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	Soraida Cross	City Councilor
	City of Monmouth	Christopher Lopez	City Councilor
	City of Salem	Julie Hoy	Mayor
	City of Salem	Shane Matthews	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	Soraida Cross	City Councilor
City of Monmouth	Christopher Lopez	City Councilor
City of Salem	Julie Hoy	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	Former Superintendent

Last update – January 31, 2025

AGENDA

Joint Meeting of:

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

Meeting Time & Location(s):
March 13, 2025
Mid-Willamette Valley Council of Government
100 High St SE, Salem, OR 97301
And
Via teleconference (Zoom link on page 4)

1. (3:00) WELCOME — CHAIR GORDON

ALLIANCE

2. (3:05) ALLIANCE BOARD CONSENT AGENDA — CHAIR GORDON

ACTION: Approval of:

a. Agenda;
b. 2/19/2025 joint board meeting minutes (pages 5-11)
c. Accept the resignation of Matthew Herbert(Church at the Park) and Andrea Soemadi (Easterseals) from Coordinated Entry;
d. Accept the resignation of Dominique Daniel from Backbone; and
e. Appoint Kathryn Sommer from Church-at-the-Park to the Coordinated Entry Committee; and
f. Letter of Support for Westcare Oregon, DBA VETcare Oregon; HVRP Grant Renewal (page 12).

Any consent item may be considered as a separate action item at the request of any board member
Staff Recommendation: Approve the consent agenda.

3. (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. Comments will be limited to three minutes.

ORS 190 BUSINESS

4. (3:25) BUDGETARY OBLIGATIONS — MISTY SORTE

DISCUSSION :
Sorte will explain the budget process for FY 2025-2026.

ACTION: Approval of:

a. Adoption of 2025-2026 Budget Calendar (page 13);
b. Appointment of Misty Sorte as budget officer;
c. Appointment of 2025-2026 Budget Committee Members (see draft on page 14);

Staff Recommendation: Approve adoption of the FY 25-26 ORS 190 Entity Budget Calendar, appointment of Misty Sorte to ORS 190 Entity Budget Officer and appointment of FY 25-26 ORS 190 Entity Budget Committee.

5. (3:40) TRAINING & TECHNICAL ASSISTANCE TO CULTURALLY SPECIFIC ORGANIZATIONS — SORTE

UPDATE:
Sorte will provide details of the process and how the original proposal was modified to meet the Review and Recommendation Committee's recommendations(click **here**).

ACTION: Approve awarding the contract to Mid-Willamette Valley Community Action Agency (MWVCAA) for Training and Technical Assistance to Culturally Specific Organizations (click **here**).
Staff Recommendation: Approve the contract.

ALLIANCE & ORS 190 UPDATES

6. (4:10)STAFF REPORT — MISTY SORTE

UPDATE:
Misty will provide updates on:

Lozier contract;
Homebase: CE Technical Assistance through HUD;
Budget (FY 24): Implications of draw-down YHDP Planning Grant;
Strategic Plan: Next steps;
Staffing update: Health and Homeless Systems Liaison; and
Other updates. (pages **15-31**)

7. (4:40) GOVERNOR EMERGENCY DECLARATION MULTI AGENCY COORDINATION (MAC) GROUP UPDATES — CHAIR GORDON

8. (4:50)JURISDICTION/ORGANIZATION UPDATES — ALL

Opportunity to share good news, hot topics, recent events, and any identified needs or resources.

9. (4:55) OTHER BUSINESS — ALL

10. (5:00)ADJOURNMENT — CHAIR GORDON

Supplemental information:

- 2025 Board and Executive Meeting Schedule (page **32**)
- Governor's Emergency Order reports (pages **33**)
- Contractor timesheets and invoices (pages **37-46**)

Continued on Next Page

Zoom Link: https://wesd.zoom.us/j/95458332303?pwd=bk7d9HC6q2aIWtydTcho84DrC5nsPX.1

Meeting ID: 954 5833 2303

Passcode: 673610

One tap mobile

+16694449171,,95458332303#,,,,*673610# US

+16699006833,,95458332303#,,,,*673610# US (San Jose)

Staff Contacts:
General questions or difficulties connecting:
Cassie Bay – 503.540.1627, cassandra.bay@mwvhomelessalliance.org
Board member inquiries:
Misty Sorte – 503.540.1620, misty.sorte@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 MWVHA at (503) 540-1627 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1

Joint Meeting Minutes of:

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

Meeting Location(s):
February 19, 2025
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, Marion County, Commissioner, Danielle Bethell
City of Independence, City Councilor, Kathy Martin-Willis (Alt – Shannon Corr)
City of Keizer, City Councilor, Soraida Cross
City of Monmouth, City Councilor, Christopher Lopez (Alt– John Oberst)
City of Salem, Mayor, Julie Hoy
City of Salem, City Councilor, Shane Matthews
CoC Collaborative Committee, Co-Chair, Christine Sommer
CoC Collaborative Committee, Co-Chair, Sarah White
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno
Mid-Willamette Valley Comm Action Agency, Deputy Executive Director, Ashley Hamilton
PacificSource Comm Solutions Dir, Marion & Polk Counties CCO, Zaira Flores Marin (Alt– Skye Hibbard-Swanson)
Salem Health, Chief Comms and Cmty Relations Officer, Leilani Slama (Alt– Tricia Frizzel)
Salem Housing Authority, Housing Administrator, Nicole Utz
Salem-Keizer School District 24J, Former Superintendent, Christy Perry (Alt– Jonathan McIlroy)
Union Gospel Mission, Executive Director, Dan Clem
United Way of the Mid-Willamette Valley, CEO, Rhonda Wolf

MEMBERS ABSENT

City of Independence, City Councilor, Kathy Martin-Willis
CoC Collaborative Committee, Subject Matter Expert, David Zepeda
Law Enforcement Assisted Diversion, LEAD Navigator, Renee Pfeffer
Marion County Housing Authority, Executive Director, Jason Icenbice
PacificSource Community Solutions Director, Marion & Polk Counties CCO, Zaira Flores Marin (Alt – Skye Hibbard-Swanson
Polk County Veteran Services, Veteran Services Officer, Eric Enderle
Salem Health, Chief Communications and Community Relations Officer, Leilani Slama
West Valley Housing Authority, Executive Director, Christian Edelblute
Willamette Health Council, Deputy Director, Josie Silverman-Méndez

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ORS 190 ENTITY BOARD

MEMBERS PRESENT

Chair, Polk County, Commissioner, Jeremy Gordon
Vice Chair, Marion County, Commissioner, Danielle Bethell
City of Independence, City Councilor, Kathy Martin-Willis (Alt -Shannon Corr)
City of Keizer, City Councilor, Soraida Cross (Alt – Cathy Clark)
City of Monmouth, City Councilor, Christopher Lopez (Alt– John Oberst)
City of Salem, Mayor, Julie Hoy
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno
Salem-Keizer School District 24J, Former Superintendent, Christy Perry

MEMBERS ABSENT

City of Independence, City Councilor, Kathy Martin-Willis

STAFF AND GUESTS PRESENT

Center for Hope and Safety, Ashley Carson
Center for Hope and Safety, Sara Brennen
City of Independence, Shannon Corr
City of Keizer, Mayor, Cathy Clark
City of Monmouth, John Oberst
Marion County, Heather Inyama
MWVCAA, Breezy Poynor
MWVHA, Cassie Bay
MWVHA, Emily Mewbourn
MWVHA, Jan Calvin
MWVHA, Misty Sorte
Pacific Source, Skye Hibbard-Swanson
Salem Health, Tricia Frizzel
Salem Keizer School District 24J, Johnathan McIlroy

WECOME

Chair Gordon called the joint meeting to order at 3:03 p.m.. The presence of a quorum for the MWVHA and ORS 190 Board was noted.

ALLIANCE BOARD CONSENT AGENDA

CONSENT AGENDA ITEMS

1. 2/13/25 Agenda;
2. 1/09/25 joint MWVHA-ORS 190 Entity Board of Directors mtg. minutes;
3. Resignation of Dominique Schoessler (Shangri-La) from HMIS Users Workgroup;
4. Appointment of Erika Bush (Shangri-La) to HMIS Users Workgroup;
5. Letter of support for WestCare SSVF program grant application;
6. Letter of support for WestCare GPD-CM CTI program grant application; and
7. Appointment of Danielle Bethell to MWVHA Vice-Chair officer position by Chair Gordon.

MOTION TO APPROVE MWVHA CONSENT AGENDA ITEMS BY: **CLEM**

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

ORS 190 CONSENT AGENDA

CONSENT AGENDA ITEMS

1. 1/30/25 joint CoC Executive Committee-ORS 190 Entity minutes

MOTION TO APPROVE MWVHA CONSENT AGENDA ITEMS BY: **BETHELL**

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

PUBLIC COMMENT

None

ALLIANCE/ORS 190 BUSINESS

LTRA HOUSING AND SUPPORTIVE SERVICES

PRESENTATION

Calvin provided updates to the Long-Term Rental Assistance (LTRA) program:

LTRA Policies
Proposed changes to LTRA policies including updated utility allowance schedules, unit habitability inspection options, clarification on household composition changes, and intake process updates.

Supportive Services providers and contract caps
Addition of 37 households to receive supportive services from Center for Hope and Safety, Sable House, and Shangri-La, with rent paid through LTRA.

Contract Template Amendment
Proposed contract template for supportive services providers.

DISCUSSION

Commissioner Bethell asked about metrics for measuring success of supportive services and ensuring households transition to other resources when appropriate. Jan noted current limitations but said project monitoring would address this in the future.

MOTION TO APPROVE LTRA POLICY UPDATES, SUPPORTIVE SERVICES PROVIDERS AND CONTRACT CAPS AND CONTRACT TEMPLATE MADE BY **COUNCILOR CORE**

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Seconded by: Clem
In favor: Unanimous
Opposed: None
Abstentions: Lopez

PRESENTATION

Calvin continued sharing updates on the LTRA programs and proposed the ORS 190 Entity approve the MWVCAA contract amendment to increase funding and change the start date.

MOTION TO APPROVE LTRA POLICY UPDATES, SUPPORTIVE SERVICES PROVIDERS AND CONTRACT CAPS, CONTRACT TEMPLATE, AND CONTRACT AMENDMENT WITH COMMUNITY ACTION MADE BY **COUNCILOR OBERST**

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

TRAINING & TECHNICVAL ASSISTANCE RFP

UPDATE

Calvin provided updates on the Training and Technical Assistance RFP and recommended the following:

1. Appointing Hannah Shooting Bear, Brianna Hatchell, Megan Perez, Luis Nunez, Jackie Leung, Dolores Segura, and Helena Jones to the Training & Technical Assistance Review & Recommendations Committee.
2. Lowering the required number of review members on the Review and Recommendation Committee from six to four due to potential conflicts of interest and the tight timeline.
3. Appoint the CoC Executive Committee as the Appeals Committee for this project.

MOTION TO APPROVE TRAINING AND TECHNICAL ASSISTANCE RFP AGENDA ITEMS 1-3 AS PRESENTED **BY: BETHELL**

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

LTRA FUNDED EQUITY ANALYSIS

UPDATE

Calvin presented on proposed equity analysis funded by LTRA:

- Comparison study of racial disparities from February 2023 to present

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- Creation of short-term ad hoc equity work group to guide analysis
- Analysis to examine equity/disparities in referrals, assessments, housing enrollment, move-in dates, and retention

DISCUSSION

Dan Clem asked questions about how improvements in disparities would be measured and concerns about potential bias in assessment tools.

MOTION TO CREATE AD HOC EQUITY WORK GROUP AND APPROVE PROPOSED CHARTER MADE BY: **COMMISSIONER BETHELL**

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

ORS 190 ELECTION OF VICE PRESIDENT

NOMINATIONS

Chair Gordon opened nominations for ORS 190 President. Lopez nominated Commissioner Bethell. No other nominations were made

MOTION TO APPROVE COMMISSIONER BETHELL AS ORS 190 VICE PRESIDENT BY CONSENSUS MADE: **BY LOPEZ**

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

BOARD ADMINISTRATOR ROLE

RECOMMENDATION:

Gordon provided information on the Board Administrator role and recommended approving Misty Sorte, MWVHA Executive Director, as Board Administrator for ORS 190 Entity.

MOTION TO APPOINT MISTY SORTE AS BOARD ADMINISTRATOR FOR THE ORS 190 ENTITY MADE **BY: BETHELL**

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

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JURISDICTIONAL UPDATES

Commissioner Bethell highlighted House Bill 3079 in the Oregon legislature, which directs a study on youth homelessness funding. She encouraged board members to review and submit testimony.

Chair Gordon mentioned a film screening on senior homelessness at Western Oregon University that evening.

Councilor Lopez noted a positive Statesman Journal article about the Point-in-Time count and David's House in Monmouth.

Jan Calvin shared that Brianna Hatchell, appointed to the R&R committee, was profiled in the Salem Reporter regarding her journey to sobriety through the Marion County LEAD program.

ZOOM CHAT MESSAGES

15:00:35 From Councilor Shannon Corr, Independence to Homeless Alliance(direct message) : I'm going to be off camera for a bit. eating lunch.

15:01:15 From John Oberst, Monmouth Council; Lopez alternate to Homeless Alliance(direct message) : There is an echo (echo, echo), in here (here, here).

15:01:18 From Soraida Cross to Homeless Alliance(direct message) : My votes will be via chat in hospital

15:01:48 From Soraida Cross to Homeless Alliance(direct message) : Soraida Cross here

15:06:57 From Homeless Alliance to Soraida Cross(direct message) : Replying to "My votes will be via..."

ok sounds good

15:09:18 From Soraida Cross to Homeless Alliance(direct message) : I will turn on volume as needed and to vote thank you

15:18:19 From Councilor Shannon Corr, Independence to Homeless Alliance(direct message) : Thanks for the links. Very helpful!

15:18:34 From Homeless Alliance to Councilor Shannon Corr, Independence(direct message) : Reacted to "Thanks for the links..." with 👍

15:33:03 From Homeless Alliance to Christy Perry, on behalf of Salem-Keizer Public Schools(direct message) : Johathan just logged on FYI:)

15:37:22 From Christy Perry, on behalf of Salem-Keizer Public Schools to Homeless Alliance(direct message) : Thank you! He will take over after this vote.

15:37:29 From Homeless Alliance to Christy Perry, on behalf of Salem-Keizer Public Schools(direct message) : Reacted to "Thank you! He will t..." with 👍

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15:37:51 From Ashley Carson, Center for Hope & Safety to Homeless Alliance(direct message) : Thank you!

15:38:27 From John Oberst, Monmouth Council; Lopez alternate to Homeless Alliance(direct message) : Thank you all; signing off!

ADJOURNMENT

Chair Gordon adjourned the board meeting at 3:57 p.m.

_____ _____

Jeremy Gordon, MWVHA Chair & ORS 190 President Date

_____ _____

Misty Sorte, MWVHA Executive Director Date

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

BOARD OF DIRECTORS

Jeremy Gordon, Commissioner, Polk County, Chair
Christopher Lopez, Councilor, City of Monmouth
Christy Perry, Former Superintendent, Salem-Keizer School District
Dan Clem, Executive Director, Union Gospel Mission
Danielle Bethell, Commissioner, Marion County Vice-Chair
David Zepeda, Subject Matter Expert
Josie Silverman-Méndez, Deputy Director, Willamette Health Council
Julie Hoy, Mayor, City of Salem,
Kathy Martin-Willis, Councilor, City of Independence
Leilani Slama, Chief Communications & Community Relations Officer, Salem Health
Lisa Leno, Tribal Councilwoman, The Confederated Tribes of Grand Ronde
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Shane Matthews, Councilor, City of Salem,
Soraida Cross, Councilor, City of Keizer
Zaira Flores Marin, Director, Marion-Polk CCO, PacificSource Community Solutions

EX-OFFICIO BOARD MEMBERS

Christian Edelblute, Executive Director, West Valley Housing Authority
Christine Sommer, Co-chair, CoC Collaborative Committee
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Jason Icenbice, Executive Director, Marion County Housing Authority
Ashley Hamilton, Deputy Executive Director, Mid-Willamette Valley Community Action Agency
Nicole Utz, Administrator,

March 4, 2025

RE: WestCare Oregon, DBA VETcare Oregon; HVRP Grant Renewal Letter of Support; FOA-VETS-25-01 Homeless Veterans Reintegration Program (HVRP)

To Whom it May Concern:

VETcare's renewal application for the Homeless Veterans Reintegration Program (HVRP) grant. HVRP program has been an invaluable resource for veterans transitioning from joblessness to full employment, which in turn avoids the likelihood of continued homelessness.

VETcare's HVRP program has proven success of finding Veterans in or at risk of homelessness by assisting them in job placement and sustainability, allowing them to achieve housing or continued housing, long term.

HVRP is an employment-focused, competitive federal grant program intended to enable veterans experiencing or at risk of homelessness reach their full employment potential and obtain high-quality career outcomes.

The HVRP model employed by VETcare has proven an essential component in ensuring that veterans obtain and maintain employment over the long term. VETcare's case management team provides individualized, intensive support, offering case management, job seeking and applications, resume building, money management, vocational counseling, guidance workshops, interviewing skills, clothing, transportation, mental health support, housing stability.

VETcare is a Coordinated Entry System (CES) within the COC.

If you have any questions or concerns, please feel free to contact us at:
chair@mwvhomelessalliance.org

Sincerely,

Commissioner Jeremy Gordon
Chair, Mid-Willamette Valley Homeless Alliance President
OR-504 – Salem, Marion/Polk Continuum of Care
mwvhomelessalliance.org

FY 2025-26 Budget Schedule

Date	Action	Who
3/13/25	***Budget Schedule Adopted***	***Board of Directors***
3/13/25	***Budget Committee Appointed***	***Board of Directors***
4/15/25	***Budget printed and distributed***	***Amber***
4/22/25	Notice of Budget Committee meeting emailed to Statesman Journal	Amber
4/29/25	***Notice of Budget Committee meeting published in Statesman Journal***	***Statesman Journal***
5/8/25	***Budget Committee reviews budget***	***Budget Committee***
5/15/25	***2nd Budget Meeting (if needed)***	***Budget Committee***
5/22/25	***3rd Budget Meeting (if needed)***	***Budget Committee***
5/27/25	Notice of Budget Hearing emailed to Statesman Journal	Amber
6/3/25	***Notice of Budget Hearing published in Statesman Journal***	***Statesman Journal***
6/12/25	***Budget hearing and adoption.***	***Board of Directors***
6/30/25	***Budget submitted to Oregon Dept of Revenue***	***Amber***

ORS 190 Entity
Mid-Willamette Valley Homeless Alliance Budget Committee

Position	ORS 190 Board Members	Title	Agency	Terms End
1	Danielle Bethell	Commissioner	Marion County	6/30/25
2	Soraida Cross	City Councilor	City of Keizer	6/30/28
3	Kathy Martin-Willis	City Councilor	City of Independence	6/30/25
4	Jeremy Gordon	Commissioner	Polk County	6/30/25
5	Julie Hoy	Mayor	City of Salem	6/30/28
6	Lisa Leno	Tribal Council Member	Confederated Tribes of Grand Ronde	6/30/28
7	Christopher Lopez	City Councilor	City of Monmouth	6/30/28
8	Christy Perry	Former Superintendent	Salem-Keizer School District	6/30/28

Position	Citizen Members	Title	Agency	Terms End
1	Dan Clem	Exec Director	Union Gospel Mission	6/30/25
2	Bri Hatchel	CRM, CHW	Soaring Heights	6/30/30
3	Hannah Shooting Bear	Sioux Tribe Member	Indigenous Now Oregon	6/30/30
4	Jenny Sheldon	Regional Director	Crossroads Communities	6/30/30
5	Jackie Leung	Executive Director	Micronesian Islander Communities	6/30/30
6	Cathy Clark	Mayor	City of Keizer	6/30/30
7	Christine Sommer	HCV Program Manager	Marion County Housing Authority	6/30/30
8	Sam Dompier	Chief Dev. Officer	Church at the Park	6/30/30

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)

MOVING TO END AND PREVENT HOMELESSNESS

STAFF REPORT

March 2025

Executive Director, Misty Sorte Page 02
Coordinated Entry, Ashleigh Duda Page 03
HMIS, Nate Perez Page 08
HMIS, David Peak Page 11
Admin. & Comm., Cassie Bay Page 14

Director's Report

March 2025

NAME: **Misty Sorte**
TITLE: **Interim Director**

Contracts/Grants :

1. Lozier contract
2. Homebase: CE technical assistance through HUD
3. LTRA: Landlord engagement and education update

Budget (FY 24-25):

1. Possible budget implications of extra drawdown on: OR-504 -YPLN – OR – 504 YHDP Planning Grant FY 2020 Grant: OR0336Y0E042000 (11/1/2022-6/30/2024)

Strategic Plan:

1. Goals, priorities & next steps

Staffing:

1. Staff Report
2. Health and Homeless Systems Liaison – Emily Mewbourn

Other:

ACCESS COORDINATED ENTRY TRAINING 101 HERE

NAME: **Ashley Duda**
TITLE: **Coordinated Entry Program Manager**

DESCRIPTION:

The Coordinated Entry Program Manager for the Mid-Willamette Valley Homeless Alliance serves as a vital link in the effort to address homelessness and improve the quality of services within our community.

Responsible for the day-to-day activities of the Coordinated Entry System (CES) within the Alliance service region. Oversees various aspects of the Coordinated Entry System, including case conferencing meetings, housing provider resource inputs, development of appropriate access points and the adaptation of system flow. Responsible for ensuring compliance with both HUD and local guidelines, recommendations, and policies and procedures. Provides daily administration of, and facilitation for, the Coordinated Entry System to ensure that the system is easily accessible and reduces the amount of time people spend finding the appropriate housing resources.

ESSENTIAL FUNCTIONS/DUTIES/ RESPONSIBILITIES:

- Ensure the Alliance complies with HUD expectations and requirements related to the CES.
- Manage the HUD CES Grant.
- Serve as the content expert for the annual HUD CES grant application.
- Prepare reports related to the operation of the CES program, including Annual Progress Reports (APRs) and other reports as required by HUD, by the State of Oregon, and the Alliance.
- Manage the By Name List (prioritized list of people experiencing homelessness to be matched to Rapid Rehousing or Permanent Supportive Housing programs).
- Manage the housing referral process in collaboration with homeless service providers.
- Per the Alliance Board and its committees' direction develop and maintain approved program policies and procedures, identifying program components in need of further development, addressing implementation challenges, and consulting on client-level issues as needed.
- Onboard and provide necessary training to CES participating agencies and assessors.
- Serve as the lead staff for Built for Zero meetings.

- Serve as the lead staff for case conferencing meetings whose purpose is to connect people experiencing homelessness to resources to return to housing.
- Serve as the lead staff for the Alliance's Coordinated Entry Committee.
- Facilitate an annual Coordinated Entry System Evaluation with the Alliance's Coordinated Entry Committee.
- Work with the homeless services providers to translate best practices into local policies and procedures.
- Collaborate with stakeholders, including Alliance partner agencies to improve CES service access and availability by addressing issues such as service gaps, barriers to service, and needed resources.
- Provide various data and performance reports as requested by Alliance staff, committees, and Board.

PROGRESS SINCE HIRE DATE: JUNE 2024

Trained to become new CE Access Sites (Number of assessors at each site in parenthesis)

- United Way-Safe Sleep (1)
- Salem Housing Authority Outreach Team (2)
- Seeds of Faith- CRAWL (6)
- Crossroad Communities (3)
- Polk County Family and Community Outreach (1)

CE 101 Presentations provided

- Santiam Integration Conference (October 2024)
- North Santiam SIT Team Meeting (December 2024)
- Cascade SIT Team Meeting (January 2025)

Agencies interested in becoming CE Access sites:

- Simoka place
- Bridgeway
- JD Health and Wellness
- Marshallese Islander Community
- Public Defender of Marion County
- Sable House
- ROCC

COORDINATED ENTRY

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
MWVHOMELESSALLIANCE.ORG

What is Coordinated Entry?

Coordinated Entry is a system designed to connect individuals and families who are experiencing homelessness or at risk of becoming homeless to housing program and opportunities in the community.

What does Coordinated Entry Do?

Standardizes the access to housing services in the community and coordinates referrals to available housing opportunities and programs in the community.

How it works

A family or individual experiencing homelessness, contacts a Coordinated Entry Access Site to and completes a Coordinated Entry assessment often referred to as a housing assessment.

What does the assessment do?

The assessment collects information that helps the Coordinated Entry team refer individuals and families to housing opportunities and programs based on their needs.

How does the referral work?

When a housing opportunity or program becomes available in the community, those opportunities or programs will reach out to the Coordinated Entry team informing them of the opening and the number of availabilities. The Coordinated Entry team then sends the program the names of families or individuals that meet the needs for the opportunity or program.

Who should enter the Coordinated Entry System?

- Families or individuals who are currently homeless
- Families or individuals fleeing domestic violence.
- Unaccompanied minors who lack a permanent night time residence.

CE Assessment Academy

Date & Time:
January 22nd from 9am-3:30pm
January 23rd from 9am-1pm

Location:
The ARCHES Project
615 Commercial St NE
Salem, OR 97301

Academy participants must have a laptop or tablet with web browser capabilities and HMIS login credentials prior to the first day of the CE Assessment Academy. Those without web browser capabilities and HMIS credentials will be dropped from the academy. If you need HMIS credentials, please contact your supervisor for guidance and assistance.

Day 1 Agenda

9:00am-10:00am	Coordinated Entry 101
10:00am-10:30am	ROI's: CoC, VA & DV Pre-Assessment Tool
10:30am-11:00am	Homeless vs. At Risk of Homelessness
11:00am-11:15am	Break
11:15am-12:15pm	Base Assessment
12:15-12:45pm	Lunch
12:45pm-1:00pm	Review morning material & questions
1:00pm-2:00pm	Literal Homeless Single & Family VI-SPDAT
2:00pm-2:15pm	Break
2:15pm-2:45pm	TAY-SPDAT
2:45pm-3:15pm	Single & Family Preventions
3:15pm-3:30pm	Review

Day 2 Agenda

9:00am-11:30am	Practice base assessment, VI-SPDATS & preventions
11:30am-11:45am	Break
11:45am-12:00pm	Skills test
12:00pm-1:00pm	Review skills test, follow-up questions & hand out CE Assessor Academy Certifications

NAME: **Nathaniel Perez**
TITLE: **HMIS Specialist**

DESCRIPTION:

The HMIS Specialist for the Mid-Willamette Valley Homeless Alliance serves as a vital link in the effort to address homelessness and improve the quality of services within our community.

Maintains the Homeless Management Information System (HMIS) related to homelessness and community services throughout the Marion County & Polk County region. Ensures, through system monitoring and end-user training, that the HMIS is capable of 1) delivering accurate data and 2) generating meaningful reports to government and non-government funders, as well as Alliance leadership.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

- Provide technical assistance to all licensed users on an on-call basis, during
- normal business hours. Assistance includes assigning HMIS software licenses, creating user accounts, updating access privileges, deleting and merging duplicated database records.
- Assign HMIS software licenses.
- Design and train super users and end-users in data security and confidentiality requirements further ensuring appropriate use and disclosure of HMIS data.
- Maintain regular contact with HMIS database users, particularly programs that are required
- to produce HUD Annual Progress Reports (APRs) and other state-funded grant reports.
- Work with Alliance staff and partners to create and update policies and procedures as needed.
- Ensure that both self and HMIS licensed users are properly trained and implement HMIS data collection procedures according to the CoC Data Quality Management Plan.
- Co-lead updates to the CoC Data Quality Management Plan with the HMIS Analyst.
- Inform users of updates/changes in the HMIS data collection process, regulations, and compliances in a timely way.

- Act as Security Officer for HMIS, protecting confidential information and adhering to the CoC's policies and procedures.
- Onboard organizations becoming HMIS participating agencies.
- Serve as the support staff person for HMIS Users Workgroup whose purpose is to identify barriers to implementation of the CoC Data Quality Management Plan and ensure agencies and individual users have what they need to be timely, complete, and accurate in their use of HMIS, and to review and make recommendations on HMIS policies and protocols to the Alliance Board.
- Recommend process changes to improve program operations and outcomes.
- Represent the Alliance on interagency and statewide technical groups addressing participant data issues.
- Advocate for the needs and betterment of HMIS users.
- Perform other tasks deemed necessary for maintaining the quality of HMIS.
- Serve as the first point of contact for staff with data related requests or needs.
- Perform other duties as assigned.

PROGRESS SINCE HIRE DATE: JUNE 2024

Meetings & Collaboration:

- Attended and helped facilitate the transition meeting with **Mid-Willamette Valley Community Action Agency**.
- Led the **New Users Workshop Committee Meeting**, enabling users to vote and make changes for better **HMIS utilization**.
- Participated in **OHCS Quad Squad meetings**, contributing to discussions on policies and procedures.
- Collaborated with **Institute for Community Alliances (ICA)** on **Longitudinal System Analysis (LSA)** and other HMIS-related activities.
- Engaged in discussions for a **five-year data quality plan** and **strategic planning for the CoC**.
- Assisted with grants, including **NOFO**.
- Facilitated **day-to-day meetings** via **Zoom or in-person**, depending on user availability.
- Participated in **team meetings every Monday** to ensure HUD compliance and smooth operational workflow.

Help Desk & User Support:

- Established a **Help Desk to track HMIS inquiries**, handling: **55 total inquiries** (all completed)
- **37 high-priority, 4 crucial, and 12 normal cases**
- Additional **15-20 weekly emergency, on-site, and training inquiries**
- Provided information and assistance for the **CoC Charter**.
- **Training & User Support:**
- Created **new user training materials and refreshers** aligned with HUD

policies and workflows.

- **85 new users issued** access, with: 58 attending structured training
- 27 participating in collaborative training sessions
- Launched **monthly new user training (first week) and refreshers (last week of each**
- **month)**.
- Supported HMIS Specialist in launching **monthly training sessions**.
- **CoC & Reporting Work:**
- **Led PIT/HIC (Point-in-Time & Housing Inventory Count) efforts** on the sheltered side.
- **Trained in SPM (System Performance Measures)** report running and interpretation. Developed **PowerPoint format for trend data presentations**.
- Provided **data to Homebase for Coordinated Entry (CE) Evaluation**. Coordinated meetings with vendors for **CE Case Conferencing report updates**. Assisted in **custom reporting**, including: Monthly enrollments by project Monthly housing placements
- Housing inventory updates for CoC review
- Set up a **new HMIS project request form and provider assessment tool** to track project changes.

HMIS Database & Compliance Work:

- Helped **create and implement HMIS Provider Assessment** to monitor project changes.
- Worked with **MWVCAA staff** to review and redesign HMIS assessments (updates scheduled).
- Worked with **HMIS vendors** to resolve reporting issues. Developed a **Data Quality Monitoring Tool** for CoC agencies.
- Created **processes for data collection improvements**, including renaming HMIS projects for clarity.

NAME: **David Peak**

TITLE: **HMIS Analyst**

DESCRIPTION:

The HMIS Analyst for the Mid-Willamette Valley Homeless Alliance serves as a vital link in the effort to address homelessness and improve the quality of services within our community. Responsible for tracking, managing, analyzing, and overseeing HMIS reports for the Alliance. Works closely with HMIS Specialist and other staff to ensure ongoing analysis and accuracy of data for the CoC's HMIS system and to produce reports. Prepares, produces, and submits data reports to meet reporting requirements and for creating, maintaining, and updating standard reports to the Alliance can use to monitor program performance. Serves as back-up support to the HMIS Specialist and the Coordinated Entry Program Manager

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

- Prepare and submits reports for local, state, and national submissions like Annual Progress
- Reports (APRs), Consolidated Annual Performance and Evaluation Report (CAPER),
- Longitudinal System Analysis (LSA), System Performance Measures (SPM), Point-In- Time
- (PIT) Count, and other custom reports.
- Manage the HUD HMIS grant.
- Serve as the content expert for the annual HUD HMIS grant application.
- Maintain compliance with participant data and reporting requirements of funding sources
- such as HUD and the State of Oregon.
- Custom report development, maintenance & troubleshooting.
- Perform regular data monitoring, generate reports, and analyze data for Alliance partners, board, and funders.
- Ensure accurate and complete data collection for various aspects related to Built for Zero efforts (number of people experiencing a specific issue, program
- participation rates, resource availability, etc.). This might involve cleaning and organizing existing datasets or setting up new data collection systems.
- Create documentation for reports, workflows, and other procedures.
- Schedule and track all activities to ensure internal and external needs

are met, including local and federal reporting deadlines.

- Recommend process changes to improve program operations and outcomes.
- Co-lead updates to the CoC Data Quality Management Plan with the HMIS Specialist.
- Work with Alliance staff and partners to create and update policies and procedures as needed.
- Represent the Alliance on federal, interagency, and statewide groups.
- Serve as the lead staff person for the HMIS Users Workgroup whose purpose is to identify barriers to implementation of the CoC Data Quality Management Plan and ensure agencies and individual users have what they need to be timely, complete, and accurate in their use
- of HMIS, and to review and make recommendations on HMIS policies and protocols to the Alliance Board.
- Serve as back-up for essential duties of the HMIS Specialist (e.g., technical assistance to licensed users) and Coordinate Entry Program Manager (e.g., pulling the By Name List) as needed.
- Maintain a professional and courteous manner to foster harmonious working relationships with other staff, partners, and members of the public.
- Perform other duties as assigned.

PROGRESS SINCE HIRE DATE: SUMMER 2024

- Assisted with CE Training Curriculum
- Offered HMIS training Curriculum guidance to HMIS Admin
- Provided information and assistance for Elaine Lozier with the NOFO
    - Assisted in writing grant proposals
    - Maintained compliance with timeline
    - Provided reports requested by committee
- Creating and maintaining reporting groups within HMIS
- Completed FY_ 24 Longitudinal Systems Analysis (LSA)
    - Tracks individuals' progression through the entire homeless services system
    - Coordinate CoC-Wide Data Cleanup for housing and emergency shelter programs
    - Compile and submit data to the HUD Exchange
    - Coordinate with regional HUD representatives to make edits, explaining discrepancies that could not be resolved
    - Comparison of bed occupancies to Housing Inventory Count (HIC) using data from each agency's count and HMIS with previous year and make edits to programs as needed.

    - Data is used to show effectiveness of CoC Programs over the span of years tracking trends and showing how the functionality of programs within our local CoC has positively impacted houselessness within our community.
    - Can be used to help determine future funding opportunities from HUD via the AHAR presented to congress. This is compiled by HUD utilizing data from each CoC.
    - Utilizing trends and opportunities from previous LSA to guide recommendations for streamlining and increasing accuracy of future LSA efforts.
- Collaborated with ICA to create Monthly housing report utilized by Jan Calvin
- Provided trainings to local agencies for reporting and data accuracy
- Created walkthroughs for reports that are accessible to local agencies if needed
    - CAPER
    - APR
    - Some individualized reports
- Provided support for HMIS Admin Specialist and Coordinated Entry Program Manager
- Compiled and provided data for HOMEBASE to be used for Coordinated Entry (CE) evaluation and updates to CE reports and procedures
- Co-Facilitated HMIS Users Workgroup
- Attend monthly Multi-CoC meeting with OMC (Quad Squad)
- Created Data Visualizations regarding trends for SPM that will be used when 2024 numbers are complete
- Currently working on data for FY 24 System Performance Measures (SPM) reporting for HUD.
    - Offers broad view of system performance tracking aggregate data like length of stay, recidivism rates, exits to permanent housing, and overall trends across the entire homeless assistance network, providing a summary of achievements within the CoC, this is compiled nationally as is the LSA.
    - Further Data Cleanup. SPM includes all housing programs as in LSA, but also includes Street Outreach and other service-related programs
    - Collaborate with local agencies to provide accurate data to compile and submit to the HUD exchange

NAME : Cassie Bay

TITLE : Administration & Communications Specialist

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES:

- Schedule appointments, meetings, and locations. Maintain office schedules, calendars, and related organizational processes. Coordinate meetings and calendars for Executive Director. Resolve conflicting demands.
- Use word processing software to type complex detailed documents including letters, newsletters, memos, minutes, and other material from general instructions. Proofread
  and edit documents, presentation materials, brochures, and other materials for grammar, clarity, punctuation, and spelling. Examine documents for completeness and accuracy.
  Correct errors as necessary.
- Create well-structured Excel templates to track specific organizational requirements (project timelines, organizational requirements, program performance, etc.). Regularly update and maintain these spreadsheets.
- Transcribe, compose, type, and edit a variety of correspondence, reports, memos, and other material. Prepare and post public meeting notices and meeting minutes in
  accordance with Public Meeting Law. Coordinate materials for distribution and for website posting.
- Attend board, Executive Committee, and Budget Committee meetings; record proceedings; assemble public records; draft minutes that are submitted for
  board/ committee approval; assure distribution of signed, resolutions, minutes and other documents approved by the boards.
- Ensure arrangements are made for all board, Executive Committee, and Budget Committee meetings. Schedule and make necessary legal notification of all special meetings, executive sessions, and public hearings.
- Respond to public records requests in compliance with Oregon Public Records Law and provide public records to citizens, civic organizations, news media, and other public
  agencies.
- Serve as Oregon Notary Public.
- Prioritize and delegate work, analyze situations, and make recommendations to the Executive Director.
- Track, manage, and maintain records of all contracts and grants.
- Develop, implement, and maintain a comprehensive digital file structure system for efficient organization and retrieval of electronic documents.
- Create and maintain manual filing systems.
- Serve as backup to the Executive Director for access and management of grant,

reporting, and financial drawdown portals. This includes maintaining up-to-date knowledge of portal requirements, deadlines, and procedures, and ensuring timely and accurate data entry and reporting.

- Craft, manage, execute, and distribute all external-facing communication, including email newsletters, social media, website content, and toolkits.
- Manage and maintain the organization's website, including content creation, updates, and design.
- Present information to various groups and communicate effectively in a professional manner.
- Draft media and event materials, including press releases, FAQs, and talking points.
- Work collaboratively in a team environment with a spirit of cooperation.
- Aid other staff as workload and staffing levels dictate.
- Coordinate and perform other projects, functions, and tasks, as

PROGRESS SINCE JANUARY 2025

Hire Date (October 2024)

Meeting Support & Documentation

- Staffed multiple committee and board meetings, including:
  - MWVHA Weekly Team Meetings;
  - Board of Directors Meeting;
  - PIT Volunteer Training Sessions;
  - Special Executive & ORS 190 Entity Joint Meeting (Hiring Team);
  - Executive Committee Meeting;
  - Collaborative Committee/ PIT Volunteer Training;
  - Backbone Committee; and
  - Health & Safety Committee Meeting.
- Collaborated with committee leadership to meet public meeting law requirements (public notice & post agenda) for the following committees:
  - HMIS;
  - Coordinated Entry;
  - Youth and Young Adults Subcommittee; and
  - R&R Committee.
- Created and distributed agendas, meeting minutes, and compliance documentation for various committees.
- Ensured adherence to **public meeting law requirements** by updating records, notices, and scheduling adjustments.

Website & Digital Infrastructure Maintenance

- Modified website structure, uploaded documents, and corrected outdated information.
- Modified webpage to support PIT related events and trainings on multiple occasions
- Created a webpage for the R&R committee committee to ensure transparency and accessibility.

- Update webpage content for Executive Director Hiring Team, ensuring transparency and accessibility
- Update google calendar to include agendas as available and verified meeting links for several meetings each month to ensure compliance with public meeting law.

Onboarding Assistance

- Assisted new director and health and safety liaison with multiple onboarding steps, IT setup and Microsoft account access.

Point in Time Support

- Coordinated Amazon Account for PIT donations.
- Generated flyers
- Shared communications and important PIT information on MWVHA website
- Sorted donation supply for PIT event
- Attended at Salem Housing Authority è Warming Event with PIT Coordinator, Marianne Bradshaw to give out water and dog food at Wallace Marine Park. See newsletter here.
- Canvased from Mission and Hawthorne to Portland Rd and Hawthorne during PIT event.
- Conducted 15 PIT surveys with persons experiencing homelessness. Utilized observed feature to count persons as well.

Administrative & Compliance Tasks

- Secured **proof of insurance** from Church at the Park, United Way, and Sable House
- Assisted legal counsel by retrieving timestamped records and submitting requested documents.
- Developed a 2025 Quorum Workbook to streamline process for documenting quorum for the Board.
- Generated 2025 Committee Roster and Email Distribution list with built in formulas to create efficiencies for Alliance staff members as they staff their committees.
- Created and implemented a new tracking system designed to ensure all necessary steps are taken to meet public meeting law requirements. This streamlined process enhances transparency, reduces likelihood of errors and ensures ongoing compliance.
- Drafted policy on meeting public meeting law requirements.
- Developed and implemented a new tracking system for letters of support issued by the Alliance.
- Developed procedure for 2025 committee roster and email distribution. Presented updates and new features to staff.
- Cleaned up and updated rosters across multiple committees.
- Verified and uploaded committee appointments, resignations, and membership details.
- Committee roster updates for:
    - YYA;

- Collaborative ;
- Executive Committee;
- ORS 190;
- Board of Directors;
- Health and Safety ; and
- Coordinated Entry.

Additional Responsibilities & Challenges

- Managed workflow during a **period of leadership transition**, taking on additional responsibilities due to lack of clear direction.
- Researched and improved internal documentation practices.
- Provided support for the **ED Search Committee**, consolidating agendas, minutes, and related materials.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)

2025 MEETING SCHEDULE

Executive Committee Meetings

Virtual on Zoom

Tuesdays, Noon-1:00 p.m.

- December 31
- ~~February 4~~ Wednesday, February 5
- March 4
- April 1

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

Joint Boards of Directors Meetings (Homeless Alliance & ORS 190 Entity)

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

2nd Thursdays, 3:00-5:00 p.m.

- January 9
- ~~February 13~~ Feb 19 (Zoom only)
- March 13
- April 10
- April TBD – Joint meeting with Collaborative Committee
- May 8
- June 12
- July 10
- August 14
- September 11
- October 9
- November 13
- December 11

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

BOARD MTG. DATE: 3/13/25

AGENDA TOPIC: Governor's Executive Order Update

RECOMMENDATION: Information Only

BACKGROUND

On January 7, 2025, Governor Tina Kotek signed Executive Order 25-01, extending the state of emergency due to homelessness. The original declaration was made on January 10, 2023, in response to a 63% rise in homelessness since 2016.

1. Households Housed thru EO-funded Projects

More than 600 previously unsheltered households have been housed in Marion and Polk counties through EO-funded projects in the 25 months since the start of the Governor's Executive Orders. The state tracks the number for only Rapid Rehousing projects (417 in Marion and Polk). However, EO-funded **shelter projects** have also exited unduplicated clients to permanent destinations (additional 189 in Marion and Polk).

Agency	Project	Contracted # of Households to House by 6/30/25	Total thru 2/28/25
Salem Housing Authority	SHA - EO 23-02 RRH-SSO (Barrier Removal)	140	188
MWVCAA	MWVCAA EO 23-02 RRH Partnership - Marion	72	63
MWVCAA	MWVCAA EO 23-02 RRH Partnership - Polk	74	72
Sable House	Sable House EO 23-02 RRH for DV	55	59
	EO RRH Project Totals	**341**	**382**
Center for Hope & Safety	CHS ORI - RRH	10	2
MWVCAA	ORI Marion - RRH	22	11
MWVCAA	ORI Polk - RRH	24	22
Sable House	Sable House ORI - RRH	10	0
	ORI RRH Project Totals	**66**	**35**
	ALL RRH PROJECTS	**407**	**417**
Center for Hope & Safety	Mosaic - DV Provider		26
Church at the Park	CCS Family Shelter		37
Church at the Park	Polk Shelter		0
Church at the Park	Young Adult Shelter		42
MWVCAA	Family Shelter		0
Sheltering Silverton	Silverton Shelter		20
Sheltering Silverton	EO Staff at Resource Center		37
United Way	SafeSleep United		27
	EO SHELTER PROJECTS	**0**	**189**
	Totals	**407**	**606**

**Permanent destinations include rental housing (with or without subsidy), owned home, or living permanently with family or friends.*

2. Status of New Shelter Beds to be Created in Marion/Polk

OR-504 EO-Funded Shelters – March Status Report

Shelter Services	New Beds, Month Opened	Households Exited to Permanent Destinations* through 2/28/25	March Notes / Updates
Sheltering Silverton's EO-funded efforts include a 12-bed congregate shelter, 8-beds in Pallet shelters, and their Resource Center all on the same property.	20 new beds, June 2023	In 20 months, 54 households have moved into permanent destinations.	Occupancy rate of congregate beds running at 90%, Pallet shelter beds are lower, at 80%, due to the 2-bed configuration.
Church at the Park's Young Adult Shelter for 18-24-year olds provides 38 beds in custom trailers, equipped with restrooms and showers.	38 new beds, Sept. 2023	In 17 months, 42 households have moved into permanent destinations.	Also at the site in Southeast Salem is a common-room building which is being remodeled to add a commercial kitchen for food service and culinary training.
Church at the Park's CCS Family Shelter was expanded by Catholic Community Services (CCS) from 100 to 132 beds, with family-friendly restrooms and showers.	32 new beds, January 2024	In 13 months, 37 households have moved into permanent destinations.	Occupancy rate running at 96%. CATP programs include case management and on site services, as well as connections to community resources.
United Way's SafeSleep United shelter for women expanded from 19 beds to 50 beds and added restrooms and a kitchen.	31 new beds, Feb. 2024	In 12 months, 27 households have moved into permanent destinations.	SafeSleep United has a modest staff, dedicated to safe shelter, access to food, and resource referral, but it does not provide case management services.
Center for Hope & Safety's Mosaic Shelter now has family-friendly units with 1-2 bedrooms and kitchens, along with a new fire suppression system.	20 new beds, March 2024	In 11 months, 26 households have moved into permanent destinations.	Center for Hope & Safety closed its 10-bed shelter in 2024, so all CHS clients in need of shelter are located at Mosaic, where there is greater access to housing services.
Church at the Park's Family Shelter in Dallas created 20 beds and a shared kitchen for 4-5 families in a substantially renovated home.	20 new beds, Feb. 2025	N/A	Ribbon-cutting held February 3rd Two families had moved in by the end of February.
Mid-Willamette Valley Community Action Agency's Arches Nest created 36 family shelter beds in 14 units, along with two kitchens. The 30-bed Veterans shelter program previously occupying the building was relocated and is now part of the Arches Lodge.	36 new beds, March 2025 *anticipated*	N/A	Ribbon-cutting held January 24th First families expected in March
Church at the Park's Monmouth Shelter will add 20 beds for individuals and couples when building renovation is completed.	20 new beds, April 2025 *anticipated*	N/A	Final renovations to be completed in March. First residents expected in April

3. Long-Term Rent Assistance Program

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.

LTRA implementation plans were revised and last reviewed at the Alliance Board meeting on December 12, 2024. The most recent update was provided for the Alliance Board meeting on February 19, 2025.

INFORMATION:

Objectives	Highlights / Activities Since Last Report	Next Steps
1. **Continue to provide support to 100 households originally housed under HB 5019.** This will be accomplished through the existing contract with MWVCAA.	MWVCAA has enrolled 92 households in the LTRA program.	Continuing support.
2. **Identify and enroll additional qualified households through a referral and verification process.**	On 2/19/25, the Board approved awards for three additional supportive service providers. Contracts have been signed.	Enroll the 37 additional households identified for LTRA, supported by the same case managers through supportive services contracts with Center for Hope & Safety, Sable House, and Shangri-La.
3. **Increase and diversify the organizations able to provide supportive services** by implementing the training and technical assistance project outlined in the LTRA Plan.	3/13/25 Board agenda includes R&R Committee recommendations for Training & Technical Assistance provider. The five culturally specific organizations scheduled to participate are Micronesian Islander Community, Indigenous Now, Mano a Mano, Seed of Faith/CRAWL, and Forteleza Atravez Barrera.	Implement Board-approved recommendations for T&TA project.
4. **Address racial disparities in the Coordinated Entry System and provide greater access to disproportionately represented populations**.	Staff identifying documents to be translated for use by culturally specific organizations being trained to conduct CE assessments and use HMIS.	Document translation.

Objectives	Highlights / Activities Since Last Report	Next Steps
5. **Implement the six-point racial disparity project outlined in the LTRA Plan.** Equity analysis to be conducted April-June 2025.	On 2/19/25, the Board established an Ad hoc Workgroup and approved its charter to conduct an equity analysis.	Recruit for workgroup members. The April Board agenda will include recommendations to appoint members of the Ad hoc Workgroup.
6. **By February, determine what, if any, actions can be taken to further support landlord engagement.** The LTRA budget includes funds to develop tools and resources, including a rapid response system and central touchpoint for area landlords.	The Salem, Marion County, and West Valley housing authorities have begun planning education and engagement activities around current issues, including new habitability inspections. The March Director's Report will include an update on this project.	The April Board agenda will include an update on this item.
7. **Contract for management and implementation of the LTRA Plan through 6/30/25, using LTRA funds.**	Implementation and project management is ongoing.	Continue implementation and project management through 6/30/25.
8. **Forgo implementation of the remaining capacity-building projects outlined in the LTRA Plan.** This will leave approximately $1.3M of the $5.3M in LTRA funds unspent on 6/30/2025.	No action since 12/12/24, when Board encouraged collaboration to advance the remaining capacity-building projects: a) Expand capacity to serve linguistically diverse populations; b) State agency assistance to extend care to persons who need assistance performing activities of daily living while in transitional shelter programs; and c) Integrate housing and healthcare by employing "healthcare navigators" to work in homeless services.	It is projected that time constraints and other priorities will not allow coordination / collaboration in these areas prior to the LTRA grant deadline of 6/30/25.

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
February 25, 2025
Invoice No.105179
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	2,365.20	321.20	0.00	-2,365.20	$321.20

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: 02/25/2025

Invoice No.: 105179

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 February 25, 2025
Invoice No. 105179 Page: 1
Client: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
Matter: Supplemental General Counsel Services

Itemization of Professional Services and Costs through 02/25/2025

			Hours	Amount
01/27/2025	CRS	Advise client on process for reinstating December 3 meeting motions and on response to grievance on collaboration committee.	0.70	204.40
02/13/2025	CRS	Advise client on public meetings law question re: switch to all-remote meeting.	0.20	58.40
02/19/2025	CRS	Advise client on public meetings notice issue.	0.20	58.40
			1.10	321.20

Summary of Services

Timekeeper	Hours	Rate	Total
C. Robert Steringer	1.10	$292.00	$321.20

Total of Itemized Professional Services and Costs	321.20
Previous Balance	$2,365.20
Total Payments	-2,365.20
Balance Due	$321.20

	State Reports & Meetings	Budget Monitoring & BCRs	Oregon Rehousing Initiative	Long Term Rental Assistance	SB 5511 shelter, outreach, and unit access	HB 5019 shelter, outreach, RRH
1-Feb	1.5		1.0	1.0		
2-Feb						
3-Feb	0.5	0.5		3.5		0.5
4-Feb				0.5		
5-Feb				2.0		
6-Feb	1.0					
7-Feb		1.0		1.5		1.0
10-Feb	0.5	1.0				
11-Feb	3.0	0.5		1.0	0.5	1.0
12-Feb				1.5		
13-Feb		1.0				
14-Feb				1.0		
16-Feb				2.0		
17-Feb				1.5		0.5
18-Feb				1.5	1.5	
19-Feb				3.0	0.5	0.5
20-Feb		0.5	0.5	0.5		
21-Feb						
23-Feb				1.0		
24-Feb				3.5		
25-Feb	1.0	1.0				0.5
26-Feb		2.0				
27-Feb						
28-Feb				1.0		
Feb Total	**7.5**	**7.5**	**0.0**	**26.0**	**2.5**	**4.0**

Dates	Hours	Rate	Subtotal
2/1/25- 2/28/25	107.5	$150	$16,125.00

Jan Calvin, Consultant Invoice Submitted 3/1/25

State Funding Total	Data gathering, updates, and responding to requests	HMIS	HUD reports	Data & Reporting Total	YHDP Project Monitoring	CoC/ESG Project Monitoring
3.5				0.0		
0.0		1.0		1.0		
5.0				0.0	2.0	
0.5				0.0	1.0	
2.0				0.0		1.0
1.0				0.0	1.5	
3.5				0.0	1.5	
1.5	0.5			0.5	0.5	1.0
6.0	1.5			1.5		
1.5		5.0		5.0		
1.0				0.0		
1.0				0.0	4.0	
2.0				0.0		
2.0				0.0		
3.0				0.0	2.0	
4.0				0.0		
1.5				0.0		
0.0				0.0		
1.0				0.0		
3.5				0.0		
2.5				0.0		
2.0			1.0	1.0		
0.0				0.0		
1.0				0.0		
48.0	**2.0**	**6.0**	**1.0**	**9.0**	**12.5**	**2.0**

Miles	Rate	Subtotal	Materials	Total
0	$0.670	$0.00	$15.99	$16,140.99

To: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Project Monitoring Total	Strategic Planning	General (meetings, communica-tions, etc.)	Support to Staff (ED, CE, HMIS, EO invoices)	TOTAL
0.0		2.0		**5.5**
0.0	1.0	1.5		**3.5**
2.0		1.5		**8.5**
1.0		1.0	0.5	**3.0**
1.0		1.5	1.0	**5.5**
1.5		2.0	2.0	**6.5**
1.5		1.0	2.0	**8.0**
1.5		0.5	2.0	**6.0**
0.0				**7.5**
0.0				**6.5**
0.0		2.0		**3.0**
4.0				**5.0**
0.0				**2.0**
0.0				**2.0**
2.0		0.5	0.5	**6.0**
0.0		2.5		**6.5**
0.0		2.0	1.0	**4.5**
0.0		1.5		**1.5**
0.0				**1.0**
0.0				**3.5**
0.0		2.0	0.5	**5.0**
0.0				**3.0**
0.0		2.0		**2.0**
0.0		1.0	1.0	**3.0**
14.5	**1.0**	**24.5**	**10.5**	**107.5**
			Beginning of month - Contract Balance of Hours	489.0
			End of month - Contract Balance of Hours	381.5

Invoice

Institute for Community Alliances
1111 9th St. Suite 380
Des Moines, IA 50314

1/30/2025	1331

Billing Address
Mid-Willamette Valley Homeless Alliances
100 High Street SE
Suite 200
Salem, OR 97301

Charge Date	Description	Quantity	Unit Price	Amount
12/1/2024	Amended Contract Balance - Installment 1 of 7	1.00	6,500.000000	$6,500.00

Payment Options:
ACH/EFT Payment - Free
Mail Check - Free

Credit Card Option
https://api.ipospays.com/v1/sl/127-9045Lo0081x74

Please note that a convenience fee of up to 3.95% will be applied to all payments made via credit card. This fee is to cover the costs associated with processing credit card transactions.

Payment Terms: Net 30 Days

Total: $6,500.00

INVOICE

Dickinson Consultants
1520 St Helens St NW
Salem, OR 97304-2093

Joy@DickinsonConsultants.com
+1 (650) 201-1985
www.dickinsonconsultants.com

Bill to
Mid Willamette Valley Homeless Alliance
100 High St. SE, Ste. 200
Salem, OR 97301

Invoice details
Invoice no.: 2713
Terms: Due on receipt
Invoice date: 02/28/2025
Due date: 02/28/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Consulting**	February 2025: Strategic planning consulting services provided at a flat rate of $3,000 per month per contract. This month: met with Misty Sorte twice, met with Collaborative Committee Co-Chairs twice, prepared a presentation for Alliance board meeting (cancelled due to inclement weather), prepared presentation for Collaborative Committee presentation (cancelled due to technology issues).	1	$3,000.00	$3,000.00

Total **$3,000.00**

Overdue 02/28/2025

Ways to pay

BANK

Dickinson Consultants accepts ACH payments or mailed checks to 1520 St. Helens St. NW, Salem, OR 97304

Note to customer

Payment is due upon receipt.
Thank you for your business!
www.DickinsonConsultants.com

View and pay

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: Misty Sorte, Executive Director
misty.sorte@mwvhomelessalliance.org

Date March 4, 2025

For Bradshaw Consulting Services to the Alliance, February 2025

Activities and Services

Data Processing: Post-Count Data Clean Up, Deduplication within Unsheltered Data

- Attend "Post-Count" Counting Us Webinar
- Meet with TJ at Counting Us to resolve specific questions
- Deduplicate similar entries within unsheltered data set (multiple surveys completed by people with similar names/birthdates)

Data Processing: Support Sheltered Count

- Meet with Sheltered Count Team
- Correspond with local shelter partners to help get sheltered data submitted/confirmed
- Prepare for deduplication between unsheltered data and sheltered data sets by reviewing process

Data Analysis: Preliminary Data Analysis

- Conduct analysis on preliminary data
- Prepare preliminary topline reports to share with PIT Work Group
- Partner with Sheltered Count Team to depict preliminary totals and trends

Debrief: Volunteer Input

- Create survey for PIT Count volunteers to gather input on their experience and to tally their volunteer hours
- Correspond with volunteers to send out request and reminder to complete the survey

Debrief: Jurisdictional Lead Input

- Receive feedback from jurisdictional leads on how the process went (what went well, what could be better next year, etc.)

Communicate with CoC staff and PIT Work Group

- Meetings with CoC Staff Misty Sorte and Cassandra Bay
- Correspond with PIT Work Group co-chairs to develop agenda for 2/21 meeting
- Prepare materials, present to PIT Work (2/21)
- Correspondence and research to support these efforts

Invoice	Amount
Consulting Hours – 80 hours for month of December 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!