

**MINUTES OF JULY 9, 2020**

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE  
BOARD OF DIRECTORS**

**Zoom Meeting/Conference Call**

**MEMBERS PRESENT**

**CHAIR:** Mayor Cathy Clark, City of Keizer

**VICE CHAIR:** Council President Chris Hoy, City of Salem

Kristin Retherford for Mayor Chuck Bennett, City of Salem

Josh Lair, Navigator, Law Enforcement Assisted Diversion (LEAD)

Dan Clem, Executive Director, Union Gospel Mission of Salem

Leilani Slama, Vice President, Community Engagement, Salem Health

Suzanne Dufner for Chad Olsen, Interim City Manager, City of Monmouth

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

Tom Pessemier, City Manager, City of Independence

Shannon Corr, City Councilor, City of Independence

Eric Enderle, Veteran Services Officer, Polk County Veteran Services

Candace Jamison, Executive Director, Marion County Housing Authority

Nicole Utz, Housing Administrator, Salem Housing Authority

Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency (MWVCAA)

Christian Ebelblute, Executive Director, West Valley Housing Authority

**MEMBERS ABSENT**

Christy Perry, Superintendent, Salem-Keizer School District (SKSD)

Commissioner Colm Willis, Marion County

Ian Dixon-McDonald, Co-Chair, MWVHA Collaborative Committee

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

Commissioner Lyle Mordhorst, Polk County

Kim Parker-Llerenas, Co-Chair, MWVHA Collaborative Committee

**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

Sarah Owens, CANDO

Michael Livingston, CANDO

Ashley Hamilton, MWVCAA

Tara Stephens, Center for Hope and Safety

Robin Winkle, Shangri La

Jayne Downing, Center for Hope & Safety

Julie Conn-Johnson, Salem-Keizer School District

**CALL TO ORDER & INTRODUCTIONS**

Mayor Clark called the meeting to order at 3:02 p.m. Roll call was taken and the presence of a quorum was noted.

Councilor Shannon Corr was introduced. She will be representing the City of Independence once the ORS190 Entity board is in place, replacing Tom Pessemier.

It was announced that Commissioner Colm Willis was not present as he is welcoming a new baby to his family.

### **CONSENT AGENDA**

**MOTION:** By Councilor Hoy, **SECONDED** by Ms. Slama, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**

- **AGENDA APPROVAL**
- **JUNE 11, 2020 MINUTES**
- **FINANCIAL REPORT**
- **APPROVE COMMITTEE APPOINTMENTS**
- **RATIFY LETTER TO OHCS REQUESTING THAT IT DESIGNATE 20% OF THE NEW ESG FUNDING TO BENEFIT YOUTH AND/OR YOUNG ADULTS**
- **APPROVE DOCUMENTS RELATING TO THE UPCOMING NOFA PROCESS, INCLUDING MOUS WITH THE MARION & POLK EARLY LEARNING HUB, WILLAMETTE WORKFORCE PARTNERSHIP, AND CHEMEKETA COMMUNITY COLLEGE**
- **STAFF REPORTS**

Motion carried.

**IN FAVOR:** Hoy, Dufner, Clem, Clark, Lair, Slama, Wolf, Pessemier, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

### **JURISDICTION/ORGANIZATION UPDATES**

Mayor Clark reported that the Keizer City Council passed the ORS 190 Entity agreement at its meeting on Monday night. The police department is continuing to work to connect people with resources. The local food bank needs donations badly. She will share a list of most needed foods.

Ms. Retherford announced that the City of Salem has recently completed a round of grants for businesses impacted by the COVID-19 crisis. Ms. Utz reported that Redwood Crossings is in the final punch list process and should be ready by the end of July. There are four other projects being renovated, and six units have been added so far. Yaquina Hall and Southfair Apartments are anticipated to close in December.

Mr. Clem stated that the Union Gospel Mission has reopened at the Men's Mission and at Simonka House. The Men's Mission capacity has been reduced due to COVID-19 requirements from 150 to 120. Simonka is limited to about 70. The Men's Mission construction project is on time and on budget. The Performance and Evaluation Committee is doing good work.

Ms. Wolf said that the United Way has a lot of projects in the works. She should have a good report of the outcomes next month.

Ms. Dufner said that the Monmouth City Council is scheduled to adopt the ORS 190 Entity agreement on July 21. The city is looking for sources for PPE. Mayor Clark recommended checking with SEDCOR and local chambers of commerce. There is a video on the SEDCOR website about local businesses changing their production lines to make PPE and sanitizer. Mayor Clark recommended watching it and supporting local businesses when possible.

Mr. Pessemier reported that the city's gate project is finished. The city is working on a permanent warming center in addition to that provided by Polk County.

Mr. Jones reported on the Emergency Board funds of \$5.4 million to be spent on prevention services by the end of the year. So far, about 45 households have been served. These funds can be used for rent assistance and utility assistance. MWVCAA is partnering with local organizations, such as Mano a Mano, to get the funds distributed. The Emergency Solutions Grant (ESG) is a funding source that will be distributed in two parts. The CoC will be asked to comment on the use of funds. Part 1 will need to be spent by December 31, 2020. Part 2 will have a deadline in 2022. Mr. Jones is looking forward to having Redwood Crossings online.

Ms. Slama stated that Salem Hospital has 18 COVID-19 positive patients, and four pending cases. The hospital is well within capacity. A number of patients are coming in with delayed care and severe illness. Please encourage people to see their doctors early on for the best intervention. There is, currently, no concern of overwhelming the system.

Mr. Lair reported that the Law Enforcement Assisted Diversion (LEAD) program is going really well. Referrals and training are going again, and training is expanding to neighboring communities, including Keizer, Aumsville, and Silverton.

Ms. Jamison started to give a report but lost her audio connection.

Mr. Edelbute reported that West Valley Housing Authority is remodeling its office space to meet COVID-19 required spacing.

Mr. Enderle stated that Polk County Veteran Services is about to restart intake. Gale's Lodge (Veterans' Shelter) received a grant and will provide transitional housing for Veterans in Polk County.

#### **NOTICE OF FUNDING AVAILABILITY (NOFA)**

Ms. Carlson explained that the NOFA is the Notice of Funding Availability from the U.S. Department of Housing & Urban Development (HUD), which is the annual application for Continuum of Care Program funding. It is a competitive process. Last year, the NOFA dropped on July 3. We should have about two months to complete and submit the application. There will be a local request for proposals process during this period for organizations to apply for funds. These proposals will be sent to the Review and Ranking Subcommittee for consideration. After that review, the board will need to approve the final ranked list of projects. She referred to the Issue Brief provided in the agenda packet.

The Housing Inventory County (HIC) was submitted on June 30. Ms. Calvin reviewed the summary document and referred to the spreadsheet in the agenda packet. The HIC shows the number of beds available, only counting the beds that are homeless specific. Designated beds are category specific and cannot be occupied by clients who do not fall into the designated category. Point-In-Time (PIT) Count numbers include only unhoused or sheltered individuals. Rapid Rehousing "beds" may not be literal beds. Ms. Calvin found that the data entry into the HUD system was slightly problematic, as it would not allow corrections or changes to programs already entered. The numbers, however, are correct. Some information from the HIC will be needed for the NOFA. The summary document includes breakouts of the data for designated beds and other subsets of the data. There are 1,152 year-round beds and 225 warming shelter beds in our region, for a total of 1,377 beds. Coordinated Entry is essential to ensure the correct individuals get beds designated for their needs (designated beds). The data clearly shows where the largest gaps in bed availability are. PIT data will need to be improved to show the demographics of the individuals, allowing the numbers to be linked to the appropriate program counts. A local trainer for the Counting US app is needed, and we need to get more organizations to use HMIS in a timely manner. We project having at least 66% of beds in HMIS by October (71%, including warming shelter beds). The goal is to have 100% participation as soon as possible. Because the PIT count happened in January, the numbers shown are pre-COVID.

The Gap Analysis report has been updated by Ms. Munns. Ms. Carlson gave background on the prior 2018 Gap Analysis report, which was created to map service providers in the Marion-Polk region and find where there were gaps in services. Ms. Munns discussed the highlights of the 2020 report. The four priorities in the 2018 report were:

1. Coordinated Homeless Response System: Coordinated Entry
2. Sheltering Services outside of the Salem-Keizer area
3. Expanding Shelter Options
4. Housing

A lot of progress has been made in addressing these four areas. Statistics show, however, that this region has significantly higher homelessness rates compared to national data, in almost all categories. Locally, homelessness has increased about 12% for women and girls, compared to an increase of 7% for men. We are far from meeting the rate of increase for affordable housing supply, and what is considered affordable housing is about twice the average income for those depending solely on Social Security. The coordinated response system has begun using coordinated entry throughout the region. Domestic violence service providers have a separate coordinated entry program for confidentiality reasons. The region is growing, aging, and becoming more diverse. This needs to be reflected in the services for homeless persons.

In discussion, it was clarified that the purpose of the Gap Analysis report is to illustrate what the needs are and help inform regarding local priorities. Programs serving people who are deemed chronically homeless may get bonus points in the funding application process. The priorities list shows HUD where our concerns are and matches up with federal priorities.

The individual decision points, which begin on page 21 of the agenda packet, were discussed, and were voted upon as follows:

**1. MOTION:** By Councilor Hoy, **SECONDED** by Ms. Slama, to **APPOINT THE FOLLOWING MEMBERS OF THE PERFORMANCE AND EVALUATION COMMITTEE TO THE 2020 REVIEW AND RANKING SUBCOMMITTEE:**

- **DEDE HAZZARD (DAN CLEM, ALTERNATE), UNION GOSPEL MISSION**
- **RYAN GAIL, CATHOLIC COMMUNITY SERVICES**
- **MICHAEL LIVINGSTON, CANDO**
- **LISA TRAUERNICHT, MARION COUNTY BOARD OF COMMISSIONERS OFFICE**
- **CHRISTINE LEWIS, PACIFICSOURCE COMMUNITY SOLUTIONS**

Motion carried.

**IN FAVOR:** Hoy, Dufner, Clem, Clark, Lair, Slama, Wolf, Pessemier, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

**2. MOTION:** By Ms. Slama, **SECONDED** by Mr. Pessemier, to **DELEGATE RESPONSIBILITY TO THE MWVHA EXECUTIVE COMMITTEE TO SERVE AS THE APPEALS COMMITTEE, SHOULD AN APPEAL BE RECEIVED BY THE ESTABLISHED DEADLINES.**

Motion carried.

**IN FAVOR:** Hoy, Dufner, Clem, Clark, Lair, Slama, Wolf, Pessemier, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

**3. Local priorities are, essentially, the minimum qualifications for applicants to participate in the local Request for Proposals process. Concern was expressed regarding whether the proposed local priorities were sufficiently flexible or overly broad since we haven't yet seen the NOFA. This concern will be addressed by another decision point that would give the Executive Committee authority to make adjustments if needed.**

**MOTION:** By Councilor Hoy, **SECONDED** by Mr. Lair, to **ADOPT THE FOLLOWING LOCAL PRIORITIES:**

**PROJECTS WITH A FOCUS ON SERVING:**

- **THOSE EXPERIENCING CHRONIC HOMELESSNESS (USING THE HOUSING FIRST MODEL)**
- **YOUTH**
- **THOSE FLEEING FROM DOMESTIC VIOLENCE (DV), SEXUAL ASSAULT, AND/OR HUMAN TRAFFICKING, INCLUDING THE UTILIZATION AND COORDINATION OF A DV COORDINATED ENTRY SYSTEM**
- **FAMILIES**
- **VETERANS**
- **SERVING OTHER UNDERSERVED AND/OR UNDERREPRESENTED POPULATIONS**

Motion carried.

**IN FAVOR:** Hoy, Dufner, Clem, Clark, Lair, Wolf, Pessemier, Retherford. **OPPOSED:** Slama. **ABSTAINED:** None.

4. A lot of work has been done by staff and the Performance and Evaluation Committee on the local application materials. Ms. Munns reviewed the proposed timeline. All dates shown are tentative and will depend on the date the NOFA becomes available. The September Board of Directors meeting date may need to be adjusted to allow for approving the final list. Various steps and details of the process were quickly reviewed. Scorecards were adapted from other successful CoCs.

**MOTION:** By Councilor Hoy, **SECONDED** by Mr. Pessemier, to **APPROVE, IN CONCEPT, THE FOLLOWING LOCAL APPLICATION MATERIALS:**

- **NOFA TIMELINE**
- **REVIEW AND RANKING PROCESS**
- **SCORING TOOLS AND CRITERIA**
  - **NEW PROJECT APPLICATIONS**
  - **RENEWAL PROJECT APPLICATIONS**
  - **DOMESTIC VIOLENCE BONUS FUNDING APPLICATION**

Motion carried.

**IN FAVOR:** Hoy, Dufner, Clark, Lair, Slama, Wolf, Pessemier, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

5. There will be a tight window of time once the NOFA drops to make any adjustments to the application materials. The Executive Committee would only be authorized to make simple adjustments to the timeline and application materials in order to comply with any changes to the NOFA. Adjustments would be reported to the board.

**MOTION:** By Ms. Slama, **SECONDED** by Ms. Retherford, to **DELEGATE AUTHORITY TO THE EXECUTIVE COMMITTEE TO APPROVE ANY NEEDED ADJUSTMENTS TO LOCAL APPLICATION MATERIALS, INCLUDING TIMELINE, PROCESS, AND SCORING TOOLS DOCUMENTS.**

Motion carried.

**IN FAVOR:** Hoy, Dufner, Clark, Lair, Slama, Wolf, Pessemier, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

6. Ms. Carlson provided background on the requested funding reallocation. This is a case where a portion of 2019 ROCC funding allocation for a contract with the Oregon Coalition Against Domestic and Sexual Violence (OCADSV) was received by MWVHA during negotiations to split common funding from the ROCC. This contract was to provide technical assistance on developing domestic violence coordinated entry protocols and supporting a statewide coordinator for the project. Recently, staff learned that there have been delays in implementing the statewide protocols. The Center for Hope & Safety has developed its own protocols and shared them with other domestic violence providers across the state. Our region's share of the contract amount to OCADSV for this work is \$29,132. HUD encourages CoCs to reallocate funds from projects with substandard performance to higher priority community needs that also align with HUD priorities and goals. Final allocation decisions are approved by the CoC board. The MWVHA board may determine that the OCADSV project is not eligible for renewal in the FY 2020 NOFA process. The Performance and Evaluation Committee met on July 7 to consider this issue and recommended that the funds be reallocated.

**MOTION:** By Councilor Hoy, **SECONDED** by Ms. Retherford, to **APPROVE A FUNDING REALLOCATION OF \$29,132 FROM FY 2019 TO FY 2020, AS RECOMMENDED BY THE PERFORMANCE AND EVALUATION COMMITTEE.**

Motion carried.

**IN FAVOR:** Hoy, Dufner, Clark, Lair, Slama, Wolf, Pessemier, Retherford. **OPPOSED:** None. **ABSTAINED:** None.

### **OTHER BUSINESS**

Mayor Clark stated that we always need to be clear regarding what work is being done by whom. An issue arose where there was confusion regarding a staff meeting that was reported as a workgroup.

Workgroup meetings will be designated by the chair of the board of directors or of the relevant committee. Staff meetings are not workgroups. Official meetings need to be open meetings for the purposes of Oregon Public Meetings Law and for transparency. Mayor Clark cautioned people to be careful about how meetings are referenced in minutes and correspondence. The board chair and committee chairs can clarify if there are questions. Board, Executive Committee, and subcommittee meetings are all public meetings. Staff has sent out information indicating that subcommittees and task forces will be public meetings. Staff work meetings are not public meetings.

The next board meeting will be August 13 and will be a joint meeting with the ORS 190 Entity Board of Directors to launch the ORS 190 Entity. Page 19 in the agenda packet shows dates for ORS 190 Entity agreement approval by the jurisdictions.

### **ADJOURNMENT**

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

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Janet Carlson, MWVHA Consultant