

**MINUTES OF OCTOBER 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  
Commissioner Colm Willis, Marion County  
Chad Olsen, Interim City Manager, City of Monmouth  
Dan Clem, Executive Director, United Gospel Mission of Salem  
Rhonda Wolf, Deputy Director, United Way of the Mid-Willamette Valley  
Christy Perry, Superintendent, Salem-Keizer School District  
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency (MWVCAA)  
Commissioner Lyle Mordhorst, Polk County  
Tribal Councilor Jon George, Confederated Tribes of Grand Ronde

**MEMBERS ABSENT**

Tom Pessemier, City Manager, City of Independence  
Mayor Chuck Bennett, City of Salem

**OTHERS PRESENT**

Jan Calvin, MWVHA Consultant  
Janet Carlson, MWVHA Consultant  
Sean O'Day, Executive Director, MWVCOG  
Denise VanDyke, Admin. Specialist II, MWVCOG  
Sarah Owens  
Councilor Elizabeth Smith, Keizer  
Jesse Lippold, Salem-Keizer School Board member  
Frank Pender, Willamette Education Service District Board member  
Lisa Trauernicht, Senior Policy Analyst, Marion County

**CALL TO ORDER & INTRODUCTIONS**

Mayor Clark called the meeting to order at 3:02 p.m. The presence of a quorum was noted. Introductions were made around the room for the benefit of new members and guests.

**CALL TO APPROVE AGENDA**

The agenda was approved by consensus.

**CALL TO APPROVE MINUTES**

**MOTION:** By Mr. Clem, **SECONDED** by Councilor Hoy, to **APPROVE THE MINUTES OF SEPTEMBER 24, 2019, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Clark, Hoy, Willis, Olsen, Clem, Wolf, Perry, Jones, George. **OPPOSED:** None.

**ABSTAINED:** None.

## **JURISDICTION/ORGANIZATION UPDATES**

Ms. Wolf reported that the mobile hygiene unit is out and about. United Way staff are looking at the CAHOOTS program in Eugene. It would be a good program to bring to this area.

Mr. Olsen announced that Scott McClure has left the City of Monmouth for a position in Canby. Mr. Olsen is serving as the Interim City Manager for Monmouth.

Mr. Jones reported that he was part of a group that went to the Built for Zero conference in Denver. The Day center should be done in four to six weeks. Warming centers are scheduled to be open from November 1<sup>st</sup> to March. There should be some in outlying communities, as well as the four in Salem. MWVCAA is working more with direct outreach with the Keizer police and fire departments.

Mr. Clem announced the November 1 groundbreaking (soil breaking) at the Union Gospel Mission's new site. Also on November 1<sup>st</sup>, there will be an expanded number of beds for the men's shelter.

Mayor Clark stated that Keizer's buildable lands inventory is in process. It will focus on providing opportunities, especially for affordable housing. Keizer also has the Oregon Department of Human Services reporting with police to ensure appropriate responses and to match people with needed services.

Mr. Pender thanked the Council members for their work.

Councilor George explained that he is interested to learn how the Tribe can be involved. They are very interested, and are doing local work with Sheridan, Willamina, and other local cities. Also, the Tribe is working with Marion County on housing vouchers and is trying to negotiate with Polk and Yamhill counties to participate in their housing voucher programs, as well. This weekend the Plankhouse will be celebrating its 10<sup>th</sup> anniversary, starting at 4 p.m., and all are invited. The Tribe is also working to serve all veterans at their health center.

Ms. Perry mentioned that, as part of the Student Success Act, data now shows that McNary High School has the highest number of homeless students. However, the district is working to verify the McNary/Keizer data. She introduced Jesse Lippold, a member of the school board.

Commissioner Willis announced that six new deputies are on duty in east Salem, and four more are in training.

Ms. Trauernicht added that her department is working with Commissioner Willis on housing issues.

Councilor Hoy mentioned that the Fisher Road facility is getting closer to being a reality.

## **GOVERNANCE CHARTER**

Ms. Carlson stated that it is the third draft that will be reviewed today; however, there are copies available of the second draft for those who are interested in reviewing the language changes. Bill Monahan, COG Legal Counsel, reviewed the charter, and the third draft includes his comments and changes. The charter needs to go to HUD with the Continuum of Care (CoC) application by the end of 2019.

She went through the draft charter document to highlight the changes.

- A reference to youth homelessness has been included in Article I.B.2.
- Article II.A.2.B. allows Marion County and Salem flexibility between having one representative with two votes or two representatives with one vote each
- Article II.A.4.E. reference should be to Section D of this article (not Section E)

- Article II.D. gives a voice from the providers of homeless services to the board; suggestion to add a purpose section to this section, referencing the responsibilities listed in Article IV
- Article IV.A. responsibilities are from the Code of Federal Regulations
- Article IV.C.2.b. is based on Clackamas County processes and assists in holding grantees accountable
- Article IV.D. specifies that Oregon Housing & Community Services has agreed to be the Homeless Management Information System (HMIS) lead

Referring to page 7 of the agenda packet, Ms. Carlson went over the organizational chart for the new CoC. The Development Council membership would become the CoC Board, with the addition of Salem Health and one or more members representing people with lived experience. Members of the board would be required to not have any conflicts of interest. The Appeals Committee would be pulled from board members, as would the Executive Committee. The other committees would be appointed by the board. Committee members would be from the Collaborative Committee. The HMIS Users Workgroup would consist of people who are involved with data entry and analysis. The Coordinated Entry Committee would be representatives from the participating programs. The Point-in-Time Count Workgroup would coordinate the Count. While the Count has been done annually in our area, it is only required every two years. The Performance and Evaluation Committee would be a quality assurance group. There would be no conflicts of interest allowed for the Performance and Evaluation Committee or their subcommittee to review and rank projects.

COG is to consider being the Collaborative Applicant at its November 6<sup>th</sup> board meeting. If it is not approved, plan B would be MWVCAA, which has reluctantly agreed to serve in this backup position.

Ms. Carlson reviewed the responsibilities for the Executive Committee. Ms. Carlson then referred to the Clackamas County CoC Groups and Roles chart and explained how it compared with this group. The CoC is the entire package of the hands-on groups and the governing body. The Collaborative Committee is, essentially, the stakeholders.

A clarifying discussion ensued regarding the appeals process and conflicts of interest.

**MOTION:** By Mr. Clem, **SECONDED** by Commissioner Willis, to **APPROVE THE GOVERNANCE CHARTER AS PRESENTED IN DRAFT THREE WITH THE FOLLOWING CHANGES:**

- Article II.A.2.B. shall read: “Two representatives from the City of Salem and Marion County. In the alternative, pursuant to Section 11 of Article 2, Marion County and the City of Salem may appoint one representative who may exercise two votes.”
- Article II.A.4.E. shall be corrected to refer to “Section D”
- A purpose statement shall be added to Article II.D.
- And any other scrivener’s errors shall be corrected.

Motion carried.

**IN FAVOR:** Clark, Hoy, Willis, Olsen, Clem, Wolf, Perry, Jones, George, Mordhorst. **OPPOSED:** None. **ABSTAINED:** None.

### **BUILT FOR ZERO**

Ms. Calvin and Mr. Jones reported on the Built for Zero conference they attended in Denver, thanks to a sponsorship from Kaiser Permanente. Information from the conference was provided on pages 8-9 of the agenda packet. The Quality By-Name List is done through coordinated entry and makes certain that funding goes to the right place. A coach will be provided to improve how we do the process, and the aim is to get to a functional zero level for chronic and veteran homelessness. Cohorts from across the nation

are participating in Built for Zero. In addition to Marion-Polk, other new Oregon cohorts include Clackamas, Lane, and Washington counties. Kaiser Permanente is investing funds for housing in Lane County and is willing to put out a press release regarding their work with MWWHA. Ms. Carlson asked if the Council members would include the press release information in their local newsletters and/or social media. Consensus was that they would do so.

### **CoC STAFFING**

Ms. Carlson referred to pages 10-12 in the agenda packet. Staff requests direction from the Council. Ms. Carlson's contract expires in April and Ms. Calvin's contract expires in March. These contracts are being paid for with 2018 funds. The basic qualifications and work environment were discussed. Ms. Carlson reviewed budget scenarios. A revenue gap is anticipated if full-time employees are hired in the immediate future. The NOFA application process begins in spring/summer 2020. If COG hosts the CoC, there should be compensation for COG staff time.

The CoC could create an ORS 190 organization and contract with the COG for services. The 190 agreement would provide a legal entity for the CoC, which might be helpful in the long run.

Direction received:

- Look into creating an ORS 190 entity
- Prefer using contractors if we can help with contributions to the COG equivalent to the indirect rate needed for administrative costs

### **OTHER BUSINESS**

The meeting schedule on page 25 of the agenda packet shows meeting dates through April 2020.

Next Steps:

- Apply in December to HUD
- If approved, register in March
- Then officially a CoC

### **ADJOURNMENT**

Hearing no further business, Chair Clark adjourned the meeting at 5:04 p.m.

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Janet Carlson, MWWHA Consultant