

AGENDA
MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
BOARD OF DIRECTORS

Thursday, February 13, 2020 * 3:00 P.M.-5:00 P.M.
Mid-Willamette Valley Council of Governments Conference Room A
100 High Street SE, Suite 200 * Salem, Oregon

- A. WELCOME AND INTRODUCTIONS..... Mayor Cathy Clark**
- B. APPROVAL OF MWVHA BOARD MEMBERS Mayor Cathy Clark**
Action: The board roster represents organization representatives nominated by the MWVHA Development Council, as described in the CoC Governance Charter, Article II, Section A4.
Staff recommendation: *Approve the board roster.*
- C. RATIFICATION OF THE CoC GOVERNANCE CHARTER Janet Carlson**
Action: To be recognized by the U.S. Department of Housing & Urban Development as a Continuum of Care, MWVHA submitted its CoC Governance Charter which was approved by the Development Council in October 2019. The charter must be formally adopted by the new CoC board of directors. As outlined in Article IV, Section A5, federal regulations require an annual review of the charter. The proposed review date is the October 2020 board meeting. In the meantime, staff is maintaining a list of proposed charter amendments. **Staff recommendation:** *Ratify the governance charter.*
- D. CONFLICT OF INTEREST AND CODE OF CONDUCT Carla Munns**
Action: Article III, Sections A5 and B9 require board members to make an annual declaration acknowledging the board’s Conflict of Interest and Code of Conduct policies. Forms were distributed prior to the meeting and will be collected by staff at this point in the board meeting.
- E. ELECTION OF CHAIR AND VICE CHAIR Janet Carlson**
Action: Article II, Section B, provides that the board elect a chair and vice chair to serve as leadership of the MWVHA. Officer nominations will be accepted from the floor.
- F. CONSENT AGENDA Board Chair**
Action: Items include (1) agenda approval, (2) financial report, and (3) 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 1-16-20 Development Council meeting are included for reference. Any consent item may be considered as a separate action item by board motion. **Staff recommendation:** *Approve the consent agenda.*
- G. JURISDICTION/ORGANIZATION UPDATES..... All**
Discussion: Opportunity to share information about recent events, needs and/or resources identified in each jurisdiction or organization.
- H. BUILT FOR ZERO..... Ashley Hamilton, Dana Schultz, MWVCAA**
Presentation/Discussion: MWVHA was selected as a new cohort in the Built for Zero initiative, sponsored by Kaiser Permanente. Ashley Hamilton, Community Resource Program Director, and Dana Schultz, Director of Program Development, will provide an update about how Built for Zero is being implemented in the Marion-Polk region. This includes developing a “by-name” list, establishing targets and tracking achievement, and aligning the work across agencies. The discussion will address how the MWVHA board can support this effort.

I. MWVHA COMMITTEES Carla Munns

Action: In January, the Development Council delegated authority to Chair Clark to appoint a nominating committee. The board will review the Nominating Committee’s recommendations for committee and workgroup leadership and membership, and appoint co-chairs, chairs, and members by vote. Note that the board may make future additions or adjustments to committee and workgroup membership as the groups take shape. **Staff recommendation:** *Ratify Executive Committee membership; approve the roster of recommended committee and workgroup chairs; approve the recommended membership for the Performance and Evaluation Committee, Coordinated Entry Committee, HMIS workgroup, and Point-in-Time Count Workgroup.*

J. ORS 190 AGREEMENT Janet Carlson

Action: The Development Council recommended that the MWVHA create its own legal entity to administer the Continuum of Care. The draft agreement was distributed to the parties beginning December 2019, with a review by legal counsels and administrative staff on February 3, 2020, and further discussions among the attorneys, with an alternative proposal to be discussed at the board meeting. A new intergovernmental agreement will supersede the Memorandum of Agreement that formed the Development Council in 2019. **Staff recommendation:** *Authorize the government members to enter into an ORS 190 intergovernmental agreement to support the Alliance.*

K. STAFF CONTRACT AMENDMENTS AND AUTHORIZATION TO USE 2019 REVENUES Janet Carlson

Action: With HUD approval of the new Continuum of Care, and with a March 5 registration deadline, the MWVHA will need ongoing staff support. Contracts for Jan Calvin and Carla Munns expire March 31, 2020; Janet Carlson’s contract expires April 30, 2020. COG staff has recommended to delay new contracts until the ORS 190 agreement is fully executed. It is therefore proposed that the current staff contracts with COG be extended through June 2020 and amended to support increased staff hours to 140 per month during April, May, and June. Revenue requirements are \$34,680. **Staff recommendation:** *Approve the contract amendments, authorize reimbursement for Janet Carlson’s travel expenses in February from 2018 funds, and authorize COG financial staff to begin using 2019 revenues for staff and other CoC expenses when 2018 funds are depleted.*

L. 2020-21 CONTRIBUTION COMMITMENTS..... Janet Carlson

Action: Since the ORS 190 agreement will supersede the Development Council Memorandum of Agreement, which included a table of contributions for 2019-20 and 2020-21, and since Article II, Section A5, requires board approval of annual contributions, the board will need to approve the attached table of contributions. The table contains the following revisions from the MOA attachment: (1) adds the Confederated Tribes of Grand Ronde contribution which was added by MOA amendment and (2) deletes contributions from the nonprofit organizations serving on the board, since the ORS 190 entity is limited to member governments. Salem-Keizer School District will provide a 2020 contribution amount in March. Note that the ORS 190 entity has the authority to enter into separate agreements with nonprofit organizations, foundations, or other private entities for contributions. **Staff recommendation:** *Approve the 2020-21 table of contributions.*

- M. MWVHA WORK PLAN Carla Munns**
Information: Staff has created an initial work plan for the Continuum of Care. The draft document in the meeting packet provides a snapshot of the scope of work that needs to occur in 2020. There will be an opportunity to discuss the document in greater depth at the March meeting. This is provided today for the board’s early review.
- N. OTHER BUSINESS All**
- O. ADJOURNMENT..... Chair**

Staff Contacts

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Public is welcome to attend; however, there will be no opportunity for public comment on the agenda.

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