

MINUTES OF AUGUST 4, 2020

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
EXECUTIVE COMMITTEE**

Videoconference Via Zoom

MEMBERS PRESENT

CHAIR: Mayor Cathy Clark, City of Keizer

VICE CHAIR: Council President Chris Hoy, City of Salem

Commissioner Colm Willis, Marion County

Commissioner Lyle Mordhorst, Polk County

Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley

MEMBERS ABSENT

Leilani Slama, Vice President, Community Engagement, Salem Health

OTHERS PRESENT

Jan Calvin, MWVHA Consultant

Janet Carlson, MWVHA Consultant

Carla Munns, MWVHA Consultant

Renata Wakeley, Acting Executive Director, MWVCOG

Denise VanDyke Admin. Specialist II, MWVCOG

Kim Parker-Llerenas, Collaborative Committee Co-Chair

Sarah Owens, CANDO

Michael Livingston, CANDO

CALL TO ORDER & INTRODUCTIONS

Mayor Clark called the meeting to order at 12:00 p.m. The presence of a quorum was noted. Roll call was taken.

MINUTES OF JUNE 30, 2020

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Mordhorst, to **APPROVE THE MINUTES OF JUNE 30, 2020, AS PRESENTED.**

Motion carried.

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

AUGUST JOINT BOARD MEETING AGENDA

Ms. Carlson reviewed the draft agenda for the joint meeting of the ORS 190 Entity Board and the Alliance Board. The meeting will open as a joint meeting, the ORS 190 Entity Board will take care of its tasks, then the Alliance board will have its portion of the meeting. If board members want to have alignment between the President and Vice President of the ORS 190 Entity and the Chair and Vice Chair of the Alliance, this meeting would be the time to do that.

The contract with the Council of Governments was discussed. There were two changes suggested by the City of Independence. These items were discussed with the COG and compromises have been identified. For section 2.1, there will be the addition of a one month notice. For section 3.1, the words “unless unavailable” will be removed. Ms. Wakeley volunteered to communicate with the City of Independence regarding the outcome of these sections. She reported that she is waiting to hear from the COG insurance providers regarding the insurance-related sections. The possibility was raised of the ORS 190 Entity becoming a member of the League of Oregon Cities (LOC) or the Association of Oregon Counties (AOC), which would qualify them to participate with City/County Insurance Services (CIS) to obtain

their own insurance. This will be discussed at the board meeting. There would be the cost of the insurance plus the membership cost. For Section 1.22, Ms. Wakeley will try to get something in writing from CIS and Huggins Insurance. The hope is to be able to vote on the COG contract on August 13.

The Board Administrator will be a staff person, and this position takes the place of having a Secretary-Treasurer. The Executive Committee expressed agreement that Ms. Carlson would be a good fit for the position, and they did not see any problem with her part-time status. Mayor Clark warned against letting the workload exceed the compensation, avoiding setting a precedent of overworking staff. Ms. Carlson, Ms. Calvin, and Ms. Munns will track their hours through December to gather data for the workload and see if adjustments are needed.

ORS 190 Entity organizational issues identified for the agenda include:

1. Outside legal counsel – Ms. Carlson has contacted attorney Peter Stoloff. His specialty is healthcare, and he is an expert in organizational management. His curriculum vitae was screen shared. She is open to other candidates but thought Mr. Stoloff has the expertise needed at this time. Ms. Wakeley will consult with Bill Monahan, COG counsel, regarding ORS 190 Entity procurement rules. The size of the contract and evidence of expertise can affect the need to do an RFQ. Mayor Clark added that an organizational procurement policy would be good to develop down the line. The question was raised as to when the organization can do a sole source procurement. Ms. Carlson will also check with the attorney at AOC regarding procurement as an ORS 190 entity. Mr. Stoloff's qualifications were discussed. His rate is \$410 per hour. Commissioner Willis requested that Mr. Stoloff attend the August 13 meeting so the board can meet him.
2. Contracts for Alliance staff – The main topic is who signs the staff contracts from this point on. The COG has signed up to this point.
3. Insurance coverage - Information will be gathered from AOC and LOC regarding insurance. The AOC membership is \$500 per year.
4. Mailing address – Should the mailing address listed for the Alliance and the ORS 190 Entity be the COG office address? Consensus was yes.

The procurement policy discussion will be added to the agenda. There will probably be another ORS 190 Entity board meeting before the end of the year.

The Alliance board meeting consent agenda was reviewed. There are the usual items, as well as the following.

- PIT Count workgroup – The date for the Point-in-Time (PIT) Count has been selected: Tuesday, January 26, 2021. The backup date is that Wednesday. A broad geographic reach is needed, so emails have been sent out requesting each jurisdiction to appoint someone to the workgroup. The PIT Count data drives the numbers used for funding. Staff has contacted Salem and Keizer Police Chiefs, and ODOT, requesting that no sweeps be done of homeless camps during January, as those would scatter homeless individuals and make it harder to find them for the PIT Count.
- Challenge to End Youth Homelessness – Approval is needed to sign a new agreement. It is, essentially, the same agreement signed by COG.
- Staff reports are informational and will include the latest budget information. There is no word yet on when the NOFA will drop.
- Communication regarding public meetings – There is a proposed policy. We will discuss whether the current arrangement is satisfactory or if the new policy is needed. This involves public meetings law. Do not discuss this in emails, as that could create a serial meeting, which violates public meetings law.

For the metrics, Ms. Calvin needs a point person at each jurisdiction to provide baseline data.

Mayor Clark requested an update re: COVID-related work – especially from Marion County – for example, the shelter at the Super 8 and work with farmworkers.

Commissioner Willis mentioned a stakeholders' call on Friday, August 7, at 9 a.m. Everyone on this committee is invited. If you have not received (or cannot find) your invitation, contact Commissioner Willis.

Mayor Clark asked Ms. Parker-Llerenas to help with data on employment numbers.

The United Way has been informed that they can move forward on expanding Safe Sleep. Ms. Wolf is meeting with City of Salem leadership regarding bringing the CAHOOTS program to Salem.

Christy Perry has informed Ms. Carlson that Jesse Lippold, a school board member, may be named as an alternate for Ms. Perry and attend meetings frequently. Mayor Clark encouraged having identified alternates for all. Ms. Carlson noted that Kristin Retherford is the identified alternate for the City of Salem.

Commissioner Mordhorst asked everyone to stay involved with state and federal representatives regarding funding and thanked everyone for their work on the COVID situation.

ADJOURNMENT

Hearing no further business, Chair Clark adjourned the meeting at 1:02 p.m.

Janet Carlson, MWVHA Consultant