

**MINUTES OF SEPTEMBER 24, 2019**

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE DEVELOPMENT COUNCIL**

**MWVCOG Conference Room  
100 High Street SE, Suite 200  
Salem, Oregon**

**MEMBERS PRESENT**

**CHAIR:** Mayor Cathy Clark, City of Keizer  
**VICE CHAIR:** Councilor Chris Hoy, City of Salem (by phone)  
Commissioner Colm Willis, Marion County  
Scott McClure, City Manager, City of Monmouth  
Tom Pessemier, City Manager, City of Independence  
Mayor Chuck Bennett, City of Salem  
Commissioner Lyle Mordhorst, Polk County  
Dan Clem, Executive Director, United Gospel Mission of Salem  
Rhonda Wolf, Deputy Director, United Way of the Mid-Willamette Valley  
Julie Conn-Johnson, McKinney-Vento Liaison, Salem-Keizer School District  
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency (MWVCAA)

**MEMBERS ABSENT**

Christy Perry, Superintendent, Salem-Keizer School District

**OTHERS PRESENT**

Jan Calvin, MWVHA Consultant  
Janet Carlson, MWVHA Consultant  
Sean O'Day, Executive Director, MWVCOG  
Denise VanDyke, Admin. Specialist II, MWVCOG  
Sarah Owens  
Michael Livingston  
Robin Winkle, Shangri-La  
Jayne Downing, Center for Hope & Safety  
Kristin Retherford, Urban Development Director, City of Salem (Alternate)  
Lisa Trauernicht, Senior Policy Analyst, Marion County

**CALL TO ORDER & INTRODUCTIONS**

Mayor Clark called the meeting to order at 3:04 p.m. The presence of a quorum was noted. Introductions were made around the room for the benefit of Councilor Chris Hoy, who was attending by phone, new members, and guests.

**MEMORANDUM OF AGREEMENT AMENDMENT**

Ms. Carlson explained that this amendment would add the Confederated Tribes of Grand Ronde to the Development Council Memorandum of Agreement.

**MOTION:** By Commissioner Mordhorst, **SECONDED** by Commissioner Willis, to **ENDORSE THE AGREEMENT TO ADD THE CONFEDERATED TRIBES OF GRAND RONDE TO THE DEVELOPMENT COUNCIL MEMORANDUM OF AGREEMENT, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Willis, McClure, Pessemier, Clark, Hoy, Mordhorst, Clem, Wolf, Retherford, Conn-Johnson, Jones. **OPPOSED:** None. **ABSTAINED:** None.

### **ELECTION OF OFFICERS**

Commissioner Willis nominated Mayor Clark for Chair of the new Development Council, and Councilor Chris Hoy as Vice Chair. Both nominees expressed their willingness to serve. There were no other nominations.

**MOTION:** By Mr. Clem, **SECONDED** by Commissioner Mordhorst, to **ELECT MAYOR CATHY CLARK AS CHAIR OF THE DEVELOPMENT COUNCIL AND COUNCILOR CHRIS HOY AS VICE CHAIR.**

Motion carried.

**IN FAVOR:** Willis, McClure, Pessemier, Clark, Hoy, Mordhorst, Clem, Wolf, Retherford, Conn-Johnson, Jones. **OPPOSED:** None. **ABSTAINED:** None.

### **AFFIRMATION TO CREATE A NEW CONTINUUM OF CARE**

Ms. Carlson referred to page three in the agenda packet. This will fulfill item “c” on the list of necessary steps for our application to the U.S. Department of Housing and Urban Development (HUD) by formalizing the collective agreement to form a new Continuum of Care (CoC).

**MOTION:** By Councilor Hoy, **SECONDED** by Mr. Clem, to **AFFIRM THE NEED TO CREATE A CONTINUUM OF CARE.**

Motion carried.

**IN FAVOR:** Willis, McClure, Pessemier, Clark, Hoy, Mordhorst, Clem, Wolf, Retherford, Conn-Johnson, Jones. **OPPOSED:** None. **ABSTAINED:** None.

**MOTION:** By Mr. Clem, **SECONDED** by Mr. Jones, to **AUTHORIZE THE CHAIR TO PREPARE A LETTER OFFICIALLY NOTIFYING THE RURAL OREGON CONTINUUM OF CARE (ROCC) OF THE PENDING SEPARATION AND PROPOSED GEOGRAPHIC BOUNDARIES OF THE NEW COC.**

**Discussion:** Concern was expressed regarding the timing of the letter. Staff can make sure the letter does not go out before October 1, 2019.

**FRIENDLY AMENDMENT by Mr. Clem: Letter to be delivered on or after October 1, 2019.**

Motion carried.

**IN FAVOR:** Willis, McClure, Pessemier, Clark, Hoy, Mordhorst, Clem, Wolf, Retherford, Conn-Johnson, Jones. **OPPOSED:** None. **ABSTAINED:** None.

### **NAMING THE NEW CONTINUUM OF CARE**

Ms. Calvin referred to page 7 of the agenda packet, which shows the results of a survey regarding the naming of the new CoC. The survey takers included stakeholders and the community. The options were discussed.

**MOTION:** By Mr. Clem, **SECONDED** by Mr. McClure, to **SELECT THE NAME: MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA).**

**Discussion:** Concerns were expressed regarding the use of the term “homeless” and the stigma attached. Consensus was to avoid confusion with the acronym, especially with the Mid-Willamette Valley Community Action Agency (MWVCAA). It was pointed out that the public does not know what a Continuum of Care or CoC is.

Motion carried.

**IN FAVOR:** Willis, McClure, Pessemier, Clark, Hoy, Mordhorst, Clem, Wolf, Bennett, Conn-Johnson, Jones. **OPPOSED:** None. **ABSTAINED:** None.

## **FACILITATION SERVICES AGREEMENT**

Ms. Carlson explained that this agreement would be with North Star Leadership Consulting as a neutral facilitator for negotiating with the Rural Oregon Continuum of Care (ROCC). Tamara Mack's LinkedIn biography was included in the agenda packet. The fee, including all pre-work, is \$1,850. Chair Clark expressed her concern that neutrality is vital, and she appreciates the effort to find a neutral facilitator.

**MOTION:** By Commissioner Willis, **SECONDED** by Ms. Wolf, to **APPROVE AN AGREEMENT WITH NORTH STAR LEADERSHIP CONSULTING TO SERVE AS A NEUTRAL FACILITATOR IN NEGOTIATIONS BETWEEN MWVHA AND ROCC.**

**Discussion:** Commissioner Willis mentioned that HUD staff in Washington, D.C. are aware of the upcoming negotiations.

Motion carried.

**IN FAVOR:** Willis, McClure, Pessemier, Clark, Hoy, Mordhorst, Clem, Wolf, Bennett, Conn-Johnson, Jones. **OPPOSED:** None. **ABSTAINED:** None.

A roster of member representatives was passed around for additions and corrections to the list.

## **GOVERNANCE CHARTER**

Ms. Carlson stated that the next big item is to create a governance charter. This will need to be submitted to HUD in December. A draft charter document was provided and reviewed. Ms. Carlson went over the differences between the Board and the Continuum of Care (CoC) as an entity. The CoC consists of the CoC Board and the Collaborative Committee. The Board makes the final decisions.

The concept of having a board consisting only of members with no conflicts of interest, which would receive input from non-voting ex officio members was discussed. Commissioner Willis and Mayor Bennett expressed their concern regarding having a very large board. Consensus was to avoid conflict of interest. The list of those required to be represented on the CoC Board and the "first cut" list were reviewed. Mr. O'Day explained how the MWVCOG Board members are selected and who is represented. Discussion ensued regarding the idea of having a small cities representative instead of an at-large member, maybe specifically from the Santiam Canyon area. It was agreed that the board size needs to be manageable, and communication is important. It was agreed that the board will be designated as having at least 13 voting members.

The CoC needs to focus and seek funds to be self-supporting. Should contribution of funds equal having a voice? This could lead to a smaller, committed group. Financial contributions will be needed until enough funding is received to be self-sufficient.

Ms. Carlson recommended that voting members be allowed to authorize an alternate, in writing (which includes email), in advance of a meeting, but not make it necessary to designate an official alternate.

Termination of a representative would require a 2/3 vote rather than a simple majority. It was agreed that resignation would be implied if a person is no longer associated with the organization they represent. For example, if an elected official loses an election or a charitable organization's officer resigns, they would no longer be eligible to represent their jurisdiction or organization.

Ways to handle joint meetings with the Collaborative Committee were discussed. Ms. Calvin will look at how the Clackamas CoC works.

Discussion ensued regarding how to show Salem and Marion County having two votes each. Ms. Carlson will include the wording used for the Memorandum of Agreement in the next charter draft.

Items shown in the current draft that have blue highlighting are recommendations by HUD technical assistance staff. Those will be reviewed at the next meeting.

The CoC Board will need to make an official request to the COG Board about becoming a collaborative applicant. According to the technical assistance consultants, it could take as long as two years to become a Unified Funding Agency (UFA). The UFA will be discussed further at a future meeting.

Chair Clark requested that the term “Secretary” be changed to “Board Administrator.”

Commissioner Willis recommended that the Development Council specify that COG serve as the Collaborative Applicant for the new Continuum of Care.

**MOTION:** By Mr. Clem, **SECONDED** by Mr. Jones, to **ASK MWVCOG TO SERVE AS A COLLABORATIVE APPLICANT.**

**Discussion:** This would serve to open the conversation and see if the COG Board is interested in having this happen. It will require a special meeting of the MWVCOG Board. This needs to be a thoughtful discussion, and a backup plan will need to be created in case the COG Board declines. Motion carried.

**IN FAVOR:** Willis, Pessemier, Clark, Hoy, Mordhorst, Clem, Wolf, Bennett, Conn-Johnson, Jones.

**OPPOSED:** None. **ABSTAINED:** None.

Ms. Carlson asked the council to read over the draft charter and send comments to her for the next draft, which will be reviewed at the October 24<sup>th</sup> meeting.

#### **ADJOURNMENT**

Hearing no further business, Chair Clark adjourned the meeting at 5:12 p.m.

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Janet Carlson, MWVHA Consultant