

**MINUTES OF AUGUST 31, 2021**

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE  
EXECUTIVE COMMITTEE  
AND  
ORS 190 ENTITY LEADERSHIP**

**Videoconference Via Zoom**

**MEMBERS PRESENT**

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

Kristin Retherford for Council President Chris Hoy, City of Salem

Leilani Slama, Vice President, Community Engagement, Salem Health

Commissioner Colm Willis, Marion County

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

**MEMBERS ABSENT**

Commissioner Jeremy Gordon, Polk County

**OTHERS PRESENT**

Jan Calvin, MWVHA Consultant

Janet Carlson, MWVHA Consultant

Carla Munns, MWVHA Consultant

Denise VanDyke Admin. Specialist II, MWVCOG

**CALL TO ORDER & INTRODUCTIONS**

Mayor Clark called the meeting to order at 12:04 p.m. Attendance and the presence of a quorum were noted.

**MINUTES OF AUGUST 3, 2021**

**MOTION:** By Ms. Wolf, **SECONDED** by Commissioner Willis, to **APPROVE THE MINUTES OF AUGUST 3, 2021, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Clark, Retherford, Willis, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

**2021 NOTICE OF FUNDING OPPORTUNITY (NOFO)**

Ms. Carlson provided background information on the HUD NOFO process. HUD released the FY 2021 NOFO which is due November 16. This is the first opportunity for this new Continuum of Care to compile and submit the information. Last year's application was waived because of COVID. HUD determines funding allocations for Continuums of Care based on performance, and this application is how we demonstrate our performance. This is a "big deal" and there is a lot to prepare. The November Board meeting is currently scheduled on November 18 and will need

to be moved earlier in the month. Since Veterans Day is on our usual meeting day/week, Ms. Carlson proposed moving the board meeting a week earlier to November 4. She will poll board members about availability. The NOFO includes a local Request for Proposals competition with an appeals process. Last year, the board voted to use the Executive Committee as the Appeals Committee. Ms. Carlson recommends that the Executive Committee serve that function for the FY 2021 local competition. Currently, the Executive Committee meeting is scheduled on October 5. However, that date is too early for the local applications to be reviewed. She proposed scheduling the Appeals Committee meeting on October 12 and asked if we should combine the two meetings or have two separate meetings. Executive Committee members gave direction that they would prefer holding one Appeals Committee and Executive Committee meeting on October 12. Based on the new HUD documents, staff has been working diligently to revise the scoring tools that were last approved by the board in July and to create a local competition timeline. These documents will need to be approved or ratified at the upcoming board meeting. Both documents need to be posted on the Alliance website by September 2 to keep within local and federal deadlines. Ms. Munns reported on the timeline:

- A mandatory technical assistance workshop is scheduled on 9/9
- Letters of intent are due 9/15
- Applications are due 9/30
- Review and Ranking Subcommittee meets on 10/5
- Appeals are due 10/11
- Appeals Committee meets on 10/12
- The Final Prioritized List will be approved by the CoC Board on 10/14
- The complete application will be approved by the CoC Board and Collaborative Applicant at the November board meeting.

There has been a lot of interest and, if there are no appeals, there will be no need to convene the Appeals Committee. Ms. Calvin added that all existing grants are eligible for renewal except for the Oregon Coalition Against Domestic and Sexual Violence. The board will find a letter in the agenda packet that was approved last year to reallocate those funds. The board will be asked to approve the updated letter at the September board meeting. The strategic plan will be folded into the HUD application. There is added funding for a partnership between housing and health care providers and for domestic violence programs. The board will also need to apply for a planning grant. The Continuum of Care needs to show proficiency in Coordinated Entry, HMIS, and equity, along with other areas. The estimated HUD allocation to the Marion-Polk region is about \$1.1 million. Any questions about the NOFO will be posted on the website with answers in the interest of transparency.

### **RACIAL EQUITY DEMO APPLICATION**

Ms. Calvin reported on the Racial Equity Demonstration Project application. After the board approved submitting an application for the Demo Project at the August board meeting, staff and partners participated in a webinar which provided additional information about HUD expectations. This information led staff and partners to the realization that the Alliance is not ready to submit. However, the webinar provided good information for a future application. Ms.

Calvin stated with some work that the Alliance may be ready to apply by the next round. An issue brief regarding the change in direction is included in the board packet.

### **SEPTEMBER JOINT BOARD AGENDA**

Ms. Carlson reviewed the draft agenda provided in the packet. For the consent agenda, the usual agenda approval, minutes, and reports are included. In addition to designating the Executive Committee as the Appeals Committee for the NOFO, the Point-in-Time Workgroup co-chairs are to be appointed. Ms. Carlson confirmed that Josh Lair has resigned from the board, having left LEAD at Marion County for a new job with the State of Oregon. Commissioner Willis noted that the LEAD position will be filled at the October meeting. Ms. Carlson added that the financial report was received today and will be added to the packet.

Under ORS 190 Entity business, staff capacity for public communications was discussed. Staff and board members participated in informal group meetings and City of Salem provided excellent assistance, but the Alliance has greater needs than what staff can provide and is looking at adding capacity. A contractor would handle the Alliance's electronic newsletter and website, collect and write stories to share, as well as creating a Facebook page to add a social media presence. Ms. Carlson sent a request for quotes to three organizations, and two responded. Executive Committee members discussed that the Alliance needs to provide the public with credible information about what is happening in the community, instead of what is not happening. It will be good to let people know where they can plug into the system to help. Communication was emphasized in the recent strategic plan update. Ms. Carlson shared a summary of the three-year budget forecast. Budgeting for \$49,450 for a communications contract will completely use our reserves by the end of June 2023, if we receive no grants in 2022-23. Consensus was that it is very unlikely that the Alliance would end up with no grants during FY 2022-23. Ms. Wolf volunteered to increase the United Way contribution from \$1,000 to \$5,000, which will balance the three-year budget without grants. Ms. Slama added that the board needs to be cautious about expectations from the communications consultant because the contract is limited. We will need encourage the contractor to work closely with our partners while not stepping on toes. Results will take time. This issue will be brought to the board for discussion.

Ms. Carlson stated that the CoC Governance Charter requires an annual review. Recommended charter revisions will be before the board in October. So far, proposals include the Collaborative Committee recommendation of adding members with lived experience to the board, including at least one person with experience with homelessness within the last seven years, and at least one other with any experience. These new members could be in addition to, or in place of, the LEAD representative. Commissioner Willis stated that Marion County is looking at expanding the scope of LEAD to widen eligible client participation. He added that his preference is to retain the LEAD position on the board. Ms. Calvin was asked to discuss recruitment opportunities for new members with lived experience. She added that some prefer the term "lived expertise." Another discussion point is whether to add youth members to the board. Ms. Carlson noted that the Youth Action Board (YAB) is very new. She suggested that youth seats be added next year.

The final item on the upcoming board agenda is a “meet and greet” with youth serving on the Youth Action Board. Ms. Munns noted that YAB members are learning how being on a committee works. Staff is monitoring YAB membership to ensure the group reflects the youth homelessness population demographics.

**MOTION:** By Ms. Slama, **SECONDED by** Ms. Wolf, to **APPROVE THE AGENDA FOR SEPTEMBER 9, 2021, AS DISCUSSED.**

Motion carried.

**IN FAVOR:** Clark, Retherford, Slama, Willis, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

### **ADJOURNMENT**

Hearing no further business, Chair Clark adjourned the meeting at 12:59 p.m.

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Janet Carlson, MWVHA Consultant