Mid-Willamette Valley Homeless Alliance

CoC Collaborative Committee

Wednesday, September 20, 2023 * 10:00-11:30 a.m.

Zoom: https://us02web.zoom.us/j/82165607357?pwd=S0dKbk5hTDh1Y3JYazdrNEJtMndFZz09

AGENDA

1. **Welcome & Agenda Review** **Adam Mennig, Committee Co-Chair**
   Please type your name and organization in the chat box. Add your email address if we don't have it. If this is your first Collaborative Committee meeting, please come off mute and introduce yourself.

2. **Kudos / Comments of Appreciation**
   An opportunity to give a shout out to an individual or agency in this group who you've been working with, who you'd like to recognize for what they do or just who they are.

3. **Committee Business**
   a. **Minutes** – Approval of 7/19/23 meeting minutes (pages 2-7)
   b. **Charter Review** – Annual review of the Collaborative Committee Charter (pages 8-10)

4. **MWVHA Board and Selected Committee, Subcommittee Highlights**
   - Board of Directors
   - YYA Subcommittee – Voices of Youth Count

5. **Gaps Analysis**
   Lisa Trauernicht will highlight data from the preliminary Gaps Analysis and gather input to finalize the document that is slated for board approval in October.

6. **Collaborative Committee Purpose, Focus, and Plans** **Ian Dixon-McDonald, Committee Co-Chair**
   Based on spring survey results, breakout group discussions, and priorities set during the last meeting, the committee will form a leadership group to begin a 3-month iterative process to develop common goals, projects, milestones, and action plans.

7. **HIGHLIGHT: Governor's Executive Order 23-02**
   - Update on Progress to Expand Shelter Beds and Rapidly Rehouse Unsheltered Households
   - Emerging Needs and Additional Funding

8. **Announcements -** Opportunity to share about recent milestones or upcoming events.
   - **Local! In-Person!** Sept 21: QPR Suicide Prevention Training at Salem Health
   - **Online!** Sept 22: Understanding Stress & Substance Use among LGBTQ+ Adolescents
   - **October 11:** Town Hall on Salem's wage tax. **GET YOUR FREE TICKETS HERE**
   - **October 24:** QPR Train the Trainer. Learn more about QPR at QPR Institute | Practical and Proven Suicide Prevention Training QPR Institute (en-US) Register HERE

Mid-Willamette Valley Homeless Alliance

CoC Collaborative Committee

July 19, 2023 Minutes

WELCOME & AGENDA REVIEW – Ian Dixon-McDonald welcomed everyone and facilitated kudos.

COMMITTEE BUSINESS

Minutes of the 6/21/23 meeting were approved by consensus.

MWVHA BOARD AND SELECTED COMMITTEE, SUBCOMMITTEE HIGHLIGHTS

Board – The board has approved the RFP process, timeline, and scoring tools for the FY23 CoC Program Competition and YHDP Renewals.

PRESENTATION: The Annual NOFO – More than Money

As a follow-up to the June presentation about how the CoC scored on the last NOFO, the committee discussed ways to improve the following System Performance Measures:

1. **Reduction in the Number of First-Time Homeless**. Increase in homelessness prevention through EO 23-02 funding, and promote mortgage assistance programs, such as Dev NW.
2. **Length of Time Homeless**. Continue to develop connections with landlords and assist with accommodation letters. Develop more robust case management and assist people to navigate systems.
3. **Successful Permanent Housing Placement or Retention.** (same as to reduce LOT homeless)
4. **Returns to Homelessness.** Identify funding for ongoing case management or peer support beyond time when rental assistance is no longer needed.
5. **Jobs and Income Growth.** Put more focus on this metric. Explore a 6-month assessment, rather than waiting a full year.

DATA HIGHLIGHT: Annual Gaps Analysis

Lisa Trauernict provided an overview of the new format for the regional Gaps Analysis. HUD requires CoCs to conduct an annual needs assessment or gaps analysis to help guide community planning. Lisa is leading the effort to update the Gaps Analysis and noted that she will be reaching out for new data. She also invited anyone with ideas about how the document can be most useful to contact her directly at lisamostlyconsulting@gmail.com The 2022 Gaps Analysis can be found on the Alliance website.

COLLABORATIVE COMMITTEE PURPOSE, FOCUS, AND AGENDA PLANS

The Collaborative Committee Spring 2023 survey about the group's purpose, focus, and future meetings/agenda plans was completed by 40 people and discussed at the June meeting, where breakout groups identified priorities and possible actions (see attachment). The committee reviewed the compilation of thoughts and came to a consensus on the next steps, which included an iterative process that starts with forming a small group to make plans about how to develop common projects, goals, milestones, and action plans.

ANNOUNCEMENTS

- **Local! In-Person!** Sept 21: QPR Suicide Prevention Training at Salem Health
- **Online!** Sept 22: Understanding Stress & Substance Use among LGBTQ+ Adolescents

NEXT MEETING

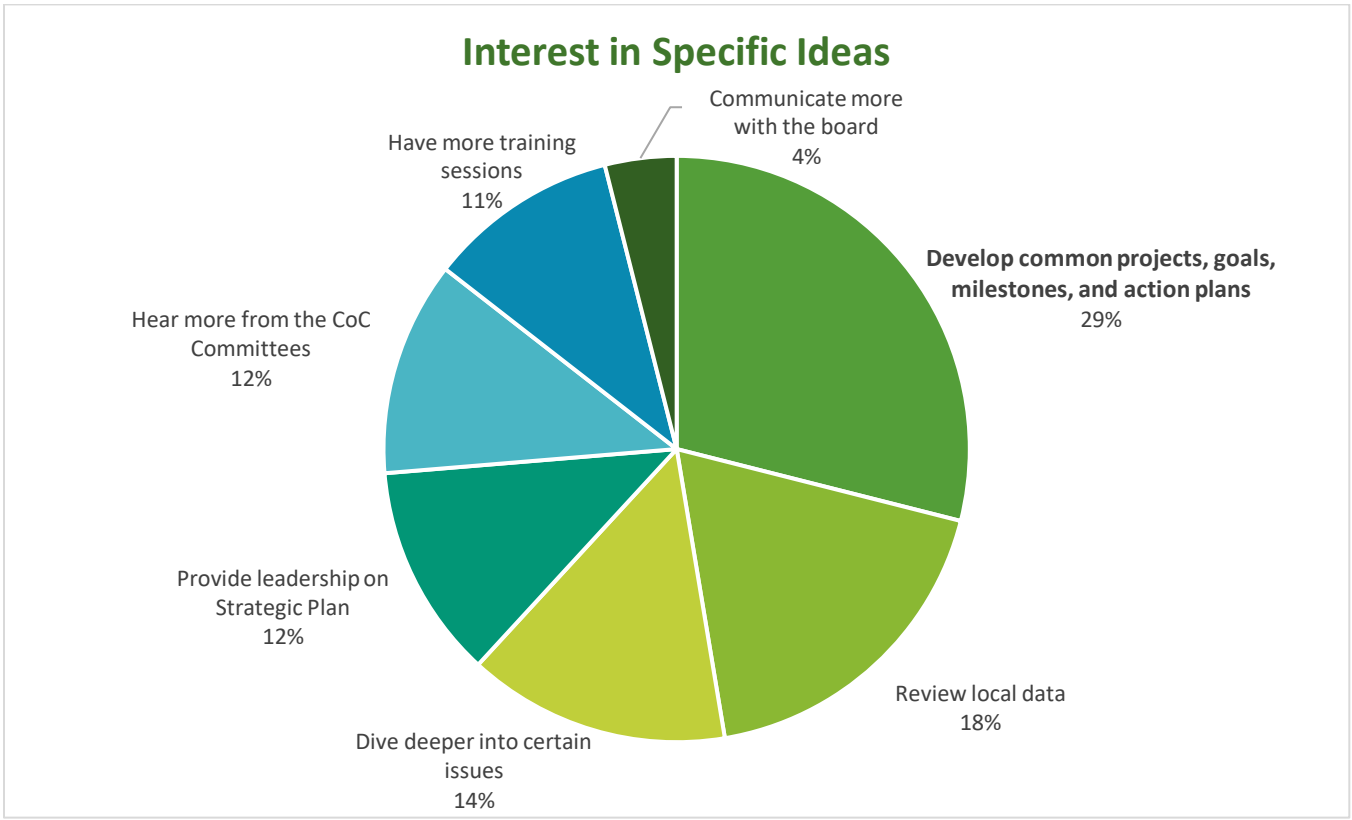
Wednesday, September 20
10:00-11:30 a.m.

Zoom Link: https://us02web.zoom.us/j/82165607357?pwd=S0dKbk5hTDh1Y3JYazdrNEJtMndFZz09
Meeting ID: 821 6560 7357 Passcode: 028983
One tap mobile +12532158782,,82165607357#,,,,*028983#

Mid-Willamette Valley Homeless Alliance

CoC Collaborative Committee Survey
(Spring 2023, N=40)

Ideas	1st		2nd		combined	
Develop common projects, goals, milestones, and action plans.	40%	15	18%	7	29%	22
Review local data.	16%	6	21%	8	18%	14
Dive deeper into certain issues.	11%	4	18%	7	15%	11
Provide leadership on Strategic Plan.	16%	6	8%	3	12%	9
Hear more from the CoC Committees	11%	4	13%	5	12%	9
Have more training sessions.	5%	2	16%	6	11%	8
Communicate more with the board.	3%	1	5%	2	4%	3



COLLABORATIVE COMMITTEE PLANNING – JUNE 21,2023 BREAKOUT GROUP NOTES

Topic	Options	Recommended Action	Next Steps
1. In-person meetings	a. Try it for an "event." b. Try it for a regular mtg. c. Do it 2-3 times/year	**2-3 times/year.** Connection important; more present/engaged; travel time issue; expect fewer people. **2-3 Times a year with a focus.** Virtual provides more access. If in-person, are there options? "If not for zoom I couldn't make it." Hybrid discussion. If done with intentional planning. Support for in person mtgs, switching locations can be challenging. (c) – **try 2-3 times**, keep hybrid option, need good tech. YMCA as possible venue. Would prefer in person but do not want to lose folks, **quarterly in person with hybrid option** (good facilitation in a good tech environment) there are a few good ones in Salem.	Co-chairs will schedule at least 2 in-person meetings for 2023-24, with a specific agenda that lends itself to in-person interaction.
2. A planning event to dig deeper	a. In-person, no virtual b. In-person, with virtual option as its own breakout group	Require RSVP; encourage pp to be in-person, but some are a long distance away; be as inclusive as possible – and ask virtual folks to have cameras on. **In-person, with virtual option as its own breakout group** If in person agenda ahead of time for planning Jam boards Breakout sessions key Depends on the topic. **Preference for in person** (a) for a "deeper dive" discussion/event. Depends on topic: **in person if specific**, if system wide , event with breakouts but in person	An event may be planned, after an action planning committee is formed (see item #7). If/when an event is held, it will be in person and may have a virtual option as its own breakout group.
3. Resource information	a. Panel presentations at meeting. b. One highlight per mtg. c. On website	**Focus - identify what type(s) of resources are key to this group or key challenges we seek to address, then highlight resources to address them**. Hearing from the person is best, and supplement w/handout; if a new org attends, ask them to share more, **Highlight 1-2 per meeting.** Great opportunity to network. Panel presentations with a common theme - collective action. Opportunity to ask questions and clarify. Preference for (b), also support for (a) Liked the panel presentation for different perspectives/resource allocation or highlight bullets during mtg for individual resource information.	Resource information will continue to be shared briefly at Collaborative Committee meetings. Once an action plan is developed, related resources will be highlighted.

Topic	Options	Recommended Action	Next Steps
4. Data	a. Learn/discuss at most meetings. b. Learn/discuss at a few mtgs. c. Form a specialty team	Identify the outcomes first, then look at the related data; short list provides repetition of framework and greater understanding. Nice to know where data is located, Have an overview at a meeting. Ask data subgroup to present priorities and then larger group could provide feedback. **Should keep awareness of data – when there is a report (b), quality or analysis should be a team (c)** **Have specific teams** and then highlight when a report is ready with emphasis on the impact and actions it might suggest.	Data "teams" will dig deeper into specific data (e.g., Performance & Evaluation Committee reviews System Performance Measures). Collaborative Committee will be informed of data reports, and be invited to assist in completing or analyzing certain data/reports.
5. Training - when	a. After every meeting b. After some meetings c. Totally separate from mtgs d. Annual conference	**Totally separate from mtgs.** Too long if added after the meeting, want to be ready to engage/benefit; different staff – best use of time; a conference could be great, in addition, if not January, Feb, or March. Keep notes on required NOFO training. Is there a list of training needs? **Clarify goals of training,** some are required by NOFO. More outreach for those for whom training is most applicable. Support for both (b) and (c) depending on topic/needed reach. And (d) – would draw folks to a conference. Depends on type and scope- b, c ,d- after meetings for shorter, specific topics with notice to allow others to attend – Separate if an hour or more is needed – possibly various tracks at the annual conference to help with community integration.	A training calendar will be developed and reviewed by the Collaborative Committee. For the most part, training will be held separate from Collaborative Committee meetings.
6. Training - how	a. Virtual b. In-person	Depends on the training. Virtual in general. For some topics (domestic violence for example) in person is far more effective. In person is more engaging. In person (except for short system wide training at end of a few meetings)	Training delivery will continue to vary and depend on the topic and content. Accessibility will be taken into consideration.
7. Develop action plan w/timeline and agreements	a. Over three months b. By a committee working between meetings c. A half-day workshop	**Committee to develop draft**, respond to the draft, iterative process; link it to data (why we do what we do and what we expect to change). **By a committee working between meetings with a back and forth with the larger group for feedback.** Breakout groups to provide feedback and action items and what's happening already. (b) or (c). (c) could be challenging to schedule. Review progress at Collaborative Committee. (B) is first choice and to include "boots on the ground" with a report to CoC then a half day if the action plan items identified and crosses several groups.	The Collaborative Committee will identify the role of a committee prior to seeking committee members.

Topic	Options	Recommended Action	Next Steps
8. Updates on projects (e.g., YHDP, EO, committees)	a. Verbal during meetings b. Written, sent with agenda. c. On website	**At meetings**, when it is helpful to connect the dots of what we are working on; website is important. **Verbal at meeting** with a written summary. Lean towards (a); could include updates in agenda and website, but unsure how many folks have time to read more content. **Verbal during meetings** with short attachment at end of agenda for folks who cannot attend or wish to follow up – use website for newsletters that might highlight specific projects and for information not as immediate for action.	Verbal updates will be provided at meetings, accompanied by written information, when available.
9. Updates on agency programs and services	a. Planned/scheduled. b. Save more time for impromptu sharing	Keep brief and refer people to a website or link for more information. Round robin is helpful but takes a lot of time. Scheduled for end of meeting and if we don't get to it, send a follow up email. Mostly (a). In person provides options for sharing material. "A" was the choice though we ran out of time for additional discussion.	Agencies will continue to have the opportunity to share updates at committee meetings. Best if anything more than a short announcement, have it planned in advance and on the agenda.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
CoC Collaborative Committee
CHARTER

A. PURPOSE

The purpose of the CoC Collaborative Committee is to assist the Mid-Willamette Valley Homeless Alliance Board of Directors in accomplishing the responsibilities of the Continuum of Care, as outlined in Article IV of the CoC Governance Charter. CoC Collaborative Committee duties include the following:

a. Recommend individuals who are homeless or have been homeless within the past seven years to serve on the CoC Board pursuant to Article II.A of the CoC Governance Charter;
b. Review, update, and recommend the written selection process for CoC board member appointments, described in Article IV.B.3 of the CoC Governance Charter, at least once every five (5) years;
c. Meet at least annually in conjunction with the CoC Board to conduct general CoC business pursuant to Article II.A of the CoC Governance Charter; and
d. Provide input to the Performance and Evaluation Committee on its recommendations to the CoC Board to improve system performance, pursuant to Article II.E of the CoC Governance Charter.

B. MEMBERSHIP

1. **OPEN MEMBERSHIP**. Participation in the Mid-Willamette Valley Homeless Alliance Continuum of Care is open through the CoC Collaborative Committee to interested organizations and to interested individuals representing the community at large. Member agencies will be responsible for identifying CoC representatives. Participating agencies may have more than one person identified as a CoC representative. Homeless and formerly homeless people are encouraged and supported to participate. A roster of CoC Collaborative Committee participants will be maintained and posted on the CoC website.

2. **OUTREACH.** Outreach will be conducted to obtain representation from the following groups, listed in 24 CFR part 578.5(a):
    a. Nonprofit homeless assistance providers;
    b. Victim service providers;
    c. Faith-based organizations;
    d. Governments;
    e. Businesses;
    f. Advocates;
    g. Public housing agencies;
    h. School districts;
    i. Social service providers;
    j. Mental health agencies;
    k. Hospitals and health care organizations;
    l. Universities;
    m. Affordable housing developers;
    n. Law enforcement;
    o. Organizations that serve veterans;
    p. Homeless and formerly homeless individuals; and

q. Other relevant organizations within the CoC's geographic boundaries, such as organizations and coalitions that serve unaccompanied youth, employment councils, substance abuse providers, and early learning hubs.

3. **TERMS.** Collaborative Committee members shall not have term limits on membership as the Committee is open to the public and stakeholders for membership.

4. **CO-CHAIRS.** The CoC board will appoint co-chairs to facilitate CoC Collaborative Committee meetings, based on nominations from the CoC Collaborative Committee. One co-chair will represent the public (governmental) sector and the other will represent the private (nongovernmental) sector. Co-chairs will serve for two-year terms and may be reappointed by the board.

C. MEETINGS

1. **MEETINGS**. Collaborative Committee meetings will occur monthly, or as directed by committee co-chairs. A telephonic meeting may occur so long as all parties can both hear and communicate with each other. The Collaborative Committee is a public body subject to the public meetings and records laws as stated in ORS Chapter 192. All meetings will be open to the public. The meeting agenda will be distributed to members and through public notice at least one week prior to a committee meeting. Accommodations will be made, compliant with the Americans with Disabilities Act.

2. **VOTING.** Each member organization and community at large member who has participated in at least two (2) meetings in the preceding twelve (12) months, after the initial year of CoC operations, shall have one vote at subsequent meetings on each matter submitted to a vote of CoC members. To the maximum extent possible, committee meetings shall operate on a consensus basis. However, members can request a majority vote on specific issues. Agencies with more than one representative in attendance will determine in advance which representative will vote. In all cases, each member organization has only one vote.

D. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS**. A conflict of interest is a situation in which CoC board or committee members, or one of their family members have a personal or financial interest that compromises or could compromise the board or committee members' independence of judgment in exercising their responsibilities to the CoC. It is the position of this CoC that conflicts of interest shall not compromise the CoC's work and that even the appearance of a conflict shall be avoided in all circumstances.

2. **ADHERENCE TO CONFLICT OF INTEREST POLICY**. CoC board and committee members are expected to adhere to the CoC Conflict of Interest Policy, as described in Article III of the CoC Governance Charter and in a separate policy document, which requires the member to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members, or entities with which they or their family members are closely associated.

E. CODE OF CONDUCT

1. **GENERAL PROVISIONS**. CoC members (including all board and committee members) are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

2. **ANNUAL DECLARATION**. Board and committee members are to annually receive a copy of the Code of Conduct, acknowledge receipt by signing a form, and submit a copy of the signed form to CoC staff.

F. CHARTER AMENDMENTS

1. **PROCESS**. This charter may be amended at any CoC board meeting by a majority vote of the appointed, voting Board membership. Copies of proposed amendments will be available for review at least one week prior to the board meeting at which the proposed amendments are considered. The board will seek prior review and recommendation by the CoC Collaborative Committee of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, CoC staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the board meeting.

2. **FREQUENCY OF REVIEW**. The CoC Collaborative Committee will review this charter annually and submit any recommended revisions to the CoC Board of Directors.

Last updated December 8, 2022