MINUTES OF July 13, 2023

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

Hybrid meeting: MWVCOG Conference Room
100 High St SE, Salem, OR 97301 and via Zoom

MWVHA BOARD

MEMBERS PRESENT

CHAIR: Commissioner Jeremy Gordon, Polk County
VICE CHAIR: Councilor Deanna Gwyn for Mayor Chris Hoy, City of Salem Mayor
Cathy Clark, City of Keizer
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Tricia Frizzell for Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Jason Icenbice, Executive Director, Marion County Housing Authority Renee
Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency (MWVCAA)
Councilor Christopher Lopez, City of Monmouth
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC Collaborative Committee
Christy Perry, Contractor, Salem-Keizer School District Kloi
Spencer, Chair, Backbone (CoC's Youth Action Board)
Nicole Utz, Housing Administrator, Salem Housing Authority
Melinda Freshour for Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley

MEMBERS ABSENT

Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Christian Edelblute, Executive Director, West Valley Housing Authority
Councilor Shannon Corr, City of Independence
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share; Co-Chair, CoC Collaborative Committee
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde Zaira
Flores Marin, PacificSource Community Solutions
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
David Zepeda, Subject Matter Expert

ORS 190 ENTITY BOARD

MEMBERS PRESENT

PRESIDENT: Commissioner Jeremy Gordon, Polk County

VICE PRESIDENT: Councilor Deanna Gwyn for Mayor Chris Hoy, City of Salem Mayor
Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth Christy
Perry, Contractor, Salem-Keizer School District

MEMBERS ABSENT
Councilor Shannon Corr, City of Independence
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde Commissioner
Danielle Bethell, Marion County

STAFF AND GUESTS PRESENT
Hunter Belgard, Oregon Housing and Community Services (OHCS) Brook
Belocca, Marion County Housing Authority (MCHA)
Jan Calvin, MWVHA Consultant Janet
Carlson, MWVHA Consultant Sam
Dompier, Church at the Park Ashleigh
Duda, MWVCAA
Amanda Foster, Northwest Human Services (NWHS) HOST Program
Ashley Hamilton, MWVCAA
Linda Hansen, Mid-Willamette Valley Council of Governments (MWVCOG) Admin Support Coordinator
Elliott Lapinel, MWVCAA
Elaine Lozier, MWVHA Executive Director Lexi
Meyer, NWHS HOST Program
Carla Munns
Evelyn Nahoi, Backbone
Megan Perez, MWVCAA HOME Youth Services Calvin
Smith, Church at the Park
Christine Sommer, MCHA Nicole
Steen, Words Out PR
Alisa Nelson (Tobin), MWVCAA HOME Youth Services Tim
Weese, MWVCAA

CALL TO ORDER
Chair Gordon called the joint meeting to order at 3:02 p.m. The presence of a quorum was noted.

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

MOTION: By Mayor Clark, **SECONDED** by Councilor Lopez, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**

(1) agenda;
(2) 6-8-23 joint board meeting minutes;

(3) appoint Lawrenza Gann, Veterans Program Manager, Community Action, to the HMIS Users Workgroup and accept the resignation of Erin McDermott;
(4) appoint Ryan Pollard, Polk County Family & Community Outreach, to the Coordinated Entry Committee;
(5) ratify a letter of support for Oregon's grant application to the U.S. Department of Labor that will provide $500,000 over three years to the Willamette Workforce Partnership to support training and education for dislocated workers in the construction industry;
(6) review update to the Oregon Housing and Community Services (OHCS) Capacity Grant Discussion: None.

Motion carried.
IN FAVOR: . Gordon, Gwyn, Clark, Frizzell, Lopez, Pfeffer, Perry, Spencer, Freshour
OPPOSED: None. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

Commissioner Gordon requested that Ms. Lozier outline the business items. There was agreement to entertain one motion for items 1 and 2 in the agenda.

1) Approve revisions to two banking resolutions to add the Executive Director to the list of authorized names.
2) Approve credit card Resolution 2023-08.

There was a discussion as to whether the ORS 190 Entity should set a maximum amount for the credit card. Mayor Clark suggested $1000/month, Councilor Lopez felt that it should be higher to cover potential travel expenses in the future. There was also the comment made that the amount could be left blank.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE RESOLUTIONS 2023-06, RESOLUTION 2023-07 AND RESOLUTION 2023-08.**
Discussion: The motion was amended by Mayor Clark to add **"NOT TO EXCEED $50,000" FOR RESOLUTION 2023-08.**
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

3) Approve Credit Card Policy.

MOTION: By Councilor Lopez, **SECONDED by** Councilor Gwyn, that the ORS 190 **APPROVE THE CREDIT CARD POLICY with the AMENDMENT TO REMOVE the Limitations and Exceptions Sections.** Discussion: Councilor Lopez thought that the Limitations and Exceptions sections should be removed from the document. He would be interested in seeing a Purchase Authority document in the future.
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

4) Consider a contract with Janet Carlson for three months of transition support.

Ms. Lozier recommended the proposed three-month contract with Janet Carlson to respond to questions as needed by the Executive Director during the transition to an Executive Director. This would be retroactive to July 1, 2023.

MOTION: By Councilor Lopez, **SECONDED by** Mayor Clark, that the ORS 190 **APPROVE THE CONTRACT FOR THREE MONTHS OF TRANSITION SUPPORT WITH JANET CARLSON.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

5) Consider an agreement with Salem Housing Authority for $75,200.

Ms. Lozier asked Ms. Carlson to explain the need for this Intergovernmental Agreement (IGA). Ms. Carlson stated that there was a need for a basic agreement to pass the money through to Salem Housing. It has general provisions included, such as insurance. This IGA would formalize the decision previously made by the board to utilize these funds for staff support at Yaquina Hall.

MOTION: By Ms. Perry, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE IGA WITH SALEM HOUSING AUTHORITY FOR $75,200.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

6) Consider a contract with HUD for HMIS coordination.

Ms. Lozier stated that this is the next step to transfer the HMIS grant from OHCS to the ORS 190 entity. Ms. Calvin provided background on the separation of the contract from OHCS. OHCS will continue to provide HMIS services at no cost. The ORS 190 Entity will become the official HMIS lead, entering a contract with HUD. Commissioner Lopez asked a clarifying question about what was being approved, as the contract in the packet is an example. He would be hesitant to approve a contract he hasn't seen but feels comfortable delegating Chair Gordon the authority to sign the contract.

MOTION: By Councilor Lopez, **SECONDED by** Mayor Clark, that the ORS 190 **GRANT THE CHAIR AUTHORITY TO ENTER A CONTRACT AGREEMENT WITH HUD FOR HMIS COORDINATION, AMENDED BY MAYOR CLARK, Subject to Ratification at the Next ORS 190 Board Meeting.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

7) Approve HUD planning grant contract.

Ms. Calvin said that this contract started July 1, 2023 and it was already in the budget.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE HUD GRANT CONTRACT.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

8) Consider a contract amendment with OHCS for the Governor's Emergency Declaration.

Ms. Lozier shared that the amendment to the contract was needed to handle the provider insurance for the subcontractors, as the insurance section was modified.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE CONTRACT AMENDMENT WITH OHCS FOR THE GOVERNOR'S EMERGENCY DECLARATION.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

9) Consider amendments to the EO 23-02 subcontractor agreements and authorize the Executive Director to negotiate insurance coverages.

Ms. Calvin explained that this amendment would allow the Executive Director to negotiate the insurance coverages with the subcontractors to keep the process moving forward and help the subcontractors who are waiting for their first payment. The revised contracts will be posted on the website.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **APPROVE THE EO 23- 02 SUBCONTRACTOR AGREEMENTS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE INSURANCE COVERAGES.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

9B) Consider budget amendment and change in scope of work for EO 23-02 for Church at the Park.

Ms. Dompier from Church in the Park explained that they need to amend the scope of work and timeline due to moving the project from the City of Monmouth to the City of Dallas. They will move from leasing to acquisition and use the existing home for staff workspace. Commissioner Gordon shared that the conversation with the City of Monmouth was valuable, though the site didn't work out.

MOTION: By Councilor Lopez, **SECONDED by** Mayor Clark, that the ORS 190 **APPROVE THE EO 23- 02 CONTRACT AMENDMENTS AS PRESENTED TO THE CHURCH AT THE PARK CONTRACT.**
Discussion: None

Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

10) Accept the Salem Foundation award of $2,000 for the 2024 PIT Count.

Ms. Lozier asked Ms. Carlson to explain the background to this grant. Ms. Carlson shared that they were looking for funds for the Point-In-Time (PIT) Count last year, the deadline from the Salem Foundation didn't work with the timing of the PIT Count. Since there are two application cycles each year, she applied in the next cycle for $5,000 and was awarded $2,000.

MOTION: By Councilor Lopez, **SECONDED by** Councilor Gwyn, that the ORS 190 **TO ACCEPT THE SALEM FOUNDATION AWARD OF $2,000 FOR THE 2024 PIT COUNT.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, , Lopez, Perry. **OPPOSED:** None. **ABSTAINED:** None.

COMMITTEE UPDATES
Ms. Nelson (Tobin), MWVCAA HOME Youth Services, and Co-Chair of the Youth and Young Adult Subcommittee, provided updates on the subcommittee's efforts. The subcommittee is focusing on engaging homeless youth and improving data. They are putting together pencil pouches with resources for youth experiencing homelessness.

Ms. Meyer, NWHS HOST Program spoke about the Voices of Youth Count (VoYC) the subcommittee is coordinating in October. The annual PIT Count has limitations which restrict the ability to understand youth experience with homelessness. The VoYC out of Chapin Hall is considered a best practice when collecting information on youth experiencing homelessness. The subcommittee is partnering with schools to assist with conducting the survey.

Ms. Calvin mentioned that funding sources for the stipends for Backbone youth will soon no longer be available, as the grant expires in October. Commissioner Gordon asked that the topic be revisited. Ms. Carlson stated that she and Ms. Lozier had talked about the stipends and will review how much was budgeted and expended for stipends and report back to the board.

GOVERNOR'S EMERGENCY DECLARATION AND MULTI AGENCY COORDINATION (MAC) GROUP UPDATES
Ms. Calvin shared about the Church at the Park opening and that archaeology studies were being conducted on another site. Sheltering Silverton's expansion has been moving forward. MWVHA is the first CoC in the state with emergency shelter beds available through the Emergency Declaration. Orchard Park apartments should be opening soon with 224 units.

NOTICE OF FUNDING OPPRTUNITY FOR FFY 2023
Ms. Lozier shared that the Notice of Funding Opportunity (NOFO) was released on July 5. Ms. Lozier highlighted proposed changes to the Review and Ranking Process document. Proposed revisions

included moving the Review and Ranking (R&R) Subcommittee under the Performance and Evaluation Committee to a committee of the board.

Mayor Clark suggested changing the wording from Ranking to Recommendations, to emphasize relationship and collaboration. Commissioner Gordon agreed the name of the committee be changed to the Review & Recommendations Committee with changes to the charter language at a later date.

Ms. Lozier outlined the proposed 2023 NOFO timeline.

MOTION: By Mr. Clem, **SECONDED by** Mayor Clark, that the MWVHA **APPROVE THE NOFO TIMELINE AND PROCESS DOCUMENT.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Gwyn, Clark, Lopez, Perry, Pfeffer, Frizzell, Clem, Freshour. **OPPOSED:** None.
ABSTAINED: None.

PUBLIC COMMENT
Ms. Steen with Words Out PR encouraged people to engage and interact with the MWVHA's Facebook page.

YHDP COORDINATED COMMUNITY PLAN TO END YOUTH HOMELESSNESS
Ms. Calvin presented on the Youth Homelessness Demonstration Program (YHDP) Comprehensive Community Plan (CCP) to End Youth Homelessness. Ms. Calvin and Mr. Smith (Church at the Park) highlighted activities that have come out of the CCP including outreach efforts to youth and youth adults and Church at the Park's Youth Shelter which will provide life skills courses such as financial literacy and job skills.

A Youth Coordinated Entry Coordinator has been hired by MWVCAA to complete the goals outlined in the CCP.

JURISDICTIONAL/ORGANIZATION UPDATES
Mayor Clark shared the City of Keizer raised $28,000 to serve students at the holidays.

Councilor Lopez stated that he thought that it was beneficial for Monmouth to have conversations regarding the potential shelter in Monmouth.

Ms. Frizzell mentioned that Falls City would have a resource fair and back to school event on August 20 from 5:00-7:00 p.m. Falls City has the highest rate of youth homelessness in the state.
Commissioner Gordon shared that a youth centered video is being created by Falls City.

Ms. Meyer told the group that HOST would hold a resource fair and parking lot party for youth on August 24, 11:00 a.m.-1:00 p.m.

Punx in the Park will have an event on September 16.

OTHER BUSINESS
None.

ADJOURNMENT
Hearing no further business, Chair Gordon adjourned the meeting at 5:20 p.m.