

MINUTES OF MAY 4, 2021

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

**JOINT MEETING
Videoconference Via Zoom**

MEMBERS PRESENT

CHAIR: Mayor Cathy Clark, City of Keizer

VICE CHAIR: Council President Chris Hoy, City of Salem

Commissioner Lyle Mordhorst, Polk County

Leilani Slama, Vice President, Community Engagement, Salem Health

Lisa Trauernicht for Commissioner Colm Willis, Marion County

MEMBERS ABSENT

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

OTHERS PRESENT

Jan Calvin, MWVHA Consultant

Janet Carlson, MWVHA Consultant

Carla Munns, MWVHA Consultant

Denise VanDyke Admin. Specialist II, MWVCOG

Amber Mathiesen, Finance Director, MWVCOG

CALL TO ORDER & INTRODUCTIONS

Mayor Clark called the meeting to order at 12:01 p.m. Attendance and the presence of a quorum were noted.

MINUTES OF MARCH 30, 2021

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Mordhorst, to **APPROVE THE MINUTES OF MARCH 30, 2021, AS PRESENTED.**

Motion carried.

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

BANK ACCOUNT

Ms. Carlson introduced Amber Mathiesen, Finance Director for the Mid-Willamette Valley Council of Governments. The Continuum of Care's first grant from the U.S. Department of Housing & Urban Development (HUD) will be \$10 "seed money" to make certain the system is working. HUD requires that the ORS 190 Entity have its own bank account. Ms. Mathiesen has been working with Ms. Carlson on this process. The next grant from HUD should be around \$28,000. COG went through a competitive process to select Wells Fargo Bank. Since COG is administers the ORS 190 Entity's finances, it is logical that we use the same bank as the COG. Ms. Mathiesen went over questions that will be asked by the bank to set up a new account. She said the process can take between four to nine weeks because the bank will vet the organization and do a background check. ORS 190 Entity leadership agreed to use Wells Fargo Bank.

Staff is recommending that there be two signers required for checks. The COG is not set up for electronic signatures on checks, so physical signatures will be needed. It was proposed that Mayor Clark and Councilor Hoy be the primary signers, with Scott Dadson and Amber Mathiesen of the COG as backup signers. After further discussion, it was decided to add Renata Wakeley of the COG as a signer and to have COG staff serve as the primary signers, with Mayor Clark and Councilor Hoy as backup. Staff further recommended that two board members have authority to log in and look at the account, and that one of those board members also have full access to the account, in addition to staff. It was decided to give Ms. Mathiesen and Ms. Carlson full access. Mayor Clark and Councilor Hoy will only be able to view the account. Bank statements will be sent to Ms. Mathiesen and Ms. Carlson. Mayor Clark will be sent electronic statements, if she cannot view statements online. Incoming ACH will be needed to receive the HUD funds. Outgoing wire transfers can be done on a case by case basis. There will be a staff recommendation, based on today's discussion, at the board meeting. The bank resolution will include details about the bank and the authorized signers. The board will be asked to approve the resolution.

MAY AGENDA

Ms. Carlson reviewed the agenda items. There will be a very full consent agenda. There was discussion as to whether updates should continue as part of the board member introductions. Mayor Clark stated that roll call is important for the record. It was decided to rename that section of the agenda: "introductions and what's new." Leilani Slama suggested that the board encourage comments focusing on homeless related items. Ms. Carlson suggested limiting back and forth discussion. Ms. Munns suggested the use of Chat feature in Zoom. Ms. Carlson then reviewed the items on the consent calendar. Staff is recommending that Item 9 about the Longitudinal System Analysis be moved to a staff report. The LSA is required annually. The CoC Governance Charter provides public release of the LSA after board approval. Since part of the information in this first LSA report was derived from programs under the former Continuum of Care, and because of data limitations that the board has already discussed during presentations about System Performance Measures, staff recommends using the current report as a baseline and releasing the report next year when the Alliance has a full year of its own data. Item 10, the CSH model, was discussed. Information is included in the packet. This item involved children and youth who are aging out of foster care and family reunification that includes a need for housing. This is a three-way partnership between the Oregon Department of Human Services, Corporation for Supportive Housing (CSH), and Children's Public Private Partnership (CP3). The initiative is based on the national Keeping Families Together model.

Jayne Downing, Center for Hope and Safety, asked for a letter of support to certain Oregon legislators for the Project Turnkey application for funds to purchase a hotel. The application is for ARPA funds that are distributed through the legislature. Councilor Hoy stated that he is a member of the advisory committee for the Center for Hope and Safety, but there is no conflict. It was recommended that each Alliance member organization consider writing a letter of support. This would avoid the Alliance doing anything resembling lobbying, as well as probably offering a quicker turnaround.

ORS 190 Entity business includes ratifying administrative paperwork for the ESG-CV grant that needed to be signed and submitted with a short turnaround. Staff will be requesting authorization for any additional administrative paperwork to move forward. There will be grant applications and contracts coming up for board approval.

The budget hearing will be held during the board meeting. It will be noticed in the Statesman Journal and Polk County Itemizer-Observer on May 5.

The Strategic Plan item begins the Alliance’s annual update, as required in the governance charter. The presentation and document will provide a summary of accomplishments since the plan was approved in June 2020. The Collaborative Committee is working on proposed plan revisions over multiple meetings. A lot has happened in the past year, and seeing it should provide some encouragement to the group.

There will be a follow up discussion on the Diversity, Equity, and Inclusion study by the PACE team from Willamette’s MBA program, as staff just received the final report. The board will discuss the recommendations and potential future steps.

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Mordhorst, to **APPROVE THE AGENDA FOR MAY 13, 2021, AS PRESENTED.**

Motion carried.

IN FAVOR: Clark, Hoy, Mordhorst, Slama, Trauernicht. **OPPOSED:** None. **ABSTAINED:** None.

COMMITTEE CHAIR STANDING AGENDA ITEM

Ms. Munns reported that the PIT Count Workgroup will be meeting in May. The plan is to take the summer off and reconvene in August to discuss implementing the plan for the next PIT Count.

The Performance and Evaluation Committee has developed recommendations for system improvements overall. The document will go to the Collaborative Committee for review, then the recommendations will be presented to the board in June.

OTHER BUSINESS

Ms. Carlson commented on the Progress Report presentations to member organizations.

- The Marion County presentation went well, and good feedback was provided afterwards to Salem officials per Councilor Hoy
- The Salem presentation is in the works. It should be on a Monday evening.
- The Polk County presentation will probably be on a Tuesday morning.
- The Monmouth-Independence presentation will possibly be at their June joint meeting.
- Ms. Carlson is still working on scheduling presentations with other groups.

Mayor Clark asked that the newsletter be posted on the website so it can be easily shared.

Councilor Hoy said he made a presentation to the Salem Chamber of Commerce last week. Mayor Clark shared information with people who have contacted her directly.

Councilor Hoy mentioned that the City of Salem will host a Willamette University intern in the fall. The intern may be available to assist with Alliance tasks and is a hands-on person who wants to get involved, a Political Science major and local to Salem.

ADJOURNMENT

Hearing no further business, Chair Clark adjourned the meeting at 1:03 p.m.

Janet Carlson, MWVHA Consultant