MINUTES OF October 13, 2022

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE EXECUTIVE COMMITTEE/
ORS 190 ENTITY LEADERSHIP
JOINT MEETING

Videoconference Via Zoom

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Mayor Cathy Clark, City of Keizer
VICE CHAIR: Council President Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Amber Brady for David Zepeda, Subject Matter Expert
Dan Clem, Executive Director, Union Gospel Mission of Salem
Councilor Shannon Corr, City of Independence
Commissioner Jeremy Gordon, Polk County
Councilor Christopher Lopez, City of Monmouth
Elaine Lozier, Director, Marion-Polk CCO, PacificSource
Christy Perry, Superintendent, Salem-Keizer School District
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Kristin Retherford for Mayor Chuck Bennett, City of Salem
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
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
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
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
Christian Edelblute, Executive Director, West Valley Housing Authority
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Kloi Spencer, Chair, Youth Action Board
Commissioner Colm Willis, Marion County
David Zepeda, Subject Matter Expert

ORS 190 ENTITY BOARD
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
Councilor Christopher Lopez, City of Monmouth
Christy Perry, Superintendent, Salem-Keizer School District (SKSD)

MEMBERS ABSENT
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

OTHERS PRESENT
Marianne Bradshaw, MWVHA Consultant
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Denise VanDyke, Admin. Specialist II, MWVCOG
Councilor Laura Reid, City of Keizer
Tribal Councilwoman Brenda Tuomi, Confederated Tribes of Grand Ronde
Megan Wai, Sen. Patterson's office
Christina Bertschi, Marion County Health & Human Services
Julie Conn-Johnson, Salem-Keizer School District
Sam Dompier, Church @ the Park
Tricia Frizzell, Salem Health
Carla Munns, CBEL
Ryan Pollard, HOME Youth Services
Nicole Thomas, Word's Out PR
Alisa Tobin, HOME Youth Services
Robin Winkle, Shangri-La

CALL TO ORDER
Chair Clark called the joint meeting to order at 3:03 p.m. The presence of a quorum was noted.

CONSENT AGENDA
Chair Clark read the list of Consent Agenda items.

MOTION: By Mr. Clem, **SECONDED by** Commissioner Gordon, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**

1. **AGENDA**
2. **8/11/2022, 9/15/2022, AND 9/28/2022 JOINT BOARD MEETING MINUTES**
3. **BUILT FOR ZERO QUARTERLY REPORT**
4. **APPOINT MAYRA G. AND EVELYN N. TO THE YOUTH ACTION BOARD**
5. **ACCEPT THE RESIGNATION OF CHRISTINE HOUSE FROM THE PERFORMANCE & EVALUATION COMMITTEE**
6. **ACCEPT RESIGNATIONS OF ROBIN WINKLE, SHANGRI-LA, FROM THE HMIS USERS WORKGROUP AND DOMINIQUE SCHOESSLER, SHANGRI-LA, FROM THE COORDINATED ENTRY COMMITTEE AND APPOINT ROBIN WINKLE TO THE COORDINATED ENTRY COMMITTEE AND DOMINIQUE SCHOESSLER TO THE HMIS USERS WORKGROUP**

Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Brady, Clem, Corr, Gordon, Lopez, Lozier, Perry, Pfeffer, Slama, Wolf.
OPPOSED: None. **ABSTAINED:** None.

Mayor Clark noted the workplan and budget report for board information provided in the agenda packet and asked members to take the time to review these monthly updates.

ORS 190 ENTITY BUSINESS
Mayor Clark introduced the agenda items.

1) Approve professional liability insurance renewal with Professional Governmental Underwriters for $2,511.24 and general liability insurance with Scottsdale Insurance Company for $634.03.

MOTION: By Commissioner Gordon, **SECONDED by** Councilor Hoy, to **APPROVE THE PROFESSIONAL LIABILITY INSURANCE RENEWAL WITH PROFESSIONAL GOVERNMENTAL UNDERWRITERS AND GENERAL LIABILITY INSURANCE WITH SCOTTSDALE INSURANCE COMPANY, WITH THE TERRORISM RIDER.**
Discussion: Discussion ensued regarding the need for the terrorism rider. Per the Huggins Insurance agent, the ORS 190 Entity would need to be negligent for the insurance rider to be effective. The rider does not include protection from a cyber-attack. The premium is $25. Ms. Carlson pointed out that the ORS 190 Entity does not own real property.
Motion failed. Five votes were required for the motion to carry.
IN FAVOR: Hoy, Corr, Gordon, Lopez. **OPPOSED:** Clark, Bethell, Perry. **ABSTAINED:** None.

MOTION: By Councilor Hoy, **SECONDED by** Commissioner Gordon, to **APPROVE THE PROFESSIONAL LIABILITY INSURANCE RENEWAL WITH PROFESSIONAL GOVERNMENTAL UNDERWRITERS AND GENERAL LIABILITY INSURANCE WITH SCOTTSDALE INSURANCE COMPANY, WITHOUT THE TERRORISM RIDER.**
Discussion: None
Motion carried.
IN FAVOR: Clark, Bethell, Hoy, Corr, Gordon, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

2) Approve revisions to the ORS 190 Entity bylaws. Ms. Carlson noted that the bylaws require an annual review. The only proposed revision is in the conflict of interest section. Ms. Carlson had asked legal counsel to provide conflict of interest language for the governance charter which will be discussed later in this meeting. These additional definitions mirror the language in the charter.

MOTION: By Councilor Hoy, **SECONDED by** Commissioner Bethell, to **APPROVE REVISIONS TO THE ORS 190 ENTITY BYLAWS, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

3) Approve 50 additional special project hours.

MOTION: By Councilor Corr, **SECONDED by** Superintendent Perry, to **APPROVE 50 ADDITIONAL SPECIAL PROJECT HOURS, AS PRESENTED.**
Discussion: The HUD Notice of Funding Opportunity (NOFO) application was a big job, and 250 consultant hours were approved by the board at the August 11 meeting of which 47 remain. This request is for 50 additional hours to complete work on the Special NOFO.

Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

4) Approve the audit engagement letter/contract and authorize the ORS 190 Entity Board President to sign.

MOTION: By Superintendent Perry, **SECONDED by** Councilor Hoy, to **APPROVE THE AUDIT ENGAGEMENT LETTER/CONTRACT AND AUTHORIZE THE ORS 190 ENTITY BOARD PRESIDENT TO SIGN, AS PRESENTED.**
Discussion: Ms. Carlson explained that the amount quoted of $8,800 is equal to the amount in the adopted budget. This action will allow the auditors to begin conducting the annual audit.
Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

5) Approve the cash match letter for the Special NOFO CoC Planning Grant.

MOTION: By Commissioner Bethell, **SECONDED by** Commissioner Gordon, to **APPROVE THE CASH MATCH LETTER FOR THE SPECIAL NOFO COC PLANNING GRANT, AS PRESENTED.**
Discussion: Ms. Carlson stated that the cash match letter is an attachment for the Special NOFO planning grant application, which is three percent of the award request over a three-year period. She noted that the Special NOFO is a national competition, and there is no guarantee we will be awarded the grant.
Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Corr, Gordon, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

PUBLIC COMMENT
None.

COMMITTEE UPDATE
Chair Clark introduced this item which has been added to the board agenda as a regular update. The goal is to provide an opportunity for the board to hear from committee members and for committees to share information with the board and the public. Chair Clark is excited to hear committee updates.

Ms. Calvin introduced Robin Winkle from Shangri-La, who serves on the Built for Zero (BFZ) Strategy Team. Ms. Calvin and gave an overview of the role of the Built For Zero Strategy Team and the Built for Zero (BFZ) program, noting that the Alliance is linking the BFZ model to Coordinated Entry. Ms. Winkle reported that there are a lot of partner providers and agencies involved with the BFZ Strategy Team, forming a committed group. The team is planning to improve its outreach with the goal of making sure people are housing ready. Everyone brings something to the table. One of the items on the team's list of goals is to make permanent supportive housing or rapid re-housing with support required for the chronically homeless. Councilor Corr asked for more details on cities that have reached functional zero for homelessness. Ms. Calvin explained that "functional zero" means about three percent or less of the by-name list is needing housing. Superintendent Perry asked where in Salem would qualify in meeting those requirements? Ms. Winkle replied that Shangri-La has qualified housing, but only so many spaces. Councilor Hoy added that the City of Salem has three projects that would qualify – one is in operation, one in progress, and one in the planning stages. The services are provided in partnership with Community Action. Commissioner Bethell said that Marion County also has a project in progress. Ms. Calvin stated that the region needs about three times the supply of what we have. Mayor Clark added that having the target identified means we can work towards meeting the need. Commissioner Bethell discussed a Catholic Community Services project and asked if Ms. Winkle is working with them. Ms. Winkle replied that she would get in touch with Josh Graves.

Mayor Clark stated that the agenda will always include committee update information, but members may reach out with questions or for more information.

SPECIAL NOFO

Ms. Carlson introduced the topic and stated that Ms. Calvin has been instrumental in convening a work group to develop the required Comprehensive CoC Plan to for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs. Ms. Calvin explained the process and discussion topics conducted in the work group. Ms. Carlson reviewed the HUD requirements for the Special NOFO and stated the intent that the Alliance move forward with the plan, even if the grant is not awarded. Ms. Carlson summarized each of the required HUD questions that were incorporated into the plan. Staff recommendation is to approve the CoC Special NOFO Application, including the comprehensive plan. The Review & Ranking Subcommittee recommended approving the Church@ the Park project application as the priority application to submit to HUD.

Commissioner Gordon and Councilor Lopez declared organizational conflicts of interest and recused themselves from the meeting.

When asked by Councilor Corr about the service area, Sam Dompier confirmed that Church @ the Park serves both Marion and Polk counties.

Alliance Board:

> **MOTION:** By Mr. Clem, **SECONDED by** Commissioner Bethell, to **APPROVE THE COC PRIORITY LIST OF PROJECT APPLICATIONS WITH RANKINGS OF: 1) CHURCH @ THE PARK, 2) CoC PLANNING GRANT, AND 3) COMMUNITY ACTION; APPROVE THE SPECIAL NOFO APPLICATION INCLUDING THE COMPREHENSIVE COC PLAN; AND THE COC PLANNING GRANT APPLICATION, AS PRESENTED.**
> Discussion: None.
> **Motion carried.**
> **IN FAVOR:** Clark, Hoy, Bethell, Brady, Clem, Corr, Lozier, Perry, Pfeffer, Slama, Wolf. **OPPOSED:** None. **ABSTAINED:** None. **RECUSED:** Gordon, Lopez.

Commissioner Bethell thanked Commissioner Gordon for encouraging her to participate in the review and ranking process. She stated that one can't really appreciate the process or the projects without this firsthand experience. She also expressed thanks to Ms. Calvin and Ms. Carlson for their work on the grant applications. She felt that both sides were heard in that process. Superintendent Perry and Mayor Clark concurred. Superintendent Perry suggested that alternates should always attend the Review & Ranking Subcommittee meetings in person to properly participate. Mr. Clem expressed his appreciation for the work put in by the provider applicants and for the chance to participate in the process.

ORS 190 Board:

> **MOTION:** By Commissioner Bethell, **SECONDED by** Councilor Hoy, to **APPROVE THE COC PRIORITY LIST OF PROJECT APPLICATIONS WITH RANKINGS OF: 1) CHURCH @ THE PARK, 2) CoC PLANNING GRANT, AND 3) COMMUNITY ACTION; APPROVE THE SPECIAL NOFO APPLICATION INCLUDING THE COMPREHENSIVE COC PLAN; AND THE COC PLANNING GRANT APPLICATION, AS PRESENTED.**
> Discussion: None.
> Motion carried.
> **IN FAVOR:** Clark, Hoy, Bethell, Corr, Perry. **OPPOSED:** None. **ABSTAINED:** None. **RECUSED**: Gordon, Lopez.

2023 PIT COUNT

Ms. Carlson announced that the annual Point-in-Time (PIT) Count will be coming up during the last week of January 2023, and we will need all hands on deck.

1) Appoint PIT Count Workgroup members. The Alliance needs to appoint the PIT Count Committee members. Commissioner Danielle Bethell and Councilor Shannon Corr have agreed to co-chair, with Amber Kramer, Polk County; Robert Marshall, Community Action; and Megan Perez, Church @ the Park filling the remaining workgroup seats. Commissioner Bethell shared that this is a critical count. She has the full expectation that all will participate, preparing and recruiting volunteers. The Marion County Board of Commissioners is interested in possibly putting funds towards the PIT Count to ensure the region gets the best data possible. She will be calling on everyone to leverage their networks. Councilor Corr concurred. We need good, detailed data because the aggregate data is less useful to local jurisdiction decision makers. Councilor Hoy thanked Commissioner Bethell and Councilor Corr for stepping up. He challenged all to participate hands on in this process, bringing the weight of our organizations to get this done in the best way. Councilor Lopez joined in challenging board members to be hands on.

   MOTION: By Councilor Lopez, **SECONDED by** Councilor Hoy, to **APPOINT THE FOLLOWING PIT COUNT WORKGROUP MEMBERS: COMMISSIONER DANIELLE BETHELL AND COUNCILOR SHANNON CORR, CO-CHAIRS; AMBER KRAMER, POLK COUNTY; ROBERT MARSHALL, COMMUNITY ACTION; AND MEGAN PEREZ, CHURCH @ THE PARK, AS PRESENTED.**
   Discussion: None.
   Motion carried.
   IN FAVOR: Clark, Hoy, Bethell, Brady, Clem, Corr, Gordon, Lopez, Lozier, Perry, Pfeffer, Slama, Wolf.
   OPPOSED: None. **ABSTAINED:** None.

2) Approve revisions to the PIT Count group charter. Mayor Clark thanked Ms. Carlson for keeping the charter current. Ms. Carlson stated that the key change to the charter is that the workgroup will now be leading the process and no longer in an advisory capacity to Community Action.

   MOTION: By Councilor Corr, **SECONDED by** Commissioner Gordon, to **APPROVE REVISIONS TO THE PIT COUNT WORK GROUP CHARTER, AS PRESENTED.**
   Discussion: None.
   Motion carried.
   IN FAVOR: Clark, Hoy, Bethell, Brady, Clem, Corr, Gordon, Lopez, Lozier, Perry, Pfeffer, Slama, Wolf.
   OPPOSED: None. **ABSTAINED:** None.

3) Approve contracts with Lisa Trauernicht and Kelly Walther to coordinate PIT Count activities. Ms. Carlson explained the purpose of the contracts to support the PIT Count organizational tasks. Councilor Corr stated that she needed to leave but noted her "yes" vote before doing so.

   MOTION: By Councilor Hoy, **SECONDED by** Councilor Lopez, to **APPROVE CONTRACTS WITH LISA TRAUERNICHT AND KELLY WALTHER TO COORDINATE PIT COUNT ACTIVITIES, AS PRESENTED.**
   Discussion: None.
   Motion carried.
   IN FAVOR: Clark, Hoy, Bethell, Brady, Clem, Corr, Gordon, Lopez, Lozier, Perry, Pfeffer, Slama, Wolf.
   OPPOSED: None. **ABSTAINED:** None.

COC GOVERNANCE CHARTER AMENDMENTS

Ms. Carlson described the proposed revisions to the CoC Governance Charter, as part of the annual review. Revisions included clarifications regarding stipends; changes to the standing committee provisions related to resignations, leaves of absence, and termination; conflict of interest section changes are based on the advice of counsel; changes about the review and ranking process that align

with the board's adopted process document; and a new document developed over the past several months about the Performance & Evaluation Committee's roles and responsibilities. Article V. included a policy directing the Health and Safety Subcommittee to develop a more detailed policy around public health connections with the Alliance, which was one of the recent Notice of Funding Opportunity (NOFO) requirements. Ms. Lozier stated that she has questions and will follow up outside of this meeting. Commissioner Bethell asked if the outreach procedure from Marion County Public Health was documented in the NOFO, along with other Marion County programs? Ms. Carlson stated there was limited space for the NOFO response and was not sure whether the public health process was documented. Superintendent Perry asked about including the name "Backbone" in the charter for the Youth Action Board. Ms. Carlson stated that the formal name is the Youth Action Board, which is more understandable to people outside of the Alliance membership, but she always refers to them informally as "Backbone" in other documents. Councilor Lopez asked why the Youth Action Board was not listed as a standing committee. Ms. Carlson clarified that only the language being changed in the charter was included in the agenda packet and that a link to the full charter had been provided to the board. Commissioner Gordon requested changing the wording in the review and ranking section about the technical review process.

MOTION: By Commissioner Bethell, **SECONDED by** Superintendent Perry, to **APPROVE THE CHARTER AMENDMENTS, INCLUDING THE PERFORMANCE & EVALUATION COMMITTEE RESPONSIBILITIES AND PROCEDURES DOCUMENT, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Brady, Clem, Gordon, Lopez, Lozier, Perry, Pfeffer, Slama, Wolf.
OPPOSED: None. **ABSTAINED:** None.

IN-PERSON MEETINGS

The Executive Committee recommended moving board meetings from virtual only to hybrid – e.g., in-person with a Zoom option. Commissioner Bethell offered Marion County's Commissioners' Board Room as an alternate to the Council of Governments board room.

MOTION: By Councilor Lopez, **SECONDED by** Superintendent Perry, to **DIRECT STAFF TO ARRANGE HYBRID BOARD MEETINGS, STARTING IN NOVEMBER 2022.**
Discussion: None.
Motion carried.
IN FAVOR: Clark, Hoy, Bethell, Brady, Clem, Gordon, Lopez, Lozier, Perry, Pfeffer, Slama, Wolf.
OPPOSED: None. **ABSTAINED:** None.

GAPS ANALYSIS HIGHLIGHTS

Ms. Calvin and Mr. Mennig engaged the board in a Jeopardy-inspired game as a means to share information from the 2022 Gaps Analysis document, approved by the board in August. All were encouraged to review the full report and to contact Ms. Calvin with any questions. The game was well received.

JURISDICTION/ORGANIZATION UPDATES

Commissioner Bethell reported that Marion County is in discussion with their public health officials regarding homeless persons in the county jail. The commissioners recently learned that there were not public health services being provided, but contagious disease testing and treatment are now being provided. She encouraged Commissioner Gordon to review whether such services are being provided in Polk County.

Ms. Lozier noted that, as it gets colder, there is limited funding for temperature-related support services and offered to share information about resources available through PacificSource.

Ms. Retherford announced that the City of Salem acquired most of the block of the old Union Gospel Mission location. There will be demolition occurring during the winter, and an RFQ going out for developers in the spring. The City of Salem is setting aside a portion for affordable housing and the rest will be mixed use.

Ms. Utz reported that the Salem Housing Authority is in the final stages of signing for Sequoia Crossings, closing on October 26, and will be ready to start construction by November 1. Yaquina Hall is 80% complete, with a few hurdles such as getting windows from New York. The agency's biggest news is that HUD has chosen Salem Housing Authority as a Moving to Work agency. Ms. Retherford offered kudos and expressed her thanks for the work of the Salem Housing Authority.

Commissioner Gordon announced that the Polk Community Development Corporation (CDC) at 179 Washington Street is constructing a $29-30 million development in the commercial business core with 3-4 floors of 1-2 bedroom apartments.

Mayor Clark reported that, at a recent meeting, she learned of new mentoring services in partnership with Catholic Community Services for youth and young adults in the community that address housing instability and completion of education.

Jan Calvin announced the availability of applications for federal funds in a press release that just came out.

Mayor Clark confirmed that the next joint board meeting will be hosted at the Marion County Commissioners' Board Room.

ADJOURNMENT

Hearing no further business, Chair Clark adjourned the meeting at 5:00 p.m.

Janet Carlson, MWVHA Consultant