MINUTES OF August 11, 2022

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

Videoconference via Zoom

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Mayor Cathy Clark, City of Keizer
Gretchen Bennett for Council President Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Dan Clem, Executive Director, Union Gospel Mission of Salem
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
Christy Perry, Superintendent, Salem-Keizer School District
Josie Silverman-Mendez, Director, Marion-Polk CCO, PacificSource
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Kloi Spencer, Chair, Youth Action Board (Backbone)
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
David Zepeda, Subject Matter Expert
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC Collaborative Committee
Nicole Utz, Housing Administrator, Salem Housing Authority

MEMBERS ABSENT
Mayor Chuck Bennett, City of Salem
Councilor Chris Hoy, City of Salem
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
Christian Edelblute, Executive Director, West Valley Housing Authority
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Commissioner Colm Willis, Marion County

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Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth

Christy Perry, Superintendent, Salem-Keizer School District

MEMBERS ABSENT
Council President Chris Hoy, City of Salem

STAFF AND GUESTS PRESENT
Marianne Bradshaw, MWVHA Consultant
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Denise VanDyke, Admin. Specialist II, MWVCOG
Commissioner Kevin Cameron, Marion County
Megan Wai, Senator Patterson's Office
Laurie Casarez, City of Salem
Tricia Frizzell, Salem Health
Hailey Hulsey, Mid-Willamette Valley Community Action Agency
Michael Livingston, CAN-DO Neighborhood Association
Sarah Owens, CAN-DO Neighborhood Association
Councilor Laura Reid, City of Keizer
Derek Wentorf, CSH

CALL TO ORDER
Chair Clark called the meeting to order at 3:01 p.m. The presence of a quorum was noted.

CONSENT AGENDA
Chair Clark announced the list of Consent Agenda items. Items #4 and #7 were pulled for discussion. The Built for Zero quarterly report was deferred until required data is received.

MOTION: By Councilor Lopez, **SECONDED by** Commissioner Bethell, to **APPROVE ITEMS 1, 2, 5, 6, and 8 ON THE CONSENT AGENDA, AS PRESENTED.**

1. **AGENDA**
2. **JULY 14 MEETING MINUTES**
5. **ACCEPT DEDE HAZZARD'S RESIGNATION FROM THE PERFORMANCE & EVALUATION COMMITTEE**
6. **APPOINT LYNETTE BROWN TO THE COORDINATED ENTRY COMMITTEE AND ACCEPT KIMMBERLY MCBETH'S RESIGNATION**
8. **APPROVE THE FY 2022 GAPS ANALYSIS**

Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Item 4 – Reappoint Kloi Spencer, David Buntjer, Angel Moore to the Youth Action Board and accept the resignations of Issac B., Zoloni G., Christopher J., Sirr J., Gracie R., and Jessika Rochefort – Councilor Lopez asked about the level of turnover on the Youth Action Board (YAB) and proposed making Jessika's son (one year old) an honorary member of YAB, as he has attended every meeting since before he was born. Ms. Bradshaw reported that one YAB member is moving, one is going to college, a few no longer have been attending and their seats have been declared vacant due to absence. Ms. Spencer noted that

the YAB will be electing leadership soon.

MOTION: By Councilor Lopez, **SECONDED by** Ms. Wolf, to **REAPPOINT YOUTH ACTION BOARD MEMBERS AND ACCEPT RESIGNATIONS, AS PRESENTED.**
Discussion: Councilor Lopez extended the gratitude of himself and the board members to all participants of the YAB. They are essential.
IN FAVOR: Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, to **CREATE AN HONORARY YAB MEMBER POSITION FOR ELLIOTT ROCHEFORT.**
Discussion: Elliott is a darling little boy. Best wishes to him and his mother for their future. Thanks were given to Councilor Lopez for suggesting this. Ms. Bradshaw is putting together a book set for Elliott to share with his mother.
IN FAVOR: Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Item 7 – Approve a letter of support for DevNW's Permanent Supportive Housing project – Commissioner Bethell asked for additional background information, including the purpose and location. Mr. Jones replied that Community Action is a partner in the project. The former Evergreen Church building is to be converted into a Veteran housing facility. DevNW will own and manage the property.

MOTION: By Commissioner Gordon, **SECONDED by** Commissioner Bethell, to **APPROVE THE LETTER OF SUPPORT FOR DEVNW'S PERMANENT SUPPORTIVE HOUSING PROJECT, AS PRESENTED.**
Discussion: None.
IN FAVOR: Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Mayor Clark referred to the workplan and budget for board information that are provided in the agenda packet. The HUD Notice of Funding Opportunity (NOFO) has dropped, so it is all hands on deck.

FY 22 AND SPECIAL NOTICE OF FUNDING OPPORTUNITY (NOFO)

Ms. Carlson explained that the CoC Program NOFO dropped on August 1, and the Special NOFO (Unsheltered Homelessness) dropped in July. Our CoC is not eligible for the rural portion of the NOFO. The CoC Program NOFO is due to HUD on September 30 and the Special NOFO is due October 20. Ms. Carlson provided background on the required elements. HUD is requiring that the annual NOFO project applications be submitted locally by August 31. A timeline has been posted on the website. HUD hosted a webinar this morning. We just learned how much funding is available today, along with receiving the HUD instructions. Instructions for local project applicants are not available yet. E-snaps database is not open yet. This is a time crunch for all Continuums of Care nationwide.

Councilor Corr asked why the rural areas are not included? Ms. Calvin replied that HUD determined the Marion-Polk region is not "rural" because of the percentage of urban versus rural populations in our coverage area. Mayor Clark reminded everyone that the rules and timeline are coming from HUD. An email was sent on August 4 to potential applicants informing them that that the NOFO was coming. Another email will be sent tomorrow regarding the RFP being released. Our communications team is creating a newsletter and press release with deadlines and other relevant information. We are trying to get the word out as widely as possible. We will need one new project with a healthcare partnership.

Ms. Silverman-Mendez asked about the special NOFO process. Ms. Carlson replied that both NOFO local competition and review and ranking processes will be done concurrently.

Mayor Clark asked for a motion to approve a charter amendment to allow Alliance board members (without conflicts of interest) to serve on the Review & Ranking Subcommittee. Amendment language is provided on page 17 of the agenda packet. Ms. Carlson explained that only three members of the Performance & Evaluation Committee were available this year, and we need a larger pool of people on the Review & Ranking Subcommittee.

> **MOTION:** By Ms. Bennett, **SECONDED by** Councilor Lopez, to **APPROVE THE CHARTER AMENDMENT TO ALLOW ALLIANCE BOARD MEMBERS (WITHOUT CONFLICTS OF INTEREST) TO SERVE ON THE REVIEW & RANKING SUBCOMMITTEE, AS PRESENTED.**
> Discussion: None.
> **IN FAVOR:** Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Mayor Clark asked for a motion to appoint Josie Silverman-Mendez, Alisa Parker, and Michael Livingston and board member volunteers to serve on the Review & Ranking Subcommittee, including alternates. Commissioner Bethell and Dan Clem volunteered to serve on the Review & Ranking Subcommittee, and Mr. Mennig and Superintendent Perry volunteered to serve as alternates.

> **MOTION:** By Commissioner Gordon, **SECONDED by** Ms. Wolf, to **APPOINT JOSIE SILVERMAN-MENDEZ, ALISA PARKER, MICHAEL LIVINGSTON, COMMISSIONER DANIELLE BETHELL, AND DAN CLEM TO SERVE ON THE REVIEW & RANKING SUBCOMMITTEE, WITH ADAM MENNIG AND SUPERINTENDENT CHRISTY PERRY AS ALTERNATES.**
> Discussion: None.
> **IN FAVOR:** Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Mayor Clark asked for a motion to designate the Executive Committee to serve as the Appeals Committee. Commissioner Gordon stated that he will provide an alternate if there are appeals, as he has a potential conflict of interest.

> **MOTION:** By Commissioner Gordon, **SECONDED by** Councilor Lopez, to **DESIGNATE THE EXECUTIVE COMMITTEE TO SERVE AS THE APPEALS COMMITTEE, AS DISCUSSED.**
> Discussion: None.
> **IN FAVOR:** Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Mayor Clark asked for a motion to approve a plan framework for unsheltered homelessness. Ms. Carlson explained that the Special NOFO requires submission of a comprehensive plan to serve people experiencing unsheltered homelessness with severe service needs. Since the timelines are so tight, the board needs to approve the minimum requirements, which we are calling a framework, that will be incorporated into the RFP to guide local project applicants. A planning team will be convened to add details to the required plan.

MOTION: By Commissioner Gordon, **SECONDED by** Superintendent Perry, to **APPROVE A PLAN FRAMEWORK FOR UNSHELTERED HOMELESSNESS, AS PRESENTED.**
Discussion: None.
IN FAVOR: Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Mayor Clark asked for a motion to approve the timeline, review and ranking process document, and scoring tools for the NOFO competition. These materials were presented and reviewed. The board will consider the final prioritized list and Consolidated Application at the September 28 board meeting. The Review & Ranking Subcommittee will have applications to begin reviewing by September 8. Ms. Carlson clarified that the board really needs to enforce no late submissions. Commissioner Bethell requested that a date hold be sent out as soon as possible for the Review & Ranking Subcommittee.

MOTION: By Commissioner Gordon, **SECONDED by** Superintendent Perry, to **APPROVE THE TIMELINE, AS PRESENTED.**
Discussion: None.
IN FAVOR: Clark, Hoy, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Ms. Carlson explained highlights from the Review and Ranking Process document. She noted that the process no longer allows for decimal scoring and adds factors the subcommittee may consider in exercising discretion in ranking projects. Ms. Carlson reported that she had consulted with legal counsel about the nature of the review and ranking process. While previous documents have cited federal requirements to keep local applications private, Ms. Carlson and legal counsel reviewed the federal regulations and consulted with the HUD Portland Regional Office and found there are no such federal requirements. This means that project applications are public records since the Alliance is a public body.

Superintendent Perry asked for clarification on the wording about discretion in ranking projects. Ms. Carlson explained that the language allows the subcommittee to consider the need for urban and rural services, geographic distribution, or population served, for example. Ms. Silverman-Mendez asked what parameters are in place for applicants? Ms. Carlson replied that renewals have specific allocations; there is a separate smaller amount of funds for new applications, and a separate amount for Domestic Violence Bonus projects.

MOTION: By Mr. Clem, **SECONDED by** Superintendent Perry, to **APPROVE THE REVIEW AND RANKING PROCESS DOCUMENT, AS PRESENTED.**
Discussion: None.
IN FAVOR: Clark, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

Ms. Carlson explained that each scoring tool is correlated to required responses in the applications. The tools were reviewed recently by the Performance and Evaluation Committee and approved in concept. After HUD releases the local project application instructions, the tools may need to be updated to match HUD-required items. System performance measures will be part of the technical review presented to the Review & Ranking Subcommittee. Commissioner Gordon confirmed that the Review & Ranking Subcommittee would have the opportunity to accept the information in the technical review.

MOTION: By Mr. Clem, **SECONDED by** Commissioner Gordon, to **APPROVE THE SCORING TOOLS AS AMENDED TO ALIGN WITH HUD REQUIRED QUESTIONS.**
Discussion: None.
IN FAVOR: Clark, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Spencer, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

Ms. Carlson described each item.

1) July 5 Special ORS 190 Entity meeting minutes.

MOTION: By Superintendent Perry, **SECONDED by** Commissioner Bethell, to **APPROVE THE MINUTES OF THE JULY 5, 2022 SPECIAL ORS 190 ENTITY MEETING, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Bennett, Bethell, Corr, Gordon, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

2) Agreement with Mid-Willamette Valley Community Action Agency relating to delegation of Continuum of Care responsibilities – Commissioner Gordon and Councilor Lopez declared that they would abstain based on organizational conflicts.

MOTION: By Superintendent Perry, **SECONDED by** Mayor Clark, to **APPROVE THE AGREEMENT WITH MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Bennett, Bethell, Corr, Leno, Perry. **OPPOSED:** None. **ABSTAINED:** Gordon, Lopez.

3) Consultant work on the FY 22 CoC Program and Special NOFO applications. Ms. Carlson explained that the NOFO applications will require a significant number of hours beyond the flat rate contracts, and she is requesting approval of up to 250 hours at $85 per hour (up to $21,250) for work on the HUD FY 22 Continuum of Care Program NOFO and the Special HUD NOFO to address unsheltered homelessness. These special project hours would be effective August 1 through October 31.

MOTION: By Commissioner Bethell, **SECONDED by** Superintendent Perry, to **APPROVE THE ADDITIONAL HOURS FOR CONSULTANT WORK ON THE NOFOS, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Bennett, Bethell, Corr, Gordon, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

PUBLIC COMMENT

Hailey Hulsey spoke on behalf of the youth not able to attend. She asked that board members be respectful when youth have questions and concerns. They want to feel understood and heard; and be patient, respectful and keep in mind that some youth have mental health issues. She is advocating respectfully for the youth and is willing to serve as a go between. The youth are eager and excited to participate. Mayor Clark asked her to pass along her thanks to all of our youth collaborators.
Ms. Wolf stated that we need to make sure they are heard, not just feel heard. Commissioner Gordon

thanked Ms. Hulsey for serving as a conduit for this communication. She and the youth are welcome to contact or communicate in any way possible to the board members. He also thanked Commissioner Bethell and anyone else who has been forming relationships with the youth.

Commissioner Bethell said that she has received emails from youth. Can Ms. Hulsey provide some background on why the youth are not here? At least let them know they can contact multiple board members and hear back individually. It is our responsibility to coach and support them. We don't want them to be afraid to show up at meetings. We are all trying to grow and feel better. Ms. Hulsey replied that the youth are very scared to attend meetings. They felt pushed around and attacked. She thanked Commissioner Bethell for being an advocate for them. They do not feel heard. This is a delicate place where we are adults, but they are youth, which creates a blockage. They are feeling a backlash and feeling yelled at.

Councilor Lopez thanked Ms. Hulsey for relaying these sentiments. He had some deep interactions with some of the youth and heard similar concerns from multiple youth. This is an ongoing situation and trust building is needed. Why are we not involving the HUD TAs more? Ms. Bradshaw added that in conversations with youth she learned that they are not feeling heard and not feeling that the board cares about them. She believes that there may have been some miscommunication regarding interactions. We need to do a joint meeting with even some small groups to find ways to move forward with healing. It feels like we are spinning in place. We need to act on the feedback we have received. Mayor Clark stated that acting on feedback is later on this agenda, and she looks forward to that process.

Mr. Mennig said that board meetings are not structured in a way to have less structured conversations or discussions, especially using Zoom. He encouraged having co-creator times, especially in person. There is a time and place for strict agendas, but also a need for discussion, deliberation, conversation and actions. Also, the joint board meetings can be confusing on top of board meetings for those not familiar with meetings. Actions speak louder than words.

Mayor Clark said she wants to schedule conversations in September outside of regular meetings. Ms. Hulsey reminded the board members that some youth have trauma related to adults and shut down quickly. Ms. Slama asked if it would be possible to schedule a special meeting to discuss the YHDP process? Mayor Clark asked for a motion.

> **MOTION:** By Ms. Slama, **SECONDED by** Councilor Lopez, to **SCHEDULE A SPECIAL MEETING OF THE BOARD TO DISCUSS THE YHDP PROCESS.**
> Discussion: The motion was expanded to include any topics not concluded at today's meeting.
> **IN FAVOR:** Clark, Bennett, Bethell, Clem, Corr, Crapser, Gordon, Leno, Lopez, Perry, Silverman-Mendez, Slama, Wolf, Zepeda. **OPPOSED:** None. **ABSTAINED:** None.

SYSTEM PERFORMANCE MEASURES

Ms. Calvin presented the System Performance Measures by which HUD holds Continuums of Care responsible for performance. The PowerPoint slides will also be available on the website. Mayor Clark asked if people in a shelter still are counted as homeless per HUD? Ms. Calvin explained that HUD differentiates between sheltered homeless and unsheltered homeless. The average days homeless is counted by household, not individuals. The numbers are broken down into adult households, adult plus child households, and child households. Return to homelessness means returning to services by homeless services providers. We don't know about an individual until they use a service, for example at

a shelter or day center. We have Point-in-Time Count metrics and the annual Homeless Management Information System (HMIS) metrics, as well. People are considered homeless until they are in permanent housing. HUD is interested in whether people increased their income during their time in the system. Tracking is required only by four programs in our system, so we do not have true systemic data. Those classified as homeless for the first time are those identified by us for the first time. We are doing better to identify people, so the numbers will look horrible because more people have been identified, but it is not clear whether there are actually more, or just better identification. We can use data for local conversations about metrics not considered by HUD. Ms. Silverman-Mendez, who serves as chair of the Performance & Evaluation Committee, said the committee is doing foundational work to understand this baseline data. Mayor Clark added that we need data to be useful to us, as well as meeting reporting requirements. We want to see if we are making a difference.

Given that it was time for the meeting to conclude, board consensus was that it would be okay to debrief on the FY 21 NOFO at the next special meeting. Staff will poll board members for a date for the next (special) meeting.

ADJOURNMENT

Hearing no further business, Chair Clark adjourned both meetings at 5:00 p.m.

Janet Carlson, MWVHA Consultant