AGENDA
SPECIAL JOINT MEETING OF THE EXECUTIVE COMMITTEE & ORS 190 ENTITY

Thursday, January 30, 2025
12:00 P.M.-12:30 P.M.

Virtual meeting connection information provided on page 2.

A. (12:00) WELCOME/PURPOSE ..... **President Jeremy Gordon**

B. (12:05) AGENDA ..... **President Jeremy Gordon**
Action: Approve agenda

Executive Committee

C. (12:10) REINSTATE APPROVAL OF MEETING MINUTES ..... **President Jeremy Gordon**
The executive committee will reinstate decisions made during the prior executive committee meeting held On 12/3/24.
Suggested Motion: Pursuant to ORS 192.680(1), I move that the Executive Committee reinstate its decision on December 3, 2024, to approve the amended minutes from 9/10/2024 and 10/8/2024 effective December 3, 2024."(page3-5)

Executive Committee/ORS 190 Entity

D. (12:15) CONSENT AGENDA/REINSTATE APPROVALS ..... **President Jeremy Gordon**
The executive committee and ORS 190 Entity will reinstate decisions made during the prior joint executive committee/ORS 190 Entity meeting held on 12/3/2024.
These decisions include reinstatement of the approval of:

1. Approval of contract amendment with Marianne Bradshaw for additional PIT Count support (pages 6-11)
2. Approval of Executive Director position description (pages 12-14)
3. Direction to use Xenium HR to post the ED job listing, using an open continuous posting with weekly reviews of applications and ongoing interviews until filled;
4. Approval of hiring committee membership (page 15); and
5. Direction for Lozier & Gordon to work with legal counsel and make any necessary adjustments to the hiring committee to ensure compliance with any applicable laws.

Suggested Motion: Pursuant to ORS 192.680(1), I move that the Executive Committee/ORS 190 Entity reinstate its decisions on December 3, 2024 as outlined in this Consent Agenda, effective December 3, 2024.

ORS 190 Entity Business

DRAFT

E. (12:20) INTERIM EXECUTIVE DIRECTOR CONTRACT ..... **President Jeremy Gordon**
Action: Approve contract to hire Misty Sorte as Interim Executive Director for MWVHA (pages 16-18)

F. (12:25) JAN CALVIN CONTRACT AMENDMENT (A4) ..... **President Jeremy Gordon**
Action: Approve technical corrections to Jan Calvin's contract (pages 19-21)

G. (12:30) ADJOURNMENT ..... **President Jeremy Gordon**

Virtual Meeting Information:
https://wesd.zoom.us/j/93230712161?pwd=doJEoarfu8Z3mzaDyReLl02v0NfHTp.1

Meeting ID: 932 3071 2161
Passcode: 589270

One tap mobile
+12532158782,,93230712161#,,,,*589270# US (Tacoma)
+13462487799,,93230712161#,,,,*589270# US (Houston)

Staff Contacts:

Cassie Bay – 503.540.1627, cassandra.bay@mwvhomelessalliance.org,

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

DRAFT

Meeting Minutes of:

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

Meeting Time & Location(s):
September 10, 2024
Mid-Willamette Valley Council of Government (MWVCOG)
100 High St SE, Salem, OR 97301
And
Via teleconference (Zoom)

MEMBERS PRESENT

President, Polk County Commissioner, Jeremy Gordon
Vice-President, City of Salem Mayor, Chris Hoy
City of Keizer Mayor, Cathy Clark
Marion County Commissioner, Danielle Bethell
United Way of the Mid-Willamette Valley, CEO, Rhonda Wolf

MEMBERS ABSENT

Salem Health, Chief Communications and Community Relations Office, Leilani Slama

OTHERS PRESENT

MWVHA, Executive Director, Elaine Lozier
MWVCOG, Admin Support Coordinator, Linda Hansen
MWVHA, Consultant, Jan Calvin

WELCOME

The meeting was called to order by President Gordon at 12:11 pm with the presence of a quorum noted.

APPROVAL OF MEETING MINUTES

MOTION BY HOY:

To approve the meeting minutes for the July 23, 2024 & August 14, 2024 Executive Committee meeting minutes.

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

SEPTEMBER JOINT BOARD AGENDA

Lozier walked the group through the September Joint Board agenda, incorporating suggestions such as noting organizations of recommended committee member appointments and applications of Review & Recommendations Committee members.

A conversation took place regarding the plans for the Point-In-Time (PIT) Count. It was recommended that coordination and conversations with jurisdictions take place ahead of

time regarding incentives, noting gift cards for food as a possible incentives rather than items that could create additional waste.

There was a request for clarity in MWVHA versus ORS 190 Entity Board actions both on the agenda and in the meetings themselves. An observation was made that not all Board members are familiar with the structure and delineation. A discussion ensued about joint versus separate meetings and how to best organize the agenda.

The Long Term Rental Assistance (LTRA) program was briefly discussed to provide overview and context prior to the contract with the Mid-Willamette Valley Community Action Agency (MWVCAA). MWVCAA will provide vouchers and supportive services for clients that they are already serving. A concern was raised that the program duplicates Medicaid's waiver program and wondering if there are eligibility overlaps.

MOTION BY BETHELL:

To approve the September Joint Board agenda with the Alliance and ORS 190 items highlighted separately.

Seconded by: **Hoy**
In favor: Unanimous
Opposed: None
Abstentions: None

EXECUTIVE DIRECTOR'S REPORT

Lozier shared work regarding the infrastructure pillars of MWVHA:

1. Value proposition (why MWVHA is needed/valuable);
2. Financial management & stewardship;
3. Quality assurance; and
4. Policy governance.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 12:59 pm.

Meeting Minutes of:

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

Meeting Time & Location(s):
October 8, 2024
Via teleconference (Zoom)

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

MEMBERS ABSENT

Marion County Commissioner, Danielle Bethell
City of Keizer Mayor, Cathy Clark

OTHERS PRESENT

MWVHA, Executive Director, Elaine Lozier
MWVHA, Administrations and Communications, Cassie Bay

WELCOME

The meeting was called to order by President Gordon at 4:36 pm with a quorum established.

APPOINTING APPEALS COMMITTEE

Discussion:

It was suggested to expand the, initially planned three-member, Notice of Funding Opportunity (NOFO) appeals committee to five members to handle potential appeals more effectively. Names considered for the committee included Dan Clem, Leilani Slama, Rhonda Wolf, Josie Silverman-Méndez, and either Zaira Flores Marin or Christine Sommer. Committee members suggested appointing any other board member without conflicts.

MOTION BY HOY:

To appoint: Dan Clem, Leilani Slama, Rhonda Wolf, Josie Silverman-Méndez and an additional MWVHA-ORS190 board member to the NOFO appeals committee.
Seconded by **Clark**.
In favor: Unanimous
Opposed: None
Abstentions: None

OTHER BUSINESS

No other business discussed.

ADJOURNMENT

The meeting was adjourned at 4:39 pm.

POINT IN TIME COUNT DATA CONSULTING
MARIANNE BRADSHAW CONSULTING, LLC
CONTRACT

Amendment #1

This Amendment #1 ("Amendment") to Point in Time Count Data Consulting (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 Marianne Bradshaw Consulting, LLC ("CONTRACTOR"), for building upon completed activities and extending the contract through April 30, 2025.

RECITALS

ORS 190 ENTITY and CONTRACTOR desire to amend the Agreement,

1. Section 1.2., Scope of Work to incorporate additional activities to implement the recommended methodology for the Point in Time (PIT) Count.
2. Section 2, ORS 190 Entity's Obligation to increase total contract amount by $8,500 for a total of $45,900.
3. Attachment #1 to incorporate additional tasks associated with this amendment.

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 The scope of work shall include:

1.2.1. Comprehensive review of HUD requirements, past PIT Count methodologies used in the Marion-Polk region, and existing PIT Count methodologies used by other communities in the United States. Contractor will:

a) Apply~~ing~~ local, state, and federal laws, rules, and regulations related to the Continuum of Care to the application for funding, the PIT Count and other processes;
b) Analyz**e**~~eing~~ past Marion-Polk PIT Count data;
c) Analyz**e**~~eing~~ and map~~ping~~ the Marion-Polk region's past PIT Count methodology success challenges, and opportunities; and
d) Implementing a records retention plan that meets federal standards.

1.2.2. Develop a methodology for conducting a PIT Count that is:

a) Standardized and replicable to ensure data comparability over time;
b) Cost-effective and efficient to utilize resources effectively; and
c) Inclusive of all subpopulations experiencing homelessness, such as unsheltered individuals, families, veterans, and youth.

1.2.3. Develop a questionnaire to collect required and desired data during the PIT Count. Contractor will:

a) Ensure incorporation of HUD mandated questions;
b) Incorporate Alliance and community partner feedback to ensure reflection of their needs and desires;
c) Mitigate potential and in-intended harm to clients by utilizing a Trauma Informed Care lens,

applying best practices and collaborating with Subject Matter Experts (Domestic Violence service providers, people with lived experience, etc.) throughout questionnaire design.

1.2.4. Advise on implementation of the PIT Count solely related to methodology including the questionnaire.

1.2.5. **Implement recommended methodology. Contractor will**

a) Set up the Command Center within Counting Us, defining regions and building out volunteer portal;

b) Program the PIT Count questionnaire within Counting Us;

c) Support volunteer recruitment by preparing materials for distribution with an invitation to help and a link to Counting Us;

d) Partner with local experts to co-facilitate training on how to collect data (e.g., how to download Counting Us;

e) Update volunteer manual and waiver;

f) Support donation drive

g) Support local events where the PIT Count questions will be asked by gathering event information, and helping to support funding, supply and volunteer needs;

h) Support the jurisdictional leads as they and their teams conduct the PIT Count between January 23-29, 2025;

i) Distribute supplies and gift cards to jurisdictional leads and for events;

j) Assist with communication to volunteers through Counting Us;

k) Serve as the primary point of contact within Counting Us to troubleshoot any issues that arise and to support jurisdictional and event leads as they leverage Counting Us tools; and

l) Partner with Institute for Community Alliances on aspects of the Sheltered Count that will occur within Counting US and will require volunteer support.

1.2.5~~6~~**6**. Conduct an in-depth analysis of 2025 PIT Count data, conducting weighting/extrapolations per methodology design.

1.2.6~~7~~**7**. Summarize and present findings for Alliance stakeholders. Contractor will

a) Compile a summary of findings;

b) Present findings to Alliance stakeholders including the PIT Count Workgroup, Alliance Board of Directors, and Collaborative Committee; and

c) Advise on public communications.

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 materials for any normal and reasonable business expenses incurred by Contractor, providing those expenses have been approved in advance by the Executive Director and itemized on the Contractor's 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 $85 per hour for a total of ~~$37,400~~**45,900**, unless further extended under Section 6 of the contract.

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

_____ _____

Signature Date

Jeremy Gordon, President

Marianne Bradshaw Consultants, LLC

_____ _____

Signature Date

Marianne Bradshaw, Principal

Phase/Month	Work	Contractor Role
Review – Sept/Oct	Create workplan with Executive Director	Advise
	Conduct in-depth review of past Marion-Polk PIT Count methodologies, including access to raw data	Lead
	Conduct in-depth review of PIT Count methodologies employed by 3-5 comparable CoCs	Lead
	Conduct in-depth review of HUD standards and requirements for the Unsheltered PIT Count	Lead
	Outline findings, share with PIT Workgroup	Present/gather input
	Attend and present at PIT Workgroup meeting	Present/gather input
Develop methodology – Sept/Oct	Develop Recommendation for 2025 PIT Count Methodology (who will we invite to do the survey, how will we invite them, how to utilize HMIS data etc.)	Lead
	Outline recommendation, discuss with PIT Work Group and Executive Director, refine based on discussions	Present/gather input
	Attend and present at PIT Workgroup meeting	Present/gather input
	Evaluate Counting Us Features. Weigh costs/benefits and make recommendation on licensing	Present/gather input
Design Questionnaire – Oct/Nov	Gather input from the Collaborative Committee, Backbone, and YYA Subcommittee to inform survey development	Present/gather input
	Develop 2025 PIT Count Survey (what questions will we ask and how will we ask them)	Lead
	Outline recommendation, discuss with PIT Work Group and Executive Director, refine based on discussion	Present/gather input

	Attend and present at PIT Workgroup meeting	Present/gather input
Capstone of Preparation Phase – Nov/Dec	Present PIT Plan to the Alliance Board~~. and refine based on discussion~~	Present~~/refine~~
Advise Implementation – Dec/Jan	Attend and present at PIT Workgroup meeting Respond to questions related to methodology	Present/gather input Lead
Implementation of Recommended Methodology – Nov/Dec/Jan	Set up the Command Center within Counting Us: define regions, build out volunteer portal. Program questionnaire within Counting Us. Support Volunteer Recruitment. Prepare materials for distribution with an invitation to help and a link to Counting Us. Develop training. Partner with local experts to develop training that includes principles of trauma-informed care. Co-Facilitate training. Partner with local experts to co-facilitate training. Their portion will be principles of trauma-informed care. My portion will be the nuts and bolts of conducting the PIT Count (how to download Counting Us, where to show up, what to bring/wear, etc.) Prepare Volunteer Materials. Update volunteer manual and waiver. Support donation drive (socks, handwarmers, etc.) Gather information about events happening 1/23-29 where PIT Count surveys can be conducted. Help meet their needs (funding, supplies, volunteers)	Lead Lead Support Partner Co-Facilitator Lead Partner Lead/Partner
Implementation – Jan 23-29	Support the jurisdictional leads as they and their teams conduct the PIT Count. Outreach teams will be going out or events will occur every day in this 7-day period including Saturday and Sunday.	Lead

	Distribute supplies and gift cards to jurisdictional leads, events Assist with communication to volunteers through Counting Us Serve as the primary point of contact with Counting Us. Troubleshoot any issues that arise. Support jurisdictional leads and event leads as they leverage Counting Us tools. Partner with Institute for Community Alliances on aspects of the Sheltered Count that will occur within Counting Us and will require volunteer support	Lead Assist Lead Partner
Analysis – Feb/Mar	Receive and clean all the data Data analysis, Conduct Weighting/Extrapolations per methodology design Compile Summary Attend, present, and collect input at PIT Workgroup meeting. Answer workgroup questions and collect their input on how data is shared and presented with others.	Lead Lead Lead Lead
Summarize/Present Findings – Mar/Apr	Presentations (CoC Board, Collaborative Committee, etc) Advise on public communications	Present/gather input Advise

Regular meetings with Executive Director:

- Create and modify workplan as needed
- Seek input and discuss progress on tasks
- Coordinate presentations/feedback sessions with Alliance committees

Regular meetings with Executive Director and co-chairs to:

- Seek input on propositions and presentations
- Plan agenda items related to outlined scope of work
- Modify workplan as needed

Position Type: Interim Director

Note: This position has the potential to transition into a permanent role based on performance, organizational alignment and the strategic direction of the Mid-Willamette Valley Homeless Alliance/ORS 190 Entity.

Location: Salem, Oregon

Reports To: Mid-Willamette Valley Homeless Alliance Board of Directors/ORS 190 Entity

Position Overview

The Director of the Mid-Willamette Valley Homeless Alliance, Continuum of Care (CoC), will assist the Board and ORS 190 Entity with strategic leadership, provide operational oversight, develop and maintain partnerships, and ensure an effective system of housing and homelessness services within Marion and Polk Counties. This position is responsible for fostering partnerships among service providers, stakeholders, and government entities, ensuring compliance with federal, state, and local funding requirements, and driving systemic improvements in addressing homelessness.

The following responsibilities will be performed by the director or the director will provide oversight to regular staff, contracted consultants, or committees.

Key Responsibilities

Leadership and Strategy

- Work with consultants and Board to finalize Strategic Plan and subsequent deliverables.
- Assist the Board to assess and update organizational structure to ensure the CoC's effectiveness.
- Collaborate with key stakeholders, including government agencies, service providers, and community organizations, to align efforts and maximize resources.
- Work with appropriate committees to re-design the CoC's performance and evaluation functions and priorities.

Program Oversight and Compliance

- Ensure compliance with U.S. Department of Housing and Urban Development (HUD) and Oregon Housing and Community Services (OHCS) regulations and grant requirements.
- Oversee the Continuum of Care (CoC)'s funding processes, including solicitation, selection, awards, and contract management
- Oversee completion of the CoC's Consolidated Application required by HUD
- Facilitate data-informed decision-making using the Homeless Management Information System (HMIS) and other reporting tools.

Collaboration and Advocacy

- Serve as a liaison to local governments, funders, and community stakeholders to advocate for policies and resources to address homelessness.
- Foster collaboration among service providers, ensuring coordinated entry systems and equitable access to services.

Operations and Staff Management

- Lead, mentor, and supervise CoC staff.
- Manage personal services contracts.
- Recommend and manage the CoC's budget, ensuring financial accountability.
- Evaluate and improve operational processes to enhance business functions.

Qualifications

Education and Experience

- Minimum of 5 years of experience in leadership roles within homelessness services, affordable housing, or related sectors.
- Experience managing government-funded programs, particularly HUD Continuum of Care programs and/or OHCS programs
- Bachelor's degree in public administration, social work, urban planning, or a related field (Master's preferred) OR demonstrated preparation for this role through coursework and/or experience

Skills and Competencies

- Understanding of federal, state, and local policies related to homelessness and housing.
- Demonstrated ability to lead diverse teams and foster collaboration among community partners, service providers, community members with lived experience and governmental agencies.
- Familiarity with regional homelessness challenges and resources.
- Excellent written and verbal communication skills.
- Planning and project management skills.
- Analytical skills with experience in data management and program and system evaluation.

Preferred Qualifications

- Proven success in securing funding and grants for homelessness initiatives.
- Demonstrated success in working on projects with community partners.

Benefits and Leave

- 100% employer-paid medical, dental, and vision insurance premium.
- Up to 3% employer-paid match for retirement contributions.

- Flexible work schedule with options for partially remote work in accordance with Alliance policy and at manager's discretion.
- Reimbursement for up to $30/month for gym or wellness memberships in accordance with Alliance policy.
- 7 days of paid bereavement leave for the loss of a family member in accordance with Alliance policy.
- 12 paid holidays.
- 80 hours of paid time off per year.
- 5 days of designated sick leave per year.

Start Date: January 6 or as soon as practical for successful applicant

Hiring Committee

for

Mid-Willamette Valley Homeless Alliance Executive Director Position

1	Jeremy Gordon	MWVHA Chair, ORS 190 President & Polk County Commissioner
2	Danielle Bethell	Marion County Commissioner
3	Cathy Clark	Mayor of Keizer
4	Rhonda Wolf	Executive Director, United Way of the Mid-Willamette Valley
5	Christine Sommer	MWVHA Collaborative Committee Co-Chair & Marion County Housing Authority
6	Tricia Frizzel	Salem Health
7	Christy Perry	Salem Keizer School District

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Interim Director Employment Agreement

This Interim Director Employment Agreement (the "Agreement") is made between Misty Sorte ("Employee") and ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("Employer"), effective January 31, 2025, subject to the terms memorialized herein. This Agreement supersedes all prior agreements, verbal or written.

NOW THEREFORE, the parties agree as follows:

1. **Interim Director General Duties.** In signing this Agreement, Employee agrees to serve as the Interim Director of the Employer. As the Interim Director, Employee shall assist Employer and its Board of Directors (the "Board") with strategic leadership, provide operational oversight, develop and maintain partnerships, and ensure an effective system of housing and homelessness services within Marion and Polk Counties. The Interim Director is responsible for fostering partnerships among service providers, stakeholders, and government entities; ensuring compliance with federal, state, and local funding requirements; and driving systemic improvements in addressing homelessness.

Additionally, the Interim Director shall lead, mentor, and supervise staff; manage personal services contracts; recommend and manage Employer's budget, ensuring financial accountability; evaluate and improve operational processes to enhance business functions; provide program management as needed depending on staffing capacities; serve as "Board Administrator" as defined in Employer's Bylaws; and perform other tasks and duties as assigned by Employer or the Board.

Employee shall provide service to Employer on all regular and customary business days and business hours, subject to the use of vacation and sick leave as set forth in this Agreement. Employee further acknowledges that, due to the nature of the duties and responsibilities of the position, service shall, on occasion, be necessary and required beyond regular and customary workdays and work hours. Employee acknowledges that this position is an exempt position. Employee agrees that they shall be a full time employee of Employer and shall not work as an employee of any other organization and shall devote substantially all of Employee's professional time and efforts to and for the benefit of Employer.

2. **Term.** This Agreement shall be effective on January 31, 2025, subject to Employee passing a back ground check. The term of the Agreement shall be six (6) months, and the Agreement shall automatically terminate at the end of that terms unless extended as provided by the Agreement's terms.

3. **Evaluation and Performance Review.** Employer shall perform a comprehensive evaluation of Employee's performance before the expiration of the Agreement's term set forth in Paragraph 2 of the Agreement. Employer shall then decide whether to extend the Agreement for an additional six (6) month period; transition Employee into a permanent Director role, with an accompanying 3% increase in the salary set out in Paragraph 4 of this Agreement; or allow the Agreement to expire.

4. **Salary and Benefits.** Employee shall be paid a gross salary of $120,000 annually, paid in equal, bi-monthly installments on the 6th and 21st of each month, unless that day is a holiday or weekend day, in which case, Employee shall be paid on the last business day preceding the holiday or weekend day. Employee is entitled to all employee benefits as set out in the currently operative version of Employer's employee handbook, as amended from time to time, for employees similarly classified to Employee.

5. **Termination.** In addition to the potential termination of Employee's employment with Employer as contemplated in Paragraph 2 of this Agreement, Employee's employment with Employer may be terminated at any time upon thirty (30) calendar days' notice provided to the other party in writing.

6. **Return of Property.** Upon the termination of Employee's employment with Employer for any reason, Employee shall immediately return to Employer all Employer property in Employee's possession, including but not limited to all documents containing Employer information.

7. **Amendment.** Nothing shall restrict the ability of Employer and Employee to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by the Employee and Employer's properly authorized representative.

8. **Confidentiality.** Employee agrees and acknowledges that all non-public (meaning records and information contained therein exempt from disclosure under state or federal law) and confidential information relating to Employer or its business that Employee produces or obtains during employment shall be kept confidential by Employee.

9. **Severability.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.

10. **Relationship to Employer Policies.** The terms of this Agreement shall control over inconsistent terms and elements of personnel policies of Employer or provisions of Employer's employee handbook.

11. **Choice of Law.** This Agreement is subject to the applicable laws of the State of Oregon and the rules and regulations of the Employer. Said laws, rules and regulations are hereby made part of the terms and conditions of this Agreement.

12. **Notices**. Any notices required or permitted on the terms hereof shall be deemed given by delivery or mailing by certified mail, return receipt requested, postage prepaid, addressed as follows:

Employer:
100 High Street SE, Suite 200
Salem, OR 97301

Employee:
MKS
1.23.25

13. **Integration.** This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

14. **Counterparts and Copies.** This Agreement may be signed in counterparts (that is, one party may sign one copy of the document, and the other party may sign another copy of the document). Together, copies of the signed documents shall have the same force and effect as a single original.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Employer:

_____

***
Board President

Date: _____

Misty L. Sotte
Misty Sotte

Date: 1.23.25

Continuum of Care Consulting
Jan Calvin
CONTRACT

Amendment #4

This Amendment #4 ("Amendment") to Continuum of Care Consulting (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 **Jan Calvin** ("CONTRACTOR"), to assist the ORS 190 Entity and the Mid-Willamette Valley Homeless Alliance ("Alliance") in fulfilling the Alliance's objectives as directed by the ORS 190 Entity and Alliance boards of directors in continuing CoC operations and transition tasks to staff.

RECITALS

ORS 190 ENTITY and CONTRACTOR desire to amend the Agreement, with additional strategic planning hours as the only additional scope of work item.

1. Section 2.1 ORS 190 ENTITY'S OBLIGATION, to add 533.5 hours to the contract, increasing the amount by $83,325.
2. Section 6, TERM AND TERMINATION, to extend contract through ~~January 31, 2025,~~ **June 30, 2025**

AMENDMENT

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~~:

Section 1.2 CONTRACTOR'S OBLIGATIONS, Scope of Work

1.2.1. Continuum of Care. Work with cities, counties, housing authorities, school districts, nonprofits, and other entities in the region to operate a Continuum of Care organization to develop an evidence-based system of services, including stable housing, designed to meet the unique and complex needs of adults, youth, children, and families in Marion and Polk counties who are at risk of or are experiencing homelessness. Tasks are limited to the following upon request of the Executive Director **or 190 Entity President.**

a. Completing required reporting and data entry in the federal databases (i.e., e-SNAPS, SAGE, HDX), including:
   i. Annual CoC Registration;
   ii. Grant Information Worksheet (GIW);
   iii. Longitudinal Systems Analysis (LSA);
   iv. System Performance Measures Reports (SPM);
   v. Housing Inventory Count (HIC);
   vi. Point-in-Time Count (PIT); and
   vii. Other HUD-required documentation;

b. Applying local, state, and federal laws, rules, and regulations related to the Continuum of Care processes;

c. Posting information to the Alliance website;

d. Transferring CoC documents to central files and following a records retention plan that meets federal standards;

e. Gathering and updating data about homelessness, related to the region's strategic plan and federal requirements that funding be based on regional needs;

f. Responding to data requests from organizations represented on the Alliance board as vetted by, or at the request of, the Executive Director or 190 Entity President; and participating in data needs and other input related to the CoC's Strategic Planning project;

g. As relates to the Governor's Emergency Order 23-02 and in close concert with the Executive Director or 190 Entity President, preparing and submitting required inquiry responses and reports, assisting with questions related to sub-grantee invoice submission and tracking, preparing contracts and amendments, providing sub-grantee technical assistance, and supporting coordination and facilitation of community and Multi-Agency Coordination group meetings;

h. Related to SB 5511 shelter, outreach, and unit access and in close concert with the Executive Director or 190 Entity President, preparing and submitting required inquiry responses and reports, preparing sub-grantee contracts and amendments, assisting with questions related to sub-grantee invoice submission and tracking, providing sub-grantee technical assistance, and supporting coordination and facilitation of community group meetings;

i. Related to the CoC's responsibility to measure and promote strong program performance, monitor local projects funded by CoC, ESG, and YHDP, as well as ORS 190 Entity subgrantees funded by OHCS. Conduct performance and evaluation monitoring, prepare reports, and facilitate Program Improvement Agreements, as necessary.

ii.Related to SB 5511 Long Term Rental Assistance and in close concert with the Executive Director or 190 Entity President, assisting in the design and implementation of the local Long Term Rental Assistance program, preparing and submitting required inquiry responses and reports, supporting coordination and facilitation of community group meetings, supporting grant and funding distribution processes with writing, coordination and administrative elements, preparing sub-grantee contracts and amendments, assisting with questions related to sub- grantee invoice submission and tracking: and

iii.Related to SB 5506 Oregon Rehousing Initiative and in close concert with the Executive Director or 190 Entity President, preparing and submitting required inquiry responses and reports, preparing and tracking sub-grantee contracts and amendments, assisting with questions related to sub-grantee invoice submission and tracking; and supporting coordination and facilitation of community group meetings.

Section 2.1 ORS 190 ENTITY'S OBLIGATION

2.1 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 materials to include copies, research costs, and mileage at the IRS approved rate. Contractor shall be paid for services at a rate of $150 per hour. The total contract cost shall not exceed 313,625 (2,291.5 hours), exclusive of reimbursement for actual expenses, during the term of this Agreement.

Section 6.1 TERM AND TERMINATION, Term

6.1.1 This Agreement shall be effective January 1, 2024 and all unmodified terms and shall continue in full force and effect until ~~January 31, 2025~~**June 30, 2025**, unless sooner terminated as provided in Subsection 6.2 **of the original agreement**.

ORS 190 ENTITY, MWVHA

By: Jeremy Gordon
Jeremy Gordon, President

Date: _____

Signature:

JAN CALVIN

By: Jan Calvin
Jan Calvin

Date: _____

Signature: