

MINUTES OF January 26, 2022

ORS 190 ENTITY, MID-WILLAMETTE VALLEY HOMELESS ALLIANCE BOARD OF DIRECTORS SPECIAL MEETING

Zoom Meeting

MEMBERS PRESENT

PRESIDENT: Mayor Cathy Clark, City of Keizer

VICE PRESIDENT: Council President Chris Hoy, City of Salem

Commissioner Danielle Bethell, Marion County

Councilor Shannon Corr, City of Independence

Commissioner Jeremy Gordon, Polk County

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

Councilor Christopher Lopez, City of Monmouth

MEMBERS ABSENT

Christy Perry, Superintendent, Salem-Keizer School District

OTHERS PRESENT

Jan Calvin, MWVHA Consultant

Janet Carlson, MWVHA Consultant

Lisa Trauernicht, MWVHA Consultant

Denise VanDyke, Admin. Specialist II, MWVCOG

Sean Bossen, Marion County Law Enforcement Assisted Diversion Navigator (LEAD)

WELCOME

Chair Clark called the meeting to order at 5:15 p.m. The presence of a quorum was noted.

YHDP MEETING EXPENSES

Ms. Carlson described this item. The Youth Homelessness Demonstration Program (YHDP) Planning Team has been meeting to create the region's Coordinated Community Plan. A System Modeling Workshop is planned for January 31 and February 1. It is a hybrid event, with an in-person option at Broadway Commons and a Zoom option for those wanting to participate virtually. The board approved the \$550 room fee for Broadway Commons at the January board meeting. Two additional meeting expenses have been identified since then that need board approval.

The first request is to authorize food costs for the meeting, including lunch costs for youth participants, and technical audio-visual (AV) support to record the meeting and ensure that those attending in person and virtually can equally participate. The proposed YHDP planning grant budget amendment includes up to \$980 for food costs, for this event and future meetings, and \$7,970 for

AV costs. YHDP planning grant funds are available to cover meeting costs because the youth stipends costs are less than originally budgeted.

Other expenses in the proposed budget amendment include bus passes for youth, estimated at \$2,400; \$11,000 for youth stipends; and \$1,100 under miscellaneous expenses. The Youth Action Board approved the changes on January 24.

Staff is recommending that the board: (1) approve the budget amendment with the provision of allowing flexibility across line items, noting that the funds must be spent by the October 31 deadline, and (2) approve the technical AV support and food expenditures for the upcoming System Modeling Workshop.

MOTION: By Councilor Hoy, **SECONDED** by Commissioner Gordon, to **APPROVE THE STAFF RECOMMENDATION, AS PRESENTED.**

Discussion: It was clarified that the staff recommendation includes flexibility across line items, with the youth stipends being the highest priority. The plan is to not need to come back for authorization with every little change. Commissioner Bethell requested that staff provide updates regularly. Ms. Carlson responded that this process is giving the youth experience managing funds, and payments will be on a reimbursement basis to then Mid-Willamette Valley Community Action Agency, after the agency submits invoices and documentation.

Motion carried.

IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Leno, Lopez. **OPPOSED:** None. **ABSTAINED:** None.

ORS 190 ENTITY FINANCIAL REVIEW

Ms. Carlson stated that the ORS 190 Entity's first financial review, conducted by Grove, Mueller and Swank, P.C., has been completed. The review is for the fiscal year ending June 30, 2021. The ORS 190 Entity did not have its own bank account until July 2021, so the expenditures and revenues were still within the MWVCOG financial system. The auditor had requested an extension of one month to the December 31, 2021 filing deadline because of extenuating circumstances, including COG implementing a new financial system. Staff received the final documents on January 19, which was after the January board meeting. The filing deadline for the extension is January 31.

Staff is requesting that the board authorize the Board Administrator to sign the Management Representation Letter and Management Representation of Fiscal Affairs form. The financial review was relatively straightforward. Ryan Pasquarelli from Grove, Mueller & Swank is available to make a presentation to the board at a future meeting, if desired.

Commissioner Bethell asked why the Board Administrator was signing and not the Chair. Ms. Carlson responded that this is how it was requested by the auditors. Discussion ensued regarding how other organizations handle this. Ms. Carlson pointed out that Ms. Mathiesen and Ms. Carlson are listed as designated agents in the financial review document.

MOTION: By Commissioner Gordon, **SECONDED by** Councilor Hoy, to **APPROVE THE STAFF RECOMMENDATION, AS PRESENTED.**

Discussion: None.

Motion carried.

IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Leno, Lopez. **OPPOSED:** None. **ABSTAINED:** None.

ADJOURNMENT

Hearing no further business, Mayor Clark adjourned the meeting at 5:37 p.m.

Janet Carlson, MWVHA Consultant