MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
BOARD OF DIRECTORS

	Organization (in alpha order)	Delegate	Role
VOTING MEMBERS	Backbone Youth Action Board*	Vacant	
	City of Independence	Kathy Martin-Willis	City Councilor
	City of Keizer	Cathy Clark	Mayor
	City of Monmouth	Christopher Lopez	City Councilor
	City of Salem	Chris Hoy, *Vice Chair*	Mayor
	City of Salem	Micki Varney	City Councilor
	CoC Collaborative Committee*	David Zepeda	Subject Matter Expert
	CoC Collaborative Committee*	Vacant	
	Confederated Tribes of Grand Ronde	Lisa Leno	Tribal Council Member
	Law Enforcement Assisted Diversion*	Renee Pfeffer	LEAD Navigator
	Marion County	Danielle Bethell	Commissioner
	PacificSource Community Solutions	Zaira Flores Marin	Director, Marion & Polk Counties CCO
	Polk County	Jeremy Gordon, *Chair*	Commissioner
	Salem Health	Leilani Slama	Chief Communications and Community Relations Officer
	Salem-Keizer School District 24J	Christy Perry	Former Superintendent
	Union Gospel Mission	Dan Clem	Executive Director
	United Way of the Mid-Willamette Valley	Rhonda Wolf	CEO
	Willamette Health Council	Josie Silverman-Méndez	Deputy Director
EX OFFICIO (NON-VOTING) MEMBERS	CoC Collaborative Committee	Christine Sommer	Co-Chair
	CoC Collaborative Committee	Sarah White	Co-Chair
	Marion County Housing Authority	Jason Icenbice	Executive Director
	Mid-Willamette Valley Community Action Agency	Ashley Hamilton	Deputy Executive Director
	Polk County Veteran Services	Eric Enderle	Veteran Services Officer
	Salem Housing Authority	Nicole Utz	Housing Administrator
	West Valley Housing Authority	Christian Edelblute	Executive Director

** Representing individuals who are homeless or formerly homeless*

ORS 190 ENTITY BOARD OF DIRECTORS

Organization (in alpha order)	Delegate	Elected or Staff Role
City of Independence	Kathy Martin-Willis	City Councilor
City of Keizer	Cathy Clark	Mayor
City of Monmouth	Christopher Lopez	City Councilor
City of Salem	Chris Hoy, *Vice President*	Mayor
Confederated Tribes of Grand Ronde	Lisa Leno	Tribal Council Member
Marion County	Danielle Bethell	Commissioner
Polk County	Jeremy Gordon, *President*	Commissioner
Salem-Keizer School District 24J	Christy Perry	Superintendent

Last update – September 19, 2024

Agenda

Joint meeting of the
Mid-Willamette Valley Homeless Alliance and ORS 190 Entity Board of Directors

Thursday, December 12, 2024
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

Virtual meeting connection information provided on page 4

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

ALLIANCE ACTION

B. (3:05) ALLIANCE BOARD CONSENT AGENDA ..... **Chair Gordon**

Alliance Action: Items include approval of:

1. Agenda;
2. 11/15/2024 joint board meeting minutes (pages 5-11);
3. Unsheltered PIT Count Methodology (pages 12-14);
4. Updated Conflict of Interest policy (pages 15-21); and
5. Updated Public Records policies (pages 22-29).

Any consent item may be considered as a separate action item at the request of any board member.

ORS 190 ACTION

C. (3:10) ORS 190 ENTITY BOARD CONSENT AGENDA ..... **Chair Gordon**

ORS 190 Action: Items include approval of:

1. 12/03/24 joint Executive Committee-ORS 190 Entity Meeting Minutes (pages 30-32).

PUBLIC COMMENT FOR ALLIANCE AND ORS 190

D. (3:15) PUBLIC COMMENT ..... **Chair Gordon**

Opportunity for members of the public to share their thoughts with the Alliance and ORS 190 Entity board of directors.

1. Mid-Willamette Valley Community Action Agency, Executive Director, Jimmy Jones submitted written comment in relation to **Agenda item E** (pages 33-34).
2. Shangri-La, Director of Operations, Robin Winkle submitted comment in relation to **Agenda item E** (pages 35-37).

Continued on next page

DRAFT

ALLIANCE BUSINESS

E. (3:25) HUD NOFO COMPETITIVE PROCESS RESULTS ..... Calvin
Presentation: Calvin will provide a brief overview of the HUD Notice of Funding Opportunity (NOFO) process and results of Prioritized List. Additionally, she will update the board on actions taken and next steps to support Shangri-La Permanent Supportive Housing (PSH) project.

F. (3:45) LONG TERM RENT ASSISTANCE (LTRA) ..... Calvin
Update: Calvin will present information on updates to the LTRA program (pages 38-44).

G. (4:00) EXECUTIVE DIRECTOR TRANSITION UPDATE ..... Lozier/Chair Gordon
Presentation/Recommendations: Lozier will present information regarding the Alliance's current state, including its finances, contractual obligations and opportunities.
Action: authorize Chair Gordon to serve as the CoC's Approving Official for ELOCCS
Update/Discussion: Chair Gordon will provide an update on the interim director recruitment process and facilitate discussion and questions as needed.

ORS 190 BUSINESS

H. (4:35) CONTRACT AMENDMENT WITH DICKINSON CONSULTANTS ……. Lozier
Recommendations: Lozier will recommend an amendment to the contract with Dickinson Consultants to add the option for staff support and strategic plan implementation.
Action: approve contract amendment with Dickinson Consultants adding the option for staff support and Strategic Plan implementation (pages 45-49).

I. (4:40) GOVERNOR'S EMERGENCY DECLARATION/MULTI AGENCY COORDINATION (MAC) GROUP UPDATES ..... Chair Gordon
No staff updates. Materials on (page 50).

J. (4:45) JURISDICTION/ORGANIZATION UPDATES ..... All
Discussion: Opportunity to share good news, hot topics, recent events, and any identified needs or resources.

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

L. (5:00) ADJOURNMENT ..... Chair Gordon

Further information on following page

DRAFT

Supplemental information:

- Governor's Emergency Order reports *(page 50)*
- 2025 Board and Executive Meeting Schedule (page 51)
- Contractor timesheets and invoices (pages 52-58)

Zoom Link
https://wesd.zoom.us/j/92702637244?pwd=aHp6UTlQaFI1TktVam9CU3lubUsrZz09

Meeting ID: 927 0263 7244 Passcode: 723093

One Touch

+13462487799,,92702637244#,,,,*723093# US (Houston)

+16694449171,,92702637244#,,,,*723093# US

Contact the MWVHA staff at 503.540.1627 if you are experiencing difficulties in connecting to the meeting.

Staff Contacts:

General questions & inquiries: Cassie Bay – 503.540.1627, cassandra.bay@mwvhomelessalliance.org

Board member inquiries: Elaine Lozier – 503.540.1620, elaine.lozier@mwvhomelessalliance.org

The Mid-Willamette Valley Homeless Alliance 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) 540-1602 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1

DRAFT

Joint Meeting Minutes of:

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA) BOARD OF DIRECTORS;
ORS 190 ENTITY BOARD OF DIRECTORS

Meeting Location(s):
November 14, 2024
Mid-Willamette Valley Council of Government
100 High St SE, Salem, OR 97301
And
Via teleconference (Zoom)

MWVHA BOARD

MEMBERS PRESENT

CHAIR: Polk County, Commissioner, Jeremy Gordon
VICE CHAIR: City of Salem, Mayor, Chris Hoy (Designated Alternate - Kathleen Thorpe)
City of Keizer, Mayor, Cathy Clark
City of Monmouth, Councilor, Christopher Lopez
City of Salem, Councilor, Micki Varney
CoC Collaborative Committee, Co-Chair, Sheltering Silverton, Sarah White
CoC Collaborative Committee Member, David Zepeda *
Law Enforcement Assisted Diversion (LEAD), Navigator, Renee Pefeffer *
Marion County, Commissioner, Danielle Bethell
Marion & Polk Counties CCO, Director, Zaira Florés Marin
Polk County Veteran Services, Veteran Services Officer, Eric Enderle
Salem Health, Chief Comms. & Cmty. Relat. Officer, Leilani Slama
Salem-Keizer School District 24J, Former Superintendent, Christy Perry
Union Gospel Mission, Executive Director, Dan Clem
United Way of the Mid-Willamette Valley, CEO, Rhonda Wolf
Willamette Health Council, Deputy Director, Josie Silverman-Méndez

MEMBERS ABSENT

VICE CHAIR: City of Salem, Mayor, Chris Hoy
City of Independence, Councilor, Kathy Martin-Willis
Confederated Tribes of Grand Ronde, Tribal Councilwoman, Lisa Leno
CoC Collaborative Committee, Co-Chair, MCHA, Christine Sommers
Marion County Housing Authority, Executive Director, Jason Icenbice
Mid-Willamette Valley Community Action, Deputy Executive Director, Ashley Hamilton
Salem Housing Authority, Housing Administrator, Nicole Utz
West Valley Housing Authority, Executive Director, Christian Edelblute

ORS 190 ENTITY BOARD

* lived experience with homelessness

DRAFT

MEMBERS PRESENT

PRESIDENT: Polk County, Commissioner, Jeremy Gordon
VICE-PRESIDENT: City of Salem, Mayor, Chris Hoy (Designated Alternate - Kathleen Thorpe)
City of Keizer, Mayor, Cathy Clark
City of Monmouth, Councilor, Christopher Lopez
Marion County, Commissioner, Danielle Bethell
Salem Health, Chief Comms. & Cmty. Relat. Officer, Leilani Slama
Salem-Keizer School District, Former Superintendent, Christy Perry

MEMBERS ABSENT

VICE-PRESIDENT: City of Salem, Mayor, Chris Hoy
City of Independence, Councilor, Kathy Martin-Willis
Confederated Tribes of Grand Ronde, Tribal Councilwoman, Lisa Leno

STAFF AND GUESTS PRESENT

City of Salem, Councilor Deanna Gwyn
City of Salem, Councilor, Kathleen Thorpe
City of Silverton, Mayor, Jason Freilinger
Church at the Park, DJ Vincent
Member of the public, Elliott Lapinel
Member of the public, Sarah Owens
Mid-Willamette Valley Council of Government, Admin. Suppt. Coord., Linda Hansen
MWVHA, Executive Director, Elaine Lozier
MWVHA, Administrations and Communications Specialist, Cassie Bay *
MWVHA, Consultant, Jan Calvin
SafeSleep, Lynelle Wilcox
Salem Health, Tricia Frizzel
Salem-Keizer Public Schools, Executive Director of Strategy & Analytics, Jonathan McIlroy
Shangri-La, Robin Winkle

WECOME

Chair Gordon called the joint meeting to order at 3:06 p.m.. The presence of a quorum for the MWVHA and ORS 190 Board was noted.

ALLIANCE BOARD CONSENT AGENDA

CONSENT AGENDA ITEMS

1. Agenda;
2. 10/24/2024 joint board meeting minutes
3. Accept the resignation of Laura Al-Muhtaseb (Marion County Housing Authority) from the Point-in-Time (PIT) workgroup.

* lived experience with homelessness

DRAFT

DISCUSSION

None

MOTION TO **APPROVE** MWVHA CONSENT AGENDA ITEMS 1- 3 BY: **LOPEZ**

Seconded by: Varney
In favor: Unanimous
Opposed: None
Abstentions: None

ORS 190 CONSENT AGENDA

CONSENT AGENDA ITEMS

1. Employee handbook
2. Contract with Simtech for PIT Count and data collection services

DISCUSSION

None

MOTION TO **APPROVE** ORS 190 ENTITY CONSENT AGENDA ITEMS 1&2 BY: **VARNEY**

Seconded by: Bethell
In favor: Unanimous
Opposed: None
Abstentions: None

PUBLIC COMMENT

None

ALLIANCE BUSINESS/ACTIONS

NONE

ORS 190 BUSINESS/ACTIONS – SUSTAINING COC OPERATIONS

ACTION ITEM 1: APPROVE CONTRACT AMENDMENT WITH INSTITUTE FOR COMMUNITY ALLIANCES (ICA) TO EXTEND HMIS AND COORDINATED ENTRY TECHINCAL ASSISTANCE THROUGH APRIL 2025.

Elaine Lozier proposed a contract amendment with the institute for community alliances (ICA) for ongoing operations and data quality support. She mentioned the importance of continuing to partner with them through 2025.

DISCUSSION:

* lived experience with homelessness

DRAFT

None

MOTION TO **APPROVE** ICA contract amendment by: **LOPEZ**

Seconded by: Perry
In favor: Unanimous
Opposed: None
Abstentions: None

ACTION ITEM 2: APPROVE CONTRACT AMENDMENT WITH JAN CALVIN TO EXTEND CURRENT TERMINATION DATE AND MODIFY SCOPE OF WORK TO INCLUDE MONITORING AND PERFORMANCE DUTIES THROUGH JANUARY 2025.
Elaine recommended extending Jan Calvin's contract through January 2025.

DISCUSSION:
Board members sought confirmation that no additional funding is needed and Lozier affirmed there are enough hours in the existing contract to extend the work with no impact to the current budget. She did caution that any work beyond January 2025, would create a financial impact to the budget. Emphasis on the Alliance's need to continue meeting upcoming contract deliverables and reporting requirements due shortly after the executive director transitions out was expressed. Discussion around specifics to Calvin's contract extension and the value of her expertise ensued.

MOTION TO **APPROVE** contract amendment with Jan Calvin to extend the current termination date and modify the scope of work, including monitoring and performance duties through January 2025 **BY: LOPEZ.**

Seconded by: Clark
In favor: Unanimous
Opposed: None
Abstentions: None

ACTION ITEM 3: SUSTAINING CONTINUUM OF CARE OPERATIONS – INTERIM

DISCUSSION:
Commissioner Gordon opened the discussion for all members to provide input or share comments on how the Alliance-ORS 190 will sustain operations for the Continuum of Care while the Executive Director steps down. The group explored coordination and arrangement and the need for structural planning for the organization.

MOTION to task the Executive Committee to work with Lozier to craft a position description and a process to select an interim solution while the CoC continues operation without an executive director **BY: CLARK**

Seconded by: Pfeffer
In favor: Unanimous
Opposed: None
Abstentions: None

* lived experience with homelessness

DRAFT

DISCUSSION:

Members continued the conversation around the process to select an interim director. Due to the urgent and immediate need for an interim director, a new motion authorizing the Executive Committee and ORS 190 to initiate the hiring process for an interim director for the Alliance was made.

MOTION to assign the Executive Committee and ORS 190 to make decisions regarding the hiring process for an interim director for the Alliance **BY: OBERST**

Seconded by: Bethell
In favor: Unanimous
Opposed: None
Abstentions: None

EO/MAC

UPDATES

NONE

DISCUSSION

JURISDICTIONAL UPDATES/OTHER BUSINESS

UPDATES

Some board members entertained the idea of viewing a documentary about senior homelessness "No Place to Grow Old".

ZOOM CHAT MESSAGES

Elaine Lozier:
Hello Councilor Gwyn, we will be on mute for a few minutes before we get going.

Deanna Gwyn:
Thank you. I'm just visiting today :-)

LRSLAM:
am I the only one without sound?
LRSLAM:
now I can hear! :)

Zaira Flores Marin, PacificSource:
I am late, but am here

* lived experience with homelessness

DRAFT

Robin.Winkle:
I second that!

Renee Pfeffer - Marion County LEAD program:
thank you, Jan!!

Josie Silverman-Mendez (she/her):
Thank you, Jan!

Jan Calvin:
My pleasure!

Robin.Winkle:
Please do not forget about the community planning that needs to occur to assist Shangri-La with the 28 Permanent Supportive Housing households that will be displaced due to the loss of its CoC funding.

Christy Perry:
I'm happy to help in any way.

Christy Perry:
I need to jump off right at 4, Jonathan will need to weigh in or vote for SKPS.

Christy Perry:
I don't mind the ORS or exec doing the legwork, but we should find a way to involve the full alliance or the collaborative committee too

Jan Calvin:
Brittani Manzo, from ICF

Tricia Frizzell:
Fentanyl community health update taking place Monday the 18th at the Salem Chamber forum (Sponsored by Salem Health). In addition to dynamic speakers, Fentanyl Free Oregon will also be there with materials to share. https://business.salemchamber.org/events/details/forum-speaker-series-2024-11-18-6803?calendarMonth=2024-11-01

Zaira Flores Marin, PacificSource:
Reacted to "Fentanyl community h..." with 👍

Jan Calvin:
Reacted to "Fentanyl community h..." with 👍

ADJOURNMENT

* lived experience with homelessness

DRAFT

Chair Gordon adjourned the board meeting at 4:44 p.m.

DRAFT

* lived experience with homelessness

Updated 12/6/24
M. Bradshaw

Unsheltered Point-in-Time Count Methodology
Mid-Willamette Valley Homeless Alliance (MWVHA)

Background

HUD Requirements

- Sheltered Count required every year; Unsheltered Count required in odd # years (2023, 2025, 2027, etc) but most CoCs do both every year
- Window for count = last 10 days of January (1/22-31)
- HUD outlines parameters, methodologies, and requirements:
  https://files.hudexchange.info/resources/documents/PIT-Count-Methodology-Guide.pdf
  https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-11cpdn.pdf

Past Marion-Polk PIT Counts

- Thank you to ALL the service providers, contractors, Board members, and volunteers who have worked so hard in past years to conduct the count. Especially thank you to MWVCAA who has provided leadership and data expertise.
- Urban and rural parts of our region have different needs from a methodology standpoint
- The majority of folks counted in the 2023 unsheltered PIT Count (~80%) were in Salem/Keizer with ~10% in rural Marion and ~10% in rural Polk
- We have conducted surveys through a combination of canvassing and events
- Used Counting Us in 2021, 2022, and 2023

Methodologies Used by Neighboring CoCs

Meetings and Document Sharing/Review with PIT Count Coordinators from:

- Deschutes/Crook/Jefferson: Uses Counting Us; Jurisdictional leads for different communities; events, canvassing, provider outreach to complete surveys; $5 gift card to everyone who completes; recommends against first-time volunteers
- Linn/Benton/Lincoln (part of OR Balance of State): Uses Counting Us; Jurisdictional leads for different communities; events, canvassing to complete surveys; $10 gift card to everyone who completes
- WA Balance of State: Conducts PIT Count within HMIS, relies heavily on service providers
- Lane County: Applies to HUD for a waiver to use their Homeless By Name List from HMIS to provide a count instead of conducting a traditional PIT Count

Key Themes: Importance of incentives, reliance on service providers to honor relationships and trust, data integration

Advice from Local Voices with Lived Experience

Conducted 3 Focus groups (2 in urban setting, 1 in rural) at shelters in Nov 2024 with a total of 16 individuals who have experienced unsheltered homelessness in the past year. In addition, conducted discussion at the Backbone meeting on 11/19/24.

Updated 12/6/24
M. Bradshaw

Key Themes from Voices with Lived Experience:

- Surveyors should be people who are non-judgmental. People who understand the challenges of homelessness. People who are already known and trusted. Could be outreach workers. Peers. If it's police, pair them with someone not in uniform.
- Supplies to give away: Offer choices. Let people choose what will be useful to them. Offer warm items (socks, gloves, beanies, hand warmers), food items, hygiene items. Gift cards would be good. (*"If people were coming around asking questions, I'd probably stay in my tent. But for a gift card, then I'd come out and talk to you."*)
- Resources: Offer information of where to go or call for resources and support. Information about where to go for meals and showers as well as bathrooms and water.
- Other Advice: Approach camps slowly. Announce yourself and then be patient and respectful. That's people's homes. Be honest about why you are asking the questions. Tell people that it will help our area get funding for services. Don't be pushy if people don't want to answer a question.

Unsheltered PIT Count Methodology

Timing: The Night of the Count will be the earliest weekday (Mon, Tues, Wed or Thur) in the 1/22-1/31 window. Data will be gathered during the following 7 days, with count activity intentionally front-loaded in the first 2-3 days. The unsheltered count will be conducted annually.

Structure: Geographic jurisdictions with a lead in each:

a. Urban
   - Keizer
   - Salem

b. Rural
   - Rural Polk
   - Silverton/Mt Angel
   - Stayton/Sublimity/Santiam Canyon
   - Woodburn/Gervais/St Paul

Jurisdictional leads will prioritize aspects of the CoC methodology for their area. They will communicate with local service providers, recruit and coordinate surveyors, and coordinate events in their areas.

Priority populations: Hispanic/Latino, Pacific Islander, Youth/Young Adults

Three-pronged approach:

1. Canvassing: teams go out to survey and observe folks where they are at
2. Events: service providers host meals, resource fairs, etc and folks come in and have the opportunity to do the survey
3. Targeted contact by service providers: outreach to folks on caseloads and invite them to participate in the survey

Updated 12/6/24
M. Bradshaw

Utilize Counting Us (or another data gathering/analyzing tool if a future tool outweighs the benefits of consistency) for volunteer organization, data collection, and report preparation.

Recruit and Train Surveyors:

- Honor existing relationships between unsheltered folks and service providers (i.e. outreach workers who regularly go to an area and have established connections, should be the ones to go there to conduct surveys).
- Rely heavily on service providers for canvassing, hosting events, and contacting folks on their caseloads.
- Recruit community volunteers as needed, starting first with experienced volunteers. Jurisdictional leads help recruit *local* volunteers and coordinate shift assignments (who goes with whom, who goes where).
- Less experienced volunteers will be paired with more experienced volunteers.
- Partner with folks with lived experience, as we are able to fairly compensate them.
- Require all PIT Count surveyors to attend training including topics such as: Why we do PIT Count, How to conduct a PIT Count survey, and Trauma-Informed Principles

Decrease Barriers to Participation:

- Make survey available in Chuukese, English, Marshallese, and Spanish
- Offer supplies to facilitate engagement: socks, handwarmers, gloves, beanies, food, hygiene items. Invite people to “Choose 2-3 things that are useful to you” instead of handing them something they may not want or need. Supplies are to be given out without a requirement of survey participation.
- Offer incentives for survey participation: Offer a gift card to each individual who does the PIT Count survey. Jurisdictional leads select the store where cards can be redeemed.

Increase Reach:

- Add “Observation Tally” during the first 2 days of the data gathering window. When surveyors are out in the field, they may observe folks experiencing unsheltered homelessness who are unable (asleep, incapacitated, language barrier) or unwilling to participate in the survey. HUD allows them to be counted through the “Observation Tally.”
- Continue the survey with respondents who are “Couch Surfing/Doubled Up.” HUD’s parameters do not include those who are couch surfing or doubled up in either the unsheltered or the sheltered count. However, in our region, in order to understand local homelessness especially among our priority populations (Hispanic, Pacific Islander, Youth/Young Adults), we will gather this information to inform local decisions, knowing it will not be included in the report for HUD.

Take Steps Toward Data Integration:

- Before Count: Utilize GIS data from outreach contacts to help design canvassing shifts.
- During Count: Use caseload By Name Lists to inform PIT Count efforts, especially in the second half of the 7-day data gathering window.
- After Count: Compare data gathered in PIT Count to our HMIS data and develop strategies so the two data sets can strengthen each other.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

CONFLICT OF INTEREST POLICY AND PROCEDURES

1) Introduction and Purpose

The purpose of this policy is to help ensure compliance with applicable state laws and federal regulations. Different rules apply depending on the role one holds with the organization. The sections below detail how to achieve the necessary compliance. It is important to note that these requirements are cumulative. For example, if one person is a members of both the Mid-Willamette Valley Homeless Alliance ("MWVHA") board of directors and the ORS 190 Entity board of directors, that person must comply with the laws and regulations that apply to both boards of directors.

2) Compliance with Federal Regulations for Mid-Willamette Valley Homeless Alliance Board Members and Performance and Evaluation Committee Members

a) Applicable Regulations

Members of the board of directors (the "MWVHA Board") and members of the Performance and Evaluation Committee (the "PE Committee") of the MWVHA Continuum of Care must comply with the federal regulations regarding conflicts of interest pertaining to continuums of care, which are set out at 24 C.F.R. § 578.95 (2024).

MWVHA Board members and PE Committee members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the board member represents.

MWVHA Board members and PE Committee members may not obtain a financial interest in or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for themselves or for those with whom the board or committee member has immediate family or business ties. "Immediate family" is not defined by the rule but, at minimum, refers to a board or committee member's parents, siblings, spouse or partner, and children. This rule applies during the board or committee member's tenure and for one year following the end of that tenure.

It is possible to procure an exception to the above. In order to be eligible for an exception, the nature of the conflict must be publicly disclosed and the MWVHA's attorney must issue an opinion that the exception sought would not violate state or local law. If those threshold criteria are met, the

Department of Housing and Urban Development ("HUD") will consider whether to grant an exception based on whether it will serve to further the purposes of the continuum of care program and the effective and efficient administration of MWVHA's (or its subrecipient's) project, taking into account the following: whether the exception would provide a significant and otherwise unavailable cost benefit or an essential degree of expertise to the program or project; whether an opportunity was provided for open competitive bidding; whether the affected person has withdrawn from their functions, responsibilities, or the decision-making process with respect to the specific activity in question; whether the interest or benefit was present before the affected person was affiliated with MWVHA; whether undue hardship would result to MWVHA, its subrecipient, or the person affected, weighed against the public interest served by avoiding the prohibited conflict; whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity and the exception will permit that person to receive generally the same interests or benefits as are provided to the group or class; and any other relevant considerations.

b) Compliance Guidelines

MWVHA Board members and PE Committee members should disclose in advance to their respective chairs their affiliations that may raise conflicts of interest.

When an MWVHA Board member or PE Committee member believes they have or may have a conflict of interest in regard to a potential grant or other financial award, the board or committee member must recuse themselves from participating in any related discussions or decisions. For example, if the board is considering whether to award a subgrant to an organization that a given board member works for, that board member must not take part in the vote or in the preceding discussion. That board member must also refrain from influencing the decision and related discussion in any way, *i.e.*, the recused board member must not encourage non-recused members from voting in a certain manner.

When an MWVHA Board member or PE Committee member believes they have or may have a conflict of interest regarding a financial interest or benefit, either directly or by virtue of immediate family or business ties, the board or committee member must divest themselves from the interest or benefit, require their immediate family member to do so, or alter their business ties such that there is no longer a conflict. Alternately, the board or community may seek an exception from HUD; the board or committee member may continue to participate in the otherwise-conflicted arrangement only if such an exception is granted.

3) Compliance with Oregon State laws for ORS 190 Entity Board Members, Employees and Agents

a) Applicable Laws

ORS 190 Entity board members, employees, and agents are subject to Oregon's government ethics laws, found primarily in ORS chapter 244. An "agent" is a person who is authorized to act on behalf of the ORS 190 Entity. Board members, employees, and agents are referred to collectively in this section as "entity officials." Entity officials are responsible for familiarizing themselves with those laws and complying with them in the course of their service. Following is a non-exclusive summary of key government ethics laws that the ORS 190 Entity adopts as policies applicable to board members, employees, and agents.

i. Conflicts of Interest

Entity officials must comply with Oregon's conflict of interest laws, which are set out in ORS Chapter 244. These laws prohibit entity officials, as well as their relatives, from benefiting from actions taken by entity officials in their official capacities.

The following people qualify as relatives: the spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, or daughter-in-law of the entity official; the parent, stepparent, child, sibling, stepsibling, son-in-law, or daughter-in-law of the entity official's spouse; any individual for whom the entity official has a legal support obligation; and any individual for whom the entity official provides benefits arising from the board member's public employment or from whom the board member receives benefits arising from that individual's employment.

For the purposes of ORS Chapter 244, an actual conflict of interest means any action or decision or recommendation by an entity official acting in their capacity as an entity official, the effect of which would be to the private pecuniary benefit or detriment of the entity official or the entity official's relative or to the private pecuniary benefit or detriment of any business with which the official or the official's relative is associated.

A potential conflict of interest means any action or any decision or recommendation by an entity official, acting in their capacity as an entity official, the effect of which could be to the private pecuniary benefit or detriment of the entity official or the entity official's relative, or to the private pecuniary benefit or detriment of a business with which the entity official or the entity official's relative is associated.

However, there is no actual or potential conflict of interest if the pecuniary benefit or detriment arises out of any of the following: an interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to serve as an entity official; any action in the entity official's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one in which the entity official or their relative, or the entity official's or entity official's relative's business is engaged; or membership in a non-profit or on a non-profit's board.

ii. Gifts and Honoraria

ORS Chapter 244 also imposes restrictions on the gifts that an entity official may receive.

The law provides particular rules for what a gift is and is not.

A gift is something of economic value given to an entity official or their relative or household member, either without valuable consideration of equivalent value (including debt forgiveness) and which is not extended to others, or for less valuable consideration than is required from others.

The following are **not** gifts:

1. Political contributions
2. Presents from the entity official's relative or household member
3. Unsolicited awards or tokens of appreciation, such as plaques, with a resale value reasonably expected to be less than $25

4. Informational or program material, publications, or subscriptions related to the entity official's performance of duties
5. Admission provided to a reception, meal, or meeting held by an organization for an entity official or their accompanying relative, household member, or staff member, when the entity official is representing the ORS 190 Entity
6. Food or beverage consumed by an entity official or their accompanying relative, household member, or staff member at a reception, meal, or meeting held by an organization, when the entity official is representing the ORS 190 Entity
7. Reasonable expenses paid by a government, tribe, membership organization, or non-profit for attendance at a convention, fact-finding mission or trip, conference, or other meeting, if the entity official is scheduled to deliver a speech, make a presentation, participate on a panel, or otherwise represent the ORS 190 Entity
8. Contributions made to a legal expense trust fund for the benefit of the entity official
9. Reasonable food, travel, or lodging expenses provided to the entity official or their accompanying relative, household member, or staff member, when the entity official is representing the ORS 190 Entity on an official sanctioned trade-promotion or fact-finding mission, or in officially designated negotiations or economic activities where receipt of the expenses is approved in advance
10. Food or beverage consumed by an entity official while working on a financial transaction between the ORS 190 Entity and a private entity or public body
11. Expenses provided by an official from another public body to an entity official for travel within Oregon to or from an event that bears a relationship to the entity official's office and at which the entity official participates in an official capacity
12. Food or beverage consumed by an entity official at a reception where the food or beverage is provided incidentally and there is no cost associated with it
13. Entertainment provided to an entity official or their relative or household member that is incidental to the main purpose of another event
14. Entertainment provided to an entity official or their relative or household member where the entity official is representing the ORS 190 Entity for a ceremonial purpose
15. Anything of economic value offered to or solicited or received by an entity official or their relative or household member as part of the usual and customary practice of their private business or the person's paid or volunteer position with any legal entity operated for economic value and that bears no relationship to the entity official's role with the ORS 190 Entity

During a calendar year, an entity official may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of $50 from any single source that could reasonably be known to have a legislative or administrative interest. A legislative or administrative interest is an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the entity official acting in their official capacity.

The law also provides rules regarding honoraria. An entity official may not solicit or receive, directly or indirectly, honoraria worth more than $50 for the entity official or their household member if solicited or received in connection with the entity official's official duties. However, an entity official may solicit or receive an honorarium for services performed in relation to a private profession or occupation not having to do with their service to the ORS 190 Entity.

iii. Use of Public Office for Private Gain

Additionally, ORS Chapter 244 prohibits entity officials from making prohibited use of their positions as

entity officials.

An entity official may not use or attempt to use their position as an entity official to obtain financial gain or avoid financial detriment for themselves, their relatives or household members, or any business with which they or their relatives or household members are associated, if the gain or avoidance of detriment would not be available if the entity official did not hold their position with the ORS 190 Entity. Entity officials are not prohibited from being reimbursed for expenses or for receiving unsolicited awards for professional achievement. Under certain specific circumstances, an entity official may establish a legal expense trust fund; if such a fund is created, contributions to it are permitted.

An entity official may not solicit or receive a pledge or promise of future employment based on any understanding that a vote made or action taken by the entity official would be influenced by the pledge or promise. An entity official may not use or try to use confidential information learned in the scope of their official duties for personal gain.

In the event that a civil penalty is imposed on an entity official by the Oregon Government Ethics Commission, the entity official may not solicit or use public funds to pay the penalty.

Finally, given that the ORS 190 Entity enters into contracts for personal property, services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to improve a public improvement during an entity official's term of service and the entity official subsequently leaves the entity, the former entity official may not have a direct beneficial financial interest in the contract for two years after the date of the contract's authorization. However, this does not apply if the entity official did not participate in the authorization of the contract.

b) Compliance Guidance

Entity officials are encouraged to read the Guide for Public Officials published by the Oregon Government Ethics Commission, which provides helpful guidance and examples for compliance with government ethics laws.

When an entity official encounters a potential conflict of interest, they can still take action but must publicly announce the nature of the potential conflict before taking any action in their official capacity.

When an entity official is met with an actual conflict of interest, the official is largely prohibited from taking action. When an entity official encounters an actual conflict of interest, the official must publicly announce the nature of the actual conflict and refrain from participating in their official capacity in any discussion or debate on the issue, and, if a board member, must not vote on the issue. However, if the board member's vote is necessary to meet a requirement of a minimum number of votes to take official action, the board member may cast a vote, but still may not participate in their official capacity in any discussion or debate on the issue.

When an entity official gives notice of an actual or potential conflict of interest, the actual or potential conflict is to be logged in the official records of the ORS 190 Entity.

Entity officials should use caution when accepting gifts. Entity officials must start by identifying whether a potential gift-giver could reasonably be known to have an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the entity official acting in their official

capacity. If a potential gift-giver can reasonably be known to have such an interest, the entity official cannot accept or solicit gifts from that person that total $50 or more over the course of a year. For example, if an entity official goes out for dinner with the leader of a homeless services non-profit and the entity official's portion of the bill is $60, the entity official may not allow the non-profit leader to purchase the entity official's meal. It is important to remember that the amount is cumulative. If, in January, a homeless-services non-profit leader offers an entity official a ticket to an Oregon State basketball game worth $30, the entity official may accept it. However, if the same leader offers the entity official another ticket worth the same amount in February, the entity official must decline it if they accepted the first one. Entity officials may freely accept those items that are explicitly not categorized as gifts, as described above.

Entity officials must also be judicious about accepting honoraria. An entity official may accept any honorarium that is worth $50 or less. An entity official may only accept an honorarium worth more than $50 if it is for the performance of services related only to the private profession of the entity official and not to the entity official's service to the ORS 190 Entity. For example, an entity official who is a lawyer by training could not receive an honorarium of more than $50 for giving a speech at an event regarding homeless services. However, that same entity official could receive an honorarium of more than $50 for teaching a continuing legal education course.

Entity officials should be careful about how they draw on the standing they hold and the knowledge they gain as a result of their service. An entity official may not trade on their position by, for example, entering into an agreement in which a debt owed by the official in their personal capacity to the executive director of an organization is forgiven so long as the ORS 190 Entity enters into an agreement for services with that organization. An entity official also may not trade on their position by promising to vote a certain way or to take a certain official action. For example, a board member may not promise to vote for an organization to receive funds from the ORS 190 Entity so long as that organization promises to hire the board member. Similarly, an employee may not promise to take steps to boost an organization's chances of receiving funds via the ORS 190 Entity in exchange for a promise of future employment. An entity official may not use private information they have gained as a result of their board service in order to profit. For example, an entity official may not offer to provide confidential information regarding a given organization, gleaned as a result of board service, to the executive director of a competing organization in exchange for preferential treatment.

4) Attestation

My signature below signifies that I have read this policy and that I understand my responsibilities related to conflicts of interest.

I further acknowledge that to the extent I am currently aware of any necessary disclosure at the time of my signature, I have so disclosed.

Signature:_____

Printed name:_____

Date signed:_____

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Public Records Policy

I. Purpose

A. The purpose of this policy is to document ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("MWVHA")'s public records request procedures and fees.

II. Guidelines for Submitting Public Records Requests

A. Public records requests must be made in writing by email to ~~Elaine Lozier~~MWVHA staff at ~~elaine.lozier@mwvhomelessalliance.org~~staff@mwvhomelessalliance.org or by mail to 100 High St. SE, Ste. 200, Salem, OR 97301.

B. Requests must identify and describe the records sought with as much specificity as possible, including a date range and the record title, if known.

C. MWVHA is required to provide public records existing at the time of the request in response to records requests. It is not required to create documents to respond to public records requests. Requesters seeking to inspect or obtain copies of records on a continuing basis must submit new, successive records requests for each date range, which cannot extend beyond the date the public records request is submitted.

D. Changes within the scope of the original request, such as clarifying or narrowing a request after submission, are permitted. However, changes that expand the records being sought to seek new records, including new dates or types of records, require submission of a new request.

III. Fee Schedule for Public Records Requests

A. Oregon law authorizes public agencies to establish reasonable fees to be reimbursed for the actual costs of making public records available. MWVHA's actual costs may include:

i. Time or costs to copy or convert records to paper or other media and mailing expenses

ii. Time spent locating, reviewing, redacting, copying, and supervising a person's inspection of original records in order to protect them

iii. Research time to locate and analyze the requested records, even if no records are located or if the requested records are determined to be exempt from disclosure

iv. Any time spent notifying public employees of requests for employee personal information

Formatted: Indent: Left: 1.07", Numbered + Level: 3 + Numbering Style: i, ii, iii, … + Start at: 1 + Alignment: Right + Aligned at: 1.38" + Indent at: 1.5"

DRAFT

v. Time spent by an attorney to review, redact, or segregate records for possible exemptions

Formatted: Indent: Left: 1.07", Numbered + Level: 3 + Numbering Style: i, ii, iii, … + Start at: 1 + Alignment: Right + Aligned at: 1.38" + Indent at: 1.5"

B. If the estimated costs involved in fulfilling a public records request exceed $25, MWVHA will advise the requester of those costs and require the requester's approval before beginning work. If the fee estimate exceeds $25, payment of the estimated fee will be required to begin work. Full payment of the total amount of costs incurred is required before the public records may be inspected or copies released.

C. MWVHA 's standard fees for public records requests are described below. Costs vary on a case-by-case basis and are dependent on how much time is spent processing the request.

Clerical Staff Time	$30.0076/hour
Executive Director Time	$62.50/hour
Paralegal Time	$125.00/hour
~~Internal Attorney Time[1]~~	~~$200/hour~~
External Attorney Time	$292.00/hour
Printed pages	$0.25 per page
Additional print or storage costs	At cost

D. Fee waivers may be available and are evaluated on a case-by-case basis. To be eligible for a fee waiver, the requester must show that the request primarily benefits the public interest. However, even when the request benefits the public interest, MWVHA is not required to waive fees. MWVHA must evaluate the financial and resource burdens placed on MWVHA by the request as well as other factors.

To make this determination, MWVHA will request information sufficient to evaluate whether the request primarily benefits the public interest. If the requester fails to provide requested information the fee waiver request will likely be denied.

E. Refunds will be issued only in the event of overpayment, duplicate payments, or a payment made when no public record request fee was due.

IV. Right to Appeal

A. Any person denied the right to inspect or to receive a copy of any public record of MWVHA may petition the Marion County District Attorney for review, in accordance with ORS 192.415. The denial of a fee waiver request may also be appealed. Any person denied the right to inspect or receive a copy of a public record of a public official may petition the Marion County Circuit Court for review, in accordance with ORS 192.427.

~~[1] MWVHA will not charge for time spent by an attorney in determining the application of the provisions of ORS 192.311 to 192.478~~

Formatted: Indent: Left: 0", First line: 0", Right: 0", Space Before: 0.45 pt, Tab stops: Not at 0.32"

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Public Records Request Form

Date of Request:_____

Name of Requestor: _____

Mailing Address: _____

Email Address: _____

Contact Phone Number: _____

Preferred Method of Contact: ☐ Mail ☐ Phone ☐ Email

Format Requested: ☐ Inspection only ☐ Paper copies ☐ Digital copies

Describe with particularity the records you are requesting: _____

_____

_____

Identify relevant time frame (e.g., January 1, 2020, to present): _____

Any additional information to locate or identify documents being requested: _____

_____

By submitting this request, I certify that I have read MWVHA's Public Records Policy and I understand that I am responsible for paying MWVHA's costs for processing this public records request before any records are disclosed to me. I understand that costs vary on a case-by-case basis and are ~~dependent~~determined based on how much time is spent processing the request.

_____ _____

Signature of Requestor Date

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Public Records Policy
Internal Processing of Public Records Requests

1. **Receipt of Public Records Requests.** All public records requests received by an MWVHA employee should be submitted to the Administration and Communications Specialist.~~Executive Director.~~
    a. The Administration and Communications Specialist ~~Executive Director~~ will notify the ~~lead team~~Executive Director of the request to identify potential records and issues.
    b. If the Administration and Communications Specialist ~~Executive Director~~ has questions or needs assistance, the Administration and Communications Specialist~~Executive Director~~ can ask any member of MWVHA staff, consultants, board/committee members or outside legal counsel for assistance.
2. **Acknowledgement of Public Records Requests.** Within five business days of receipt of the request, the Administration and Communications Specialist~~Executive Director~~ or designee will acknowledge receipt of the request in writing to the requestor by:
    a. Confirming that MWVHA is the custodian of requested records;
    b. Informing the requestor that MWVHA is not the custodian of requested records; or
    c. Notifying the requestor that MWVHA is uncertain whether it is the custodian of the requested records.

    Following is a template acknowledgement of a public records request:

    > [Requester], in accordance with ORS 192.324, this email is to acknowledge MWVHA's receipt of your public records request made on [date] for [request]. Your records request has been sent to the appropriate ~~department~~ staff for review and processing. At this time, MWVHA [can/cannot] confirm that it is [not] the custodian of [some/all] of the requested records.
    > ~~Please note that public records requests that involve more than 30 minutes of staff time for identification, location, retrieval, review, and duplication require a prepayment of an estimated fee before records may be disclosed.~~ Fees are calculated according to MWVHA's fee schedule, available on MWVHA's website [link to webpage~~website~~]. If MWVHA estimates that processing your request will exceed $25, it will notify you of the estimated cost to proceed with processing your public records request.

3. **Estimating Fees for Public Records Requests.** If MWVHA believes it is the custodian of the requested records or is unsure whether it is the custodian of the requested records,

DRAFT

the Administration and Communications Specialist~~Executive Director~~ or designee can communicate the anticipated fee to the requestor. This fee will be calculated according to MWVHA's fee schedule and explain any anticipated charges. If the anticipated fee is greater than $25, this must be communicated to the requester in advance of proceeding. MWVHA requires prepayment of the fee prior to continuing work on the request. Once notice of the anticipated fee is provided to the requestor, the timelines in this procedure are stayed until payment is provided. The requestor is responsible for this fee even if the work results in no disclosable records. If the requester fails to pay the fee estimate within 60 days of receiving notice of the fee estimate, MWVHA will close the request.

Following is a template fee estimate transmittal:

> [Requester], MWVHA has determined that it possesses records responsive to your [date] request for [request]. Oregon law allows public bodies to establish fees reasonably calculated to reimburse MWVHA for its actual cost of making public records available. ORS 192.324(4). To process your request, MWVHA requires that you pay the estimated fee shown below. If the actual cost of processing your request is less than the prepayment, any overpayment will be refunded to you. If the actual cost of processing your request is more than the prepayment, you will be required to pay the difference before records will be provided to you. If prepayment is not received within 60 days of the date of this letter, MWVHA will close your public records request.
>
> [Clerical staff time]: $ ____(x hours at $30.00—per hour)
> [Executive Director time]: $ ___(x hours at $62.50 per hour)
> [Attorney time]: $ ____(x hours at $292.00—per hour)
> Total due: $____.
>
> You may pay the prepayment estimate by transmitting a check to MWVHA at the following address~~, or by [electronic payment system or payments by phone?]~~:
>
> Mid-Willamette Valley Homeless Alliance
> Attn: Administrative Staff ~~Executive Director~~
> 100 High St. SE, Ste. 200
> Salem, OR 97301
>
> Once MWVHA has received your prepayment, it will begin processing your public records request.

4. Fee Waiver Requests. Requesters may ask MWVHA to reduce or waive the estimated fees. The Executive Director will determine whether waiver or reduction of fees is in the public interest. That determination requires an evaluation of whether making the record available primarily benefits the general public and whether the fee waiver or reduction

Formatted: Highlight

Formatted: Indent: Left: 0.81"

Formatted: Right: 1.01"

Formatted: Right: 0.89"

Formatted: List Paragraph, Indent: Left: 0", First line: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.32", Tab stops: 0.32", Left

DRAFT

would place an unreasonable burden on MWVHA. ORS 192.324(5). The Executive Director or designee will provide the requestor a response to their request for a fee waiver or reduction within 5 business days of receiving that request. If the waiver or reduction is denied, the response will identify the procedures by which the requester may appeal that decision.

Following is a template fee waiver denial:

> [Requester], MWVHA has considered your request for a fee waiver or reduction under ORS 192.324(5). MWVHA has denied your request. You may seek review of this decision by petitioning the Marion County District Attorney under ORS 192.407 to ORS 192.431.

~~4.~~5. Internal Processing.

a. At any point during the process of responding to a request for records or a request for a fee waiver or reduction, the Administration and Communications Specialist ~~Executive Director~~ or designee can request additional information or clarification from the requestor. Once additional information or clarification is requested, the timelines in this procedure are stayed until an answer is provided. If a request for additional information or clarification is not answered for 60 days, MWVHA will close the request.
b. The Administration and Communications Specialist ~~Executive Director~~ or designee can request assistance from any MWVHA employee, with communication to the employee's ~~director~~manager. The Administration and Communications Specialist ~~Executive Director~~ can also seek assistance from consultants, board/committee members and/or MWVHA's legal counsel.
c. MWVHA staff are required to comply with requests from the Administration and Communications Specialist ~~Executive Director~~ or designee.
d. After a request has been received, no responsive or related records will be destroyed until after the request has been completed, even if the retention schedule allows for destruction.

~~5.~~6. Completing the Public Records Request. Within 15 business days of receipt of the request (or 10 business days after acknowledgment of the request), the Administration and Communications Specialist ~~Executive Director~~ or designee will complete the request by:

a. Providing the requester access to or copies of all requested records within the possession or custody of MWVHA that MWVHA does not assert are exempt from public disclosure, or explaining where the records are already publicly available;
b. Asserting any exemptions from disclosure that MWVHA believes apply to any requested records and, if MWVHA cites ORS 192.355 (8) or (9), identifying the state or federal law that MWVHA relied on in asserting the exemptions;
c. Complying with ORS 192.338 (separating exempt and nonexempt records);

DRAFT

d. If MWVHA is not the custodian of records that have been requested, providing a written statement to that effect;

e. If state or federal law prohibits MWVHA from acknowledging whether any requested record exist or if acknowledging whether a requested record exists

Formatted: List Paragraph, Right: 0.39", Numbered + Level: 2 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.57" + Indent at: 0.82", Tab stops: 0.82", Left

DRAFT

would result in the loss of federal benefits or imposition of another sanction, providing the requester a written statement to that effect, citing the state or federal law that MWVHA relies on, unless the written statement itself would violate state or federal law; and

~~e.~~f. If MWVHA asserts that one or more requested records are exempt from public disclosure, including a statement that the requester may seek review of MWVHA's determination pursuant to ORS 192.401, 192.411, 192.415, 192.418, 192.422, 192.427 and 192.431.

Following is a template response for completing a public records request when statutory exemptions are applied:

> MWVHA has completed its response to your public records request dated [date] for [request]. Responsive records are attached. The following redactions and exemptions have been applied: ORS 192.___(description), ORS 192. ___(description).
> You may seek review of MWVHA's determination by the Marion County District Attorney under ORS 192.407 to ORS 192.431.~~"~~

Following is a template response for completing the request when no exemptions are applied:

> MWVHA has completed its response to your public records request dated [date] for [request]. Responsive records are attached.

~~6.~~7. **Extending Response Deadlines.** MWVHA may extend the timelines described in this procedure if compliance would be impractical because of staff or volunteer availability, compliance would impede MWVHA 's ability to perform other necessary services, or the volume or records requests currently being processed. If the timeline is extended, the Administration and Communications Specialist~~Executive Director~~ must communicate as much to the requestor in writing prior to expiration of the upcoming deadline, with an explanation of why the extension is practical.

Following is a template communication concerning MWVHA's extension:

> [Requester], MWVHA needs additional time to [determine whether it is the custodian of records; calculate the prepayment estimate required for processing your request; process your public records request, including reviewing records for applicable exemptions]. We plan to provide you with an update on the status of your request by [date]. Please let me know if you have any questions.

Formatted: Indent: Left: 0.81"

DRAFT

Meeting Minutes of:

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)
EXECUTIVE COMMITTEE – ORS 190 LEADERSHIP

Meeting Time & Location(s):
December 3, 2024
Via teleconference (Zoom)

EXECUTIVE COMMITTEE MEMBERS PRESENT

President, Polk County Commissioner, Jeremy Gordon
Vice-President, City of Salem Mayor, Chris Hoy
Salem Health, Chief Communications and Community Relations Office, Leilani Slama
United Way of the Mid-Willamette Valley, CEO, Rhonda Wolf
Marion County Commissioner, Danielle Bethell
City of Keizer Mayor, Cathy Clark

EXECUTIVE COMMITTEE MEMBERS ABSENT

NONE

ORS-190 MEMBERS PRESENT

President, Polk County Commissioner, Jeremy Gordon
Vice-President, City of Salem Mayor, Chris Hoy
City of Independence, Councilor, Kathy Martin Willis
City of Monmouth, Christopher Lopez (Designated Alternate – John Oberst)
Salem Health, Chief Communications and Community Relations Office, Leilani Slama
Marion County Commissioner, Danielle Bethell
City of Keizer Mayor, Cathy Clark

ORS-190 MEMBERS ABSENT

City of Monmouth, Councilor, Christopher Lopez
Confederated Tribes of Grand Ronde, Tribal Councilwoman, Lisa Leno

MWVHA STAFF & GUESTS

ICF, Brittani Manzo
Marion County Housing Authority, Christine Sommer
MWVHA, Executive Director, Elaine Lozier
MWVHA, Administrations and Communications, Cassie Bay
MWV Council of Governments, Admin. Suppt. Coord., Linda Hansen
MWVHA Consultant, Jan Calvin
Member of the public, Michael Livingston
Member of the public, Sarah
Salem-Keizer Public Schools, Jonathan McIlroy
Unknown virtual participant

WELCOME

The meeting was called to order by President Gordon at 12:02 pm with a quorum established for both the Executive Committee and ORS 190 Entity.

DRAFT

OCTOBER AND SEPTEMBER 2024 EXECUTIVE COMMITTEE MEETING MINUTES

Leilani Slama pointed out that her name appeared twice on the list of members in the September meeting minutes.

MOTION TO **APPROVE** THE MEETING MINUTES WITH THE AMENDMENT TO CORRECT THE DUPLICATE NAME BY **MAYOR HOY.**

Seconded by: Mayor Clark
In Favor: Unanimous
Opposed: None
Abstentions: None

CONTINUING OPERATIONS THROUGH EXECUTIVE DIRECTOR TRANSITION

Chair Gordon introduced the amendment to motion Bradshaw's contract for the PIT count data methodology. The departure of the executive director will increase Bradshaw's workload, particularly with coordinating efforts. The amendment increases the contract from $37,000 to $45,000.

MOTION TO **APPROVE** MARIANNE BRADSHAW CONTRACT AMENDMENT BY **MAYOR HOY.**

Seconded by: Christy Perry
In Favor: Unanimous
Opposed: None
Abstentions: None

INTERIM DIRECTOR POSITION DESCRIPTION AND RECRUITMENT DISCUSSION

Chair Gordon presented a draft job description for the interim director position. The committee agreed to keep the job description as is, with the understanding that some tasks may be delegated to staff or contractors. The group decided to advertise the position as an interim role with the possibility of becoming permanent, to allow flexibility in attracting candidates.

RECRUITMENT PROCESS DISCUSSION

The committee decided to use Xenium HR, a human resources contractor already contracted with the Alliance, to post the job listing. They agreed to an open continuous posting, with weekly reviews of applications and ongoing interviews.

A hiring committee was formed, consisting of:

- Polk County, Commissioner, Chair Jeremy Gordon
- Marion County, Commissioner Danielle Bethel
- City of Keizer, Mayor Cathy Clark
- Salem Health, Tricia Frizzel (pending availability check)
- Marion County Housing Authority, Christine Sommers
- United Way of the Mid-Willamette Valley, Rhonda Wolf

DRAFT

Christy Perry volunteered to be the point person with the HR firm and help with logistics.

The committee discussed the need to ensure compliance with public meeting laws for the interview process. They agreed to consult with their attorney, Bob, on the matter.

MOTION TO ALLOW CHAIR GORDON AND ELAINE TO WORK WITH LEGAL COUNSEL AND MAKE ANY NECESSARY ADJUSTMENTS TO THE HIRING COMMITTEE TO ENSURE COMPLIANCE WITH THE LAW BY **OBERST**

Seconded by: Bethell
In Favor: Unanimous
Opposed: None
Abstentions: None

ADJOURNMENT

The meeting was adjourned at 12:44 pm.

_____ _____

Jeremy Gordon, MWVHA Chair & ORS 190 Entity President Date

Attested:

_____ _____

Elaine Lozier, MWVHA Executive Director Date

DRAFT

Mid-Willamette Valley
COMMUNITY ACTION
Compassion in Motion

3 December 2024

Director Elaine Lozier
Chair Jeremey Gordon
Mid-Willamette Valley Homeless Alliance

Dear Board of Directors,

On October 24th, the Alliance Board of Directors approved the FY 2024 Final Priority Listing for federal CoC projects. Your decision to defund the **Shangri-La** tenants is deeply concerning. The outcome became inevitable several weeks before, when the CoC approved competition guidelines that preference new projects over old ones, with no clear logical justification for doing so. That bad decision created another, and these choices have engulfed nearly 30 formerly homeless, permanent supportive housing clients, who will no longer have a home in 210 days.

The spirit of collaboration sometimes leads us astray. Our primary goal is not to share the wealth among providers, but to save lives and prevent suffering. Above all, we should commit to the principle of: "First, Do No Harm." Projects that house people, prevent suffering, and protect the weak should continue. The Board's clients are not the providers, the larger public, nor the jurisdictions and the stakeholders they represent. The Board's clients are the homeless persons housed on the CoC grants. Someone will have to knock on the doors of the Shangri-La tenants, and let them know their funding is ending. They will want to know why. Are we supposed to tell them it is because the Alliance values the relationship with a diverse set of providers, but gave little pause to the harm done to them as they are exited into homelessness? If that circumstance troubles you, I hope you share our grave misgivings about what happened here.

It is clear to me that the Board does not fully grasp the distinction between Tier 1 and Tier 2 rankings, which are not delineated on the Alliance's prioritization document.[1] HUD generally does not fund Tier 2 projects, unless your CoC is one of a handful of high functioning continuums. If you look at higher functioning CoC's across the country, you will see an emphasis on two service models: **Permanent Supportive Housing (PSH)** projects and **Rapid Rehousing (RRH)** systems. Again, projects and systems. They are unique service models from one another. They are both meant to work in conjunction with strategic priorities, but good housing policy ought to *treat* them differently. In particular, RRH is better suited to strategic planning in a Continuum, while PSH projects are more classically preservation and infrastructure maintenance. It is no big deal if you move a RRH project around to different providers, because it was a limited two-year duration housing project. The housing is always ending for those families. It is an enormous systemic upheaval to the system, however, when you defund active PSH projects. Why? There is no place for those clients to go. Most will not be able to maintain housing on their own. Most, in fact, will end up outside.

[1] https://mwvhomelessalliance.org/wp-content/uploads/2024/10/Final-Priority-Listing-Approved-by-CoC-Board-10.24.24.pdf

Rapid-Rehousing is designed for an intermediate range need level, typically folks who have been homeless for a short period of time presenting with some barriers, but not incapacitating ones. The idea is simply to re-house someone (rapidly) and stabilize them (quickly). The metaphors around this service type always stress dynamic movement. Once you stabilize the household, you withdraw support as *quickly* as possible and use the remaining resource on another household. **Permanent Supportive Housing** models, however, are for persons with higher needs, typically with a disabling condition. They may never be self-sufficient again. Thus the need for the "supports" to be permanent. The metaphors around this model all stress stability, longevity, and incremental personal progress. Together these two models complement each other by reducing a region's homeless population (via quick RRH models) while addressing high acuities that are otherwise difficult to solve in rapid service models (by deploying stable long-term PSH projects).

Defunding an existing PSH project, therefore, essentially forces every single PSH resident into homelessness. That is what these rankings have done. The Board's decision inadvertently unfunded Shangri-La's Permanent Supportive Housing Project. Placing the Shangri-La projects in Tier 2 thus essentially creates a homeless condition for every one of those residents. You may argue that you will simply move them to another CoC-funded PSH project, but the Board cannot control that outcome. The provider community will solve that tragedy, or no one will.

In driving the Shangri-La project down into Tier 2, the Board has unintentionally chosen to make our homeless problem worse instead of better. This is neither hyperbole nor unknowable prognostication. We can track the return rates to homelessness in HMIS once Shangri-La is defunded. Without a planned intervention with resources beyond the CoC's control, it will certainly happen. Many of those clients have been housed for years. What will happen to them now, when they are sent back outside? After years of safety and stability, they are likely to be victimized and preyed upon almost immediately. Any recovery gains they have made will certainly be lost. The homeless environment they left years ago has radically changed, and they will have little to no ability to navigate it.

There remains a general imbalance in the Alliance's governance model. Most of the elected officials who comprise the Board do not have direct experience in the work, and continue to demonstrate that they do not understand fundamental distinctions in outcomes-based, evidence-based, and best-practice service models. This Board needs voting members from the provider community, with experience serving clients with government funded systems. Instead, providers have been dismissed as self-interested parties when they have raised these criticisms in the past.

At the end of the day, these are your choices. Let's make better ones. A good start would be crafting a meaningful plan to protect the almost certainly unfunded households in Shangri-La's PSH project. What can the Alliance do to prevent them from becoming homeless? That is the question I would encourage you to consider as work slows down for the holidays. For those in Shangri-La's program, it will likely be their last Christmas with a roof over their head, unless someone comes to their defense soon.

Respectfully,

Jimmy Jones
Executive Director

Shangri-La
Enriching Lives Together

TO: Mid-Willamette Valley Homeless Alliance Board of Directors
Kathy Martin-Willis, City Councilor, City of Independence
Cathy Clark, Mayor, City of Keizer
Christopher Lopez, City Councilor, City of Monmouth
Chris Hoy, Mayor, City of Salem
Micki Varney, City Councilor, City of Salem
David Zepeda, CoC Collaborative Committee
Lisa Leno, Tribal Council Member, Confederated Tribes of Grand Ronde
Renee Pfeffer, LEAD Navigator, Law Enforcement Assisted Diversion
Danielle Bethell, Commissioner, Marion County
Zaira Flores Marin, Director, Marion and Polk Counties CCO, PacificSource
Jeremy Gordon, Commissioner, Polk County
Leilani Slama, Chief Communications & Comm. Relations Officer, Salem Health
Christy Perry, Former Superintendent, Salem-Keizer School District 24J
Dan Clem, Executive Director, Union Gospel Mission
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Josie Silverman-Mendez, Deputy Director, Willamette Health Council

FROM: Robin Winkle, Director of Operations, Shangri-La

RE: Lack of Governance

DATE: December 6, 2024

The key role of the MWVHA Board of Directors is to provide policy and direction of the Continuum of Care as specified in the CoC Governance Charter. The MWVHA Board approves the Strategic Plan, which should play a key role in determining the funding for every CoC funding cycle in addition to the NOFA.

To refresh your memory: Objective 5.2 states: Expand Permanent Supportive Housing (PSH) to address the needs of the high percentage of chronically homeless individuals concentrated in the Salem-Keizer area. Task 5.2.5: Strategize with current PSH providers on expansion plans; ensure programs maximize resources. 2021-2022 Next Steps: Conduct PSH Planning with SHA, MCHA, WVHA, MWVCAA, and Shangri-La. This did not occur.

There was no discussion by the Board and there was no discussion by the Rating and Ranking Committee to eliminating Shangri-La's Permanent Supportive Housing Program providing housing to 28 households on how that fit into the Strategic Plan to expand PSH services. Shangri-La has never received any notice of areas for improvements that needed to be made and have continued to provide quality services to our homeless community. We do understand that the process is competitive and there is a chance that the program can be eliminated at any point, and we have

accepted this over the years; however, a discussion regarding how this affects the Strategic Plan, Marion-Polk current community homeless programs in rehousing, and those who we may not be able to place due to past history should have occurred before eliminating a successful program.

In the Board meeting on November 14, 2024 a Board member stated, "there are consequences to every decision we make." Yes, that is true. I would like to know what each of you believe these consequences are and how, as a community, we prevent these households from going back to the streets after being successfully housed. With no discussion regarding the cuts to programs, how were the consequences determined? Did you talk about the 28 households that were in Permanent Supportive Housing?

The feedback we received on our application was as follows:

STRENGTHS

- Solid project description
- Organization well positioned to carry out the project
- Working with and housing most vulnerable and challenging
- Transparency with difficulties and steps they take to work with people was excellent
- Clear demonstration of how they use quality feedback/data and put it into action
- Wrap around services and supports are very strong!
- Great work with CoC partners and committees
- Serving CH w/chronic health/disabilities – highly vulnerable population
- Engagement and interventions
- Understands needs of clients

WEAKNESSES

- Would have liked more on supportive services in the application. I know this org does a lot to connect clients with other services, but the application itself was too brief in this area.
    - ***Conflicts with wrap around services and supports are very strong in STRENGTHS***
- They note someone is SOAR trained, but not w/in 24 months
    - ***Shangri-La was approached by Ivy Houghton out of Washington DC asking if we would try a new program to get people their SSI SSDI that would give a direct contact out of our social security office here in Salem. We began using this program and were able to get our population served faster and in a more direct manner. This was discussed in Shangri-La's application.***
- A little vague on outcomes and equity
- Does not meet 85% permanent housing goal
- Unclear how they provide supportive services
    - ***Conflicts with wrap around services and supports are very strong in STRENGTHS***

I would think that with the strengths that were mentioned about the application, that may have triggered some sort of discussion before eliminating the program completely. I am sad, I am disappointed, and most of all I am concerned for those we currently provide services to in our Permanent Supportive Housing Program.

In the November 20, 2024 Mid-Willamette Valley Homeless Alliance Collaborative Committee, the Collaborative Committee was not aware of the decision to eliminate the funding for Shangri-La's Permanent Supportive Housing. I have requested assistance from every community organization who was present and will be scheduling a meeting to help address these households. Some were surprised this occurred without further discussion and involvement by other providers.

I am at a loss for words and my heart hurts for those Shangri-La currently provides services to in our Permanent Supportive Housing Program. My only hope is that this does not continue to happen for other providers who have worked hard in developing, maintaining, and growing a program within the Marion-Polk Continuum of Care program. It makes it difficult to want to be a part of something that doesn't believe in what you are doing to keep people housed and off the streets.

CC: Elaine Lozier, Executive Director, MWVHA

Long-Term Rent Assistance Program
December 2024 Report

PURPOSES:

The purposes of this report are to

1. Share new information since the CoC Board's last LTRA update on September 19, 2004,
2. Communicate next steps in the implementation of the LTRA Plan, and
3. Seek CoC Board support and/or direction.

BACKGROUND:

On June 13, 2024, the CoC board approved the local plan for Long-Term Rental Assistance Implementation (LTRA Plan), which was then approved by Oregon Housing and Community Services (OHCS), confirming a $5.3M expenditure plan. The LTRA Plan called for a staffing level that was subsequently not approved by the CoC board, due to concerns around sustainability beyond the 2024-25 fiscal year.

CoC priorities during the first quarter of the year (July-September) delayed implementation of the local plan, except for a subcontract with MWVCAA for housing and supportive services to sustain the 100 households needing further support. The board approved the MWVCAA subcontract on September 19, 2024, when it also received its most recent LTRA update (attached).

INFORMATION:

1. Mid-Willamette Valley Community Action Agency is currently providing housing and supportive services to 93 households (as of 12/6/24), providing seamless support to 48 Polk County and 45 Marion County households originally housed under HB 5019.

2. CoC priorities in September and October (predominately NOFO) precluded issuing the Requests for Proposals (RFPs) for the four tasks described in the attached 9/19/24 update:
    a. Designing the pathways for households to enter the LTRA program, such as
        i. Working with Rapid Rehousing programs,
        ii. Working with transitional shelters (Navigation Center, Arches Inn, Arches Lodge, Church at the Park, and VETcare), and
        iii. Defining parameters to refer households directly from the Coordinated Entry Housing List.
    b. Increasing and diversifying the organizations able to provide supportive services to these households by
        i. Identifying and providing training and technical assistance to culturally specific organizations interested in providing these services

        ii. Designing protocols to certify or otherwise approve a pool of LTRA providers
    c. Working with the Alliance to address racial disparities in the Coordinated Entry System and provide greater access to disproportionately represented populations.
    d. Coordinating and facilitating an LTRA Workgroup.

3. Similarly, the intent to reconstitute the LTRA Workgroup through board action was delayed.
4. On 10/11/24, Oregon Housing and Community Services(OHCS) issued a statewide LTRA "pause" on anything other than support to households originally housed under HB 5019.
5. During the rest of October, local LTRA partners were consulted, including representatives from culturally specific organizations who participated in the LTRA Workgroup.
6. On 11/6/24, based on the feedback from local LTRA partners, the CoC communicated to OHCS grave concerns about the potential loss of resources and undermining of community relationships should the State defer from its original contracted LTRA commitment.
7. On 11/22/24, OHCS released the statewide LTRA pause.
8. On 12/2/24, the Governor released her Proposed 2025-27 Budget, which includes $105.2M for the Long-Term Rent Assistance Program. A joint legislative budget will be developed after the March budget forecast, and the Legislature has until June 29, 2024 to adopt a 2025-27 Budget.

NEXT STEPS:

1. **Continue to provide support to households originally housed under HB 5019.** This will be accomplished through the existing contract with MWVCAA.

2. **Identify and enroll additional qualified households through a referral and verification process.** As identified in the LTRA Plan, MWVCAA will serve as the Housing Voucher Administrator, and other organizations will be responsible for the Supportive Services. Contracts will be developed for Board approval in January and February.

3. **Increase and diversify the organizations able to provide supportive services** by implementing the training and technical assistance project outlined in the LTRA Plan. This will include identifying and engaging up to five culturally specific organizations and providing standardized training and customized technical assistance to prepare them to provide supportive services. The CoC will seek Letters of Interest to determine the most appropriate process for awarding a contract for a provider of the training and technical assistance, a service which would begin no later than April 1, 2025 to allow three months of programming. A process will be developed in January for culturally specific organizations to apply to be part of the project. As such, the organizations will receive a

stipend to offset staff time spent in training and receiving technical assistance. While funded with LTRA dollars, these efforts address capacity building across the entire system and are not restrained to LTRA services.

4. **Address racial disparities in the Coordinated Entry System and provide greater access to disproportionately represented populations**, as outlined in the LTRA Plan. This work has already begun and will be accelerated and enhanced by engaging additional culturally specific organizations and translating CE and HMIS materials to as many as six other languages. Contracts for translation services and additional training will be developed in January and February. While funded with LTRA dollars, these efforts address capacity building across the entire system and are not restrained to LTRA services.

5. **Implement the six-point racial disparity project outlined in the LTRA Plan.** These tasks will be done by establishing an Ad hoc Equity Workgroup, the membership and charge of which will be submitted for Board approval in February or March. The equity analysis would be conducted April-June 2025. While funded with LTRA dollars, the equity analysis encompasses the entire system and is not restrained to LTRA services.

6. **By February, determine what, if any, actions can be taken to further support landlord engagement.** The LTRA budget includes $200k to develop tools and resources, including a rapid response system and central touchpoint for area landlords. This work may be beyond the region's capacity to expend funds that expire on 6/30/25. Information will be brought to the board before any actions are taken.

7. **Contract for management and implementation of the LTRA Plan through 6/30/25, using LTRA funds.**

8. **Forgo implementation of the remaining capacity-building projects outlined in the LTRA Plan.** These items are listed below. This will leave approximately $1.3M of the $5.3M in LTRA funds unspent on 6/30/2025.

    a. Expand capacity to serve linguistically diverse populations. Work with culturally specific organizations, healthcare, education, and others to develop a cadre of skilled interpreters and translators, with knowledge of the housing services system.
    b. Integrate housing and healthcare. Specifically,
        i. Seek the assistance of state agencies to extend care to persons who need assistance performing activities of daily living while in transitional shelter programs, hastening their stability and success when they move to permanent housing.

ii. Integrate housing and healthcare by employing “healthcare navigators” to work in homeless services, increasing the number of homeless service providers trained as Community Health Workers, and developing the capacity of homeless service providers themselves to navigate the world of OHP and OHA.

RECOMMENDATION:

That the CoC Board indicate support for the next steps outlined in this report and/or provide direction related to the Long-Term Rent Assistance program.

Attachment: LTRA September Update

Attachment

Subject: Update on Long-Term Rental Assistance (LTRA) Program Implementation and Request for Contract Approval

To: ORS 190 Board of Directors

Date: September 12, 2024

Purpose: The purpose of this memo is to provide the ORS 190 Board of Directors with an update on the implementation of the Long-Term Rental Assistance (LTRA) program, as outlined in the approved Local LTRA Plan, and to request approval of a contract with Mid-Willamette Valley Community Action Agency (MWVCAA) to provide LTRA housing and support services to 100 households.

Background: In 2023, as part of the State's Special Initiatives related to the Governor's Executive Order declaring a state of emergency, Oregon Housing and Community Services (OHCS) created the opportunity to launch a new resource – the Long-Term Rent Assistance (LTRA) program. The program is currently funded through June 30, 2025, with the intent of securing ongoing funding in the 2025-27 State Budget. Access to the 2023-25 funds required a local LTRA implementation plan. On June 13, 2024 the Alliance Board approved the local Long-Term Rental Assistance Implementation Plan (Local LTRA Plan), which was subsequently approved by OHCS.

Future Funding: Current funds for this program expire on June 30, 2025. Future funding for the LTRA program beyond June 30, 2025 is uncertain and dependent on the outcome of the 2025-27 State Budget.

It will be necessary to monitor legislative developments closely during the Spring session. If future funding is secured, it is crucial to avoid duplication of services with other programs, such as those provided through the 1115 Waiver or Rapid Rehousing programs.

Through the collaborative efforts of Alliance staff, the LTRA Workgroup, Health & Safety Committee, community partners, and others, recommendations will be made to the Alliance Board regarding the future implementation of the LTRA program, including potential adjustments to align with evolving funding sources and service needs.

LTRA Plan Commitments: The Local LTRA Plan calls for the following:

2. Providing long-term housing and support services for the priority population of 100 households housed under the governor's emergency order (EO) that need additional support.
    a. These households are clients of Mid-Willamette Valley Community Action Agency (MWVCAA).
    b. The ORS 190 Board is asked to approve a contract with MWVCAA to provide LTRA housing and support services to these 100 households.

3. Creating an ongoing LTRA program to provide housing and support services for households in need of long-term assistance, focusing on addressing racial disparities and advancing equity within the system.
    a. The Local LTRA Plan was designed to advance this work by hiring a new Alliance staff position, funded with LTRA dollars. However, the adopted budget did not include this position, due to concerns about sustainability (relying on the yet-to-be adopted 2025-27 State Budget).
    b. In the alternative, a short-term service contract is being developed, and an RFP will be issued to identify a contractor(s) able to complete the work, which includes:
        i. Designing the pathways for households to enter the LTRA program, such as
            - Working with Rapid Rehousing programs,
            - Working with transitional shelters (Navigation Center, Arches Inn, Arches Lodge, Church at the Park, and VETcare), and
            - Defining parameters to refer households directly from the Coordinated Entry Housing List.
        ii. Increasing and diversifying the organizations able to provide supportive services to these households by
            - Identifying and providing training and technical assistance to culturally specific organizations interested in providing these services
            - Designing protocols to certify or otherwise approve a pool of LTRA providers
        iii. Working with the Alliance to address racial disparities in the Coordinated Entry System and provide greater access to disproportionately represented populations.

        iv. Coordinate and facilitate an LTRA Workgroup.

4. Advancing equity and reducing barriers that deter or lengthen the time it takes for a household to move into housing by:
    a. Expanding support for activities of daily living within transitional shelter settings
    b. Ensuring services are provided in a client's first language
    c. Expanding use of Community Health Workers in pre-housing settings (outreach, emergency shelter, transitional shelter)

Implementation of the Local LTRA Plan relies on Alliance leadership and the continuation of a LTRA Workgroup. Most of the original LTRA Workgroup members, upon completion of their task to create and recommend the Local LTRA Plan to the board, expressed interest in participating

when the group was re-established with its new charge. The workgroup's purpose would be as follows:

1. Develop sustainable systems that
    a. Ensure services are provided in a client's first language
    b. Expand use of Community Health Workers in pre-housing settings (outreach, emergency shelter, transitional shelter)

2. Develop methods, tools, and protocols to assess progress and recommend specific goals or milestones for the ongoing LTRA program, in terms of
    a. Equity in access to resources/services
    b. Racial disparities in service delivery
    c. Length of time homeless (from identification for housing services to housing move-in date)

Recommendation: That the 190 Entity Board approve a contract with MWVCAA to provide LTRA housing and support services to 100 households.

STRATEGIC PLANNING
DICKINSON CONSULTANTS
CONTRACT

Amendment #2

This Amendment #2 ("Amendment") to Strategic Planning (Grant "Agreement) is by and between ORS 190 Entity, Mid- Willamette Valley Homeless Alliance ("ORS 190 ENTITY"), an Intergovernmental Entity established pursuant to ORS 190.010, and Dickinson Consultants ("CONTRACTOR"), for building upon completed activities and extending the contract through June 31, 2025.

RECITALS

ORS 190 ENTITY and CONTRACTOR desire to amend the Agreement,

1. Section 1.2., Scope of Work to incorporate activities to provided staff and committee support as it relates to the Strategic Plan.
2. Section 2, ORS 190 Entity's Obligation to increase total contract amount to a maximum of $81,300.
3. Section 2, ORS 190 Entity's Obligation to extend the contract through June 30, 2025.
4. Section 7, Notice to update notice contact information.
5. Appendix D added to outline additional outcomes and tasks associated with staff and committee support.

AMENDMENT

A. The Agreement is hereby amended as follows, effective upon signatures by all parties and approvals as required by law. New language indicated by **bold and underline** and deleted language indicated by ~~strikethrough~~:

1.2 Scope of Work

1.2 The scope of work is limited to strategic planning efforts which include the following:

1.2.1. Facilitating conversations with the Alliance and ORS 190 Board of Directors via board meetings and a board retreat to accomplish the following:

a. clarify its vision, mission, and values/guiding principles;
b. set approximately four high-level strategic goals to guide its daily work; and
c. select key metrics that demonstrate success towards reaching those goals.

1.2.2. Garnering input from Alliance members on priorities;

1.2.3. Creating a high-level, brief plan (approximately 2-3 pages) will serve as a guide for Alliance leadership to make decisions, set strategic direction and inform the allocation of resources as they seek to prevent and end homelessness in the Mid-Willamette Valley. Detailed implementation plans will be created by staff following the completion of the strategic plan;

1.2.4. Upon direction of the ORS 190 Entity President, Interim Director, or Executive Director, meet with Alliance staff (monthly as a team, weekly one-on-one) to provide direction and supervision of staff tasks according to Strategic Plan activities, individual Staff Goals, and Committee Workplans on a temporary basis during the search for an interim or permanent Executive Directive.

1.2.5. Upon direction of the ORS 190 Entity President, Interim Director, or Executive Director, work with chairs/co-chairs of the Collaborative Committee, Health & Safety Committee, Coordinated Entry Committee, and Point-In-Time (PIT) Count Workgroup to provide support and guidance as they develop action plans to implement strategic plan's work in their respective committees.

1.2.6. Upon direction of the ORS 190 Entity President, Interim Director, or Executive Director, work with the Collaborative Committee, Coordinated Entry Committee, HMIS Users Workgroup, Backbone, and PIT Count Workgroup to update and finalize their charters, as needed.

1.2.7. Upon direction of the ORS 190 Entity President, Interim Director, or Executive Director transition strategic planning and committee work to the interim or permanent Executive Director over several meetings.

1.2.~~4~~ **8** Applying local, state, and federal laws, rules, and regulations (public meeting laws, record retention laws, etc.) while conducting strategic planning efforts.

1.2.~~5~~**9** Revise high-level strategic plan by soliciting input from the Alliance Board and key committees.

1.2.~~6~~**10** Create a detailed implementation plan in partnership with the Alliance Board, committees and staff.

1.2.~~7~~ **11** Accomplish tasks identified in Appendi**ces** C **and D** of this agreement.

2. ORS 190 ENTITY'S OBLIGATION

The ORS 190 Entity shall pay Contractor on a time and materials basis. In addition to the flat rate reimbursement for time spent to deliver services under this contract, Contractor shall be reimbursed for actual expenses for any normal and reasonable business expenses incurred by the Contractor, providing those expenses have been approved in advance by the Executive Director and itemized on the Contractor's monthly invoice along with respective receipts. These expenses may include copies, meeting space, and mileage at the IRS approved rate. Provider shall be paid for services at **monthly flat rates according to the Fee Schedule** ~~a flat rate of $3,000 per month,~~ beginning January 1, 2024 and ending ~~February 28, 2025~~ **June 30, 2025**, upon invoice from the Contractor, for a total of ~~$45,000~~**$81,300** unless further extended under Section 6 of the contract. **Contractor will complete Staff Support and Strategic Planning Implementation upon directive from the ORS 190 Entity President, Interim Director or Executive Director.**

2.1 FEE SCHEDULE

Work	**Timeline**	**Cost per month**
Strategic Planning Completion	**January 1, 2024-February 28, 2025**	**$3,000**
Staff Support During Executive Director Transition	**January 1, 2025-June 30, 2025**	**$4,950**
Strategic Plan Implementation	**March 1, 2025-June 30, 2025**	**$2,400**

7. Notice

Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid, or by electronically confirmed at the address or facsimile number set forth below:

If to the ORS 190 Entity:
ORS 190 Entity, MWVHA, c/o MWVCOG

ATTN: ~~Elaine Lozier~~**ORS 190 President or Interim/Executive Director**
100 High St. SE, Suite 200
Salem, OR 97301
Phone: 503-540-1620
Email: ~~elaine.lozier~~**staff**@mwvhomelessalliance.org

If to Contractor:
Dickinson Consultants
~~P.O. Box 257~~ **1520 St Helens St NW**
~~Portland, OR, 97207~~ **Salem, OR, 97304-2093**
Phone: 650-201-1985
Email: Joy@DickinsonConsultants.com

Appendix D

Updates on Phases 1 and 2:
From January to June 2024, Ms. Dickinson led The Alliance through a process to: (1) clarify its vision, mission, and values; (2) set high-level strategic goals to guide its daily work; and (3) select key metrics that demonstrate success towards reaching those goals. This was accomplished through a deep review of organizational documentation, key stakeholder interviews, three surveys (Board, Collaborative Committee and Backbone) and a full day board retreat. A draft strategic plan was presented to the Executive Director on April 23, 2024, revised with the Executive Director in May 2024 and will be presented to the Collaborative Committee for review in June 2024.

From July to December 2024: To meet the goals identified in the strategic plan, Ms. Dickinson collaboratively created implementation plans by garnering input from Alliance Staff, committees (Collaborative, Health and Safety, Backbone), individual members of the CoC (as requested) and CoC related documents (e.g. awarded grant applications, needs assessment, PIT count, etc.)

The scope of work below provides limited staff and committee support during the upcoming transition of The Alliance's Executive Director upon direction of the ORS 190 Entity President, Interim Executive Director or Executive Director:

Staff support during Executive Director Transition	Time
• Staff support: Meet with Alliance staff (monthly as a team, weekly one-on-one) to provide supervision and support during the search for the Alliance's next executive director.	Jan to June 2025

Fee: $4,950/month (approximately 23 hours of monthly meetings and 10 hours of prep/debrief)

Strategic Plan implementation	Time
Committee support: • Meet with Committee co-chairs (**Collaborative Committee, Health & Safety Committee, Coordinated Entry Committee, and Point-In-Time (PIT) Count Workgroup**) to provide support and guidance as they develop action plans to implement strategic plan's work in their respective committees. • Work with the committees (**Collaborative Committee, Coordinated Entry Committee, HMIS Users Workgroup, Backbone, and PIT Count Workgroup)** to update and finalize their charters, as needed. Transition Strategic Plan to new Alliance Executive Director: • Once the new Executive Director is hired, Joy Dickinson will transition strategic planning and committee work to the new ED over several meetings	March 2025 to June 2025

Fee: $2,400/month (approximately 6 hours of monthly meetings and 10 hours of prep/debrief)

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

_____ _____

Signature Date

Jeremy Gordon, President

Dickinson Consultants

_____ _____

Signature Date

Joy Dickinson, Principal

Marion/Polk MAC Group Status Report - November 2024
Objectives
Monitor timelines for creation of final shelter beds.
Revise LTRA implementation plan.
Continue to increase the number of households that complete move-ins through EO 23-02 RRH projects.
Challenges
OHCS potential changes to LTRA jeopardizing community plans and relationships with culturally specific organizations who were engaged with capacity-building, outreach, and continued system development.
CoC leadership transition and infrastructure revisions impacting EO, LTRA, and ORI project implementation.
Highlights
Have used EO funding to rehouse 499 unduplicated unsheltered households as of November 30, 2024 (340 through EO-funded RRH and another 159 directly from EO-funded shelter projects).
Have 141 EO-funded low-barrier shelter beds in operation and will be adding 76 more by the end of January.
Needs from the State (policy, additional assistance…)
A sustainable funding stream for infrastructure and system development work, Coordinated Entry, HMIS, and coordination across the state, as well as with the State. This would allow confidence to hire adequate staffing.
Continued access to technical assistance.
Continued communication about progress, changes, and expectations.

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

ORS 190 ENTITY EXECUTIVE COMMITTEE

2025 MEETING SCHEDULE

Board of Directors Meetings

Hybrid on Zoom/Mid- Willamette Valley Council of Governments*

Thursdays, 3:00- 5:00 p.m.

- January 9
- February 13
- March 13
- April 10
- April TBD – Joint Meeting with Collaborative Committee
- May 8
- June 12
- July 10
- August 14
- September 11
- October 9 (conference)
- November 13
- December 11

ORS 190 Entity Executive Committee

Virtual on Zoom

Tuesdays, Noon- 1:00 p.m.

- December 31
- February 4
- March 4
- April 1

- April 29
- June 3
- July 1
- August 5
- September 2
- September 30
- November 4
- December 2

For additional information, contact:
Cassie Bay
503.540.1627
staff@mwvhomelessalliance.org

*Mid- Willamette Valley Council of Governments Address: 100 High St SE, Salem, OR 97301

Marianne Bradshaw Consulting

INVOICE

From
Marianne Bradshaw
1325 Jackson Valley Ln SE
Salem OR 97306
mpbradshaw503@gmail.com

To
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
elaine.lozier@mwvhomelessalliance.org

Date December 6, 2024

For Bradshaw Consulting Services to the Alliance, November 2024

Activities and Services

Prepare for and Attend PIT Workgroup meetings

- Prepare for and participate in PIT Work Group meeting on 11/15

Develop Methodology: Recommendations for Counting Us Contract

- Meet with Counting Us team members to understand Counting Us optional features
- Evaluate Counting Us optional features and make recommendations on those which will meaningfully add to our local process
- Review Counting Us Contact for Board approval

Develop Methodology: Build Out Structure

- Met with and corresponded with folks who are stepping into the jurisdictional lead roles (Ryan Pollard 11/14, Ben Crosby 11/20, Sarah White 11/20, Kim Dwyer 11/21, Gretchen Bennett 11/22)
- Brainstormed with the CoC Executive Director ideas for additional jurisdictional lead (for Woodburn), correspondence re likely candidates

Develop Methodology: Gather Input from Voices of Lived Experience

- Conduct 3 focus groups with local folks currently staying in shelters who have experienced unsheltered homelessness in the past year. 2 focus groups in urban setting, 1 focus group in rural (11/13, 11/20)
- Attend Backbone meeting and participate in a discussion about PIT Count methodology (11/18)

Develop Methodology: Plan for Volunteer Recruitment and Training

- Attend local meetings to make announcements about PIT Count. Collaborative Committee (11/20), Cascade Service SIT (11/21), Santiam Canyon SIT (11/26)
- Review Counting Us default Volunteer Portal. Customize the portal to meet local needs.
- Prepare for training sessions

Design Questionnaire: Explore Question Wording

- Develop draft questionnaire
- Receive input from PIT Work Group members on the questionnaire

Prepare for Implementation: Build Command Center

- Identify which census tracts will be in each jurisdiction and area in partnership with jurisdictional leads

Invoice	Amount
Consulting Hours – 80 hours for month of October at contract rate of $85 per hour	$6,800.00
Total	**$6,800.00**

Make checks payable to: Marianne Bradshaw Consulting LLC

Mail to: 1325 Jackson Valley Ln SE, Salem, OR 97306

Thank you!

	OEM & OHCS reports, mtgs, etc.	CoC, ESG & YHDP Grant Monitoring	SB 5506 (ORI) Oregon Rehousing Initiative	SB 5511 (LTRA) Long Term Rental Assistance	SB 5511 shelter, outreach, and unit access	HB 5019 (EO) shelter, outreach, RRH	State Funding Total	Data gathering, updates, and responding to requests	HMIS	HUD reporting and data entry in the federal databases	Data & Reporting Total	NOFO RFP Process	Consolidated Application	Grants	Grants Total	General	Staff Transition	TOTAL
1-Nov	1.5					1.0	2.5		2.5		2.5				0.0	1.0		**6.0**
2-Nov				1.0			1.0				0.0				0.0			**1.0**
4-Nov	0.5			0.5	0.5	0.5	2.0				0.0				0.0			**2.0**
5-Nov				1.0			1.0				0.0				0.0	1.5		**2.5**
6-Nov				1.5			1.5			0.5	0.5				0.0	1.0		**3.0**
7-Nov	1.0					1.0	2.0			0.5	0.5				0.0	1.5	0.5	**4.5**
8-Nov				1.0			1.0		1.5	1.0	2.5	0.5			0.5	2.5		**6.5**
9-Nov	1.5						1.5				0.0				0.0			**1.5**
12-Nov							0.0		1.0		1.0				0.0	3.0		**4.0**
13-Nov					0.5	1.0	1.5		1.5		1.5	3.0			3.0			**6.0**
14-Nov							0.0			1.0	1.0				0.0	3.0		**4.0**
15-Nov				1.5	1.0		2.5				0.0	1.0	1.0		2.0			**4.5**
17-Nov	2.0						2.0		2.0		2.0				0.0			**4.0**
18-Nov		2.5		2.0			4.5		1.0		1.0				0.0		1.0	**6.5**
19-Nov	2.0	1.0		1.0			4.0			2.0	2.0				0.0	2.0	1.0	**9.0**
20-Nov	2.0					0.5	2.5		1.0		1.0				0.0	1.0		**4.5**
21-Nov		2.0					2.0			1.0	1.0				0.0			**3.0**
22-Nov							0.0				0.0				0.0	1.0		**1.0**
25-Nov	1.0	1.0	0.5	1.0	0.5	0.5	4.5				0.0				0.0			**4.5**
26-Nov				2.0			2.0				0.0				0.0	2.0		**4.0**
27-Nov				1.0			1.0				0.0				0.0	0.5		**1.5**
Nov Total	**11.5**	**6.5**	**0.5**	**13.5**	**2.5**	**4.5**	**39.0**	**0.0**	**10.5**	**6.0**	**16.5**	**4.5**	**1.0**		**5.5**	**20.0**	**2.5**	**83.5**

Beginning of month -Contract Balance of Hours	218.5
End of month - Contract Balance of Hours	135.0

Dates	Hours	Rate	Subtotal	Miles	Rate	Subtotal	Materials	Total
11/1/24-11/30/24	83.5	$150	$12,525.00	0	$0.670	$0.00	$15.99	$12,540.99

Jan Calvin, Consultant Invoice Submitted 12/1/24 To: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Dickinson Consultants
1520 St Helens St NW
Salem, OR 97304-2093 USA
+16502011985
Joy@DickinsonConsultants.com

INVOICE

BILL TO
Elaine Lozier
Mid Willamette Valley
Homeless Alliance
100 High St. SE, Ste. 200
Salem, OR 97301

INVOICE # 2636
DATE 11/30/2024
DUE DATE 11/30/2024
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Consulting November 2024: Strategic planning consulting services provided at a flat rate of $3,000 per month per contract. This month: -Meeting with Health and Safety Committee 11/5. -Meetings with Elaine 11/12, 11/18, 11/25. -Based on these meetings, revised strategic plan 4 times. Sent most recent version to Elaine on 11/26.	1	3,000.00	3,000.00

Dickinson Consultants accepts ACH payments or mailed checks to 1520 St. Helens St. NW, Salem, OR 97304
Payment is due upon receipt.
Thank you for your business!
www.DickinsonConsultants.com

BALANCE DUE **$3,000.00**

ACH payment options available.

Harrang Long P.C.
800 Willamette Street, Suite 770
Eugene, OR 97401

FOR BILLING QUESTIONS, CONTACT YOUR ATTORNEY OR
ACCOUNTING AT: 541-485-0220
ACCOUNTING@HARRANG.COM
FEDERAL EIN: 93-0844033

20458.0001-CRS
November 25, 2024
Invoice No.104392
Due on Receipt

Attn: Elaine Lozier
ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
100 High St. SE, Suite 200
Salem, OR 97301

Enclosed is our current invoice itemizing professional services and costs through the above-referenced statement date. The amount owing is due upon receipt, unless express alternative arrangements have been made. Past due accounts may be subject to a late charge as provided in an applicable enagement letter.

We may hold payments in our lawyer IOLTA trust account. Any interest earned on these sums will be transferred to the Oregon Law Foundation, as required by the Oregon State Bar.

If you have questions about this invoice or about the legal services which have been rendered, please call your attorney or our accounting office. We take pride in the service we offer our clients, and are not hesitant to discuss fee questions.

Our mission is to provide outstanding advice and representation. Thank you for the opportunity to be of service.

	Previous Balance	Services	Expenses	Payments	Balance
Supplemental General Counsel Services	2,482.00	1,255.60	0.00	-2,482.00	$1,255.60

Please Detach and Return This Portion With Your Remittance

Payment Method:

☐ Check ☐ Visa ☐ MasterCard ☐ American Express

Card Number

CCV (required)

Card Holder Authorized Signature

Exp. Date (required)

Amount Remitted _____

Check No. _____

Statement Date: 11/25/2024

Invoice No.: 104392

Client Ref: 20458.0001

Harrang Long P.C.
800 Willamette Street, Suite 770
Eugene, OR 97401

FOR BILLING QUESTIONS, CONTACT YOUR ATTORNEY OR
ACCOUNTING AT: 541-485-0220
ACCOUNTING@HARRANG.COM
FEDERAL EIN: 93-0844033

Client Ref: 20458.0001 November 25, 2024
Invoice No. 104392 Page: 1
Client: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
Matter: Supplemental General Counsel Services

Itemization of Professional Services and Costs through 11/25/2024

			Hours	Amount
10/29/2024	AES	Research and analyze public grievance response requirements and transmit findings to Attorney B. Steringer.	0.80	233.60
11/05/2024	CRS	Prepare for and hold meeting with client re: public meeting law grievance.	0.90	262.80
11/10/2024	CRS	Correspondence with client re: public records fee waiver.	0.10	29.20
	CRS	Draft response to public meetings grievance; transmit same to client.	0.90	262.80
11/12/2024	CRS	Correspondence with client about revision to draft response to public meeting grievance; revise draft response and provide to client.	0.10	29.20
11/18/2024	CRS	Edit volunteer waiver form and send to client. (No charge)	0.10	*n/c*
	AES	Draft volunteer waiver.	1.00	292.00
11/22/2024	AES	Revise volunteer waiver to include confidentiality requirement.	0.50	146.00
			4.30	1,255.60
		Total No Charge Hours	0.10	

Summary of Services

Timekeeper	Hours	Rate	Total
C. Robert Steringer	2.00	$292.00	$584.00
Alyson E Sneider	2.30	292.00	671.60

Total of Itemized Professional Services and Costs	1,255.60
Previous Balance	$2,482.00
Total Payments	-2,482.00

Harrang Long P.C.
800 Willamette Street, Suite 770
Eugene, OR 97401

FOR BILLING QUESTIONS, CONTACT YOUR ATTORNEY OR
ACCOUNTING AT: 541-485-0220
ACCOUNTING@HARRANG.COM
FEDERAL EIN: 93-0844033

Client Ref:	20458.0001		November 25, 2024
Invoice No.	104392		Page: 2
Client:	ORS 190 Entity, Mid-Willamette Valley Homeless Alliance		
Matter:	Supplemental General Counsel Services		

Balance Due	$1,255.60