MINUTES OF April 13, 2023

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE BOARD OF DIRECTORS AND
ORS 190 ENTITY BOARD OF DIRECTORS JOINT MEETING
AND
ORS 190 ENTITY BUDGET COMMITTEE
Hybrid meeting:
Marion County Commissioners' Board Room
555 Court Street NE, Salem
and via Zoom

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Commissioner Jeremy Gordon, Polk County
VICE CHAIR: Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Amber Brady for David Zepeda, Subject Matter Expert
Mayor Cathy Clark, City of Keizer
Dan Clem, Executive Director, Union Gospel Mission of Salem
Councilor Shannon Corr, City of Independence
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
Elaine Lozier, Community Health Coordinator, Marion-Polk CCO, PacificSource
Christy Perry, Superintendent, Salem-Keizer School District
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
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
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
Melanie Fletcher for Nicole Utz, Housing Administrator, Salem Housing Authority
Jason Icenbice, Executive Director, Marion County Housing Authority
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC Collaborative Committee

MEMBERS ABSENT
Commissioner Colm Willis, Marion County
Christian Edelblute, Executive Director, West Valley Housing Authority
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency
Nicole Utz, Housing Administrator, Salem Housing Authority

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
Councilor Shannon Corr, City of Independence

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
Christy Perry, Superintendent, Salem-Keizer School District

MEMBERS ABSENT
None

ORS 190 ENTITY BUDGET COMMITTEE MEMBERS PRESENT
CHAIR: Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
VICE CHAIR/SECRETARY: Dan Clem, Executive Director, Union Gospel Mission of Salem
Commissioner Danielle Bethell, Marion County
Mayor Cathy Clark, City of Keizer
Councilor Shannon Corr, City of Independence
Commissioner Jeremy Gordon, Polk County
Mayor Chris Hoy, City of Salem
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
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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

MEMBERS ABSENT
None

STAFF AND GUESTS PRESENT
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Matt Lawyer, Marion County
Julie Conn-Johnson, Salem-Keizer School District
Paulina Durham
Tricia Frizzell, Salem Health
Christine Sommer, Marion County Housing Authority

CALL TO ORDER
Chair Gordon called the joint meeting to order at 3:06 p.m. The presence of a quorum was noted. Commissioner Gordon reminded members to register for the May 16 affordable housing conference and to submit Code of Conduct and Conflict of Interest forms, if members have not already done so.

CONSENT AGENDA
Chair Gordon reviewed the list of Consent Agenda items. Commissioner Bethell asked to pull Item #2, 3-9-23 joint board meeting minutes.

MOTION: By Mayor Clark, **SECONDED** by Councilor Lopez, to **APPROVE CONSENT AGENDA ITEMS 1, AND 3-6, AS PRESENTED.**

1. **AGENDA**
3. **APPOINT LYNELLE WILCOX, SAFESLEEP UNITED, MEGAN SMITH, SHELTERING SILVERTON, AND TAWNY ZELLNER, EASTERSEALS OREGON, TO THE HMIS USERS WORKGROUP AND ACCEPT THE RESIGNATIONS OF RAYMOND POWERS, VETCARE, AND KATHLEEN CALDER, EASTERSEALS OREGON**
4. **APPOINT SERAPHENA TOLL AND AIDEN SANDS TO THE YOUTH ACTION BOARD/BACKBONE**
5. **ACCEPT THE RESIGNATION OF JOSIE SILVERMAN-MENDEZ FROM THE PERFORMANCE & EVALUATION COMMITTEE**
6. **APPROVE THE BUILT FOR ZERO QUARTERLY REPORT**

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

Commissioner Bethell stated that the minutes were not reflective of the discussion during the PIT Count Debrief item and asked that minutes be amended to include Ms. Calvin's statement that the PIT Count data would be ready before the April board meeting. Commissioner Bethell stated that Councilors Corr and Lopez confirmed Commissioner Bethell's recollection.

MOTION: By Commissioner Bethell, **SECONDED by** Councilor Lopez, to **INCLUDE LANGUAGE IN THE MINUTES ABOUT WHEN THE PIT COUNT DATA WOULD BE MADE AVAILABLE TO THE WORKGROUP.**

Discussion: Commissioner Gordon stated that a meeting is scheduled with Commissioner Bethell and Councilor Corr to discuss the role of the PIT Count Workgroup. He also noted that there were intentions to complete the data work, but the Governor's Executive Order work got in the way. Commissioner Bethell responded that nonprofit organizations are waiting for the data so that they can apply for grants and that the Alliance could have considered other options, such as hiring another consultant to complete the work. Mayor Clark noted that the Governor's Executive Order has been a heavy lift. Councilor Corr added that she had reviewed the video and experienced similar delays last year. She asked that the videos be made more easily available. Councilor Lopez stated that the promise of when the data would be ready was material to the motion that the board considered and that the additional work required by the Governor's Executive Order should have been known at that time.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Clem, Corr, Leno, Lopez, Lozier, Perry, Pfeffer, Slama, Wolf.
OPPOSED: Hoy. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

Commissioner Gordon reviewed the business items.

1) Approval of 3-21-23 and 3-27-23 special meeting minutes.

MOTION: By Mayor Clark, **SECONDED by** Commissioner Bethell, to **APPROVE THE TWO SPECIAL MEETING MINUTES, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

2) Approval of a contract with Oregon Housing & Community Services (OHCS) for $10,410,019.

Commissioner Gordon invited Ms. Carlson to inform the board about the contract. Ms. Carlson outlined the timeframe required by OHCS and stated that a special meeting would be required if the board did not approve the contract today. She further stated that this was a "take it or leave it" contract – that requests from Mr. Steringer, Harrang Long, for several changes to the contract template were denied, with a statement that OHCS would not consider any changes. She added that the only items missing from the contract template were the amount, which information was provided to the board, and the insurance requirements. She recommended that the board approve the contract, if members wanted to be engaged with the Governor's Executive Order.

Commissioner Gordon asked about the provider contract that was posted on the Alliance website. Ms. Carlson clarified that the OHCS contract did not need to be duplicated verbatim in the provider contract. Commissioner Bethell expressed concerns about the language in the provider contract template around religious activities. Ms. Carlson suggested holding a joint ORS 190 Entity/Executive Committee meeting to discuss the contract.

Mayor Hoy asked whether the attorney raised any substantive legal issues. Ms. Carlson responded that the issues raised would not preclude the board from accepting the contract. Commissioner Bethell asked for a description of the risk identified by the attorney. While Ms. Carlson left the room to retrieve Mr. Steringer's message, the board discussed how the OHCS contract provisions might affect the provider contracts.

Ms. Carlson provided information from an email from attorney Robert Steringer, Harrang Long, dated March 26, 2023. The three issues were related to: (1) clarity around online systems used by the CoC and subgrantees/providers; (2) responsibility of the ORS 190 Entity for provider compliance and not limited to mistakes it might make in distributing the grant money and suggested asking for immunity for breaches outside the entity's control; and (3) cash flow concerns requiring confirmation that the ORS 190 Entity can request funds from OHCS prior to reimbursing providers for their costs under the provider contracts. Board members discussed how these concerns could be mitigated, either through language in the provider contract or through clarifying understanding of OHCS protocols in distributing funding.

MOTION: By Commissioner Bethell, **SECONDED by** Councilor Lopez, to **APPROVE THE CONTRACT FOR $10,410,019 RELATED TO THE GOVERNOR'S EMERGENCY DECLARATION, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

3) Consideration of special hours for consultants.

Commissioner Gordon stated that the Governor's Executive Order has added to the consultants' workload and that he had approved the hours within the flat-rate caps, but that there were additional hours worked that were not compensated and would require board approval. He suggested that the consultants be compensated for hours worked. Commissioner Gordon asked Ms. Calvin to clarify that the request was not a change to contract itself. Mayor Clark confirmed that the hours could be billed against the Governor's Executive Order contract administrative funds. Commissioner Bethell confirmed that the supplemental hours had not yet been paid as part of the invoices. The discussion also clarified that the supplemental hours would cover only actual hours worked.

MOTION: By Mayor Clark, **SECONDED by** Superintendent Perry, to **APPROVE THE PROPOSED SUPPLEMENTAL HOURS FOR JAN CALVIN UP TO 90 HOURS AT $100 PER HOUR (UP TO $9,000) FOR THE PERIOD MARCH 1 THROUGH APRIL 30, 2023, AND FOR JANET CARLSON UP TO 110 HOURS AT $85 PER HOUR (UP TO $9,350) FOR THE PERIOD FEBRUARY 1 THROUGH APRIL 30, 2023, AS PRESENTED.**
Discussion: Councilor Lopez asked that the number of hours approved be included in the motion. Commissioner Bethell asked that the minutes reflect that the administrative funds from the OHCS contract responding to the Governor's Executive Order 23-02 would cover the cost of the supplemental hours.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

Commissioner Gordon called a recess of the Joint Board meeting and convened the ORS 190 Entity Budget Committee meeting.

BUDGET COMMITTEE MEETING

Commissioner Gordon introduced the topic and asked Ms. Carlson to present the budget. Ms. Carlson introduced members of the Budget Committee and described the meeting process. Commissioner Gordon asked for nominations for Budget Committee chair.

MOTION: By Mr. Clem, **SECONDED by** Councilor Lopez, to **APPOINT IAN DIXON-McDONALD TO SERVE AS CHAIR OF THE BUDGET COMMITTEE.**
Discussion: Mr. Dixon-McDonald expressed his willingness to serve.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry, Clem, Dixon-McDonald, Enderle, Mennig, Pfeffer, Slama, Spencer, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

MOTION: By Commissioner Bethell, **SECONDED by** Mr. Mennig, to **APPOINT DAN CLEM TO SERVE AS VICE-CHAIR/SECRETARY OF THE BUDGET COMMITTEE.**
Discussion: Mr. Clem expressed his willingness to serve.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry, Clem, Dixon-McDonald, Enderle, Mennig, Pfeffer, Slama, Spencer, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Commissioner Gordon handed meeting leadership over to Mr. Dixon-McDonald. Mr. Dixon-McDonald asked Ms. Carlson to describe the procedural rules.

MOTION: By Commissioner Gordon, **SECONDED by** Commissioner Bethell, to **ADOPT THE PROCEDURAL RULES, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry, Clem, Dixon-McDonald, Enderle, Mennig, Pfeffer, Slama, Spencer, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Mr. Dixon-McDonald invited Ms. Carlson to deliver the budget message. Ms. Carlson began with a chart illustrating growth in the Continuum of Care's federal funds through the U.S. Department of Housing & Urban Development. She then described the history of the budget, the organizational chart, and details about the proposed 2023-24 budget revenues and expenditures, along with a description of significant issues facing the Alliance, which included the organization's capacity for rapid growth and the long-term

sustainability of the organization. (Note: The proposed budget document is posted on the Alliance website under Documents-Budget Documents.) Ms. Carlson concluded her presentation thanking Chair Gordon and Vice-Chair Hoy, members of the board, Jan Calvin, Scott Dadson, Amber Mathiesen, and other partners.

Mr. Dixon-McDonald asked if there was anyone who wished to testify during the public comment period on the budget. There was no one who had contacted the Alliance resulting from the legal notice posted in the Statesman Journal and Polk County Itemizer Observer, and no one in attendance at the meeting asked to testify.

Mr. Dixon-McDonald then invited Budget Committee members to comment on the budget. Councilor Lopez thanked those involved in putting the budget together. He emphasized the need for capacity building. He continued that in recognition of the value of the work being done and the importance of the flexible funds, including continuation of youth stipends, raising voices of lived experience, and hiring the organization's first employee in a director role, the City of Monmouth is increasing its contribution by roughly 25% from $6,600 to $8,500. Mr. Dixon-McDonald thanked Councilor Lopez.

Ms. Wolf expressed concerns about whether one staff person will be able to move the organization forward and asked that the board continue discussions about hiring a second staff person. Mr. Mennig added concerns about staff capacity to oversee contract compliance. He also recommended that the board balance distributing Governor's Executive Order funds to ensure compliance while not delaying project implementation. Additional discussion included requiring providers to submit documentation for advancing funds and not creating a set percentage but work with providers to ascertain their needs for advancing funds. Ms. Carlson stated that, based on the discussion, she recommends budgeting the entire grant in the 2023-24 fiscal year, along with budgeting the 26% portion in the current fiscal year as a supplemental budget for maximum flexibility.

Ms. Carlson then asked if there were comments about adjusting prior board decisions around the director position. Commissioner Gordon noted that there was only one application to date. Given the scale of the budget, there is a good chance there will be continued future investment for Continuums of Care. He suggested increasing the salary range to meet the market conditions, with the lower salary range at $100,000. Ms. Wolf reiterated that it is imperative to look at a second staff person. In response to Mr. Mennig's question, Ms. Carlson confirmed that the proposed budget assumes that Ms. Calvin would be conducting the compliance work with providers and that the ORS 190 Entity would also enter into an agreement with an organization to manage financial and contract services related to the Governor's Executive Order.

Ms. Slama emphasized the importance of setting an appropriate salary range for the director position.

> **MOTION:** By Ms. Slama, **SECONDED by** Commissioner Bethell, to **INCREASE THE BASE SALARY RANGE OF THE DIRECTOR POSITION TO $100,000-$125,000.**
> Discussion: Ms. Carlson noted that she will need to adjust the related costs, such as indirect costs, when bringing back the numbers in the Budget Committee's recommended budget.
> **Motion carried.**
> **IN FAVOR:** Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry, Clem, Dixon-McDonald, Enderle, Mennig, Pfeffer, Slama, Spencer, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Councilor Lopez recommended changing the position title to Executive Director and made a motion to do so. Mayor Clark raised a point of order that the item was not under the purview of the Budget Committee. Councilor Lopez retracted his motion.

Discussion turned to the City of Monmouth's increased contribution. Councilor Lopez encouraged others to consider increasing their contributions. Ms. Carlson asked that any additional contributions be communicated to her within the next couple of weeks.

MOTION: By Councilor Lopez, **SECONDED by** Mr. Mennig, to **INCREASE THE CITY OF MONMOUTH'S CONTRIBUTION FROM $6,600 to $8,500.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry, Clem, Dixon-McDonald, Enderle, Mennig, Pfeffer, Slama, Spencer, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Mr. Dixon-McDonald asked if there were any additional budget issues to discuss.

MOTION: By Commissioner Gordon, **SECONDED by** Mayor Clark, to **APPROVE THE 2023-24 BUDGET, AS AMENDED, INCLUDING THE AMENDED CONTRIBUTIONS TABLE, AND REFER THE BUDGET TO THE ORS 190 ENTITY BOARD OF DIRECTORS FOR ADOPTION.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry, Clem, Dixon-McDonald, Enderle, Mennig, Pfeffer, Slama, Spencer, Wolf. **OPPOSED:** None. **ABSTAINED:** None.

Mr. Dixon-McDonald adjourned the Budget Committee meeting. Commissioner Gordon reconvened the Joint Board meeting.

GOVERNOR'S EMERGENCY DECLARATION

Commissioner Gordon thanked the youth members and mentors for their participation in the review and recommendations process. Mayor Clark assumed the chair role for this item, as Commissioner Gordon and Mayor Hoy both declared potential conflicts of interest. Mayor Clark noted that the amounts may be adjusted as the provider contracts are negotiated. The Review & Recommendations Committee made the following recommendations to the board, as adjusted.

Rapid Rehousing Projects

1.	Salem Housing Authority	RRH in Marion/Polk	$ 454,586	65 Households
2.	MWVCAA	RRH in Marion Co.	$1,378,798	50 HH
3.	MWVCAA	RRH in Polk Co.	$1,537,317	50 HH
4.	Sable House	RRH in Polk Co.	$ 410,850	20 HH

Emergency Shelter Projects

1.	Church at the Park	Adult Shelter, Polk	$1,572,465	40 Beds
2.	Church at the Park	Young Adult, Salem	$ 820,105	38 Beds
3.	United Way	SafeSleep Expansion	$ 619,960	31 Beds
4.	Center for Hope & Safety	Family Shelter Renov.	$ 825,000	10 Beds
5.	MWVCAA	Family Shelter, Salem	$ 865,093	36 Beds
6.	Catholic Community Services	Family Shelter, Salem	$ 663,164	32 Beds
7.	Sheltering Silverton	Shelter Expansion	$ 564,683	28 Beds

The total leaves a remaining amount of $177,498 as a set aside for Homeless Management Information System costs that, in many cases, were not budgeted by the applicants, and other emerging needs. Allocation of these funds will require board approval.

MOTION: By Ms. Slama, **SECONDED by** Superintendent Perry, to **APPROVE THE FOLLOWING RAPID REHOUSING PROJECTS, AS RECOMMENDED BY THE REVIEW & RECOMMENDATIONS COMMITTEE: SALEM HOUSING AUTHORITY, MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY (two projects), AND SABLE HOUSE.**
Discussion: Mayor Hoy declared a potential conflict of interest as Salem Housing Authority was an applicant. Commissioner Gordon, and Councilor Lopez, who serve on the Community Action board of directors, declared potential conflicts of interest, but were needed to vote to achieve the required number of affirmative votes.
Motion carried.
IN FAVOR: Gordon, Clark, Brady, Lopez, Lozier, Perry, Pfeffer, Slama, Spencer, Wolf. **OPPOSED:** None. **ABSTAINED:** Hoy, Bethell.

MOTION: By Ms. Slama, **SECONDED by** Superintendent Perry, to **APPROVE THE FOLLOWING EMERGENCY SHELTER PROJECTS, AS RECOMMENDED BY THE REVIEW & RECOMMENDATIONS COMMITTEE: CHURCH AT THE PARK (two projects), UNITED WAY, CENTER FOR HOPE & SAFETY, MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, CATHOLIC COMMUNITY SERVICES, AND SHELTERING SILVERTON.**
Discussion: Ms. Wolf declared a potential conflict of interest as United Way was an applicant. Commissioner Gordon, and Councilor Lopez, who serve on the Community Action board of directors, declared potential conflicts of interest, but were needed to vote to achieve the required number of affirmative votes. Ms. Slama expressed concerns about projects that were not recommended for funding and encouraged support for projects in rural areas and for underserved populations.
Motion carried.
IN FAVOR: Gordon, Clark, Brady, Hoy, Lopez, Lozier, Perry, Pfeffer, Slama, Spencer. **OPPOSED:** None. **ABSTAINED:** Bethell, Wolf.

PUBLIC COMMENT
None.

JURISDICTION/ORGANIZATION UPDATES
Kloi Spencer asked to provide an update about Backbone/Youth Action Board. She stated that recently she had lost people that she was close to and took some time off. This resulted in some commotion on Backbone, which has now been resolved. She stated that she would work on communicating better in the future.

Commissioner Gordon thanked Ms. Spencer for her comments and complimented Backbone/Youth Action Board for working through this. He invited Ms. Spencer to call on other board members for advice, if that would be helpful. Mayor Hoy added his thanks, that this was a learning process, and that we are all learning.

Mayor Hoy added that the grand opening for the Navigation Center is on April 24 at 8 AM and invited all to attend. He said this will be a real game changer in the region for homeless services.

Councilor Lopez thanked Ms. Spencer for her leadership, courage, and capability. He suggested board officers from Backbone be paired with dedicated board mentors. He announced that he recently accepted a position with Mid-Willamette Valley Community Action Agency, HOME Youth Services, as the Associate Director.

Commissioner Bethell reported on the recent ribbon cutting for His Place. One father will be receiving

his two babies by the end of the month.

Melanie Fletcher announced that the Salem Housing Authority's Housing Choice Voucher lottery opening will open on May 6 at 9 AM until 11:59 PM Sunday, May 21. Of applications received, 5,000 applicants will be selected at random and placed on the waiting list in random order. She encouraged participants to help spread the word. The waiting list has been closed since 2018.

OTHER BUSINESS

None.

ADJOURNMENT

Hearing no further business, Chair Gordon adjourned the meeting at 5:42 p.m.