MINUTES OF June 8, 2023

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE BOARD OF DIRECTORS AND ORS 190 ENTITY BOARD OF DIRECTORS JOINT MEETING
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
Mayor Cathy Clark, City of Keizer
Councilor Shannon Corr, City of Independence
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
Tricia Frizzell for Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Jason Icenbice, Executive Director, Marion County Housing Authority
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Councilor Christopher Lopez, City of Monmouth
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC
Christy Perry, Superintendent, Salem-Keizer School District
Kloi Spencer, Chair, Youth Action Board/Backbone
Nicole Utz, Housing Administrator, Salem Housing Authority
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
David Zepeda, Subject Matter Expert

MEMBERS ABSENT
Dan Clem, Executive Director, Union Gospel Mission of Salem
Christian Edelblute, Executive Director, West Valley Housing Authority
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Vacant, PacificSource

ORS 190 ENTITY BOARD
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PRESIDENT: Commissioner Jeremy Gordon, Polk County
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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

STAFF AND GUESTS PRESENT
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Linda Hansen, MWVCOG Admin Support Coordinator
Senator Deb Patterson
Councilor Deanna Gwyn, City of Salem
Jayne Downing, Center for Hope and Safety
Ashley Hamilton, Mid-Willamette Valley Community Action Agency
Matt Lawyer, Marion County
Michael Livingston, CANDO Neighborhood Association
Elaine Lozier, Community Health Coordinator, Marion-Polk CCO, PacificSource
Zaira Flores Marin, PacificSource
Sarah Owens, CANDO Neighborhood Association
Jesse Peone, III, DEI Subcommittee Chair
Christine Sommer, Marion County Housing Authority
Nicole Steen, Words Out PR
Lisa Trauernicht, MWVHA Consultant

CALL TO ORDER
Chair Gordon called the joint meeting to order at 3:02 p.m. The presence of a quorum was noted. Commissioner Gordon mentioned that he would need to leave at 4 pm and that Vice Chair Hoy would preside over the meeting after his departure.

Chair Gordon then stated that he wanted to acknowledge that this was Janet Carlson's last meeting and opened the floor for people to share their thanks with Ms. Carlson. Several members of the MWVHA board shared their appreciation for the work that Janet Carlson had done to get the MWVHA off the ground and for all of the work that she had done to help care for people.

EXECUTIVE DIRECTOR APPOINTMENT
Chair Gordon stated that the hiring committee interviewed two candidates and were in agreement to hire Elaine Lozier as the first MWVHA Executive Director. He stated that she has a skill set in both data and community work.

MOTION: By Mayor Clark, **SECONDED by** Commissioner Bethell, to **ACCEPT THE STAFF WORK GROUP RECOMMENDATION TO HIRE ELAINE LOZIER AS EXECUTIVE DIRECTOR, AMENDED TO INCLUDE TEMPORARILY WAIVING THE BOARD'S POLICY ON CONFLICT OF INTEREST RELATING TO TRANSITION FROM BOARD SERVICE AND EMPLOYMENT**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Frizzell, Leno, Lopez, Perry, Spencer, Wolf, Zepeda
OPPOSED: None. **ABSTAINED:** None.

Ms. Carlson described the offer letter that legal counsel prepared as an employment agreement for Ms. Lozier's appointment to the Executive Director position.
MOTION: By Mayor Hoy, **SECONDED by** Mayor Clark, by the ORS 190 Board to **APPROVE THE OFFER LETTER FOR THE MWVHA EXECUTIVE DIRECTOR**

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

MOTION: By Councilor Corr, **SECONDED by** Mayor Hoy, by the ORS 190 Board to **DESIGNATE ELAINE LOZIER AS BOARD ADMINISTRATOR PURSUANT TO ORS 190 BYLAWS AND AUTHORIZE HER TO TAKE ON THE DUTIES PERFORMED BY THE CURRENT BOARD ADMINISTRATOR.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry.
OPPOSED: None. **ABSTAINED:** None.

Ms. Carlson provided background on the various administrative needs, including IT support through WESD, for the Executive Director setting up a new office at the COG. The WESD agreement would provide phone, internet, and tech support for Ms. Lozier. Ms. Carlson recommended that the board further give Jeremy authority to sign for any additional needed items for setting up the Executive Director's office.

MOTION: By Mayor Hoy, **SECONDED by** Mayor Clark, by the ORS 190 Board to **APPROVE THE WESD AGREEMENT AND AUTHORIZE THE CHAIR TO APPROVE OTHER SUPPORT FOR THE EXECUTIVE DIRECTOR, AS NEEDED.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Mayor Clark, **SECONDED by** Mayor Hoy, by the ORS 190 Board to **AUTHORIZE THE CHAIR TO APPROVE VACATION TIME FOR THE EXECUTIVE DIRECTOR.**
Discussion: In reviewing the leave provisions in the offer letter, there was consensus that the chair could authorize leave time, rather than requiring the Executive Director to make the requests to the full board. Commissioner Bethell requested that the Executive Director communicate to board when she plans not be out of the office.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry.
OPPOSED: None. **ABSTAINED:** None.

CONSENT AGENDA
Chair Gordon requested a motion to approve the Consent Agenda.

MOTION: By Commissioner Bethell, **SECONDED** by Mayor Hoy, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**
(1) agenda;
(2) 5-11-23 joint board meeting minutes;
(3) accept the resignation of Julie Conn-Johnson from the Performance & Evaluation Committee;
(4) reappoint Theo G. to the Youth Action Board/Backbone.
Staff reports include the latest CoC work plan and budget report.

Discussion: None.
Motion carried.

IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Frizzell, Leno, Lopez, Perry, Spencer, Wolf, Zepeda.
OPPOSED: None. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

Commissioner Gordon requested that Ms. Carlson outline the business items.

1) Consider an extension of the Memorandum of Understanding with Catholic Community Services.

Councilor Corr stated that she would prefer that Ms. Lozier be able to read through contracts before approval. Ms. Carlson stated that all of the contracts for board consideration on the agenda expire June 30. A variety of timelines and ideas were discussed.

MOTION: By Mayor Clark, **SECONDED by** Mayor Hoy, that the ORS 190 **APPROVE THE EXTENSION OF THE MOU WITH CATHOLIC COMMUNITY SERVICES.**
Discussion: Commissioner Bethell suggested a 60-day extension of the contract and two meetings in September to allow Ms. Lozier to consider the contract before approving the five-year extension.
Motion carried.
IN FAVOR: Gordon, Hoy, Clark, Leno, Lopez, Perry. **OPPOSED:** Bethell, Corr. **ABSTAINED:** None.

2) Consider an extension of the contract with Harrang Long for legal services.

Ms. Carlson recommended retaining the services of the Harrang Long law firm. She stated that the attorneys have been responsive and affordable. Councilor Corr stated her preference to give Ms. Lozier time to review the contract.

MOTION: By Mayor Clark, **SECONDED by** Mayor Hoy, that the ORS 190 **APPROVE THE CONTRACT EXTENSION WITH HARRANG LONG FOR LEGAL SERVICES.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Corr, Leno, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

3) Consider an extension of the contract with Jan Calvin for consultant services.

Commissioner Gordon described his discussions with Ms. Calvin about the contract extension, praised Ms. Calvin's work, and pointed out the provisions in the contract that would allow for future changes. Ms. Carlson noted that Ms. Calvin will be required to obtain additional car insurance because of the insurance requirements for the new contracts with Oregon Housing & Community Services. Councilor Corr stated that she felt that Ms. Lozier should have time to review the contract before approval. In response to a question from Commissioner Bethell, Ms. Carlson explained the three provisions in the contract relating to contract termination.

MOTION: By Mayor Clark, **SECONDED by** Mayor Hoy, that the ORS 190 **APPROVE THE CONTRACT EXTENSION WITH JAN CALVIN.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Hoy, Clark, Leno, Lopez, Perry. **OPPOSED:** Bethell, Corr. **ABSTAINED:** None.

4) Consider a contract with Lisa Trauernicht to prepare the annual Gaps Analysis report for $9,945.

Ms. Carlson explained that Ms. Trauernicht was under contract to update the Gaps Analysis last year, which is a required annual document for HUD. The same hourly rate and maximum hours are in the proposed contract as with last year's contract. Ms. Carlson screenshared a revision to the contract that was provided with the meeting packet; the contractor will report to the Executive Director and not to the full board.

MOTION: By Mayor Clark, **SECONDED by** Commissioner Bethell, that the ORS 190 **APPROVE THE CONTRACT WITH LISA TRAUERNIGHT AND THE REVISION THAT THE CONTRACTOR REPORT TO THE EXECUTIVE DIRECTOR.**
Discussion:
Motion carried.
IN FAVOR: Gordon, Hoy, Bethell, Clark, Leno, Lopez, Perry. **OPPOSED:** Corr. **ABSTAINED:** None.

5) Consider a request from Marion County.

Ms. Carlson provided history on the $75,200 in funds contributed by Marion County that were originally intended for use for rural issues. Marion County had recently sent a letter requesting that the funds be returned to Marion County, but Commissioner Bethell is now proposing that the funds be used for a position at Yaquina Hall in Salem. Discussion included the need for the Yaquina Hall position, the need to build capacity in the rural areas of the region, and other options for the funding.

MOTION: By Councilor Corr, **SECONDED by** Commissioner Bethell, that the ORS 190 **APPROVE THE $75,200 FROM MARION COUNTY BE USED TO STAFF A POSITION AT YAQUINA HALL.**
Discussion: None
Motion carried.
IN FAVOR: Hoy, Bethell, Leno, Perry. **OPPOSED:** Clark, Lopez. **ABSTAINED:** None.

CONFERENCE DEBRIEF
Ms. Trauernicht reported that there were 140 people at the Salem Convention Center for the affordable housing conference on May 16. The conference brought in people from outside the area and it was an intergenerational and innovative group. There are PowerPoints and videos available on the website. Mayor Hoy added his insights about the conference and expressed thanks to Ms. Trauernicht for her work in organizing the event.

GOVERNOR'S EMERGENCY DECLARATION
Ms. Carlson stated that one subgrantee contract from the Governor's Executive Order funding needs to be approved. Since the Recovery Outreach Community Center (ROCC) was experiencing difficulties in obtaining insurance, Community Action will use their services as a vendor. This contract combines the prior Community Action and ROCC contracts for Salem Rapid Re-housing services, which will allow for that change.

MOTION: By Mayor Clark, **SECONDED by** Ms. Leno, that the ORS 190 **APPROVE THE REVISED CONTRACT WITH COMMUITY ACTION TO INCLUDE THE RECOVERY OUTREACH COMMUNITY CENTER AS A VENDOR.**
Discussion: None
Motion carried.
IN FAVOR: Hoy, Bethell, Leno, Perry, Clark, Lopez. **OPPOSED:** **ABSTAINED:** None.

DEI SUBCOMMITTEE/EQUITY LENS

Ms. Calvin introduced the Diversity, Equity, and Inclusion Subcommittee report and stated that the Equity Lens is a tool for decision making. Jesse Lippold Peone III, chairman of the DEI Subcommittee, gave a presentation on the subcommittee membership and accomplishments, along with the Equity Lens tool and its history. A vote on approving the Equity Lens was postponed until a future board meeting, as there was no longer a quorum of the Alliance board present.

PUBLIC COMMENT

Jimmy Jones explained the situation with Crossroads at Yaquina Hall in response to prior statements made during the ORS 190 business. He added that Redwood Crossings had a high needs population and they had to impose a handful of evictions.

COMMUNITY ACTION AGENCY

There was not time available for the planned presentation by the Community Action Agency. Mr. Jones said that Community Action needed authorization from the ORS 190 board to approve the use of Emergency Solutions Grant (ESG) funds for the ongoing outreach into rural Marion & Polk counties, which Ashley Hamilton described.

MOTION: By Mayor Clark, **SECONDED by** Superintendent Perry, that the ORS 190 **APPROVE THE EMERGENCY SOLUTIONS GRANT CERTIFICATION OF CONTINUUM OF CARE APPROVAL FOR THE SUBGRANTEES PROPOSED USED OF 2023-2025 FUNDS.**
Discussion: Councilor Lopez declared a potential conflict of interest and asked to abstain from voting. The presence of a quorum without his vote was noted.
Motion carried.
IN FAVOR: Hoy, Clark, Corr, Leno, Perry. **OPPOSED:** None. **ABSTAINED:** Lopez.

JURISDICTION/ORGANIZATION UPDATES

- Councilor Corr stated that Independence was going to lose a major employer, Marquis Spas, and that 100 employees would be laid off.
- Ms. Wolf congratulated Superintendent Perry on her upcoming retirement.
- Mayor Hoy stated that he hoped Ms. Perry would still be willing to serve on the MWVHA board.
- Ms. Utz shared that there are 34 people living at Yaquina Hall, which is a huge win. Salem Housing Authority appreciates the support, collaboration, and team effort.
- Ms. Hamilton reported that the Navigation Center opened June 1. Clients are excited about the new opportunities. There are many vulnerabilities in the people that are coming in.
- Northwest Human Services has expanded and is exited to have opened and have more capacity.
- Mr. Lawyer said that he has appreciated the opportunity to work with the organization, which will move to meeting at the COG Conference Room in July.
- Ms. Sommer from Marion County Housing Authority shared information about a class for landlords to be held June 28 from 10 a.m. – 12 p.m. at the City of Salem library in the Loucks Auditorium.
- Mayor Hoy shared that he had been impressed by the sophomore congressional/legislative group at Sprague High School after Superintendent Perry shared that she had traveled to Sprague's graduation ceremony.

OTHER BUSINESS

None.

ADJOURNMENT

Hearing no further business, Vice Chair Hoy adjourned the meeting at 5:08 p.m.