

**MINUTES OF December 1, 2020**

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE EXECUTIVE COMMITTEE/  
ORS 190 ENTITY LEADERSHIP JOINT MEETING**

**Videoconference Via Zoom**

**MEMBERS PRESENT**

**CHAIR:** Mayor Cathy Clark, City of Keizer  
**VICE CHAIR:** Council President Chris Hoy, City of Salem  
Commissioner Lyle Mordhorst, Polk County  
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley  
Commissioner Colm Willis, Marion County

**MEMBERS ABSENT**

Leilani Slama, Vice President, Community Engagement, Salem Health

**OTHERS PRESENT**

Jan Calvin, MWVHA Consultant  
Janet Carlson, MWVHA Consultant  
Carla Munns, MWVHA Consultant  
Denise VanDyke Admin. Specialist II, MWVCOG  
Michael Livingston, CAN-DO

**CALL TO ORDER & INTRODUCTIONS**

Mayor Clark called the meeting to order at 12:02 p.m. The presence of a quorum was noted.

**MINUTES OF NOVEMBER 3, 2020**

**MOTION:** By Councilor Hoy, **SECONDED** by Commissioner Willis, to **APPROVE THE MINUTES OF NOVEMBER 3, 2020, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Clark, Hoy, Mordhorst, Wolf, Willis. **OPPOSED:** None. **ABSTAINED:** None.

**PROJECT TURNKEY**

Chair Clark referred to the letters included in the packet to support grant applications for the Center for Hope & Safety and Mid-Willamette Valley Community Action Agency.

**MOTION:** By Councilor Hoy, **SECONDED** by Commissioner Willis, to **APPROVE THE PROJECT TURNKEY LETTERS OF SUPPORT, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Clark, Hoy, Mordhorst, Wolf, Willis. **OPPOSED:** None. **ABSTAINED:** None.

Ms. Carlson discussed the letter of support writing process. It was unusual for a grant of this size to have only one week turnaround. She referred to the section of the charter that mentions letters of support. The section delegates authority to the Executive Committee, when timeframes do not allow approval by the full board. In this case, neither the Executive Committee nor the board were meeting in time to approve the letters. Voting electronically is not allowed under Oregon Public Meeting Law, which states that the voting members need to be in one place where they can be observed by the public during deliberations and voting. Discussion included the idea to allow the Chair discretion for letters of support. This will be discussed at the January meeting. Policies and the charter need to remain aligned. Staff will see if there is

a way to make a policy change alone work and delay any charter changes until the annual review in October. Commissioner Willis recommended defining “emergency” for this purpose.

### **DECEMBER JOINT BOARD MEETING AGENDA**

Ms. Carlson reviewed the draft agenda.

- Organization updates appear before the Consent Agenda, as happened at the last board meeting. This will allow extra time, if needed, for additional members to join a meeting to achieve a quorum and provides a more natural flow. It was agreed that this makes sense.
- Resignations from committees will be acknowledged. Recommendations for a new member of the Performance & Evaluation Committee can be sent to Carla Munns or Dan Clem.
- Staff was directed to include the meeting schedule in each agenda packet.
- Two agreements have been received and reviewed by legal counsel. They will be included in the packet under ORS 190 Entity business.
- Staff consultant contracts are ready for approval. There are some issues to be clarified.
  - What should be substituted for MWVCOG “Executive Director” references? After discussion, it was determined that direction should be set by the ORS 190 Entity board, but contractual items can be approved by the ORS190 Entity Board President, assuming that it is work for a project approved by the board. Travel expenses should be tagged to per diem rates. Ms. Carlson will double check in the contracts and procurement rules to make sure there are no conflicts.
  - Contract terms in the draft contracts are for eighteen months with a renewal of two years. Committee members affirmed this timing is good.
  - Additional project hours – Ms. Carlson pointed to language in the current and renewal contracts that allow for additional hours to be approved when consultants are assigned special projects. She asked if the board might consider the Emergency Solutions Grant (ESG-CV) work done to be a special project? Between the three consultants, 67 hours of work will be done on this grant. 42 of those hours estimated to be done by Ms. Calvin. The Executive Committee gave direction to add this request to the board agenda.
- Emergency Solutions Grant – Oregon Housing & Community Services released the Request for Applications. There are a number of administrative requirements that will accompany the ORS 190 Entity becoming the Lead Applicant. These include federal audit and insurance requirements that may not be entirely covered with the .5% administrative allocation that will accrue to the ORS 190 Entity. Councilor Hoy requested a rough estimate of the cost for an audit and whether there is a “Plan B” for a Lead Applicant should the ORS 190 Entity board determines that there should be a different Lead Applicant. Ms. Carlson replied that there are a couple of potential organizations that have not yet been asked.
- CoC Summit – The Collaborative Committee discussed the event. An update will be provided, and the board will be asked to comment. The ideas list from the Collaborative Committee meeting is not in priority order. Please review the list and be prepared to talk about the ideas at the board meeting.

**MOTION:** By Councilor Hoy, **SECONDED** by Commissioner Mordhorst, to **APPROVE THE AGENDA FOR DECEMBER 10, 2020, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Clark, Hoy, Mordhorst, Wolf, Willis. **OPPOSED:** None. **ABSTAINED:** None.

**COMMITTEE CHAIR BUSINESS**

Ms. Calvin reported that the Voices of Lived Experience group appreciated feedback from the Executive Committee and is continuing its work.

**OTHER BUSINESS**

The Executive Committee discussed the upcoming Point-in-Time Count. We need to figure out how to do the PIT Count within the COVID restrictions. Possibly using mobile apps? HUD will be allowing up to 14 days to collect the data, rather than the usual 48 hours. We need accurate counts and hope the new duration shelters will help.

Kudos were given to the Salem City Council for its assistance to get the duration shelters in place. The second location should be open soon.

United Way has been very busy with rewarding work. Chair Clark thanked Ms. Wolf and the United Way leadership team for their flexibility and making quick turnarounds in the face of the unusual events of 2020.

Commissioner Mordhorst reported that nonprofits are facing shortages. The need is out there – a reported thirty percent increase in requests has been seen so far. Please spread the word. Small businesses are less able to be supportive this year. Ms. Wolf said that the United Way may be able to assist with Toys for Tots.

Commissioner Willis stated that Marion County is getting ready to onboard a new commissioner. The county is concerned about small businesses because of COVID impacts and Canyon wildfire recovery.

COVID restrictions were discussed. Infection numbers are higher in areas where there are greater populations or where people live closer together. It was agreed that there is a need to keep communities open in a safe way. There is hope for additional small business support, but that is not really sustainable. Keizer is working with St. Vincent de Paul and Salvation Army for bill payment assistance to help prevent evictions (when the moratorium expires) and prevent homelessness. Pass the word that some funds are still available. Kudos to everyone for the work you are doing.

The next Joint Board Meeting is scheduled for December 10, 2020 at 3:00 p.m.

**ADJOURNMENT**

Hearing no further business, Chair Clark adjourned the meeting at 1:07 p.m.

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Janet Carlson, MWVHA Consultant