MINUTES OF NOVEMBER 4, 2021

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

Zoom Meeting

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Mayor Cathy Clark, City of Keizer
VICE CHAIR: Council President Chris Hoy, City of Salem
Denyc Boles for Leilani Slama, Vice President, Community Engagement, Salem Health
Director Ashley Carson Cottingham for Christy Perry, Salem-Keizer School District
Councilor Shannon Corr, City of Independence
Hank Crapser, Navigator, Law Enforcement Assisted Diversion (LEAD)
Commissioner Jeremy Gordon, Polk County
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
Elaine Lozier for Josie Silverman-Mendez, Director, Marion-Polk County CCO, PacificSource
Kristin Retherford for Mayor Chuck Bennett, City of Salem
Jessica Stanton for Commissioner Colm Willis, Marion County
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency
Nicole Utz, Housing Administrator, Salem Housing Authority

MEMBERS ABSENT
Dan Clem, Executive Director, Union Gospel Mission of Salem
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
Kim Parker-Llerenas, Executive Director, Willamette Workforce Partnership; Co-Chair, CoC Collaborative Committee

ORS 190 ENTITY BOARD
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PRESIDENT: Mayor Cathy Clark, City of Keizer
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Councilor Shannon Corr, City of Independence
Director Ashley Carson Cottingham for Christy Perry, Salem-Keizer School District
Commissioner Jeremy Gordon, Polk County

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
Jessica Stanton for Commissioner Colm Willis, Marion County

MEMBERS ABSENT
None

STAFF AND GUESTS PRESENT
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Denise VanDyke, Admin. Specialist II, MWVCOG
Lisa Trauernicht, LisaMostly Consulting
Julie Conn-Johnson, McKinney-Vento Program, Salem-Keizer School District
Mari Anne Gest, Church at the Park
Nicole Thomas, Word's Out PR
Tori Terhune, Word's Out PR
Laura Luthi, Word's Out PR

CALL TO ORDER
Mayor Clark called the meeting to order at 1:01 p.m. The presence of a quorum of both boards was noted.

CONSENT AGENDA
Ms. Carlson stated that the Youth Action Board appointment process (item number 3) is being pulled from the Consent Agenda as the item is not yet ready for board consideration. She then reviewed the remainder of the Consent Agenda items.

MOTION: By Councilor Hoy, **SECONDED by** Commissioner Gordon, to **APPROVE THE CONSENT AGENDA (MINUS ITEM #3), AS PRESENTED.**

1. **AGENDA APPROVAL**
2. **OCTOBER 14, 2021 ORS 190 ENTITY AND ALLIANCE BOARD MINUTES**
4. **ACCEPT THE RESIGNATION OF MONTANA SPIVEY FROM THE YOUTH ACTION BOARD**
5. **APPOINT BRENDA NEWEY, SIMONKA PLACE HMIS ADMINISTRATOR, UNION GOSPEL MISSION, TO THE HMIS WORKGROUP**
6. **ACCEPT LISA TRAUERNICHT'S RESIGNATION AS CO-CHAIR OF THE PERFORMANCE & EVALUATION COMMITTEE**
7. **APPROVE A CORRECTION TO THE COC GOVERNANCE CHARTER**
8. **APPROVE THE FOLLOWING UPDATED COMMITTEE CHARTERS: POINT-IN-TIME COUNT WORKGROUP, COLLABORATIVE COMMITTEE, COORDINATED ENTRY COMMITTEE, AND PERFORMANCE & EVALUATION COMMITTEE**

9. **APPOINT THE FOLLOWING PIT COUNT WORKGROUP MEMBERS AND ACCEPT THE RESIGNATION OF LUCY BRISENO (ALL PRIOR WORKGROUP MEMBERS ARE RELEASED):**
    - **KIMBAERLY VENEGAS, CATHOLIC COMMUNITY SERVICES, FOSTERING HOPE**
    - **DOUG ODELL, FAMILY PROMISE**
    - **SHAIN OLESON, MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, HOME YOUTH SERVICES**
    - **LEXI MEYER, NORTHWEST HUMAN SERVICES, HOST PROGRAM**
    - **BENNETT TEAL, SALEM HOUSING AUTHORITY**
    - **BETTY JORDAN, SALEM HOUSING AUTHORITY**
    - **ROBIN WINKLE, SHANGRI-LA**
    - **RACHEL LAKEY, WILLAMETTE HEALTH COUNCIL**
10. **APPOINT THE FOLLOWING COC REPRESENTATIVES TO THE REGIONAL HMIS GOVERNANCE GROUP: ELLIOTT LAPINEL, HMIS DATA SYSTEM ADMINISTRATOR, COMMUNITY ACTION; AND JAN CALVIN, MWVHA CONSULTANT**
11. **APPROVE THE BUILT FOR ZERO QUARTERLY REPORT**
12. **APPROVE ADDING PERMANENT SUPPORTIVE HOUSING STANDARDS AND RAPID REHOUSING STANDARDS TO THE COC GOVERNANCE CHARTER**
13. **APPROVE ADDING THE DOMESTIC VIOLENCE COORDINATED ENTRY PROTOCOLS TO THE COORDINATED ENTRY DOCUMENT ALREADY INCORPORATED INTO THE COC GOVERNANCE CHARTER**
14. **APPROVE A LETTER OF SUPPORT FOR WESTCARE**

STAFF REPORTS INCLUDE THE LATEST COC WORK PLAN AND BUDGET REPORT.

Discussion: None.

Motion carried.

IN FAVOR: Clark, Hoy, Boles, Carson Cottingham, Corr, Crapser, Gordon, Leno, Lopez, Lozier, Retherford, Stanton, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

Ms. Carlson summarized the agenda items. A contract is proposed with Lisa Trauernicht to support the Point-in-Time Count Workgroup and the Performance & Evaluation Committee, and to work with Jan Calvin in supporting the Collaborative Committee and conducting data analysis. Ms. Carlson noted the documentation for a sole source procurement is included with the meeting materials.

MOTION: By Councilor Hoy, **SECONDED by** Councilor Lopez, to **APPROVE THE CONTRACT WITH LISA TRAUERNICHT, LISAMOSTLY CONSULTING, AS PRESENTED.**

Discussion: None.

Motion carried.

IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

Additional contractor hours are proposed to support the YHDP project, which are covered by the recently awarded YHDP planning grant. Ms. Carlson and Ms. Calvin will be assisting the YHDP lead contractor, with the addition of 18 hours per month each through October 2022.

MOTION: By Commissioner Gordon, **SECONDED by** Ms. Stanton, to **APPROVE ADDITIONAL CONTRACTOR HOURS FOR THE YHDP PROJECT, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

A letter of resignation effective November 19 from Carla Munns is included with the meeting materials. The board thanked Ms. Munns for her work. Ms. Carlson explained that Ms. Munns' January 1, 2021 contract and the July 1, 2021 contract amendment, were both still in effect through June 30, 2022, and needed to be terminated, effective November 20.

MOTION: By Councilor Hoy, **SECONDED by** Commissioner Gordon, to **ACCEPT THE RESIGNATION OF CARLA MUNNS AND TERMINATE HER JANUARY 1, 2021 CONTRACT AND THE JULY 1, 2021 CONTRACT AMENDMENT, EFFECTIVE NOVEMBER 20, 2021, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

The contract with Oregon Housing & Community Services regarding the HMIS transition is the same contract that the board already approved in August. Apparently, OHCS contracts staff had not completed contract preparations when the document was sent to MWVHA. The proposed contract changes one date in the document. Staff recommends rescinding the August contract and approving the proposed version.

MOTION: By Councilor Hoy, **SECONDED by** Ms. Stanton, to **APPROVE THE CONTRACT WITH OREGON HOUSING & COMMUNITY SERVICES (OHCS) FOR HMIS TRANSITION AND RESCIND THE CONTRACT APPROVED ON AUGUST 12, 2021, AS PRESENTED.**
DISCUSSION: NONE.
Motion carried.
IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

Staff recommends authorizing the Board President to sign the required Environmental Review form and cash match letter to receive the Youth Homelessness Demonstration Program Planning Grant. This grant is exempt from an environmental review, but still must provide paperwork indicating that exemption, along with a letter confirming the source and availability of matching funds.

MOTION: By Councilor Hoy, **SECONDED by** Commissioner Gordon, to **APPROVE AUTHORIZING THE BOARD PRESIDENT TO SIGN THE REQUIRED ENVIRONMENTAL REVIEW FORM AND CASH MATCH LETTER TO RECEIVE YHDP PLANNING GRANT, AS PRESENTED.**
Discussion: None.

Motion carried.
IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

November is the month that the organization's liability insurance policies need to be renewed. Staff received information from Huggins Insurance that Professional Governmental Underwriters will renewing the directors and officers insurance policy. However, Hartford sent a notice that it will not renew the general liability policy, citing the age of the MWVCOG office building and the organization's line of business. Huggins found a new company to provide a general liability policy, Scottsdale Insurance Company. Staff is requesting authorization to enter into an agreement with Scottsdale Insurance and to renew with Professional Governmental Underwriters for liability insurance.

MOTION: By Ms. Stanton, **SECONDED by** Councilor Hoy, to **APPROVE THE LIABILITY INSURANCE PROVIDERS AND POLICIES, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

NOTICE OF FUNDING OPPORTUNITY (NOFO)

Ms. Calvin and Ms. Carlson gave a presentation about the Consolidated Application required by the U.S. Department of Housing & Urban Development (HUD) for Fiscal Year 2021. HUD released the NOFO on August 18. The Alliance conducted a local competition during the month of September. The board approved the Prioritized List of programs proposed for HUD funding at its October meeting. The Consolidated Application includes a lengthy document inquiring about all aspects of operating the Continuum of Care, along with the list of prioritized programs and the annual planning grant application. HUD's deadline for electronic submission is November 16.

Ms. Calvin and Ms. Carlson presented highlights about each of the CoC application items that required responses. Topics included:

- Inclusive Structure (CoC meetings, Coordinated Entry, communicating with the public)
- Coordination and Engagement (education, victim services, discharge planning, Veterans, fair housing and equity, street outreach)
- Addressing COVID-19 (safety protocols, coordination, communication, preparation for future public health emergencies)
- Local Competition (review and ranking, reallocation, posting materials to the website)
- Homeless Management Information System (vendor name, coverage area, comparable databases for domestic violence, required data collection submissions)
- Point-in-Time Count (commitment to conduct adult and youth counts)
- System Performance Measures (past results and strategies to improve future results)
- Domestic Violence Bonus Project Application (unmet need, applicant information, ensuring safety, trauma informed and victim centered approaches)

Today, both boards need to approve the Consolidated Application. The final application will be posted on the website, once final documentation has been received. Staff intends to submit the application in the e-snaps system on November 12.

Ms. Calvin and Ms. Carlson gave thanks to all who helped with the application, including the boards, consultants, MWVCOG staff, public housing authorities, HUD regional staff, local competition applicants, and the Review & Ranking Subcommittee members.

Mayor Clark commented that, looking back five years to the beginning of this group and where we are now, big strides have been made, and major changes in the lives of many. The Salem Housing Authority projects will be game changers.

ALLIANCE BOARD MOTION: By Councilor Hoy, **SECONDED BY** Commissioner Gordon, **APPROVE THE FY 2021 COC CONSOLIDATED NOFO APPLICATION AND FY 2021 COC PLANNING GRANT APPLICATION, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Boles, Carson Cottingham, Corr, Crapser, Gordon, Leno, Lopez, Lozier, Retherford, Stanton, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

ORS 190 ENTITY BOARD MOTION: By Councilor Hoy, **SECONDED by** Councilor Lopez, to **APPROVE THE FY 2021 COC CONSOLIDATED NOFO APPLICATION AND FY 2021 COC PLANNING GRANT APPLICATION.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

SUPPLEMENTAL BUDGET/BUDGET HEARING

Mayor Clark described the proposed changes to the 2021-22 adopted budget. Changes in revenues included an increase of $259,251, including increased board member contributions, the Youth Homelessness Demonstration Program (YHDP) planning grant, increase in the ESG-CV grant percentage for administration, and an increase in estimated future grants. Changes in expenditures included an increase of $259,251, including increased staff support for ESG-CV and YHDP grant awards, Health & Safety Subcommittee coordination, the communications contract, and HMIS licenses and coordination costs. The proposed changes will increase the 2021-22 budget from $365,574 to $624,825.

The Supplemental Budget Hearing was called to order at 2:09 p.m. Legal notice of a public hearing on the supplemental budget was published in the Statesman Journal and Polk County Itemizer-Observer on October 27. There was no public comment or testimony on the budget.

Chair Clark closed the Supplemental Budget Hearing at 2:10 p.m.

ALLIANCE BOARD MOTION: By Councilor Hoy, **SECONDED by** Councilor Lopez, to **APPROVE THE SUPPLEMENTAL BUDGET, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Boles, Carson Cottingham, Corr, Crapser, Gordon, Leno, Lopez, Lozier, Retherford, Stanton, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

ORS 190 ENTITY BOARD MOTION: By Ms. Stanton, **SECONDED by** Councilor Hoy, to **APPROVE THE SUPPLEMENTAL BUDGET, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Corr, Carson Cottingham, Gordon, Leno, Lopez, Stanton. **OPPOSED:** None. **ABSTAINED:** None.

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JURISDICTION/ORGANIZATIONAL UPDATES

Mayor Clark said that the Gubser neighborhood Miracle of Christmas to support Marion-Polk Food Share will be happening this again year. She commented on the clothing closet and giving baskets. A recent fundraiser supporting Salem-Keizer students raised twice what was anticipated. Mayor Clark also provided an update on behalf of Commissioner Gordon, who had to leave for another meeting, that there are a lot of things happening in Polk County, especially with the Rural Issues workgroup.

Mr. Crapser announced that LEAD now has five navigators and is doing trainings. Referrals from law enforcement are increasing, and they are working with more clients.

Ms. Stanton announced that the county commissioners will be attending the Association of Oregon Counties annual conference next week. ARPA and CDBG funds are being distributed. Emergency rental assistance related to COVID-19 includes funds for rent and utilities.

Councilor Hoy said that the City of Salem is working with the Marion County Board of Commissioners to supplement behavioral health services at Redwood Crossings. Commissioner Bethell toured the navigation center and Redwood Crossings. Councilor Hoy met with members of the Congressional delegation (Senators Merkley and Wyden and Congressman Schrader) regarding the need for funds to build and operate permanent supportive housing. He also addressed the need to resolve conflicts within federal law regarding Housing First versus not providing services to people with addictions. Councilor Hoy concluded by noting the upcoming closing on Yaquina Hall.

Ms. Utz announced that the Yaquina Hall project is finally closing on December 10, and once Salem Housing Authority has HUD approval, construction should start in late December. Salem Housing Authority is also working on rehabilitating Southfair Apartments, which will include ADA accessible units. SHA is also working on the Sequoia Crossings project. At Redwood Crossings, there have been a few people who have stabilized and are moving to independent housing with Section 8 vouchers within a year. Salem Housing Authority's office doors are open again to clients.

Ms. Retherford added that City of Salem issued a Notice of Funding Availability for CDBG and HOME funds and is offering training to help interested applicants through the process. Information is on the website.

Ms. Carson Cottingham introduced herself and reported that the Salem-Keizer District is conducting a series of listening sessions, the first on Monday at 6 p.m. about government-to-government relationships with tribes. The return to in-person learning is going well. Staff are excited about the approval for vaccinations for 5-11 year olds. The McKinney-Vento program is serving more students than last year, but we know there are more out there not receiving services. Staff is in the process of doing extra outreach.

Tribal Councilwoman Leno announced that this is the Confederated Tribes of Grand Ronde Tribal Restoration month. On November 22, the Tribes will have been restored for 38 years, and continue to look to the future.

Ms. Lozier reported that PacificSource is having conversations with Church@ the Park and Community Action. PacificSource is also organizing community presentations addressing equity. She provided a link to access the presentations.

Ms. Boles stated that Salem Health is very full all the time. The number of COVID patients has started to decline, although there has been an uptick this week. Salem Health is referring people to their primary care physicians and pharmacies for vaccinations but is also providing a mobile vaccination clinic. No staff are available for mass clinics like what was previously held at the State Fairgrounds, as staff had to be pulled into the hospital. She provided upcoming dates and locations for the mobile clinic at Salem Center and the Pavilion at the State Fairgrounds.

Mr. Jones said that Community Action is completing the spend down of rental assistance program funds. Over the course of sixteen months, $25 million in assistance has been provided in the community, assisting more than 4,000 households. ARCHES Inn at 1288 Hawthorne is close to being put into operation. He will send invitations for the opening. The warming shelter season began November 1, with a couple of churches hosting warming shelters. Dollars are available for locations in Polk County and rural Marion County.

Mr. Dixon-McDonald reported that the Collaborative Committee had a presentation from the Fair Housing Council regarding equity for LGBTQ+ individuals. It was a great conversation and will impact work in the committee. The Health and Safety Subcommittee is up and running, and the Equity and Lived Experience Subcommittee has been revitalized.

Ms. Wolf stated that United Way is partnering with Marion County to distribute COVID rental assistance dollars with two staff, one who speaks Spanish. She also described Cottages United, ten cottages near Swegle School in the East Lancaster neighborhood for seniors on fixed incomes. Councilor Hoy added that the property is surplus to the City of Salem and was donated to the United Way. He encouraged other cities to look at their property inventories for sites that could be used similarly.

ADJOURNMENT

Hearing no further business, Mayor Clark adjourned both meetings at 2:37 p.m.

Janet Carlson, MWVHA Consultant