

MINUTES OF August 13, 2020

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE BOARD OF DIRECTORS
AND
ORS 190 ENTITY BOARD OF DIRECTORS
JOINT MEETING**

Zoom Meeting/Conference Call

MWVHA BOARD

MEMBERS PRESENT

CHAIR: Mayor Cathy Clark, City of Keizer

VICE CHAIR: Council President Chris Hoy, 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

Councilor Christopher Lopez, City of Monmouth

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

Councilor Shannon Corr, City of Independence

Commissioner Lyle Mordhorst, Polk County

Commissioner Colm Willis, Marion County

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)

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

MEMBERS ABSENT

Eric Enderle, Veteran Services Officer, Polk County Veteran Services

Christian Ebelblute, Executive Director, West Valley Housing Authority

Mayor Chuck Bennett, City of Salem

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

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

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

ORS 190 ENTITY BOARD

MEMBERS PRESENT

PRESIDENT: Mayor Cathy Clark, City of Keizer

VICE PRESIDENT: Council President Chris Hoy, City of Salem

Councilor Christopher Lopez, City of Monmouth

Councilor Shannon Corr, City of Independence

Commissioner Colm Willis, Marion County

Commissioner Lyle Mordhorst, Polk County

MEMBERS ABSENT

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

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

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
Peter Stoloff, Attorney
Julie Conn-Johnson, Salem-Keizer School District

CALL TO ORDER & INTRODUCTIONS

Mayor Clark called the MWVHA board meeting to order at 3:01 p.m. Roll was taken, and the presence of a quorum was noted. As a quorum of the ORS 190 Entity Board was also present, that meeting was called to order at 3:03 p.m.

Councilors Lopez and Corr were welcomed as new representatives of their communities.

JURISDICTION/ORGANIZATION UPDATES

Mayor Clark reported that the Keizer Community Food Bank is getting additional cold storage through a collaboration with Marion-Polk Food Share and MWVCAA.

Councilor Hoy announced the recent ribbon cutting for the Redwood Crossings project in North Salem.

Ms. Utz added that Redwood Crossings has 37 permanent supportive housing units, some of which have been rented to Salem Health. A virtual tour is available on the City of Salem website (<https://www.cityofsalem.net/Pages/redwood-crossings-virtual-tour.aspx>). Staff will be seeking permission to apply for a grant that will fund the Sequoia Crossings project which has 78 units of permanent supportive housing. Yaquina Hall, a third housing project, is waiting for the final subdivision plat.

Commissioner Mordhorst stated that the Gale’s Lodge (Veteran housing) is fully occupied.

Councilor Lopez said that he is very happy to join the boards on behalf of the City of Monmouth.

Commissioner Willis reported that the leasing of motel rooms in Woodburn for safe COVID isolation is working well.

Mr. Lair announced that things are picking up with LEAD; the program had five new clients this week. During the height of the COVID-19 situation, there were about three months with no referrals at all.

Mr. Clem stated that the men’s shelter is full. UGM will be providing shelter night and day during the upcoming heat advisory. The building project is progressing well.

Ms. Bobb said that the United Way food box program will continue through November, thanks to additional grant funding. United Way is working with Center 50+. SafeSleep is not full every night, probably because of the nice weather. The expansion is moving forward, and there is a clear need for more bathrooms and a laundry facility on site. The current facility has one bathroom for nineteen ladies.

Ms. Slama said that the level of COVID patients is remaining stable. The new patient tower had its “topping ceremony” recently and is scheduled to open in July 2022.

Ms. Jamison reported that approval has been received for the Woodburn project that will have 168 units, half with project-based vouchers. The facility is scheduled to open in March 2021.

Mr. Jones reported on the rental assistance program. Over the last six weeks, \$1.25 million in assistance was provided to 1,275 households. Redwood Crossings will be a great benefit to the area. PacificSource and Kaiser Permanente provided grants for MWVCAA to provide case management services there. ARCHES will be providing a cooling center downtown over the weekend.

Mr. Dixon-McDonald stated that the Marion-Polk Food Share is seeing an increase in food requests of 75% from typical numbers. The Food Share is being helped by local food banks and is providing between 1.2-1.6 million pounds of food per month. It is possible that USDA supplies will be decreasing, so requests to other donor sources are being ramped up.

ORS 190 ENTITY BOARD OF DIRECTORS

BYLAWS

The first issue before the ORS 190 Entity Board was adoption of bylaws. The bylaws under consideration were provided in the agenda packet.

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Mordhorst, to **ADOPT THE ORS 190 ENTITY BYLAWS, AS PRESENTED.**

Motion carried.

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

ELECTION OF OFFICERS

Ms. Carlson stated that the process for election of a President and Vice President is laid out in the bylaws. At the MWVHA Executive Committee meeting, there was a recommendation to have both sets of officers the same, at least to start with.

MOTION: By Commissioner Willis, **SECONDED** by Councilor Lopez, to **ELECT MAYOR CATHY CLARK AS PRESIDENT AND COUNCILOR CHRIS HOY AS VICE PRESIDENT.**

Motion carried.

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

Having the two sets of officers aligned will help streamline things at the beginning point. Mayor Clark gave a quick explanation of the relationship between the ORS 190 Entity and MWVHA.

CONTRACT WITH MWVCOG

Ms. Carlson explained that the agreement with the Mid-Willamette Valley Council of Governments (MWVCOG or COG) is needed to allow the COG to provide administrative support to the ORS 190 Entity, and thus MWVHA, and be reimbursed. A draft of the contract was included in the agenda packet. Two changes (items 2.2 and 3.1) were discussed. These were shown in the draft contract provided. The scope of work outlines the services to be provided by the COG.

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Willis, to **APPROVE THE CONTRACT WITH THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, AS PRESENTED.**

Motion carried.

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

BOARD ADMINISTRATOR APPOINTMENT

Ms. Carlson referred the board to page 19 in the agenda packet. This was discussed at the MWVHA Executive Committee meeting, and the recommendations were to either have Ms. Wakeley or Ms. Carlson serve as Board Administrator, which is a staff position in direct support of the ORS 190 Entity.

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Willis, to **APPOINT JANET CARLSON AS BOARD ADMINISTRATOR FOR THE ORS 190 ENTITY.**

Motion carried.

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

ORGANIZATIONAL ISSUES

1. Meetings – The ORS 190 Entity is required to have one meeting per year in the bylaws. However, staff anticipates having about three meetings this fall to get everything in place.
2. Legal Counsel – The contract with MWVCOG allows the organization to provide legal services to the ORS 190 Entity; however, there could be conflicts with certain issues. Ms. Carlson introduced Peter Stoloff, an attorney based in Lake Oswego. His curriculum vitae was included in the agenda packet. Mr. Stoloff has extensive experience with health care services and HIPAA, and expertise in helping organizations form. Mr. Stoloff spoke about his familiarity with ORS 190, and said that he is looking at the HUD regulations. He understands what has been set up and how the entities are related to each other. He is very familiar with HIPAA and works with other health-related organizational structures, including Salem Health. Commissioner Willis asked Mr. Stoloff for his thoughts on the role of the two boards, ORS 190 Entity and MWVHA, as they relate to each other. Mr. Stoloff referred to the federal regulations and gave the opinion that the MWVHA board authority supersedes that of the ORS 190 Entity board, as the ORS 190 Entity supports MWVHA. Mayor Clark expressed her appreciation for Mr. Stoloff's assistance on this complex organizational effort. Consensus was for the ORS 190 Entity to move forward in negotiating an agreement with Mr. Stoloff for legal services. It was mentioned that Dan Atchison, City of Salem's Legal Counsel, has offered to work with Mr. Stoloff to help him get up to speed.
3. Alliance staff support – Ms. Carlson, Ms. Calvin, and Ms. Munns are currently working under six month contracts with MWVCOG to work on behalf of MWVHA. The plan is to bring the contracts, which expire in December, to the ORS 190 Entity board in November. The new contracts would take effect on January 1, 2021. Consensus was this is a good plan.
4. Insurance – After the MWVHA Executive Committee meeting, Ms. Carlson did some research and was informed that the ORS 190 Entity could not be insured through Citycounty Insurance Services. Huggins Insurance was contacted and recommended that the ORS 190 Entity obtain general liability and "D&O" (Directors and Officers) policies. Direction from the board was to get quotes to provide at the next meeting.

5. Procurement Rules – Ms. Carlson corresponded with the Association of Oregon Counties’ legal counsel, who advised her that ORS 190s are not responsible for all procurement state procurement laws but are responsible for most. It is advisable to establish rules for the organization. Ms. Wakeley provided a copy of the MWVCOG procurement rules, as an example of what another ORS 190 entity uses. Since the MWVCOG will be providing support work, Ms. Carlson suggested aligning the procurement rules governing the ORS 190 Entity with the MWVCOG rules. Consensus was to align, and Mr. Stoloff agreed. Mayor Clark requested that the rules be set up in such a way as to not preclude anyone from being eligible to provide goods or services.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA) BOARD OF DIRECTORS

CONSENT AGENDA

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

- **AGENDA APPROVAL**
- **JULY 9, 2020 MINUTES**
- **FINANCIAL REPORT**
- **PIT COUNT WORKGROUP APPOINTMENTS**
- **PIT COUNT WORKGROUP CHARTER APPROVAL**
- **APPROVAL OF UPDATED AGREEMENT WITH THE CHALLENGE TO END YOUTH HOMELESSNESS.**
- **STAFF REPORTS**

Motion carried.

IN FAVOR: Clark, Hoy, Lair, Clem, Slama, Lopez, Bobb, Willis, Mordhorst, Corr. **OPPOSED:** None. **ABSTAINED:** None.

Mayor Clark brought up the subject of communication regarding public meetings. A complaint was made regarding a meeting that was considered a staff meeting, thus not a public meeting, that a committee member became aware of and received information on how to participate from someone other than the staff person organizing the meeting. When the committee member tried to join the meeting via Zoom, he was prevented from doing so. This raised the question as to whether there should be a policy that committee members should be allowed to participate in or at least listen to such meetings. Commissioner Willis stated that it needs to be made clear that substantive decisions are not being made in secret but are brought to committee and/or board meetings. Mayor Clark noted that staff meetings to produce materials that will be brought to committee and/or board meetings need not be public. Staff provides a deliverable with cited sources, so the process is transparent and is vetted publicly. Adding committee members to a staff meeting could end up with a serial meeting, which violates the Public Meetings Law and also compromises the integrity of the committee and/or board. Consensus was that there is no need for a new policy at this time. Board members suggested revisiting the issue in six months to see if there is a need, and if the process needs to be improved.

BUILT FOR ZERO/CONTINUUM OF CARE METRICS

Ms. Calvin screen shared the information provided in the agenda packet and reviewed the materials. Staff will be following up with each jurisdiction regarding a point person for the data needed to establish baseline numbers for each metric. For the case management positions, staff will draft a survey to gather the baseline data. For the purposes of the presentation document, baseline numbers mean the existing number. The target is a goal for the future and will be used as a way to look at the progress towards those goals. Generally, the baseline is a point-in-time number and there will be a net gain/loss related to the

target. It was pointed out that the term “created” is problematic, given how the numbers are being interpreted. Staff will be working with law enforcement and service providers to determine the data for metrics 12-15. Source data will be made available. It may be necessary to include other jurisdictions, as well, to ensure as complete information as possible is obtained. Steps will be taken, however, to make certain that there is no duplication of data.

Mountain West Investment Corporation awarded a grant to Built for Zero and has requested some data in return. The first quarterly report to Mountain West was provided in the agenda packet. Ms. Calvin reviewed the report and milestones. Five individuals were involved in the case conferencing process with the goal of getting the individuals housed by the end of the month. The first meeting was on July 31. The program is starting centered on Salem and Keizer and will work out from there.

There will be a fall conference for Built for Zero via Zoom, and the national organization is also doing mini sessions more often.

Ms. Calvin will send the Built for Zero information to the new board members. Mayor Clark gave a brief explanation of Built for Zero.

OTHER BUSINESS

The next board meeting will be September 10 at 3:00 p.m. There will be a presentation on Fair Housing and Equity. Commissioner Mordhorst said he will not be available, but he will try to arrange an alternate.

Mayor Clark encouraged all to keep up the good work, and if that means that more people will come here needing help, that’s a good thing.

ADJOURNMENT

Hearing no further business, Chair Clark adjourned both meetings at 4:53 p.m.

Janet Carlson, MWVHA Consultant