that help identify a person's level of personal accountability and ability to manage their own goals.

Since our program is designed around the needs of the homeless, some are obvious if they are to have independent lives:

- Does the client have a dependable stream of income that is adequate to meet their needs? Is the client willing to obtain a dependable stream of income?
- Is the client employable? Do they have a good or fair record of employment?
- Will the client have problems renting a house or apartment? Will they have a problem with a referral from a previous landlord or utility company?
- Does the client have a good or fair credit history or financial record? Can they

successfully pass a credit check? What is the size of their personal debt?
- Has the client had a previous problem with substance abuse? If so, have they addressed it in a clear and responsible manner?
- Does the client have problems with health or mental health? Are they receiving appropriate treatment for their condition?
- Why are they here? Is there a chronic problem that has caused their current situation? Can our program address it? Is the client willing to address it in our program?

These are indicators that will help us to determine what tasks need to be accomplished if the client is to be successful.

Tasks

What will the client have to do in order to leave our House successfully? Some tasks need to be accomplished by all clients.

- They must find an adequate stream of income, whether it is a job or a grant or a combination of several sources of income (job, education grant, etc.).
- They must find adequate housing within their means of income. Those with certain disabilities might be able to apply for Section VIII housing or other forms of assisted living. Some will have to find an apartment that will address special needs such as handicaps or accessibility to convenient transportation and schools
- They may have issues that need to be resolved by counseling. All clients will have an initial assessment by a counselor. Those who are willing or who have serious problems will be able to continue counseling at the House and even after they leave.
- They may have health issues that need to be resolved. They will have to attend a weekly house meeting.
- All clients will have to attend a weekly case management session that will help them set and keep personal goals.
- All clients will be required to open a savings account, and will have to verify the status of that account at each case management session.
- All clients of course will have to keep their rooms presentable and will have to do an additional daily chore around the House. Inspection scores will be part of their ongoing case management file.

Some tasks will depend upon the level of the client, such as:

- Drug testing will be required whenever there are substance abuse issues. Those who have had problems in the past, or whose behavior indicates the possibility of substance abuse will be subject to random drug tests. Those who are in a drug or alcohol treatment program will have to supply a release of information to their case managers and counselors so that the results of their drug tests can be verified.
- Group sessions that are designed around a specific need will be required whenever a client has indicated a need for that particular group. Some groups would include, 12-step substance abuse groups, abused men or women's group, anger

management, financial solutions, etc. Parents with children will be required to attend a parenting group.

- Counseling will be available or even required of clients who have demonstrated a need that should be addressed by a counselor, such as marriage problems, abuse issues, uncontrollable anger, family counseling, etc.
- Special tasks as required by the client's situation, such as auto registration, securing identity, birth certificates, job training, education, etc.

Outcomes

Defining success is simple in most cases: The client is able to leave the House with an adequate job or stream-of-income and an adequate place to live. We can however attain a measure of success at all levels, even with those who are in the process of failing.

Levels 1 and 2

Even where the client has had to struggle to overcome problems, the ultimate outcome is that they find housing with adequate income to support it. Even more important, however, is that the client be able to maintain that independence and not fall back into cycles of negative behaviors. Additional measures of success that should be included in the client's goals are:

- *Resolution of any chronic problems that contributed to their current situation.* An example would be unmanageable debt that caused the client to fail because of garnisheed wages, escalation of interest, etc. In this example, the client should also
l eave the House with a plan through Consumer Credit Counseling to consolidate their bills and repay them at a an agreed-upon level that will allow them to manage at their level of income.

- *Linkage with ongoing support groups*. Families who are successfully linked up with a church seems to do better. They have a larger support group to help them with real problems and encourage them to overcome other chronic problems. Another type of ongoing support might be a 12-step group either at the House or in the community.

- *Continuing processes that remain uncompleted.* For example, some clients have issues that need follow-up. It may have taken them years to sink into their condition, and it may take awhile for them to work out the details of their hard-won freedom. The client should be encouraged to follow through with any processes that have begun, either through our continuing counseling program, or through other means.

*Level 3 * Unable to manage their lives...*

- Many are homeless because they simply do not have the ability to live independently. Some do not have the capacity to think clearly enough to hold a job; others have conditions from birth or through the ravages of drugs or alcohol, that have left them permanently disabled.

- There may be some who can be helped through a combination of low paying jobs and 'mercy housing', or below-market rentals supplied by a support person (e.9., family member, and friend) or group such as their church. Others might be eligible for assisted living programs that can meet their need.
- In the case of those who are clearly unable to manage goals, the case manager must take the responsibility to guide them into an appropriate situation.

Level 4 -- Unwilling to manage their lives...

- Many clients have periods of depression, anger, and fear that result in their unwillingness to manage their lives. lf we can help them work through these periods and raise them to a Higher level, we have done well. However, there are ultimately limits to what we can do for a person - in the end they, and not we, are responsible for the choices they make.

- It is important to correctly assess an individual at this level. This is the level that results in the most destruction to the House, disruption to the program, and risk to clients and staff. Anyone at this level must be constantly monitored and carefully managed. Firm walls must be set in place so that the client knows beyond any doubt what the consequences will be if they choose a destructive course of action - and there must be no doubt that we will follow through with the consequences.

- Asking someone to leave the House is not always failure, and part of our strategy includes goals that can be achieved even at this level. Facilities such as Diversion may be a more adequate for persons reaching this level.

- When someone is excited because of a failure to manage their lives, we should try to accomplish the following in an exit interview:
    - Take the time to show them what progress they have indeed made.

    - Make it clear to them that if they ever come to a point in their lives where they are willing to be responsible as evidenced by the completion of specific courses of action such as entry into a monitored substance abuse program in the case of an abuser), then re-entry into our program is possible.

    - Get their response as to why they think they are being exited. We need to know if there is something in our program that we need to look at and possibly change.

*Level 5 * In-Treatment or Outpatient treatment*

- When a client fails a drug or alcohol test, or admits to substance abuse, or expresses a desire for treatment, they can remain or be readmitted to the House if they finish a treatment program or enroll in an outpatient treatment program'

- Those who are in outpatient treatment must sign a release-of-information form so that case manager$ and counselors can coordinate our program with the treatment.

- Where constant drug or alcohol testing is required or needed, it will become the clients responsibility to pay for the testing.

Level 6 -- "Last Chance" warning with specific contract

- It's sometimes difficult to assess whether a client is failing because of lack of ability or misunderstanding, or because of deliberate attitude. When it becomes apparent that the client is about to self-destruct or fail, they should be put on notice and given a last chance to evaluate and change their behavior.

- This level works only if there is a specific, definable pattern of behavior that can be addressed with a contract, such as cleaning or chores, or attendance at mandated programs. The client should be assured that we want them to succeed, and we will give them a very specific opportunity to complete a contract and return to a level 2 or 3 status.

- Outcome goals include a positive resolution and a return to a higher level, or an exit from the House with a clearer understanding of why they have failed and a clear understanding of what will be required of them if they want to return to the House.

- If they are exited and then return later to the House, they may be admitted as a level 6 with a short-term contract to verify their willingness to work with our program.

Procedures

The following procedures should be used in assessing the level of client performance:

- All clients enter the program at no higher than level two. Because they are seeking our assistance, we must assume that there is a reason why they need our help, and gently look beyond their need to present themselves in the best light possible.

- Levels should be reassessed each case management session, and reported at each staffing.

- The program manager should be informed of any client who receives a level three or higher assessment.

- In the case of level four, all contracts and other expectations should be put in writing and included in the ease file.

- The program manager must be notified of level six assessments, and a written contract with a firm exit date must be put in writing, signed by the client, and placed in the case file. Clients who are exited at level six may re-enter the program, but at level six, with a clear understanding of their responsibilities and a very short initial exit goal.

WARNING

You are receiving a warning notice because of the following reason(s)

_____
_____
_____
_____
_____
_____
_____

You are now at a 'Level 6' case management track. This means that your new exit goal will be no later than three days from now, or on _____.

This will only change if you do the following:

_____
_____
_____
_____
_____
_____
_____
_____
_____

I agree to the written contract above. I understand that I will be immediately exited from the House if I do not keep this contract.

_____ _____
Resident Date

_____ _____
Case Manager Date

WARNING

WARNING #_____ DATE: _____

REASON:

Further violations may result in the termination of your stay at open house

If this is your final warning, you have _____hours/minutes to remove your belongings and yourself from Faith Transformation House. Any belongings left behind will be disposed of immediately.

Actions that must be taken by: **Immediately:**

RESIDENT: _____ ROOM # _____

STAFF: _____ DIRECTOR: _____

(KEEP DUPLICATE COPY IN FILE)

CURFEW

Purpose

Establishing and enforcing a curfew at the house is desirable for two main reasons:

1. We create a safer environment. Our facility is not open to the general public, especially at night. Outside entrances to the House must be secured and maintained always, but especially at night.
2. The clients need to establish and maintain a certain level of responsibility for themselves. A curfew will encourage them to develop a sense of responsibility, and at the same time encourage them to continue taking steps toward self-sufficiency.

It is true that there will always be extenuating circumstances. It is also true that the curfew will be tested by those who feel a need to maintain control over their lives by taking control of the program in areas such as the curfew. We will not always be able to discern clearly between the two. For this reason, we will establish a policy that sets and maintains a clear boundary with consequences. All staff will be expected to work within the boundaries and to clearly communicate them to the clients.

Procedures

Anyone returning to the house after curfew will not be allowed in; Clients will be told in advance that if they come late, don't even knock, just come back in the morning. The following are the only exceptions that will be made:

1. Those whose shifts cause them to come home between curfew and 7:00 AM. Case Management staff will verify their employment and will post a schedule with the House Manager, who is responsible for security after curfew. If a person's name is not on the schedule, they will not be admitted to the house until they have been verified by a call to their Case Manager.

2. Those who have legitimate reasons for a late arrival, and have made arrangements in advance with case management staff. These arrangements must be logged in, or the staff on duty at curfew cannot let them in the House. In most cases, proof will be required by their case manager to verify the actual circumstances of their request.

Those who miss curfew will not be admitted before 9:00 AM the following day. They will be required to first check in with the Case Manager on duty before they can go to their rooms. The Case Manager will take down their story and gather any proof that the client offers and attach it to their file.

If a client does not have a reasonable or verifiable excuse, they will be asked to remain out of the house until their Case Manager and the Program Manager review their case. Following a case review, the following steps may be taken:

If it is determined that they may have a reasonable and verifiable excuse, they will be readmitted to the House, without prejudice.

If they do not have a reasonable and verifiable excuse, they will be asked to move out of the house immediately and not be readmitted for at least seven days. At that time their case will be reviewed and they may be readmitted, subject to available space.

As with all of our program policies, it is expected that this will be administered in a consistent and equitable manner. The desired result of this policy is that clients will be encouraged by a fair, consistent policy that keeps them safe and on track.

CURFEW CHECK LIST

	Present	Absent	List Absent Person(s)
ROOM # 1-A			
ROOM # 1-B			
ROOM # 2-A			
ROOM # 2-B			
ROOM # 3-A			
ROOM # 3-B			
ROOM # 4-A			
ROOM # 4-B			
ROOM # 5-A			
ROOM # 5-B			
ROOM # 6-A			
ROOM # 6-B			
ROOM # 7-A			
ROOM # 7-B			
ROOM # 8-A			
ROOM # 8-B			
ROOM # 9			
ROOM # 10			
ROOM # 11			
ROOM # 12			

UNUSUAL HAPPENINGS

_____

_____

_____

_____

Date: _____ Signed: _____

_____

WEEKLY CHORE LIST

Week of _____
3rd Floor

ROOM	CHORE
_____	**FOYER:** Sweep and mop floors, clean walls and windows, clean utility closet.
_____	**KITCHEN AREA:** Sweep and mop floor, pick up garbage and empty, straighten tables and chairs; clean microwave, stove, oven exhaust hood, and counters.
_____	**TV ROOM**: Pick up all litter from area, straighten furniture, clean and dust, empty garbage cans and replace bags.
_____	**CLASS/MEETING ROOMS:** Wipe all baseboards and fixtures in 2nd floor common area. Wipe windowsills, doors in the west stairwell, clean walls and clean utility closet.
_____	**FIRE EXIT AND BACK HALLWAY (DO NOT OPEN FIRE DOOR)** Sweep and mop back hallway.
_____	**YARD IN BACK OF HOU$E:** Pick up all debris in yard from the fence to the sidewalk, including cigarette butts.
_____	**LAUNDRY ROOM:** Pick up all garbage, wipe off washers and dryers, dust windows, sweep and mop floor.
_____	**MAIN LOBBY:** Sweep main lobby, wash windows and wipe sills between children's play area and lobby, and windows in outside doors (both pair of double doors). Mop entry way between double doors.
_____	**WOMEN'S BATHROOM IN THE MAIN LOBBY:** clean toilet and mirror. Replace toilet paper and notify resident manager if towel dispenser is empty.
_____	**MEN'S BATHROOM IN THE MAIN LOBBY:** Sweep and mop floor, empty garbage, clean toilet and mirror. Replace toilet paper and notify resident manager if dispenser is empty.
_____	**WEST STAIRWELL:** Sweep and mop stairs from the 2nd floor to the basement.
_____	**PARKNG LOT AREA:** Pick up all litter in the parking lot, on this sidewalk, and the landscaping around the parking lot.

DEATH IN THE FACILITY PROCEDURE

Purpose
In the event of a death in the facility, the following procedures will be observed:

1. On duty staff will
   - call 911
   - secure the area for potential investigation
   - clear all unauthorized personnel from the area

2. The Assistant Director will be immediately notified in the event the Executive Director is unavailable; the following person will be called:
   - Program Manager

PROCEDURE FOR HANDLING INCOMING MAIL

Overview: This procedure has been established to provide a safeguard in handling incoming cash donations, invoices, and other items that are sent through the mail service.

Procedure:
Administrative Assistant:
- Pick up all mail from the post office box and receive all incoming mail, other than client mail, at the Transformation House Inc. physical address.
- Open all mail, stamping each item with the current date"
- Log all checks and cash received.
- Run a total of all cash donations received.
- Give all cash donations along with log of checks and cash received to bookkeeper.
- Open, stamp with current date, and give all invoices and bills to bookkeeper.

Bookkeeper:
- Process all invoices and bills

TRANSFORMATION HOUSE INC. PROJECT DISCRIPTION

The following is a suggested criterion for residents referred to the Transformation House Inc.(TH), an effort of Faith Tabernacle Outreach Ministries.

The program manager will screen all applicants, and if the prospective resident meets the criterion established by TH, they will then be referred to a house manager for their room assignment.

Qualifications:

- Be a Male
- Be at least 18 years of age
- " Must have verifiable employment and or legitimate means of income
- Be able to provide first week's program fee
- Agree to participate in continued case management for the length of stay.
- Be willing to comply with all provisions on the TH residential agreement
- Be alcohol and drug free
- A resident having been convicted of crimes involving moral turpitude may qualify for the transitional program if they have complied with all legal requirements relative to their conviction and must be considered a good risk by the TH Executive Director and community correction officials.
- Must not have been discharged from a residential program because of noncompliance issues within 30 days of application

Requirements:

- Weekly case management (moving to Bi-weekly case management as deemed appropriate by the case manager)
- Abstain from the use of alcohol or drugs.
- Agree to random alcohol testing (breathalyzer)
- Continue with all case management requirements
    a. counseling
    b. 12-step group
    c. education (in the absence of a high school diploma - GED/HSED)
    d. any other issues deemed appropriate by the case manager

Termination Clause:

A tenant who has violated the terms of their agreement with TH will be given the opportunity to vacate the premises within three days, and an exit interview will be conducted.

INTAKE & ORIENTATION

Purpose

The process of client intake and orientation is critical to the smooth operation of the program and the long-term well being of the client. Both processes are necessary and have their own specific goals. In an ideal situation, a client goes through the intake process prior to admission to the House, followed by an orientation process two days later.

During the two day wait, the program manager will verify information on the intake form and complete pertinent background and criminal activity reports.

In the initial process, the client is often focused on the immediate need of getting into the House. They will agree to almost anything, and say what they think we want to hear their ability to absorb all of the necessary information we think they need is limited by their emotional fears of potential rejection, loss of personal power and identity, and other survival thinking processes.

It is important that the intake process is carefully considered. Only the most basic expectations should be communicated. The orientation process is more effective after the client has been accepted into the House and has overcome some of his initial fears.

On the other hand, a common reason for client failure is the phenomenon called 'acclimation.' The client will lose the initiative they need to make continual progress when they become used to their surroundings and when life in the House becomes 'normal'. Unless appropriate pressure is continuously and judiciously applied, the client will sometimes sink into an apathy and denial of their responsibilities" Rather than viewing the case manager as a resource and problem solver, the client will begin to create an adversarial relationship based on evasion and transfer of responsibility to others.

It is important there for to get the relationship off on the right foot, and create a climate where the client can continually assume responsibility for their recovery and or successful "life" achievement.

HOMOPHOBIA AND INTAKE PROCEDURES

Because of our belief in the Love of God for all people, Transformation House Inc. does not allow the practice of discrimination of any kind in its facilities.

However, we do subscribe to the viewpoint that sexual activity outside the bonds of a heterosexual union between a man and a woman is a moral issue clearly stated in the Bible, as being against the moral principles defined by God for the good of humanity.

This includes all sexual activity among humans, including same-sex couples. While sexual union between husband and wife is honored and respected by the Church community in general, extra-marital sexual activity is expressly forbidden at the Transformation House Inc.

We will admit people to the house without regard to their sexual preferences. We will not permit discrimination against any person in the house for any reason.

In regards to the signing of statements against homophobia, the Transformation House Inc., board of directors sees this as a condoning of immoral behavior, as well as a subtle attempt to degrade an honored Judeo-Christian principle, and there for will not require or use such statements in its intake procedures.

CLIENT INTAKE

Goals:

(1) Gather accurate, pertinent information.
(2) Help client establish a healthy relationship to the program and staff.
(3) Communicate only the most important and basic information.
(4) Establish a sense of personal responsibility.

Procedures:

Gather accurate, pertinent information.

The Client Intake form is the basic instrument for gathering initial information. Included on the form are questions that are not necessarily pertinent to our program, but are used for gathering information for the Transformation House Inc. program. Unless otherwise directed, all questions on the form should be answered.

As far as possible, put the client at ease and try to create a climate of trust in which the client knows that their honesty will be appreciated and that it is all right for them to have problems such as a drug and alcohol history, outstanding warrants for criminal charges, credit problems and so on. Even if their problems will keep them from being admitted to the House (such as

child sex-offender convictions), they should know that we will try to help them find solutions.

Help client to establish a healthy relationship with the program and staff.

Look for signs of evasion and disingenuous answers. Do not hesitate to challenge answers that appear to be less than honest. Immediate trust can be established when the client finds that you are more interested in truthful answers rather than 'correct' ones. If they sense a basic respect for them even after they have revealed painful personal information, they can begin a healing process from their initial contact with Transformation House Inc.

Make sure that the client understands that while they may be able to live at the House for an extended length of time, they are initially being admitted for a trial period. This will help establish a sense of on-going personal responsibility on their part that will greatly assist the case management process.

Communicate only the most important and basic information
We have a lot of important information that the client needs to understand. Most of it can wait for two or three days. It will have greater impact when the client hears and receives it for the first time. If they do not assimilate the information the first time they hear it, it will have less initial impact when it is repeated later.

Initial items that must be covered on the intake include:

1. Process ***Intake Form*** and answers. Have them sign this form.
2, Introduce ***Simplified Rules*** agreement (Note: tell them that the Case Manager may add additional requirements during future case management sessions). Have them read and sign this form.
3. Introduce chores, Room check, curfew, and substance abuse policies.
4, Provide a program schedule and highlight required meetings that they will be expected to attend prior to their orientation or first case management session.
5. Introduce and have them sign a ***Release of Information*** form.

Establish a sense of personal responsibility.

When the client leaves the initial interview, they should have agreed to the basic rules, to keeping their rooms clean, and to doing their House chores. They should understand that their own personal conduct, their room, and chores will be inspected will help determine whether or not they will be allowed to remain in the House after the initial trial period.

ORIENTATION

Goals:

(1) Determine client eligibility for further admission
(2) Distribute the orientation packet
(3) Confirm assignment of client case manager and counselor
(4) Tour the client store and distribute initial 'care package'

Procedures:

Determine client eligibility for admission

Prior to meeting with the client, review the intake file, their criminal background check, residential agreement, financial covenant, and assessment. If there have been questionable behaviors, check with the Executive Director for input into letting the client enter the Transformation House Inc..

Check the board to verify the client's assigned case manager and counselor, or check with the program manager if assignments need to be made.

Prepare yourself for the interview. This will probably be the first actual session with the client, and it is important that they see a consistent attitude in the staff that communicates a positive and loving willingness to help them address the most serious problems. Check yourself for undefined feelings of harshness towards the client, especially if you have had a trying day. You must remain calm and firm and caring in the face of intense sessions that may have to address faults that cannot go uncorrected.

Prepare an agenda that covers all pertinent areas, and create an initial plan that will allow you to complete the entire orientation process in a 45-minute time span.

Review initial stay with client, and address any problems that may have come up.

Spend a few moments getting to know the client. Set a friendly tone and introduce a brief agenda that will help the client feel comfortable with the session.

Address any incidents or problems at this time:

- If the decision has been made to refuse entry into the House, be prepared to give the client available options for other programs in the area, if appropriate. Remember that the client, not you, is responsible for their situation. This may be an important and necessary step in helping the client come to the conclusion that they have to accept this responsibility.
- If the client will have trouble adjusting to House life, be prepared to spend some time

discussing this. However, the client must agree to abide by the rules, including chores and clean rooms. If they remain resistant, it will be necessary to ask them to leave.

In most cases the client will be staying, and the session should be designed to end on the highest note possible. If the client leaves with the conviction that they will be able to find solutions to their most serious problems, it will set the tone for their entire stay at Transformation House Inc..

Distribute the orientation packet

The orientation packet should contain at least the following:

- House rules (special agreements may be left for 1st case mgt session)
- Release of information form (check for signed form during intake)
- Warning notice sample (discuss warning notice policy)
- Community Resource guide
- Chore chart (cover policy again)
- Room inspection form (cover policy again)
- Safety plan (fire exits, smoke alarm policy, etc.)
- Program schedule (cover policy again - highlight required meetings)
- Grievance form (do not include - but mention that we have a grievance procedure)
- etc.

Plan to spend time covering each area briefly. Emphasize that all staff is available to clear up any questions that they may have in the future.

Confirm assignment of client case manager and counselor

Discuss our case management and counseling programs and answer any questions that may arise.

Make sure the client has the names of their case manager and their counselor as well as the date and time of their initial session with each.

INTAKE & REFERRALS

Purpose

Making wise decisions about who can enter into the House program is important. There must be a balance between the need for House and the ability to benefit from our program. Especially when we have to turn people away, we must have a clear understanding of who is the best choice for limited House space.

Some of the key factors in making these decisions involve

1. Basic Conditions,
2. Triage of Need,

3. Source of a Referral to the House,
4. Appropriateness of Available Space.

Basic Conditions

Those who are to be considered for admission to the House must be able to meet the following basic conditions, which should be clearly communicated to the client and/or referral sources:

1. They must be available for an immediate intake interview. We will not hold rooms open. If it is not convenient for them to come in for an interview within a 24-hour period, and others are waiting to get into the room, then give them our apologies and let them know that they will be informed when another appropriate room comes open.

2. The rooms must be occupied by 4 PM of the day of the orientation process. If the person does not show up or communicate with the House, then the room will be offered to the next most appropriate candidate. If the person has placed personal items in the room, these items will be bagged up and placed in safe storage for no longer than thirty days, and then disposed of. Make sure that they have signed the rules on intake and are aware that they must enter the House or their belongings left in the room will be disposed of.

Triage of Need

We will get to the point where we will have to turn people away, which means that we have to choose who gets a room and who doesn't.

The concept of Triage helps decide who is most likely to benefit from the room as opposed to who has the most urgent need for the room. It is a concept developed by medical worker's in wartime and disaster situations. When it is obvious that not everyone can be helped, then there must be a way to make a decision about who will get help and who will not. Victims are normally broken down into three groups:

1. Those who are likely to survive if help is given.
2. Those who are likely to die even if help is given.
3. Those who can survive without help

in our House Intake process, our most effective strategy is to give the room to the one who is most likely to succeed rather than to just the one who needs it most. It is not always obvious during the intake process who is likely to succeed; however, when it is apparent that someone is likely to fail because of substance abuse or resistance to our rules or program, then they should not be selected just because their need is more urgent than someone else's.

When a choice has to be made about who gets a room, and the possibility exists that our program can be of help to all parties being considered for the available room, we observe the following order of precedence:

1. Willingness to participate in program requirements

2. Willingness to sign release of information forms
3. Verifiable employment
4. Ability to maintain payment of program fees
5. Length of sobriety

Referral Sources

Because Transformation House Inc. is a response by the church community, and because one of our primary goals is to establish a link between the client and a church, we will give a referral from a church special consideration. However, it is important to communicate with all referral sources in order to build good will and understanding in the community.

The following procedures apply specifically to a church referral:

- Get the name and phone number of the church contact person and write the request and the contact name and number into the log so that others know that a Church is seeking to refer someone into the House.

- Do not guarantee the room either to the church contact person or to the person being referred, especially if an intake interview has not been conducted. Make it clear that what is being offered is a chance to have an intake ahead of others who are waiting to get into the House.

In addition, the following applies to all referrals, including church referrals:

- Let them know what the likely availability of an appropriate room is. If an appropriate room is not available, be sure to let them know and ask them to keep in touch on a daily basis.

- After the intake, if there are others whose needs are greater (according to the triage method above) the room goes to the one with the greatest need. If the referral client is turned down, call the referral source and explain the reason why. If it is because of a greater need and the intake was otherwise successful, assure the contact person that the person has successfully completed their intake and will be admitted to the House at the earliest possible time,

APPENDEX

HOUSE RULES

RESIDENT MANUAL

Communicable Disease Control

BUILDING LAYOUT

INTENTIONALLY LEFT BLANK

Performa

Superior Performing Environments™

January 30, 2019

Paul Van Calster
Inspection Service Specialist
100 North Jefferson Street
Room 608
Green Bay, WI 54301-5026

RE: Transformation House
Project: 430 S Clay Street – Change-of-use Analysis

Transformation House, Inc. has purchased the former Santa Maria Nursing Home building located at 430 S Clay Street in Green Bay.

This property is zoned OR - Office/Residential. Transformation House, Inc., a non-profit local ministry organization designed to transition men in difficult circumstances back into productive, faithful and self-sufficient lives, wishes to change the use of the building into a congregate living facility. This rooming house/boarding house repurposes the former nursing home, which was originally built in 1927. This change of use is considered a conditional use of the property per the zoning ordinance. Of particular interest is that this facility was built originally for St. Mary's whose mission was to help destitute mothers and their children (source: Wisconsinhistory.org address of 428 S Clay St.).
Per the International Existing Building Code (IEBC) this considered change of use from an I-2 (institutional care) occupancy to an R-2 (dormitory) occupancy is being requested. This change of use is from a higher to a lower risk factor. As such no modifications are required to the building particularly since the building is not undergoing construction modifications at this time. Required by the IEBC is that the changed-of-use elements of the building comply with the standards of that use as outlined in the building code.

A thorough investigation of the building and systems has been undertaken, and a code and zoning review have been undertaken.

- Primary structure and exterior shell –
    - sound, no visible deterioration

- Life Safety –
    - fully compliant NFPA 13 System in place. Exit and emergency lighting in place. Handheld fire extinguishers placed throughout the facility. Pull stations and annunciators.
- ADA –
    - accessible side entrances with ADA ramps with buzzer/intercom communication. Internally a 4,000 lbs hydraulic Elevator.
- Commercial Kitchen –
    - type 1 hood, NSF stainless countertops, commercial cooking equipment and refrigeration equipment. Kitchen handheld class-k fire extinguisher. 3 compartment sink and grease trap.
- Mechanical –
    - gas boiler for steam and hot water heat. Air handler for the newer addition. large hot water domestic boiler.
- Electrical –
    - updated and maintained electrical systems.
- Plumbing –
    - original count and configuration of most fixtures: lavatories in every sleeping room, shared central toilets, shared central shower/bathtub room, and janitorial closet on each floor. The first floor contains additional en-suite bathrooms connected to bedrooms. The public assembly spaces contain an ADA accessible toilet room. One gang restroom has no lavatory in it.
- Egress Capacity – complies
    - Approx. Floor Areas:

Basement	First	Second	Third	Attic (Stor.)
5500	6600	4000	4000	4000

Although the owner is not modifying the building now, the owner is still required by the International Building Code (IBC) to comply with the standards set forth therein for R-2 (Dormitory)

residences. This includes calculating occupant loads at 50 GSF/Occ., and a correlation of sleeping accommodations to minimum plumbing fixture counts.

The building has the following matrix of bedrooms:

	Small w/ Attached Bath	Small Bedroom	Large Bedroom
First Floor	3	1	3*
Second Floor	0	15	4
Third Floor	0	15	4

The three large bedrooms (*) on the first floor that are in the stairwell exit path will not be used as bedrooms, but rather as business space. They are historic non-conforming and are not simply reconfigurable. Accessory business use would allow their continued use but minimizes the fire hazard. The rooms are identified as RM108, RM126 and RM127. A small bedroom is right around 100 SF in size and therefore would allow space for two occupants. A large bedroom is right around twice that size and would allow space for four occupants.

The building has the following matrix of plumbing fixtures:

	Attached bathrooms	Toilet	Tub/Shower
First Floor	3	1	1
Second Floor	0	3	2
Third Floor	0	4	2

note:

1. each bedroom that is not attached to a bathroom has a lavatory in the room.
2. the first floor and basement each have one (1) fully ADA compliant unisex toilet room not included in the above counts.

Per the minimum plumbing fixtures required:

Toilets to Beds	1:10	Tub/Shower to Beds	1:8
Second Floor	0	3	2
Toilets (8 Fixtures)	8x10=80 beds max	Tub/Shower(5 Fixtures)	**5x8=40 beds max**

Bedrooms that use these shared facilities is:

	Small Bedroom	Large Bedroom	Beds
First Floor	1 x 1	0	1
Second Floor	15 x 1	4 x 1	19
Third Floor	15 x 1	4 x 1	19
Total	31 Beds	8 Beds	39 Beds

Additionally, the three bedrooms with attached bathrooms can each have 2 beds per room.

3 Rooms x 2 Beds = 6 Beds

Performa

Superior Performing Environments™

With no building alterations but meeting the requirements of an R-2 (Dormitory) Occupancy, this facility can accommodate **46 beds maximum**.

As owner and operator, should Transformation House wish to make interior building alterations in the future, based off of bedroom size and gross area per occupant, a maximum occupancy of (31x2)+(8x4)+(6)= 100 Beds *[small bedrooms x occ]+[large bedrooms x occ]+[bathroom attached bedrooms occupant count]* would be permissible.

Any additional bed count above 46 beds within the facility would require additional shower/tub fixtures and potentially toilet fixtures. These could be accommodated within the existing shared shower rooms as they are currently sized for I-2 use (caretakers assisting non-ambulatory persons in bathing or showering).

It is my professional opinion that Transformation House, Inc.'s planned use of the facility conforms to Wisconsin Building Codes and should be considered for a conditional use permit as a rooming/boarding house.

Sincerely,

Ryan Bakke, AIA

cc: Mr. Manuelus Reacco, file

124 North Broadway De Pere, WI 54115 **920 336 9929** 920 336 2899 FAX performainc.com

Paul , my name is Larry Gille , my address is 515 So. Clay St . Green Bay . Cell Phone number is (920) 4375607 . I have a concern over the transitional living housing at Santa Maria Nursing that will be proposed Feb 11Th at the planning Commission meeting . I hope you bring my concerns to it as I am in Maui Hi . until mid April . I strongly oppose this for my neighborhood as I feel it will have a negative impact on houses in the area , as you know people have been cleaning up and remodeling these houses and starting to eliminate absentee landlords . HUD has built several homes for people on Chicago St . This proposed program would be a real backward step . There is a school here with many kids and also many after school activities. This would not be a safe environment for any children in the area . The elderly in the neighborhoods safety would be or could be compromised also. I am well

aware of the dangers that could exist as I was on the board of directors of the old Shalom House another half way home . The State forced us to take everybody they sent , including sexual offenders . When that came about we actually closed up the half way house for safety of the Neighborhood . Please use this text as a strong , strong opposition to the proposed program . please give me a call back at (920) 4375607