MINUTES OF FEBRUARY 13, 2020
MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
BOARD OF DIRECTORS

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

MEMBERS PRESENT
CHAIR: Mayor Cathy Clark, City of Keizer
VICE CHAIR: Council President Chris Hoy, City of Salem
Christy Perry, Superintendent, Salem-Keizer School District (SKSD)
Ian Dixon-McDonald, Co-Chair, MWVHA Collaborative Committee
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency (MWVCAA)
Leilani Slama, Vice President, Community Engagement, Salem Health
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Commissioner Colm Willis, Marion County
Commissioner Lyle Mordhorst, Polk County
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Josh Lair, Navigator, Law Enforcement Assisted Diversion (LEAD)
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Nicole Utz, Housing Administrator, Salem Housing Authority
Kristin Retherford for Mayor Chuck Bennett, City of Salem
Dan Clem, Executive Director, Union Gospel Mission of Salem
Chad Olsen, Interim City Manager, City of Monmouth (by phone)

MEMBERS ABSENT
Tom Pessemier, City Manager, City of Independence
Kim Parker-Llerenas, Co-Chair, MWVHA Collaborative Committee
Christian Ebelblute, Executive Director, West Valley Housing Authority
Candace Jamison, Executive Director, Marion County Housing Authority
Mayor Chuck Bennett, City of Salem

OTHERS PRESENT
Janet Carlson, MWVHA Consultant
Carla Munns, MWVHA Consultant
Renata Wakeley, Acting Executive Director, MWVCOG
Denise VanDyke Admin. Specialist II, MWVCOG
Sarah Owens, CANDO
Michael Livingston, CANDO
Tara Stephen, Center for Hope and Safety
Dana Schultz, MWVCAA
Ashley Hamilton, MWVCAA
Jill Tucker, St. Francis Shelter
Kimberly Lemman, St. Francis Shelter
Councilor Vanessa Nordyke, City of Salem
Jane Vetto, Marion County
Dan Atchison, City of Salem
Paul Dakopolos, SKSD
Morgan Smith, Polk County
Stephen Goins, Northwest Human Services Homeless Outreach
Ali Swanson, A Ray of Hope Today
Jesse Lippold, Honeybee Realty LLC and SKSD School Board member

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 new members, guests, and those on the phone.

APPROVAL OF MWVHA BOARD MEMBERS

Ms. Carlson explained the board roster, included in the agenda packet, represents organization representatives nominated by the MWVHA Development Council, as described in the CoC Governance Charter.

MOTION: By Commissioner Mordhorst, **SECONDED by** Councilor Hoy, to **APPROVE THE BOARD ROSTER, AS PRESENTED.**

Discussion: Clarification was made that ex officio board members are non-voting members. It was requested that this be spelled out in the documentation.

Motion carried.

IN FAVOR: Lair, Slama, Clark, Wolf, Perry, Olsen, Retherford, Leno, Mordhorst, Willis, Hoy.

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

RATIFICATION OF THE CoC GOVERNANCE CHARTER

Ms. Carlson explained that to be recognized by the U.S. Department of Housing and Urban Development (HUD) as a Continuum of Care, the MWVHA charter needs to be ratified by the governance board. HUD requires an annual review where revisions proposed throughout the year will be considered.

MOTION: By Councilor Hoy, **SECONDED by** Commissioner Willis, to **RATIFY THE GOVERNANCE CHARTER, AS PRESENTED, WITH A REVIEW SET FOR OCTOBER 2020.**

Motion carried.

IN FAVOR: Lair, Slama, Clem, Clark, Wolf, Perry, Olsen, Retherford, Leno, Mordhorst, Willis, Hoy.

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

CONFLICT OF INTEREST AND CODE OF CONDUCT

Ms. Munns mentioned that the governance charter requires board members to make an annual declaration acknowledging the board's Conflict of Interest and Code of Conduct policies. A discussion ensued regarding what would cause receipt of any HUD financing to become a conflict of interest. If funds are received through the CoC, the organization needs to choose between the funding or participation. Forms were distributed and collected by staff.

ELECTION OF CHAIR AND VICE CHAIR

The charter provides that the board will elect a chair and vice chair to serve as leadership of the board.

MOTION: By Commissioner Willis, **SECONDED by** Commissioner Mordhorst, to **NOMINATE MAYOR CATHY CLARK AS CHAIR, AND COUNCILOR CHRIS HOY AS VICE CHAIR.**

Discussion: Mayor Clark and Councilor Hoy agreed to serve if elected.

Motion carried.

IN FAVOR: Lair, Slama, Clem, Clark, Wolf, Perry, Olsen, Retherford, Leno, Mordhorst, Willis, Hoy.

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

CONSENT AGENDA

The IT services approved in the consent agenda item will be provided by MWVCOG staff and Willamette ESD staff through the COG.

MOTION: By Mr. Clem, **SECONDED by** Councilor Hoy, to **APPROVED THE CONSENT AGENDA, AS PRESENTED.**

- **AGENDA APPROVAL**
- **FINANCIAL REPORT**
- **AUTHORIZATION TO PURCHASE WEB DOMAIN NAME MWVHOMELESSALLIANCE.ORG AND AN ESTIMATED SIX HOURS OF IT STAFF TIME TO CONFIGURE THE NEW WEBSITE ($569 TOTAL ESTIMATED COST)**

- **MINUTES FROM THE JANUARY 16, 2020 DEVELOPMENT COUNCIL MEETING (PROVIDED FOR REFERENCE)**

Motion carried.
IN FAVOR: Lair, Slama, Clem, Clark, Wolf, Perry, Olsen, Retherford, Leno, Mordhorst, Willis, Hoy.
OPPOSED: None. **ABSTAINED:** None.

MWVHA COMMITTEES

An organizational chart and committee recommendations were provided. All nominees have been vetted. Ms. Munns reviewed the recommendations. The Collaborative Committee co-chairs were recommended via a survey of the Collaborative Committee members. Each committee nomination was explained briefly. For most, the list provided is a starting point, and members can be added as people are identified.
MOTION: By Mr. Clem, **SECONDED** by Ms. Perry, to
1. APPOINT THE FOLLOWING BOARD MEMBERS TO SERVE AS EXECUTIVE COMMITTEE MEMBERS:
a. CHAIR – CATHY CLARK, CITY OF KEIZER
b. VICE CHAIR – CHRIS HOY, CITY OF SALEM
c. MEMBER – COLM WILLIS, MARION COUNTY
d. MEMBER – LYLE MORDHORST, POLK COUNTY
e. MEMBER – LEILANI SLAMA, SALEM HEALTH
f. MEMBER – RHONDA WOLF, UNITED WAY
2. APPOINT KIM PARKER-LLERENAS, WILLAMETTE WORKFORCE PARTNERSHIP; AND IAN DIXON-MCDONALD, MARION-POLK FOOD SHARE, TO SERVE AS CO-CHAIRS OF THE COC COLLABORATIVE COMMITTEE
3. APPOINT DAN CLEM, UNION GOSPEL MISSION OF SALEM, TO SERVE AS CHAIR OF THE PERFORMANCE AND EVALUATION COMMITTEE
4. APPOINT THE FOLLOWING INDIVIDUALS TO SERVE ON THE PERFORMANCE AND EVALUATION COMMITTEE:
a. KRISTTY POLANCO, POLK COUNTY HEALTH SERVICES
b. ARYN WALKER, MARION COUNTY HEALTH AND HUMAN SERVICES
c. MICHAEL LIVINGSTON, CANDO
d. SHAWNN HARTLEY, OREGON HOUSING AND COMMUNITY SERVICES (OHCS)
e. DEDE HAZZARD, UGM SIMONKA HOUSE
f. CRAIG OVIATT, SALEM DREAM CENTER
5. APPOINT ASHLEY HAMILTON, MWVCAA, TO SERVE AS CHAIR OF THE COORDINATED ENTRY COMMITTEE
6. APPOINT THE FOLLOWING INDIVIDUALS TO SERVE ON THE COORDINATED ENTRY COMMITTEE:
a. KIM CARBAUGH, CENTER FOR HOPE AND SAFETY
b. SCOTT EASTBURN, MWVCAA
c. TRICIA RATLIFF, MWVCAA/HOME YOUTH AND RESOURCE CENTER
d. KIMMBERLY MCBETH, SALEM HOUSING AUTHORITY
e. DOMINIQUE SCHOESSLER, SHANGRI-LA
7. APPOINT JIMMY JONES, MWVCAA, AND HUNTER BELGARD, OREGON HOUSING AND COMMUNITY SERVICES, TO SERVE AS CO-CHAIRS OF THE HMIS USERS WORKGROUP
8. APPOINT THE FOLLOWING INDIVIDUALS TO SERVE ON THE HMIS USERS WORKGROUP:
a. TARA STEPHEN, CENTER FOR HOPE AND SAFETY
b. AMY HATFIELD, MWVCAA/ARCHES PROGRAM
c. BREEZY AGUIRRE, MWVCAA/ARCHES PROGRAM
d. TRICIA RATLIFF, MWVCAA/HOME YOUTH AND RESOURCE CENTER
e. TIFFANY OTTIS, SALEM INTERFAITH HOSPITALITY NETWORK
f. JILL TUCKER, ST FRANCIS SHELTER
g. ROBIN WINKLE, SHANGRI-LA
h. HILARY DUMITRESCU, SHELTERING SILVERTON

9. APPOINT SARA WEBB, MWVCAA, TO SERVE AS CHAIR OF THE POINT-IN-TIME COUNT WORKGROUP

10. RATIFY THE ROSTER OF MEMBERS CURRENTLY PARTICIPATING IN THE 2020 POINT-IN-TIME COUNT WORKGROUP:

a. AMY HATFIELD, MWVCAA/ARCHES PROGRAM
b. LINDA STRIKE, MWVCAA/ARCHES PROGRAM
c. ASHLEY HAMILTON, MWVCAA/ARCHES PROGRAM
d. KYLE BOARDMAN, MWVCAA/HOME YOUTH AND RESOURCE CENTER
e. BRYAN KEERS, NW HUMAN SERVICES
f. AMANDA MORIARTY, SALEM-KEIZER SCHOOL DISTRICT, STEP PROGRAM
g. SHELLY EHENGER, CITY OF SALEM URBAN DEVELOPMENT DEPT.
h. ROBIN WINKLE, SHANGRI-LA
i. ALICE SWANSON, WOODBURN ADVOCATE
j. KEN HOUGHTON, MWVCAA
k. DJ VINCENT, SALEM LEADERSHIP FOUNDATION, CHURCH IN THE PARK

Motion carried.
IN FAVOR: Lair, Slama, Clem, Clark, Wolf, Perry, Olsen, Retherford, Leno, Mordhorst, Willis, Hoy.
OPPOSED: None. **ABSTAINED:** None.

ORS 190 AGREEMENT

Ms. Carlson provided background on the formation of an ORS 190 entity. This process will create a legal entity as a collaboration of governmental entities, which can directly contract with other governmental entities – for example, the MWVCOG.

At the January meeting, there were questions about the December draft, so a meeting was held in February with members and their attorneys. Jane Vetto of Marion County and Ms. Carlson worked on a revised draft after that meeting.

Attorneys Dan Atchison (Salem), Jane Vetto (Marion County), and Paul Dakopolos (SKSD) were on hand to comment. There are many complications in forming an ORS 190 entity. It is unclear if establishing a 190 entity is necessary, or if an intergovernmental agreement (IGA) would suffice. A 190 IGA is recommended for now, which would be an IGA among all member entities and MWVCOG for the services provided to MWVHA. This IGA could serve as an interim step for about six months to a year while legal staff look at forming a 190 entity. Discussion ensued regarding wording of a motion and what an appropriate timeframe would be. In the motion to agree to serve as collaborative applicant, the COG Board included wording that it would be until the CoC formed a 190 entity. A timeline was not spelled out, but it was anticipated to be sooner than later. Ms. Wakeley stated that, per the wording of the COG board motion, the COG should be able to continue providing services, but a one-year timeframe could be concerning to the COG board. Ms. Carlson pointed out that there is, currently, no agreement with the COG that reimburses the COG for the services provided and asked the board members to consider including wording in the agreement about moving forward. Consensus was that a target date is a good idea. A discussion of the process and what an appropriate target date would be ensued. Coverage of expenses can be backdated in the agreement, if needed.

MOTION: By Commissioner Willis, **SECONDED by** Commissioner Mordhorst, to **AUTHORIZE THE GOVERNMENT MEMBERS TO ENTER INTO AN OREGON REVISED STATUTES (ORS) 190 INTERGOVERNMENTAL AGREEMENT (IGA), NOT TO EXCEED FIVE (5) MONTHS FROM TODAY, TO SUPPORT THE ALLIANCE.**
Discussion: Mayor Clark made a friendly amendment to **CHANGE THE TERM OF THE IGA TO SIX (6) MONTHS**. Seconded by Councilor Hoy. Accepted by Commissioners Willis and Mordhorst.
Motion carried as amended.
IN FAVOR: Clark, Olsen, Hoy, Leno, Lair, Willis, Mordhorst, Slama, Perry, Clem, Wolf, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

STAFF CONTRACT AMENDMENTS AND AUTHORIZATION TO USE 2019 REVENUES

Ms. Carlson went over the budget pages in the agenda packet and provided an overview of the draft contract amendments also included. The amendments would be for each of the contracted staff: Janet Carlson, Jan Calvin, and Carla Munns. Staff is asking for authorization to begin using 2019 funds that have already been collected and is adding a request to approve reimbursement for Janet Carlson's travel to attend today's meeting.

MOTION: By Commissioner Willis, **SECONDED** by Ms. Perry, to **APPROVE THE CONTRACT AMENDMENTS FOR JANET CARLSON, JAN CALVIN AND CARLA MUNNS; AUTHORIZE USE OF 2019 FUNDS; AND AUTHORIZE REIMBURSEMENT TO JANET CARLSON FOR THE FEBRUARY TRAVEL TO ATTEND THIS MEETING, AS PRESENTED.**
Motion carried.
IN FAVOR: Clark, Olsen, Hoy, Leno, Lair, Willis, Mordhorst, Slama, Perry, Clem, Wolf, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

2020-2021 CONTRIBUTION COMMITMENTS

Ms. Carlson referred to page 56 of the agenda packet. The new intergovernmental agreement will supersede the Development Council memorandum of agreement. On the table of contributions that is similar to the table that was included as an attachment to the memorandum of agreement, the Confederated Tribes of Grand Ronde have been added; nonprofit organizations are not included, but will have separate agreements to be considered at a later date; Polk County has been listed in 2020-21 at $6,000; Monmouth's contribution has increased from $5,000 in 2019-20 to $6,000 in 2020-21; and SKSD continues to be listed as "to be determined" as their contribution amount for 2020-21 needs school board approval. At this point, the contributions table needs to be ratified so that it can be included in each member organization's budgeting process. It was pointed out that the heading "2020-21 ORS 190 Entity" should be changed to read "2020-21 ORS 190 Agreement."

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Willis, to **APPROVE THE 2020-21 CONTRIBUTIONS TABLE, AS AMENDED.**
Discussion: Ms. Carlson explained how the amounts were calculated.
Motion carried.
IN FAVOR: Clark, Olsen, Hoy, Leno, Lair, Willis, Mordhorst, Slama, Perry, Clem, Wolf, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

At this time, Chair Clark turned the meeting over to Vice Chair Hoy.

JURISDICTION/ORGANIZATION UPDATES

Ms. Utz reported that Salem Housing Authority has a housing project underway and other construction beginning.

Mr. Enderle stated that Polk County has opened temporary veteran housing assistance, for men only, and for up to one year.

Ms. Wolf said that the Safe Sleep year-round overnight women's shelter sponsored by United Way is expanding.

Mr. Clem reported that construction has begun on the new Union Gospel Mission facility.

Ms. Perry said that the school district is applying for funds for advocates to help homeless students.

Ms. Slama stated that Salem Health is aiming to work on programs to help prevent homelessness.

Mr. Lair reported hiring new LEAD staff at Marion County Health Department. There are 74 currently enrolled in the program and 34 are no longer homeless.

Mr. Jones said that MWVCAA has helped 526 households and ARCHES has had 35,000 day center visits. The agency is working at the state legislature to support HB 4001.

Mr. Dixon-McDonald reported that Marion-Polk Food Share is providing food to many programs.

BUILT FOR ZERO PRESENTATION

The PowerPoint presentation handouts were provided in the agenda packet. Ms. Hamilton and Ms. Schultz introduced themselves. The goal of Built for Zero is functional zero, which means that homelessness is resolved quickly and permanently, and recurs infrequently. There is a different definition, however, for the homeless veteran population.

The by-name list utilizes real-time updates and is enacted through coordinated entry. The by-name list allows for accurately assessing everyone entering the homeless system on an ongoing basis by effectively tracking housing status and eligibility status. Progress through the system, including how successful implementing prioritization and providing permanent housing, is more accurately tracked, as well. The graph on page 42 shows data from the Winston-Salem program. It is anticipated that our region will have a similar data response.

Clackamas, Washington, and Lane counties' CoCs have joined Built for Zero. Community partners and increased participation in coordinated entry and outreach are needed. Also needed is an increase in staff for outreach to communities and a change in mindset regarding "ownership" of information and/or clients. Case conferencing means a multi-disciplinary team meets to concentrate on the top ten clients.

Discussion ensued regarding how to account for the transient population. Hopefully, the HMIS system will help filter those who seek assistance in multiple jurisdictions, but more staff is needed to update the listing on a semi-regular basis – about every 60 days. Ms. Carlson pointed out that MWVHA was lucky to be able to participate prior to the actual formation of the Continuum of Care, since all other Built for Zero participants are CoCs. Partners are needed to attend the Built for Zero conference in Washington, DC. Staff can look at how to work school districts and other entities into the system. Specific ways to help include partners joining at the table for case conferences, learning to do coordinated entry, and joining and participating on the development team.

MWVHA WORK PLAN

Ms. Munns reviewed the work plan, provided in the agenda packet. The registration deadline for the annual CoC funding application is in March, and other deadlines are indicated on page 58. The board will need to conduct strategic planning to align goals and priorities among the various jurisdictions and organizations.

ADJOURNMENT

Hearing no further business, Vice Chair Hoy adjourned the meeting at 4:39 p.m.

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Janet Carlson, MWVHA Consultant

PLACEHOLDER FOR FINANCIAL REPORT AND COMMITTEE ROSTER UPDATES

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
THE CONTINUUM OF CARE FOR THE MARION & POLK REGION OF OREGON

BOARD OF DIRECTORS

Chuck Bennett, Mayor, City of Salem
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Dan Clem, Executive Director, Union Gospel Mission
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Colm Willis, Commissioner, Marion County
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley

EX-OFFICIO BOARD MEMBERS

Ian Dixon-McDonald, Co-chair, CoC Collaborative Committee
Christian Edelblute, Executive Director, West Valley Housing Authority
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Candace Jamison, Executive Director, Marion County Housing Authority
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency
Kim Parker-Llerenas, Co-chair, CoC Collaborative Committee
Nicole Utz, Housing Administrator, Salem Housing Authority

March 2, 2020

Attention: U.S. Department of Housing & Urban Development, Office of Public and Indian Housing

To Whom It May Concern:

This letter is written in support of Marion County Housing Authority's application for Tenant Protection Vouchers for the Foster Youth to Independence Initiative. This collaborative effort involving Marion County Housing Authority, both Oregon Department of Human Services' Child Welfare and Self-Sufficiency Divisions, and community service provider Mid-Willamette Valley Community Action Agency, is the type of partnership that will increase our community's resources for foster children and youth.

The Tenant Protection Vouchers for Foster Youth are a much-needed resource for Marion County. Around 30 youth outside of Salem in Marion County are currently in the foster system and will be transitioning out of foster care, potentially into homelessness, within the next few months. In addition, there are area youth under the age of 24 who have recently exited the foster care system and are experiencing homelessness.

Many young people are connected to housing and services through our community's providers, such as Community Action's ARCHES project and Northwest Human Services' Homeless Outreach Advocacy Program. The Mid-Willamette Valley Homelessness Alliance is responsible for addressing the needs of foster youth in the communities we serve through our continuum of housing services. The Alliance enthusiastically supports this application for Tenant Protection Vouchers for the Foster Youth to Independence Initiative.

Sincerely,

Cathy Clark

Mayor Cathy Clark
MWVHA Chair

PLACEHOLDER FOR COMMITTEE CHARTERS

STRATEGIC PLAN TO BE DISTRIBUTED SEPARATELY

Mid-Willamette Valley Homeless Alliance
2020 Meeting Schedule

All meetings are at the Mid-Willamette Valley Council of Governments offices, 100 High Street NE, Suite 200, in Salem, unless otherwise noted

FEBRUARY	Thursday	February 13, 2020	3-5 PM
MARCH	Thursday	March 12, 2020	3-5 PM
APRIL	Thursday	April 9, 2020	3-5 PM
MAY	Thursday	May 14, 2020	3-5 PM
JUNE	Thursday	June 11, 2020	3-5 PM
JULY	Thursday	July 9, 2020	3-5 PM
AUGUST	Thursday	August 13, 2020	3-5 PM
SEPTEMBER	Thursday	September 10, 2020	3-5 PM
OCTOBER	Thursday	October 8, 2020	3-5 PM
NOVEMBER	Thursday	November 12, 2020	3-5 PM
DECEMBER	Thursday	December 10, 2020	3-5 PM