

**MINUTES OF February 28, 2023**

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

**Videoconference Via Zoom**

**MEMBERS PRESENT**

CHAIR: Commissioner Jeremy Gordon, Polk County

VICE CHAIR: Mayor Chris Hoy, City of Salem

Commissioner Danielle Bethell, Marion County

Councilor Laura Reid for Mayor Cathy Clark, City of Keizer

Leilani Slama, Chief Communications and Community Relations Officer, Salem Health

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

**MEMBERS ABSENT**

None

**OTHERS PRESENT**

Janet Carlson, MWVHA Consultant

Jan Calvin, MWVHA Consultant

Tami Carpenter, City of Salem

Melanie Zermer, KМУZ

**CALL TO ORDER & INTRODUCTIONS**

Commissioner Gordon called the meeting to order at 12:05 p.m. The presence of a quorum was noted.

**MINUTES OF JANUARY 31, 2023 AND SPECIAL EXECUTIVE COMMITTEE MINUTES OF FEBRUARY 17**

**MOTION:** By Mayor Hoy, **SECONDED** by Ms. Wolf, to **APPROVE THE MINUTES FOR JANUARY 31 AND FEBRUARY 17, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Gordon, Hoy, Reid, Slama, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

**APPROVAL OF LETTER OF SUPPORT**

Ms. Carlson explained that VETcare had requested a letter of support for a federal Critical Time Intervention Case Management Grant that is due on March 6, prior to the next board meeting. The CoC Governance Charter authorizes the Executive Committee to approve letters of support in time sensitive situations, with ratification by the board.

**MOTION:** By Mayor Hoy, **SECONDED** by Ms. Slama, to **APPROVE THE VETCARE LETTER OF SUPPORT, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Gordon, Hoy, Bethell, Reid, Slama, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

### **MARCH JOINT BOARD AGENDA**

Commissioner Gordon invited Ms. Carlson to review the March board agenda, starting with the Consent Agenda. Ms. Carlson highlighted ratification of the letter of support, committee appointments and resignations, and the proposed CoC Governance Charter amendment clarifying Executive Committee membership.

Commissioner Bethell requested a memo be included in the agenda packet explaining the reasons for the proposed charter change. In response to a question about which nonprofit members would qualify for Executive Committee membership, Ms. Carlson proposed adding a cross-reference to Section 2 of the charter which lists the nonprofit voting board members. Commissioner Bethell recommended that the charter amendment be made its own agenda item, rather than being included as a consent item.

Ms. Carlson described the items under ORS 190 Entity board business. These included approval of new Budget Committee members and the budget calendar. Commissioner Bethell requested that Renee Pfeffer be contacted about her availability to serve. Committee members agreed with appointing Kloi Spencer in lieu of Jimmy Jones, given the potential for Community Action to have a conflict of interest as more state and federal dollars flow through the Continuum of Care. Ms. Carlson noted that if dollars flow through the Alliance during the current fiscal year, the board may need to approve a supplemental budget.

Ms. Carlson explained that the two contracts with Oregon Housing & Community Services have been listed on the agenda once again. The Capacity Building Grant contract, which was originally expected in December, has been promised by the board meeting. The contract designating HMIS responsibilities is not likely to be ready for board consideration. However, Jan Calvin and Ms. Carlson met with Lise Stuart from Oregon Housing and Community Services (OHCS) on February 17 and learned that having OHCS as the Alliance's HMIS Lead is creating a conflict for OHCS in executing contracts, such as the one for the Capacity Building Grant. OHCS is recommending that the Alliance serve as the HMIS Lead, with OHCS providing the same level of technical assistance as rendered currently. Ms. Calvin explained that the transition would likely occur in the fall after HUD's contract with OHCS is transferred to the ORS 190 Entity.

Mayor Hoy stated that he believes the proposed HMIS structure is the same as that in Clackamas County. Discussion ensued with questions clarifying the responsibilities of the HMIS Lead and how the transfer of responsibility would impact Alliance workload and risk to the organization. Ms. Carlson noted that additional charter changes would be required once the transition is completed. Commissioner Bethell asked that more in-depth information be provided to the board about the issues and process by which the transition would occur and asked about upcoming decision points for the board. Ms. Carlson described the series of actions that will need to occur to complete the transition. Commissioner Gordon recommended that the item be changed from contract approval to receiving information about the proposed HMIS

Lead transition. Commissioner Bethell encouraged bringing information to the board to increase clarity around what options are available and what decisions need to be made. Ms. Calvin added that the Capacity Grant proposal was based on the Alliance Strategic Plan.

Moving through the remainder of the agenda, Commissioner Gordon noted that the Collaborative Committee would be providing an overview. Ms. Calvin explained that the Collaborative Committee was originally designed to be a co-governance entity in conjunction with the Alliance Board of Directors. The Collaborative Committee co-chairs have been looking at how to strengthen the relationship between the Collaborative Committee and the board. Recently, the Collaborative Committee authorized the co-chairs to vote for them on business items, given that HUD requires sector representation extending beyond sectors represented by current board membership. The proposal on the March agenda is that the Collaborative Committee co-chairs become voting members on the board, rather than ex-officio (non-voting) members. Ms. Carlson displayed the organizational chart that illustrates how the Alliance organization is a hybrid of Lane County's and Clackamas County's models and distinguished the roles of the board and Collaborative Committee, with the latter focused on system design and service delivery.

Commissioner Gordon recommended that the Alliance reflect on its committee structure as whole and board membership as a whole before making this charter change. Commissioner Bethell stated agreement and noted discussions occurring in the Staffing Workgroup about reorganization. Committee members agreed that it would be better to wait to consider the proposed charter change until there is opportunity for additional conversations about the broader Alliance structure.

Ms. Carlson noted that the charter change would resolve an item on the HUD Notice of Funding Opportunity attesting that identified sectors vote on board membership. She added that the item was allotted twenty minutes since the overview will incorporate a discussion about the Collaborative Committee's role in co-governance of the Continuum of Care, along with ideas for greater connection between the Collaborative Committee and the Alliance Board of Directors.

Discussion ensued about incorporating written information about committee work with board materials. Monthly committee updates were initiated by Mayor Clark. Ms. Calvin recommended talking with the committee chairs before requiring written updates, which would ultimately be prepared by staff.

Commissioner Gordon provided an update on the Governor's Emergency Declaration, noting that there are a lot of question marks, including the respective roles of the Continuum of Care and the MAC Group as the process evolves. He stated that the MAC Group membership had been approved and clarified that the membership is not a fixed membership group. Community plan elements were described, and the initial community plan draft will be available for discussion at the board meeting, as it is due to the state on March 10. In response to questions about data errors in the state-provided workbook, Megan Bolton and Mary Frances Kenion, who have been retained by OHCS to offer technical assistance, have clarified that the Continuum of Care may proactively provide accurate data sets. Commissioner Gordon made note of the contributions made by the Collaborative Committee discussions.

Commissioner Gordon asked how best to make the first MAC Group meeting valuable. Commissioner Bethell recommended inviting Oregon Emergency Management representatives to the meeting. Commissioner Gordon said that he had requested technical assistance and had invited state participation.

Commissioner Bethell stated that she would like to give a three-minute update for the PIT Count agenda item.

Commissioner Gordon noted that Scott Dadson will have a staffing proposal ready for the board.

**MOTION:** By Commissioner Bethell, **SECONDED** by Councilor Reid, to **APPROVE THE AGENDA, AS AMENDED.**

Motion carried.

**IN FAVOR:** Gordon, Bethell, Reid, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Time was not available to discuss the two remaining items: Letters of Support policy and Committee Chair Standing Agenda Item.

#### **ADJOURNMENT**

The meeting was adjourned at 1:16 PM.

**MINUTES OF March 21, 2023**

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE EXECUTIVE COMMITTEE/  
ORS 190 ENTITY BOARD OF DIRECTORS**

**SPECIAL MEETING**

**Videoconference Via Zoom**

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

CHAIR: Commissioner Jeremy Gordon, Polk County

VICE CHAIR: Mayor Chris Hoy, City of Salem

Commissioner Danielle Bethell, Marion County

Mayor Cathy Clark, City of Keizer

Tricia Frizzell for Leilani Slama, Chief Communications and Community Relations Officer, Salem Health

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

**MEMBERS ABSENT**

Leilani Slama, Chief Communications and Community Relations Officer, Salem Health

**ORS 190 ENTITY BOARD MEMBERS PRESENT**

PRESIDENT: Commissioner Jeremy Gordon, Polk County

VICE PRESIDENT: Mayor Chris Hoy, City of Salem

Commissioner Danielle Bethell, Marion County

Mayor Cathy Clark, City of Keizer

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

Councilor Christopher Lopez, City of Monmouth

Superintendent Christy Perry, Salem-Keizer School District

**MEMBERS ABSENT**

Councilor Shannon Corr, City of Independence

**OTHERS PRESENT**

Jan Calvin, MWVHA Consultant

Matt Lawyer, Marion County

Bob Steringer, Harrang Long P.C.

Councilor Deanna Gwynn, City of Salem

Gretchen Bennett, City of Salem

Sara Brennan, Center for Hope & Safety

Noelle Carroll, Polk County Health Services

Julie Conn-Johnson, Salem-Keizer School District

Kimberly Dwyer, Santiam Canyon Service Integration Team

Melanie Fletcher, Salem Housing Authority

Matthew Garrett, Oregon Department of Emergency Management

Josh Graves, Catholic Community Services  
Ashley Hamilton, Mid-Willamette Valley Community Action Agency  
Jason Icenbice, Marion County Housing Authority  
Mary Frances Kenion, ICF  
Kristin Kuenz-Barber, Northwest Human Services  
Josh Lair, Be Bold Street Ministries  
Mariana Lopez, Center for Hope & Safety  
Elaine Lozier, PacificSource  
Matt Maceira, Be Bold Street Ministries  
Megan Smith, Sheltering Silverton  
Nicole Utz, Salem Housing Authority  
DJ Vincent, Church at the Park

### **CALL TO ORDER & INTRODUCTIONS**

Commissioner Gordon called the meeting to order at 2:02 p.m, welcoming members of the Alliance Executive Committee, ORS 190 Board of Directors, and MAC Group. The presence of a quorum was noted.

### **CoC CAPACITY INVESTMENT CONTRACT**

Commissioner Gordon asked Ms. Calvin to describe the contract with Oregon Housing & Community Services (OHCS). Ms. Calvin provided background information about the OHCS grant process and the plan, which was provided in writing to the members.

**MOTION:** By Mayor Clark, **SECONDED** by Mayor Hoy, to **APPROVE THE CONTRACT, AS PRESENTED.**

Discussion: Superintendent Perry asked about the likelihood of expending the funds by June 30. Ms. Calvin replied that the grant can be applied retroactively.

Motion carried.

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

### **GOVERNOR'S EXECUTIVE ORDER**

Commissioner Gordon expressed appreciation for people being willing to learn as information becomes available. He requested endorsement of adding several new MAC Group members, including Deborah Thompson, Sable House, and two or three slots for Backbone members.

Commissioner Gordon then moved to the timeline and project selection process, noting that he had reached out to other Continuums of Care about adhering to state law, including avoiding conflicts of interest. Commissioner Bethell expressed concerns that the MAC Group was not included in the proposed project selection process.

Ms. Calvin was invited to share the proposed timeline that included the CoC and MAC Group roles. Commissioner Gordon invited questions, noting that the state made the decision to allocate prevention funds through Community Action Agencies. Mr. Lair stated that Be Bold Street Ministries would not qualify for funds because of his understanding about the limitation on religious activities. Ms. Kenion replied that there cannot be discrimination based on religion

and religious activities cannot be mandatory. Commissioner Gordon asked that Ms. Kenion and Mr. Lair connect later to clarify the parameters of religious activities for purposes of grant funding.

Commissioner Bethell suggested looking at the Aviation Department model to review proposals that would deepen expertise on the review committee. Mayor Clark described how she and Mr. Lawyer worked together as grant coordinators for the Department of Aviation on a process where people worked in pairs to review and rate proposals; the proposals reviewed were from outside the region of the reviewers. Mr. Lawyer added that the process operates efficiently and within state law and administrative rules. Ms. Hamilton commented that the proposed process would enhance collaboration among providers and offered an idea about specializing in teams. Mayor Hoy described how jails are inspected through a peer review process that creates collaboration and learning opportunities. Superintendent Perry stated the idea had promise, and asked how the Review & Ranking Committee gets inserted into the process. Mayor Clark emphasized that the goal of the Alliance is to enhance collaboration and minimize competitiveness. She offered to assist.

Commissioner Gordon invited Mr. Steringer to comment. He stated that the state has not provided parameters for the local selection process, allowing the members to make those decisions. He said the main focus should be on avoiding conflicts of interest.

Ms. Frizzell expressed support for the model and asked if prevention dollars could be wrapped into the CoC process. Ms. Hamilton responded that she sees the goals for prevention as being aligned with those discussed and that decisions have not yet been made. Ms. Conn-Johnson stated that the Review & Ranking process is time consuming and emphasized the importance of avoiding conflicts of interest. Ms. Bennett asked how CoC leadership would handle conflicts of interest when voting on the final recommendations for funding, should their organizations apply. Mr. Steringer responded that he needs to understand the proposal better before suggesting guardrails.

Commissioner Bethell recommended that Mr. Steringer work with a team to establish guidelines for the Review & Ranking process. She also asked Community Action to work with other community partners to produce the prevention work, including housing authorities. She added her belief that Be Bold Street Ministries would qualify for the state funding. Ms. Hamilton responded that Community Action is committed to partnerships with the prevention funds.

Mayor Hoy asked for clarification about how board members would handle project selection decisions. Mr. Steringer described how board members might recuse themselves on their own applications but asked for time to better understand the proposed process. He added that the language in the draft provider contract about religious participation needs further review. Ms. Hamilton recommended that a final draft of the "All In" regional plan be available to applicants prior to the Letters of Intent deadline.

Commissioner Bethell stated that she was open to seeing what project requests are submitted before determining how much funding is allotted to each of the service areas. She also stated concerns about what occurs to clients when the funds expire.

**MOTION:** By Commissioner Bethell, **SECONDED** by Mayor Hoy, to **APPOINT A WORKGROUP COMPOSED OF JAN CALVIN, CATHY CLARK, TRICIA FRIZZELL, MATT LAWYER, A BACKBONE MEMBER, CHRISTY PERRY, AND BOB STERINGER TO REFINE THE PROJECT SELECTION PROCESS AND TIMELINE.**

Discussion: Ms. Calvin described her understanding about how the discussion relates to finalizing the regional plan. Ms. Utz asked for coordination with local housing authorities. Commissioner Bethell asked for an FAQ process in addition to office hours. Ms. Hamilton asked whether housing authorities could be part of the RFP release. Ms. Utz expressed a willingness to support partners, while describing the agency's limitations. Mr. Icenbice asked interested partners to reach out to determine what the local housing authorities can do. Motion carried.

**IN FAVOR: ORS 190 Entity:** Gordon, Hoy, Bethell, Clark, Leno, Lopez, Perry; **Executive Committee:** Gordon, Hoy, Bethell, Clark, Frizzell, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Members discussed the logistics of workgroup meetings and the timeframe for approval by the Alliance and MAC Group.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 3:36 PM.



**MINUTES OF March 27, 2023**

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE EXECUTIVE COMMITTEE/  
ORS 190 ENTITY BOARD OF DIRECTORS**

**SPECIAL MEETING**

**Videoconference Via Zoom**

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

CHAIR: Commissioner Jeremy Gordon, Polk County

VICE CHAIR: Mayor Chris Hoy, City of Salem

Commissioner Danielle Bethell, Marion County

Mayor Cathy Clark, City of Keizer

Leilani Slama, Chief Communications and Community Relations Officer, Salem Health

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

**MEMBERS ABSENT**

None.

**ORS 190 ENTITY BOARD MEMBERS PRESENT**

PRESIDENT: Commissioner Jeremy Gordon, Polk County

VICE PRESIDENT: Mayor Chris Hoy, City of Salem

Commissioner Danielle Bethell, Marion County

Mayor Cathy Clark, City of Keizer

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

Superintendent Christy Perry, Salem-Keizer School District

**MEMBERS ABSENT**

Councilor Shannon Corr, City of Independence

Councilor Christopher Lopez, City of Monmouth

**OTHERS PRESENT**

Jan Calvin, MWVHA Consultant

Janet Carlson, MWVHA Consultant

Matt Lawyer, Marion County

Bob Steringer, Harrang Long P.C.

Tricia Frizzell, Salem Health

Ashley Hamilton, Mid-Willamette Valley Community Action Agency

Mariana Lopez, Center for Hope & Safety

Elaine Lozier, PacificSource

Angel Moore, Backbone/Youth Action Board

Christine Sommer, Marion County Housing Authority

Ali Swanson, A Ray of Hope Today

DJ Vincent, Church at the Park

## **CALL TO ORDER & INTRODUCTIONS**

Commissioner Gordon called the meeting to order at 1:02 p.m, outlining rules for decorum during the meeting. The presence of a quorum was noted.

## **GOVERNOR'S EXECUTIVE ORDER**

Commissioner Gordon thanked the members of the "mini-MAC" workgroup for their work in refining the project selection process and timeline. The workgroup members included Jan Calvin, Cathy Clark, Tricia Frizzell, Domonique G., Matt Lawyer, and Christy Perry.

Ms. Calvin gave an overview of the recommended process and timeline. Mayor Clark highlighted the collaboration opportunities in the process. Ms. Carlson confirmed that the Executive Committee meeting would be held on April 4. Superintendent Perry asked about the timing of the Appeals Committee and how to avoid conflicts of interest with members of the Executive Committee serving as the Appeals Committee might affect attendance. Commissioner Bethell asked about whether under state law those with conflicts of interest need to leave the room. Mr. Steringer confirmed that state law does not require those with conflicts to leave the room. Mayor Hoy asked for Mr. Steringer look more closely at state law with regard to the requirements surrounding actual and potential conflicts. Several members representing organizations serving on the Executive Committee stated their intent to submit applications.

Commissioner Bethell asked how people would be notified about the opportunity to serve on the Review & Recommendations Committee. Ms. Calvin described the notification process and contact lists. Commissioner Bethell recommended using a brief application process. Consensus was that a brief application would be useful. Mayor Clark thanked everyone for the collaborative process, with a shout out to Matt Lawyer.

Commissioner Gordon recommended taking the two items separately.

**MOTION:** By Mayor Clark, **SECONDED** by Mayor Hoy, to **APPROVE THE RECOMMENDED TIMELINE, WITH EDITS.**

Discussion: Ms. Calvin noted that the Executive Committee date should be listed as 4/4.  
Motion carried.

**IN FAVOR: ORS 190 Entity:** Gordon, Hoy, Bethell, Clark, Leno, Perry; **Executive Committee:** Gordon, Hoy, Bethell, Clark, Slama, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Ms. Calvin provided highlights from the Project Selection Process document. Edits included clarification that project applications are public documents throughout the process and changing the "or" to "and" in the last line of the Supplemental Funding Process section. Discussion focused on the intent of the language in the Supplemental Funding Process section and how that process could be implemented.

**MOTION:** By Superintendent Perry, **SECONDED** by Mayor Hoy, to **APPROVE THE RECOMMENDED PROJECT SELECTION PROCESS DOCUMENT, WITH EDITS.**

Discussion: None.  
Motion carried.

**IN FAVOR: ORS 190 Entity:** Gordon, Hoy, Bethell, Clark, Leno, Perry; **Executive Committee:** Gordon, Hoy, Bethell, Clark, Slama, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Ms. Carlson asked for input on two additional issues. The first question was whether private organizations would be eligible to apply for funding, since those organizations have not been eligible under the federal funding competitions. Consensus was to include private organizations.

The second question was about how to split the “up to fifteen percent” allowed for administrative costs. Ms. Calvin noted that administration is based on actual expenditures. Mayor Hoy recommended up to 11% for providers and up to 4% for the Continuum of Care. Commissioner Bethell stated her position that as much money as possible be allocated to programs. Mayor Clark urged the membership to be generous with the allocation so that the organization has the capacity to do the work. Commissioner Gordon asked if Mayor Clark would be more comfortable with up to 10% for providers and up to 5% for the Continuum of Care. Questions were raised about how the administrative dollars would be applied to the Alliance budget. Ms. Carlson reminded members that the Budget Committee would be meeting on April 13 where the 2023-24 budget will be reviewed.

#### **OTHER BUSINESS**

None.

#### **ADJOURNMENT**

The meeting was adjourned at 2:17 PM.