AGENDA
JOINT MEETING OF THE MID-WILLAMETTE VALLEY HOMELESS ALLIANCE AND ORS 190 ENTITY BOARD OF DIRECTORS

Thursday, September 21, 2023 3:00 P.M.-5:00 P.M.

Mid-Willamette Valley Council of Governments Conference Room A 100 High Street SE, Suite 200, Salem, Oregon

See next page for virtual meeting connections

A. (3:00) WELCOME ..... Chair Jeremy Gordon

B. (3:05) CONSENT AGENDA ..... Chair Jeremy Gordon
Action: Items include approval of: (1) agenda; (2) 8-3-23 joint board meeting minutes *(pages 3-8)*; (3) accept the resignation of Stephanie Gilbert from the HMIS Users Workgroup and Angelina M from Backbone (Youth Action Board); appoint Nicole Walker Sundby and Bianca Mendoza to the HMIS Users Workgroup; and (4) adopt a CoC-wide Infectious Disease Prevention and Response Policy as prepared by the Health & Safety Subcommittee *(page 19)*. Any consent item may be considered as a separate action item by board motion. ***Staff recommendation:*** *Approve the consent agenda.*

C. (3:10) ORS 190 ENTITY BUSINESS ..... Elaine Lozier
Action: Items include: (1) consider approval of professional liability insurance quote from Huggins Insurance *(page 10)*; and (2) approve the cash match letter for the CoC Planning Grant and ratify the cash match letter for the HMIS Support Grant *(pages 11-12)*.
Staff recommendation: *Approve the items, as presented.*

D. (3:20) PUBLIC COMMENT ..... Chair Jeremy Gordon
Opportunity for members of the public to share their thoughts with the Alliance and ORS 190 Entity boards of directors.

E. (3:30) FY 23 NOTICE OF FUNDING OPPORTUNITY ..... Elaine Lozier
Action: The CoC Consolidated Application, Prioritized List and CoC Planning Grant for the FY 23 Notice of Funding Opportunity is due to HUD on September 28. Lozier and Calvin will provide the board with an overview of the application. The board will also review the Preliminary Prioritized List and consider adoption of program rankings to be submitted to HUD. Copies of the full Consolidated Application, prioritized list and CoC Planning grant were sent separately from meeting packet.
Staff recommendation: *approve the FY 23 CoC Consolidated Application, the Final Prioritized List and CoC Planning Grant. (Note: this item requires a vote of both boards.)*

F. (4:30) GOVERNOR'S EMERGENCY DECLARATION/MULTI AGENCY COORDINATION (MAC) GROUP UPDATES..... Chair Jeremy Gordon
Update: Standing agenda item to discuss recent information about the Governor's initiative.

G. (4:50) JURISDICTION/ORGANIZATION UPDATE..... All
Discussion: Opportunity to share good news, hot topics, recent events, and any identified needs or resources.

H. (4:55) OTHER BUSINESS ..... All

I. (5:00) ADJOURNMENT.....Chair Jeremy Gordon

Supplemental information:

- Alliance Workplan *(page 13)*
- Budget Report *(pages 14-15)*
- 2023 Board and Executive Meeting Schedule *(page 16)*
- Contractor timesheets and invoices (*pages 17-21)*

Zoom Link: https://us02web.zoom.us/j/85158591210?pwd=UFQ2UXdqREZrNTZSeTM1U2xKeG 5YUT09

Meeting ID: 851 5859 1210
Passcode: 773509 One tap mobile +12532158782,,85158591210#,,,,*773509#

Contact Jan Calvin at 503.551.4352, or the MWVCOG central line at 503.540.6200 if you are experiencing difficulties in connecting to the meeting.

Staff Contacts: Elaine Lozier – 503.540.1620, elaine.lozier@mwvhomelessalliance.org, Jan Calvin – 503.551.4352, calvin.jan@yahoo.com

The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact MWVCOG at (503) 588-6177 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1.

MINUTES OF August 3, 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
Councilor Shannon Corr, City of Independence
Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
David Zepeda, Subject Matter Expert
Kloi Spencer, Chair, Backbone (CoC's Youth Action Board)
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Zaira Flores Marin, PacificSource Community Solutions
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Christy Perry, Retired Superintendent, Salem-Keizer School District
Dan Clem, Executive Director, Union Gospel Mission
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Christine Sommer, for Jason Icenbice, Marion County Housing Authority
Jimmy Jones, Executive Director, Mid-Willamette Valley Community Action Agency (MWVCAA)
Nicole Utz, Housing Administrator, Salem Housing Authority

MEMBERS ABSENT
Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Adam Mennig, Director, Academic Development, Chemeketa Community College; Co-Chair, CoC Collaborative Committee
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
Jason Icenbice, Executive Director, Marion County Housing Authority
Christian Edelblute, Executive Director, West Valley Housing Authority

ORS 190 ENTITY BOARD
MEMBERS PRESENT
PRESIDENT: Commissioner Jeremy Gordon, Polk County
Councilor Shannon Corr, City of Independence
Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth

Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Christy Perry, Retired Superintendent, Salem-Keizer School District

MEMBERS ABSENT
Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County

STAFF AND GUESTS PRESENT
Hunter Belgard, Oregon Housing and Community Services (OHCS)
Jan Calvin, MWVHA Consultant
Janet Carlson, MWVHA Consultant
Tricia Frizzell, Salem Health
Linda Hansen, Mid-Willamette Valley Council of Governments (MWVCOG) Admin Support Coordinator
Elaine Lozier, MWVHA Executive Director
Amber Ryerson, Willamette Education School District (WESD)

CALL TO ORDER
Chair Gordon called the joint meeting to order at 3:08 p.m. The presence of a quorum for the MWVHA was noted.

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

MOTION: By Mayor Clark, **SECONDED** by Perry, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**
(1) agenda;
(2) 7-13-23 joint board meeting minutes;
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Zepeda, Spencer, Leno, Pfeffer, Flores Marin, Slama, Perry, Clem, Wolf, Sommer, Jones, Utz.
OPPOSED: None. **ABSTAINED:** None.

A quorum for the ORS 190 Entity was not yet in attendance. ORS 190 Entity was postponed until later in the meeting when a quorum was present.

PUBLIC COMMENT
There were no public comments.

NOTICE OF FUNDING OPPORTUNITY FOR FY 2023
1. Appoint Lucy Briseno, Marianne Bradshaw, Jodi Russell, Miranda Long, Sabrina Ruffner, Jayme Baer, Nancy Pine, Jackie Franke, Amber Brady, Claudia Brayton, Danielle Bethell, Sara Quick, Megan Perez, Oni Marchbanks, David Zepeda, April Cox and up to five Backbone members to serve on the Review and Recommendations (R&R) Committee. Lozier shared that Lucy Briseno, Megan Perez and April Cox have conflicts of interest given their employers have submitted intents to apply.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez that the MWVHA **APPROVE THE APPOINTMENT OF THE R&R COMMITTEE AS LISTED IN THE AGENDA, AMENDED TO REMOVE THE THREE PEOPLE WITH CONFLICTS OF INTEREST: BRISENO, PEREZ AND COX.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Zepeda, Spencer, Leno, Pfeffer, Flores Marin, Slama, Perry, Clem, Wolf, Sommer, Jones, Utz. **OPPOSED:** None. **ABSTAINED:** None.

2. Approve scoring tools and delegate the Executive Committee authority to approve substantive changes, if needed. Lozier noted that there would be no new projects this year for YHDP, only renewals, which will not be ranked. The R&R Committee will be broken up into two groups this year, one reviewing YHDP, and the other reviewing CoC projects. There were some changes to the score weighting due to HUD requirements. There was a request to have the Executive Director report in the Friday Bulletin any changes to the scoring tools that the Executive Committee approves. There was a conversation about lived experience and how tools have been changed over the years in response to feedback. Additional feedback will be requested from the committee members after they use the tools this year.

MOTION: By Clem, **SECONDED by** Councilor Corr that the MWVHA **APPROVE THE SCORING TOOLS AND DELEGATE THE EXECUTIVE COMMITTEE AUTHORITY TO APPROVE SUBSTANTIVE CHANGES IF NEEDED.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Zepeda, Spencer, Leno, Pfeffer, Flores Marin, Slama, Perry, Clem, Wolf, Sommer, Jones, Utz. **OPPOSED:** None. **ABSTAINED:** None.

3. Appoint members of the Alliance Executive Committee or their alternates (without organizational conflicts) to serve as the Appeals Committee. Lozier stated that the Executive Committee has served as the Appeals Committee in the past. If there are conflicts of interest, she recommended committee members send an alternate in their place. Commissioner Gordon and Mayor Hoy have conflicts of interest.

MOTION: By Mayor Clark, **SECONDED by** Slama that the MWVHA **APPOINT MEMBERS OF THE ALLIANCE EXECUTIVE COMMITTEE OR THEIR ALTERNATES TO SERVE AS THE APPEALS COMMITTEE.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Zepeda, Spencer, Leno, Pfeffer, Flores Marin, Slama, Perry, Clem, Wolf, Sommer, Jones, Utz. **OPPOSED:** None. **ABSTAINED:** None.

4. Approve MWVHA Emergency Transfer Plan (Violence Against Women Act policy). Lozier outlined the Emergency Transfer Plan. Carlson stated that it speaks to those who are victims of abuse so they don't lose housing if they have to move due to proximity to an abuser. This will apply to any organization that the MWVHA will fund.

MOTION: By Slama, **SECONDED by** Perry, that the MWVHA **APPROVE THE MWVHA EMERGENCY TRANSFER PLAN (VIOLENCE AGAINST WOMEN ACT POLICY) WITH LANGUAGE**

AMENDED TO "SURVIVOR" OR "APPLICANT" INSTEAD OF "VICTIM".
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Zepeda, Spencer, Leno, Pfeffer, Flores Marin, Slama, Perry, Clem, Wolf, Sommer, Jones, Utz. **OPPOSED:** None. **ABSTAINED:** None.

ORS 190 ENTITY BUSINESS

1. Approve ESG-CV budget revisions. Calvin explained that this budget revision was paused in the spring, hoping to hear that more money was available from Oregon Housing & Community Services. They've now provided notice that more money is not available, so this revision will put money in the right categories for the various agencies. The money must be spent by the end of September, 2023 and the 10 agencies have spend down plans that have been vetted.

MOTION: By Mayor Clark, **SECONDED by** Perry, that the ORS 190 **APPROVE THE ESG-CV BUDGET REVISIONS.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Leno, Perry. **OPPOSED:** None. **ABSTAINED:** None.

2. Review ORS 190 Entity bylaws and offer any proposed revisions. Lozier and Carlson stated that have no recommendations for changes and no amendments or revisions have been proposed.

MOTION: By Mayor Clark, **SECONDED by** Councilor Lopez, that the ORS 190 **AFFIRM THE BYLAWS AS THEY CURRENTLY STAND.**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Leno, Perry. **OPPOSED:** None. **ABSTAINED:** None.

3. Ratify Letter of Intent to Apply for FY 2023 HMIS Support Renewal Grant. Lozier proposed moving this item after the HMIS Lead Organization Designation resolution's approval.

HMIS LEAD ORGANIZATION DESIGNATION
Approve Resolution 2023-09 HMIS LEAD DESIGNATION assigning the ORS 190 Entity as the HMIS Lead Role for the OR-504 Continuum of Care.
MOTION: By Mayor Clark, SECONDED by Perry, that the ORS 190 APPROVE RESOLUTION 2023-09 HMIS LEAD DESIGNATION.
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Leno, Perry. **OPPOSED:** None. **ABSTAINED:** None.

3. Approve Letter of Intent to apply for the HUD CoC grant for HMIS Support Renewal Grant.

MOTION: By Perry, **SECONDED by** Mayor Clark, that the ORS 190 **RATIFY THE LETTER OF INTENT TO APPLY FOR FY 2023 HMIS SUPPORT RENEWAL GRANT**
Discussion: None
Motion carried.
IN FAVOR: Gordon, Corr, Clark, Lopez, Leno, Perry. **OPPOSED:** None. **ABSTAINED:** None.

YHDP FUNDING PROCESS EVALUATION

Willamette Education School District (WESD) presented their evaluation of the Youth Homelessness Demonstration Program (YHDP) process in 2022 followed by discussion and a brief update about stipends for Backbone members.

Amber Ryerson from WESD walked the group through a PowerPoint presentation. She covered the MWVHA Alliance Report with information on the experience of staff and Backbone youth along with recommendations for improvement in the future.

Lozier intends to incorporate this feedback into this year's application review process as much as possible, given time constraints. A handbook to explain the HUD documents in readable language was a suggestion she intends to incorporate. She is open to receiving further suggestions for the process.

Calvin suggested office hours being available for the R&R committee and for applicants. She also suggested that neutral mentors are needed who aren't on the R&R committee or part of the agencies applying. Councilor Lopez the board finds ways to support youth throughout, not just during the R&R process.

Lozier shared that the YHDP Planning Grant is currently scheduled to end in October. This grant covers stipends, food at meetings and more. $22,000 remains for staff support, given Bradshaw's contract ending early and Northwest Human Services providing support at no cost to the Alliance. An extension from HUD to use the funds through June 2024 has been requested and hopefully will be confirmed soon. Carlson also shared that there is an increase in the planning grant amount, which could help with the stipends in the future.

GOVERNOR'S EMERGENCY DECLARATION AND MULTI AGENCY COORDINATION (MAC) GROUP UPDATES

Calvin said that the first set of reports was submitted to the state and we were the first CoC to open and fill shelter beds (in Silverton). Salem Housing has sheltered the first family with these funds. Renovation projects are moving forward.

JURISDICTIONAL/ORGANIZATION UPDATES

Mayor Clark shared that events are taking place to equip and fill Keizer Closets.

Perry said that Julie Conn-Johnson retired and the hiring process to replace her is taking place.

Chair Gordon mentioned that the first family had moved into Edinger Hall in Dallas and there is a search for permanent housing for them.

Councilor Lopez is going to become a father!

OTHER BUSINESS

None.

ADJOURNMENT

Hearing no further business, Chair Gordon adjourned the meeting at 4:52 p.m.

_____ _____

Jeremy Gordon, MWVHA Chair & ORS 190 Entity President Date

Attested:

_____ _____

Elaine Lozier, MWVHA Executive Director Date

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

Infectious Disease Prevention and Response Policy

I. PUBLIC HEALTH AUTHORITY DESIGNATION

The CoC designates Marion County Health & Human Services Public Health Division and Polk County Public Health, within their respective county jurisdictions, to coordinate protocols and train providers of homeless services on reporting and responding to public health concerns including but not limited to communicable disease outbreaks.

II. OUTREACH AND COMMUNICATION

The CoC will support county health officials with outreach and communication so that providers of homeless services are aware of, and have access to, current contact information for reporting and advice; up-to-date information from the Centers for Disease Control and the Oregon Health Authority; and resources available through the Marion and Polk County health programs. When requested, the CoC will share relevant email lists with county health officials for the purposes of ensuring timely and targeted communication with providers of homeless services.

III. TRAINING

The CoC Collaborative Committee's Health & Safety Subcommittee will develop related guidelines in consultation with public health representatives that will be forwarded to the CoC Board for consideration to be shared with providers of homeless services. These guidelines will cover the continuum of homeless services from street outreach, through shelter and housing providers. The CoC Health and Safety Subcommittee and CoC will facilitate bi-annual and, if needed during a public health crisis, training for providers of homeless services on public health procedures, with the goal of preventing transmission of communicable diseases and to mitigate other identified public health concerns.

BH Insurance LLC

Huggins INSURANCE SINCE 1919

Bliss Sequoia Insurance & Risk Advisors

Customer	ORS 190 Entity
Acct #	22360
Date	07/31/2023
Customer Service	Dawn Bostwick Linzi Laughery
Page	1 of 1

Payment Information	
Invoice Summary	$ 4,046.74
Payment Amount	
Payment for:	Invoice#445806
NOT BOUND_POL0954783-03	

ORS 190 Entity
c/o Mid Willamette Valley COG
100 High Street SE, Suite 200
Salem, OR 97301

Thank You

Please detach and return with payment

Customer: ORS 190 Entity

Invoice	Effective	Transaction	Description	Amount
445806	11/16/2023	Renew policy	Policy #NOT BOUND_POL0954783-03 11/16/2023-11/16/2024 Indian Harbor	
			Professional Liability - Renew policy	3,500.00
			Surplus Lines Tax - Renew policy	101.74
			US Pro Brokerage Fee - Renew policy	250.00
			Carrier Administration Fee - Renew policy	195.00
			Due Date: 10/16/2023	

New payment options:
1. Mail a check to the address shown below. No fee
2. ACH/Echeck, please go to: https://huggins.epaypolicy.com. 1% fee up to a $10 maximum
3. Credit Card, please go to: https://huggins.epaypolicy.com Please note that there is a 3.5% fee.

Total
$ 4,046.74

Thank You

Huggins Insurance Services, Inc.
P.O. Box 270
Salem, OR 97308

(503)585-2211

Date
07/31/2023

ORS 190 ENTITY, MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
THE CONTINUUM OF CARE FOR
THE MARION-POLK COUNTY REGION OF OREGON

BOARD OF DIRECTORS

Jeremy Gordon, Commissioner, Polk County
PRESIDENT

Chris Hoy, Council President, City of Salem,
VICE PRESIDENT

Danielle Bethell, Commissioner, Marion County

Cathy Clark, Mayor, City of Keizer,

Shannon Corr, Councilor, City of Independence

Lisa Leno, Tribal Council Member, The Confederated Tribes of Grand Ronde

Christopher Lopez, Councilor, City of Monmouth

Christy Perry, Retired Superintendent, Salem-Keizer School District

August 16, 2023

Office of Special Needs Assistance Programs
U.S. Department of Housing & Urban Development
451 7th Street SW
Washington, DC 20410

Subject: Cash Match Documentation for CoC Planning Grant

To whom it may concern:

The purpose of this letter is to document the 25% cash match that the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance has committed to the FY 2023 CoC Planning Grant.

The ORS 190 Entity attests that:
1. $37,969 in cash match is available to CoC coordination and evaluation activities;
2. The cash match is available on October 1, 2024;
3. The cash match is being made available specifically to the FY 2023 CoC Planning Grant;
4. The cash match will be available during the duration of said CoC Planning Grant term;
5. Allowable activities include CoC coordination activities under the CoC Planning Grant.

Please contact Elaine Lozier, Executive Director, if you need additional information at elaine.lozier@mwvhomelessalliance.org or (503) 540-1620.

Sincerely,

Jeremy Gordon, President
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

ORS 190 ENTITY, MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
THE CONTINUUM OF CARE FOR
THE MARION-POLK COUNTY REGION OF OREGON

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Christy Perry, Retired Superintendent, Salem-Keizer School District

August 16, 2023

Office of Special Needs Assistance Programs
U.S. Department of Housing & Urban Development
451 7th Street SW
Washington, DC 20410

Subject: Cash Match Documentation for HUD HMIS Support Grant

To whom it may concern:

The purpose of this letter is to document the 25% cash match that the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance has committed to the FY 2023 HMIS Support Grant.

The ORS 190 Entity attests that:
1. $3,674 in cash match is available to HMIS Support activities;
2. The cash match is available on October 1, 2024;
3. The cash match is being made available specifically to the FY 2023 HMIS Support Grant;
4. The cash match will be available during the duration of said grant term;
5. The cash match will be used for allowable activities, including support for data quality management planning, coordination of the HMIS Users Workgroup, and collaboration with the HMIS Coordination Entity and the HMIS System Administrator, under this grant.

Please contact Elaine Lozier, Executive Director, if you need additional information at elaine.lozier@mwvhomelessalliance.org or (503) 540-1620.

Sincerely,

Jeremy Gordon, President
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Mid-Willamette Valley Homeless Alliance – Work Plan (09.8.23)

2023	Staff	Collaborative Committee	Coordinated Entry	HMIS	Performance & Evaluation	YYA & Backbone	ORS 190 Entity	Alliance Board
Sep	2023 NOFO, EO 23-02, CCP Update, annual Needs Assessment (aka Gaps Analysis), Charter revisions, CAA MOU Review	9/20 – Action planning workgroup; Coordinated Outreach; 2023-24 calendar	9/12 – Quarterly CE Assessment report, BFZ data review, diversity & inclusion plans	9/12 – 2024 HMIS Data Standards	Quarterly SPM report Performance review workgroup	YYA 9/8 – Youth Count planning, 2023-24 goals Backbone – CCP Focus Groups, YHDP project updates.	Approve NOFO/ Consolidated Plan, Project List, and Planning Grant application; ratify cash match letters; consider professional liability insurance quote	EO 23-02/MAC update; Approve NOFO/ Consolidated Plan; Project List, and Planning Grant application
Oct	Charter revisions; EO 23-02 quarterly Implementation Team meeting; YHDP Quarterly Review; annual Needs Assessment (aka Gaps Analysis)	10/18 – Action planning workgroup report	10/10 – CE Policies & Procedures Manual update	10/10 – Data Quality Review	Charter review and revisions Member recruitment Annual Report Preparation	YYA 10/13 – Debrief Youth Count; CCP update. Backbone – CCP update	MOU with Oregon Department of Education / McKinney Vento Program	Charter revisions, Outreach Managers update; EO 23-02/MAC update; presentation on annual Needs Assessment (aka Gaps Analysis); approval of Needs Assessment

MWVHA 2023-24 WORKSHEET

	BUDGET 2023-24	July Actual	August Actual	September Actual	October Estimated	November Estimated	December Estimated
EXPENSES							
PERSONNEL							
ED Full-time position (salary & other)	**$ 137,273**	$ 7,808.70	$ 10,416.68	$ 11,439.42	$ 11,439.42	$ 11,439.42	$ 11,439.42
ED Full-time position (retirement, benefits)	**$ 41,743**	$ 893.06	$ 3,478.58	$ 3,478.58	$ 3,478.58	$ 3,478.58	$ 3,478.58
CONSULTANTS/CONTRACTED SERVICES							
Contract - Jan Calvin (hours)	**$ 129,662**	$ 1,745.50	$ 1,745.50	$ 1,745.50	$ 1,745.50	$ 15,335.00	$ 15,335.00
Contract - Jan Calvin (expenses)	**$ 6,000**	$ 482.37	$ 15.99	$ 15.99	$ 15.99	$ 15.99	$ 15.99
YHDP Planning Grant 2 - Jan Calvin	**$ 54,358**	$ 13,589.50	$ 13,589.50	$ 13,589.50	$ 13,589.50	$ -	$ -
Polk County IGA - Gov. EO 23-02	**$ 100,000**	$ -	$ 8,500.00	$ 8,500.00	$ 8,500.00	$ 8,500.00	$ 8,500.00
Contract - Lisa Trauernicht (hours)	**$ -**	$ 3,570.00					
Contract - Janet Carlson (hours)	**$ -**	$ 4,080.00	$ 2,847.50				
Legal Services	**$ 15,000**	$ 146.00	$ -	$ -	$ -	$ -	$ -
Communications - Word's Out PR	**$ 49,440**	$ 4,159.50	$ 4,159.50	$ 4,159.50	$ 4,120.00	$ -	$ -
COG Charges for Services	**$ 75,252**	$ 6,313.25	$ 4,125.00	$ 6,271.00	$ 6,271.00	$ 6,271.00	$ 6,271.00
MATERIALS & SERVICES							
COG Indirect (2%) (see above)		$ -	$ -	$ -	$ -	$ -	$ -
Materials & Supplies (includes Zoom, rent, phone)	**$ 27,300**	$ 745.26	$ 2,275.00	$ 2,275.00	$ 2,275.00	$ 2,275.00	$ 2,275.00
Legal Notices	**$ 3,000**	$ 146.00	$ 403.03	$ -	$ -	$ -	$ -
Audit	**$ 14,000**	$ -	$ -	$ 8,000.00	$ 14,000.00	$ -	$ -
Insurance	**$ 12,000**	$ -	$ -	$ -	$ 12,000.00	$ -	$ -
Photocopies	**$ 4,800**	$ -	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00
Banking fees	**$ 7,200**	$ -	$ 63.95	$ 600.00	$ 600.00	$ 600.00	$ 600.00
GRANT PROGRAMS							
DEI - City of Salem	**$ 69,700**	$ -	$ -	$ -	$ -	$ -	$ -
YHDP - Backbone Stipends	**$ 30,600**	$ 625.00	$ 1,983.00	$ 2,550.00	$ 2,550.00	$ 2,550.00	$ 2,550.00
YHDP - Meeting expenses	**$ 5,000**	$ 214.39	$ 247.34	$ 300.00	$ 1,707.00	$ 300.00	$ 300.00
Rural Issues - Marion County	**$ 75,200**	$ 75,200.00	$ -	$ -	$ -	$ -	$ -
PIT Count	**$ 62,400**	$ -	$ -	$ -	$ -	$ -	$ -
Governor's EO grant program (see below)	**$ 9,889,518**		$ -	$ -	$ -	$ -	$ -
OTHER							
Contingency	**$ 167,825**	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL EXPENSES	**$ 10,977,271**	**$ 119,719**	**$ 54,251**	**$ 63,324**	**$ 82,692**	**$ 51,165**	**$ 51,165**
TOTAL EXPENSES	***$ 10,977,271***	***$ 119,719***	***$ 54,251***	***$ 63,324***	***$ 82,692***	***$ 51,165***	***$ 51,165***
PROJECTED REVENUE	*$ 11,312,687*	*$ 388,167*	*$ 301,321*	*$ 247,070*	*$ 381,853*	*$ 314,496*	*$ 328,409*
DIFFERENCE	***$ 335,416.23***	***$ 268,448.91***	***$ 247,070.34***	***$ 183,745.85***	***$ 299,161.11***	***$ 263,331.12***	***$ 277,243.93***
Budget	*$ 11,174,899*						

	BUDGET	July	August	September	October	November	December
	2023-24	Actual	Actual	Actual	Estimated	Estimated	Estimated
REVENUES							
GENERAL FUND							
Fall 2023 Govt. Contributions	**$ 133,800**	$ -	$ -	$ -	$ 133,800.00	$ -	$ -
Salem Health Grant	**$ 5,500**	$ 5,500.00	$ -	$ -	$ -	$ -	$ -
United Way/UGM Contributions	**$ 5,500**	$ -	$ -	$ -	$ 5,500.00	$ -	$ -
PacificSource Contribution	**$ 10,000**	$ -	$ -	$ -	$ 10,000.00	$ -	$ -
PIT Count (carry forward)	**$ 2,400**	$ -	$ -	$ -	$ -	$ -	$ -
PIT Count grants and contributions	**$ 2,000**	$ 2,000.00	$ -	$ -	$ -	$ -	$ -
One percent - CoC Providers (all others - FY 22)	**$ 12,897**	$ -	$ -	$ -	$ -	$ -	$ -
Other Grants	**$ 113,191**	$ -	$ -	$ -	$ -	$ -	$ -
Gov. Emergency Order - Admin.	**$ 383,147**	$ -	$ -	$ -	$ 14,521.25	$ -	$ 59,377.80
Gov. Emergency Order - Projects	**$ 9,889,518**	$ -	$ -	$ -	$ -	$ -	$ -
FEDERAL FUNDS							
HUD CoC Planning Grant	**$ 37,149**	$ -	$ -	$ -	$ -	$ 15,335.00	$ -
HUD HMIS grant FY 22	**$ 14,696**	$ -	$ -	$ -	$ -	$ -	$ -
YHDP Planning Grant #2	**$ 89,958**	$ -	$ 32,872.00	$ -	$ 34,286.00	$ -	$ 5,700.00
One percent - MWVCAA (carry forward plus FY 22)	**$ 34,664**	$ -	$ -	$ -	$ -	$ -	$ -
Other Grants (to be acquired)	***$ 200,000***		$ -	$ -	$ -	$ -	$ -
Balance forward	***$ 378,267***	*$ 380,667.44*	*$ 268,448.91*	*$ 247,070.34*	*$ 183,745.85*	*$ 299,161.11*	*$ 263,331.12*
TOTAL REVENUE	***$ 11,312,687***	***$ 388,167.44***	***$ 301,320.91***	***$ 247,070.34***	***$ 381,853.10***	***$ 314,496.11***	***$ 328,408.92***
Budget	*$ 11,174,899*						

Mid-Willamette Valley Homeless Alliance

Board of Directors & Executive Committee
2023 Meeting Schedule

Executive Committee meetings are held on Zoom until further notice.

In-person/virtual (hybrid) meetings are held at the
Mid-Willamette Valley Council of Governments
100 High St SE, Suite 200, Salem, Oregon

BOARD OF DIRECTORS MEETINGS **Thursdays, 3:00-5:00 p.m.**	**EXECUTIVE COMMITTEE MEETINGS** **Tuesdays, Noon-1:00 p.m.**
January 12	January 3
February 9 – Joint meeting with Collaborative Committee	January 31
March 9	February 28
April 13	April 4
May 11	May 2
June 8	May 30
July 13	June 27 (one week in advance because of the July 4 holiday)
August 3 (one week in advance because of Mayors conference)	July 25 (one week in advance because of Mayors conference)
September 21 (delayed meeting due to NOFO deadline)	September 14 (delayed meeting due to NOFO deadline)
October 19 (delayed meeting due to League of Oregon Cities conference)	October 3
November 9	October 31
December 14	December 5

For additional information, contact:
Elaine Lozier
503.540.1620
elaine.lozier@mwvhomelessalliance.org

Janet Carlson, Ph.D.
Consultant

11060 W. Hickory Drive * Boise, Idaho 83713 * 503.569.0376

August 31, 2023

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
c/o Mid-Willamette Valley Council of Governments
100 High Street SE, Suite 200
Salem, Oregon 97301
Attention: Elaine Lozier, Executive Director

Subject: Continuum of Care Transition Consulting

INVOICE
HB 5019 C of C - 33.5 hours @ $85/hour
(See attached detail.)

TOTAL **$ 2,847.50**

Carlson (cont.)	Date	Hours	Activity
	1-Aug	3.75	Revise financial reports and update spreadsheets, respond to emails, download/file letters of intent; meeting with Elaine re scoring tools
	2-Aug	1.00	Meeting with Amber re GL report
	2-Aug	0.75	Phone call re scoring tools; review tools
	3-Aug	2.50	Zoom call, work on DV scoring tool; board meeting
	4-Aug	1.50	Prepare follow up emails, draft DV Addendum to RFP
	7-Aug	1.50	Meeting with Jan re ARD, Tier 1; review/edit RFP addendum
	8-Aug	4.00	Meeting with OHCS re OPUS, draft two additional addenda, add to meeting notes, meet with Jan re chart of accounts, GL reports for EO 23-02
	10-Aug	0.25	Repond to Linda's email re location of past minutes
	14-Aug	2.75	Emails to Jan re EO buckets and subgrantee accounting, prepare GL report template, send email to Jayne re DV NOFO question responses
	15-Aug	0.50	Respond to emails re YHDP CATP esnaps issue, Built for Zero conference expenses, OHCS insurance requirements; send GL report template to Elaine, Amber, Jan, Katlyn
	16-Aug	1.50	Prepare two cash match letters, file documents in NOFO folder, review and edit EO 23-02 financial instructions, review and comment on HUD planning and HMIS grant applications
	17-Aug	1.50	Meeting re finance issues, review second draft of HUD planning grant
	18-Aug	2.50	Review responses to sections 1A-C of NOFO application, respond to Katlyn's email

Carlson (cont.)

2

19-Aug	3.00	Respond to audit questions, download and file grant application documents, review responses to section 1D of NOFO application
21-Aug	2.25	Additional reponses to audit questions, including phone call with auditor; prepare spreadsheet, send email to Amber delineating EO 23-02 new projects for GL and expenditure splits for advance checks; phone call with Elaine re NOFO review and future use of time
22-Aug	1.00	Calculate and email revenue split for EO 23-02 funds in new GL projects
28-Aug	2.00	Review and edit responses to DV questions, email final draft to Jayne
29-Aug	1.00	Final DV responses review, send responses to Elaine; calculate YHDP planning grant draw and send email
30-Aug	0.25	Download grant application revisions, file in OneDrive
	33.50	AUGUST TOTAL

Jan Calvin

998 Plaza Ave., Ashland, OR 97520 calvin.jan@yahoo.com 503-551-4352

September 1, 2023

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
c/o Mid-Willamette Valley Council of Governments
100 High Street SE, Suite 200
Salem, Oregon 97301

Attn: Elaine Lozier
CC: Jeremy Gordon, Board President
Janet Carlson
Amber Mathiesen

Subject: Continuum of Care Consulting – August 2023 Invoice – Revised 9/6/23

Fund	Description	Fee	Materials	Total
Governor's EO		$ 1,745.50		$ 1,745.50
YHDP #2		$13,589.50		$13,589.50
General Fund	Zoom		$ 15.99	$ 15.99
			Total	$15,350.99

Work Area	Actions and Deliverables	August Dates	Hours
Coordination w/ E.D. & other consultants	Emails and Zoom meetings to coordinate agendas and action plans, EO, Board, committees, projects, and E.D. mtg.	2,8,11,16,23,29,30	8
Communications	Updating calendar of meetings, posting information to website, responding to media inquiries	11,26	1
Performance & Evaluation Cmt.	Participating in committee and data meeting		0
Coordinated Entry Cmt.	Agenda planning, work plan implementation, reporting work group, meeting preparations, staffing, and minutes	31	1
Coordinated Entry System	Referral communications, field-based CE pilot reporting form, updates and appendices for policies and procedures manual	3,10,14,21,31	4
Built For Zero	BFZ technical assistance mtg., BFZ data office hours, Strategy Team staffing, data meeting and follow-up	14,17,31	4
CBEL, EL HUB, FHI, WESD	Participating in CBEL's Results-based Accountability Committee and CBEL mtgs.	22	2
Street Outreach	Supporting outreach managers' meeting, action plans		0
HMIS Users Workgroup	Agenda planning, work plan, meeting preparations, staffing, minutes	2,8,17,31	3
HMIS	Follow-up with organizations using HMIS. Participating in regional governance committee, bylaws revisions	3,8,14,24	4
Collaborative Committee	Agenda planning, coordinating presentations, prep/send agenda packets, staffing, minutes	9,15	1

Health & Safety Subcommittee	Distributing and posting meeting agendas and minutes, consulting with co-chairs	4,21	1

DEI Subcommittee	Communicating with chair	19,21	1
YYA Subcommittee	Agenda planning, workplan implementation, meeting preparations, staffing, and minutes	4,11,30	3
Board and Exec. Committee	Meeting preparations, materials, workplan, and staffing	1,3	3
Strategic Plan			0
EO 23-02	Contract amendments, Insurance certificates, meetings with providers, refining financial processes and instructions to providers, OHCS EO office hours, T.A. meetings, OEM report, monthly HIC report, HMIS data review	1,2,3,4,5,8,9,11,12,14, 15,16,17,18,22,23,29, 30	39
Data	Participating in data meetings, trouble-shooting data issues, responding to data requests, developing data dashboard, data for Gaps Analysis	16,20, 23	4
HUD Data / Reporting	GIW update, LSA revisions	15,30	1
NOFO & RFP	HUD NOFO, RFP process and tools, addendums, Planning Grant, HMIS application, website, communications, e-snaps.gov and CoCNOFO.gov, applicant workshop, LOIs, application revisions, office hours	1,2,3,7,8,10,11,12,15,17, 18,19,20,21,23,24,25, 29,30,31	71
CoC Policies and Standards	Follow-up on training for VAWA policy and on development of health/communicable disease protocols	22,25	1
YAB/Backbone	Coordinating staff support for Backbone, preparing materials and scheduling agenda items with Backbone	7,14,24	2
YHDP & CCP	Meeting with HUD TA and YHDP providers, Backbone engagement, YHDP CQI cohort meetings	2,9,11,16,24	4
Program and provider support	Meetings with Sheltering Silverton, Sable House, and other providers	4,10,17,23	2
ESG-CV2s	Expenditure tracking and follow-up on OHCS budget change request	1,4,22,29	3
Community Action Agency Agreement	Monitoring implementation of scope of work, communicating about potential revisions to the agreement	9,17	1
HUD Regional	Regional CoC leadership mtg., HMIS contract transfer, consolidation prep	17,22	2
		Month Total	169
		Contracted	153