MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
BOARD OF DIRECTORS

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

** Representing individuals who are homeless or formerly homeless*

ORS 190 ENTITY BOARD OF DIRECTORS

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

Last update – September 19, 2024

Agenda

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

Thursday, October 24, 2024
3:00 P.M.-5:00 P.M.

Mid-Willamette Valley Council of Governments Conference Room A 100 High Street SE, Suite 200, Salem, Oregon
Virtual meeting connection information provided on page 3

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

ALLIANCE ACTION

B. (3:05) ALLIANCE BOARD CONSENT AGENDA ..... Chair Gordon
Alliance Action: Items include approval of:

1. Agenda;
2. 9/19/2024 joint board meeting minutes (pages 4-10);
3. Accept the resignation of Shawntell Black (Mid-Willamette Valley Community Action Agency, MWVCAA) from PIT Count Workgroup and Erin Benjamin (Church at the Park, CATP) from PIT Count Workgroup, Coordinated Entry (CE) Committee, and HMIS Users Workgroup;
4. Appoint Laura Al-Muhtaseb (Marion County Housing Authority, MCHA), Sara Quick (Salem Housing Authority, SHA), Eric Davis (J.D. Health and Wellness), Sara Webb (MWVCAA), and Lisette Zamora (CATP) to PIT Count Workgroup;
5. Appoint Sarah White (Sheltering Silverton), Samantha Dompier (CATP), and Eric Davis (J.D. Health and Wellness) to the Health and Safety Committee; and
6. Appoint Kathryn Sommer to the HMIS Users Workgroup and CE Committee.

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

ORS 190 ACTION

C. (3:10) ORS 190 ENTITY BOARD CONSENT AGENDA ..... Chair Gordon
ORS 190 Action: Items include approval of:

1. Business Associates Agreement (BAA) with Brown and Brown Health Insurance Brokerage (pages 11-20);
2. Internal Fraud and Ethics Policy (pages 21-25); and
3. Cash Match Letter for HUD CoC Program NOFO Planning Grant (page 26).

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

Continued on next page

PUBLIC COMMENT FOR ALLIANCE AND ORS 190

D. (3:15) PUBLIC COMMENT ..... Chair Gordon
Opportunity for members of the public to share their thoughts with the Alliance and ORS 190 Entity boards of directors.

ALLIANCE BUSINESS/ACTIONS

E. (3:20) HUD CoC BUILDS GRANT-EVERGREEN PROJECT ..... Lozier/Blakley
Presentation: Lozier will provide background on the HUD CoC Builds grant opportunity, then Blakley (SHA) will present about the proposed project. Full application is posted here on the CoC's website.
Action: Approve application for Evergreen Project for submission to HUD.

F. (3:45) HUD CoC PROGRAM NOFO ..... Lozier/Calvin
Presentation: The CoC Consolidated Application for the FY24 Notice of Funding Opportunity (NOFO) is due to HUD on October 30. Materials are posted on the CoC's website. Lozier and Calvin will provide the board with an overview of the project applications and Recommended Prioritized List.
Action: Approve the FY24 CoC Consolidated Application, Planning Grant and Prioritized List.

ORS 190 BUSINESS/ACTIONS

G. (4:20) HUD CoC PROGRAM NOFO ..... Chair Gordon
Action: Approve the FY24 CoC Consolidated Application and Planning Grant.

H. (4:25) GOVERNOR'S EMERGENCY DECLARATION/MULTI AGENCY COORDINATION (MAC) GROUP UPDATES ..... Calvin
Update: Jan will provide a brief update regarding the State Dashboard, shelter progress, and Long Term Rent Assistance (LTRA). The monthly report to Oregon Emergency Management (OEM) is included on pages 27-30.

I. (4:30) JURISDICTION/ORGANIZATION UPDATES ..... All
Discussion: Opportunity to share good news, hot topics, recent events, and any identified needs or resources.

J. (4:45) OTHER BUSINESS ..... All

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

Further information on following page

Supplemental information:

- 2024 Board and Executive Meeting Schedule (page 31)
- Contractor timesheets and invoices (pages 32-37)

Zoom Link
https://wesd.zoom.us/j/4276043497?pwd=L2FEVlM3dHRVYTFKcGsra2lmS0Y4UT09&omn=96677392844

Meeting ID: 427 604 3497 Passcode: Yc6ehC
One Touch+17193594580,,4276043497#,,,,*556822#

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

Staff Contacts:

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

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

The Mid-Willamette Valley Homeless Alliance is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact MWVCOG at (503) 540-1602 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1

MINUTES OF September 19, 2024

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)
BOARD OF DIRECTORS AND ORS 190 ENTITY BOARD OF DIRECTORS JOINT MEETING
Hybrid meeting: MWVCOG Conference Room 100 High St SE, Salem, OR 97301 and via Zoom

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Commissioner Jeremy Gordon, Polk County
VICE CHAIR: Mayor Chris Hoy, City of Salem
Councilor Micki Varney, City of Salem
Matt Lawyer for Commissioner Danielle Bethell, Marion County
Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
Councilor Kathy Martin-Willis, City of Independence
Christy Perry, former Superintendent representing the Salem-Keizer School District
Dan Clem, Executive Director, Union Gospel Mission
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Leilani Slama, Chief Communications and Community Relations Officer, Salem Health
Josie Silverman-Méndez, Deputy Director, Willamette Health Council
Nicole Utz, Housing Administrator, Salem Housing Authority
Amber Brady for David Zepeda, Subject Matter Expert
Sarah White, Co-Chair, CoC Collaborative Committee
Jason Icenbice, Executive Director, Marion County Housing Authority (MCHA)
Eric Enderle, Veteran Services Officer, Polk County Veteran Services

MEMBERS ABSENT
Commissioner Danielle Bethell, Marion County
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Zaira Flores Marin, PacificSource Community Solutions
Christine Sommer, MCHA, Co-Chair, CoC Collaborative Committee
David Zepeda, Subject Matter Expert
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Christian Edelblute, Executive Director, West Valley Housing Authority
Jimmy Jones, Executive Director, MWVCAA

ORS 190 ENTITY BOARD
MEMBERS PRESENT
PRESIDENT: Commissioner Jeremy Gordon, Polk County
VICE PRESIDENT: Mayor Chris Hoy, City of Salem

DRAFT

Matt Lawyer for Commissioner Danielle Bethell, Marion County
Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
Councilor Kathy Martin-Willis, City of Independence
Christy Perry, former Superintendent representing the Salem-Keizer School District
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

MEMBERS ABSENT
Commissioner Danielle Bethell, Marion County

STAFF AND GUESTS PRESENT
Elaine Lozier, MWVHA Executive Director
Linda Hansen, Mid-Willamette Valley Council of Governments (MWVCOG) Admin Support Coordinator
Amber Mathiesen, MWVCOG Finance Director
Devan Esch, REDW Principal
Josh Quinn, REDW Audit and Assurance Manager
Joanathan Mcilroy, Salem Keizer Public Schools Executive Director of Strategy and Analytics
Laury Hall, MWVCAA
Sara Webb, MWVCAA
Tricia Frizzell, Salem Health
Chris Barber, Curandi

WELCOME
Vice Chair Hoy called the joint meeting to order at 3:00 p.m. The presence of a quorum for the MWVHA and ORS 190 Board was noted.

ALLIANCE BOARD CONSENT AGENDA
MOTION: By Clem, **SECONDED** by Clark, **APPROVE THE ALLIANCE ACTION BOARD CONSENT CALENDAR AS PRESENTED.**
1. Agenda;
2. 08-01-2024 joint board meeting minutes
3. 08-08-2024 special joint board meeting minutes
4. 08-21-2024 joint board meeting with Collaborative Committee
5. Accept the resignation of Michael Livingston from the Performance and Evaluation Committee;
6. Appoint Jared Valet (MWVCAA), Mercedes Thorington (MWVCAA), Eli Calvillo (Youth Era) and Faye Sanders (Youth Era) to the HMIS Users Workgroup;
7. Appoint McRae Carmichael (MWVCOG), Melissa Anderson (Oregon Health Authority), Nancy Pine (VetCare), Angela Roman (unaffiliated), Ian Dixon-McDonald (Marion-Polk Food Share), Amber Duncan (Salem Comprehensive Treatment Center), Michael Nolley (unaffiliated), Sarah White (Sheltering Silverton), T.J. Putnam (Family Promise), Stephen Goins (Northwest Human Services), Carol McKiel (City of Monmouth), Ari M (Backbone), Ah'ana R (Backbone), River W (Backbone), Mayra G (Backbone), and Samantha N (Backbone) to the Review & Recommendations Committee on pages 30-48); and

DRAFT

8. Approve the letter of support for Community Education and Business Leaders' application to the Meyer Memorial Trust for expansion of Neighborhood Family Councils.
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Hoy, Varney, Lawyer, Clark, Lopez, Martin-Willis, Perry, Clem, Leno, Pfeffer, Slama, Silverman-Méndez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

ORS 190 ENTITY BOARD CONSENT AGENDA

Lopez and Gordon mentioned potential conflicts of interest with a couple of items on the ORS 190 Board Consent Agenda and Perry asked a question about one of the items, so the decision was made to consider the items individually.
MOTION: By Clark, **SECONDED** by Perry, to **RATIFY THE LETTERS OF INTENT FOR THE COC PROGRAM NOFO, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Hoy, Lawyer, Clark, Martin-Willis, Perry, Leno.
OPPOSED: None. **ABSTAINED:** Gordon, Lopez.

MOTION: By Martin-Willis, **SECONDED** by Gordon, to **APPROVE THE CONTRACT WITH CHURCH AT THE PARK FOR CONTINUED SERVICES INITIATED BY THE GOVERNOR'S EMERGENCY ORDER.**
Discussion: None.
Motion carried.
IN FAVOR: Hoy, Lawyer, Clark, Martin-Willis, Perry, Leno, Gordon, Lopez.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Clark, **SECONDED** by Martin-Willis, to **RATIFY THE AMENDMENT WITH MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY FOR CONTINUED SERVICES INITIATED BY THE GOVERNOR'S EMERGENCY ORDER.**
Discussion: None.
Motion carried.
IN FAVOR: Hoy, Lawyer, Clark, Martin-Willis, Perry, Leno.
OPPOSED: None. **ABSTAINED:** Gordon, Lopez.

MOTION: By Perry, **SECONDED** by Gordon, to **APPROVE THE CONTRACT WITH MARIANNE BRADSHAW TO SUPPORT THE POINT-IN-TIME COUNT.**
Discussion: None.
Motion carried.
IN FAVOR: Hoy, Lawyer, Clark, Martin-Willis, Perry, Leno, Gordon, Lopez.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Martin-Willis, **SECONDED** by Clark, to **APPROVE THE CASH MATCH LETTERS FOR HMIS AND CE RENEWAL AND EXPANSION GRANT APPLICATIONS.**
Discussion: None.

DRAFT

Motion carried.
IN FAVOR: Hoy, Lawyer, Clark, Martin-Willis, Perry, Leno, Gordon, Lopez.
OPPOSED: None. **ABSTAINED:** None.

PUBLIC COMMENT
None.

FY 2023-2024 AUDIT PRESENTATION & ORS 190 ACTION TO ACCEPT THE AUDIT
Devan Esch, REDW Principal and Josh Quinn, REDW Audit and Assurance Manager walked through the audit, complimenting Kyle Robertson, MWVCOG Senior Accountant on his drafting of the financial statements. Nothing of material substance was found. Lozier shared that the accounting was transferred to QuickBooks this year.
MOTION: By Gordon, **SECONDED** by Clark, to **ACCEPT THE AUDIT, AS PRESENTED.**
Discussion: None.
Motion carried.
IN FAVOR: Hoy, Lawyer, Clark, Martin-Willis, Perry, Leno, Gordon, Lopez.
OPPOSED: None. **ABSTAINED:** None.

PERFORMANCE & EVALUATION TASKFORCE APPOINTMENT ALLIANCE ACTION
Appoint Dan Clem (UGM), Jeremy Gordon (Polk County), Leilani Slama (Salem Health), Aryn Walker (Marion County), Josie Silverman-Méndez (Willamette Health Council), and Margie Lowe (Marion & Polk Early Learning Hub) to the Performance and Evaluation Taskforce
MOTION: By Perry, **SECONDED** by Clem, to **APPOINT THE PEOPLE NAMED ABOVE TO THE PERFORMANCE & EVALUATION TASKFORCE.**
Discussion: There was a timeline question with a request for a staff report prior to the first meeting of the taskforce in October or November.
Motion carried.
IN FAVOR: Gordon, Hoy, Varney, Lawyer, Clark, Lopez, Martin-Willis, Perry, Clem, Leno, Pfeffer, Slama, Silverman-Méndez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

GOVERNOR'S EMERGENCY DECLARATION/MULTI AGENCY COORDINATION (MAC) GROUP UPDATES & ORS 190 ACTION
Lozier presented an update on Long Term Rent Assistance (LTRA), requested input on approach, and a recommendation to approve contract with MWVCAA. After providing background information, Lozier presented on funding considerations and recommended approaches to fulfill commitments made through the Board and State-approved LTRA Plan. Lozier sought feedback on approaches and recommended approval of contract with MWVCAA to continue serving the 100 clients rehoused during the Emergency Order. White stated that families with children need help and that places need to be accessible throughout the area. Lopez, Lawyer and Gordon stated organization conflicts.
3. Advancing equity and reducing barriers. Gordon and Lopez declared a conflict and didn't participate in the conversation.

DRAFT

Lozier summarized her recommendations
MOTION: By Perry, **SECONDED** by Clark, to **APPROVE THE CONTRACT WITH THE MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY FOR HOUSING AND SUPPORT SERVICES ROLE.**
Discussion: None.
Motion carried.
IN FAVOR: Hoy, Lawyer, Clark, Martin-Willis, Perry, Leno.
OPPOSED: None. **ABSTAINED:** Gordon, Lopez.

JURISDICTIONAL/ORGANIZATION UPDATES

- Perry introduced Jonathan Mcilroy, Salem Keizer Public Schools Executive Director of Strategy and Analytics who will be taking over the SKPS position on the Board.
- Silverman-Mendez shared that they are wrapping up the 3rd component of the Regional Health Assessment.
- White shared that they moved 9 people into permanent housing and that Silverton's Mayor is retiring from his day job and might be more involved with the Alliance in the future.
- Utz stated that new fair market rents for the area will be posted soon on the Salem Housing website. They receive about 700 phone calls a day.
- Hoy let the group know that the Rivenwood Apartments are opening and that a lot is going on with housing in Salem.
- Lopez stated that Monmouth has hired Rochelle Roaden as its new City Manager and is working on an economic impact study.
- Clem shared that One Table Salem, a large resource fair, will take place on October 5.
- Gordon let people know about the Falls City Resource Center Open House coming up.
- Martin-Willis shared that she is struggling with the pushback from people who don't want to allow even one night of camping in Independence.
- Clark mentioned that the Rec Grange is available for youth and young adults.
- Lozier shared that the 2nd Annual Vision Dinner will be November 1 at the Keizer Civic Center, benefitting Soaring Heights Recovery Home.

OTHER BUSINESS
None.

Zoom chat conversation from September 19 meeting.

ADJOURNMENT
Hearing no further business, Chair Gordon adjourned the meeting at 4:42 p.m.

_____ _____
Jeremy Gordon, MWVHA Chair & ORS 190 Entity President Date

Attested:

DRAFT

Elaine Lozier, MWVHA Executive Director	Date

DRAFT

Business Associate Agreement

This Business Associate Agreement ("Agreement") is being entered into between Brown & Brown of Oregon, LLC ("Business Associate") and all of the Health Plans of Plan Sponsor ("Covered Entity") to facilitate compliance with the HIPAA Rules. It is also being entered into between the parties to facilitate compliance with the HITECH Amendment to HIPAA. In consideration for the compensation paid to Business Associate to provide services relating to and on behalf of Covered Entity, the parties agree to the terms set forth in this Agreement.

This Agreement is effective as of the date both parties have signed this Agreement.

Article 1

Definitions

The following terms have the meanings described in this Article for purposes of the Agreement unless the context clearly indicates another meaning. Terms used, but not otherwise defined, in this Agreement have the same meaning as those terms in the Privacy Rule.

1.1 Business Associate

"Business Associate" means the first entity described in the first paragraph of this Agreement.

1.2 CFR

"CFR means the Code of Federal Regulations.

1.3 Covered Entity

"Covered Entity" means all of the Health Plans maintained by Plan Sponsor.

1.4 Designated Record Set

"Designated Record Set" has the same meaning as the term "Designated Record Set" in 45 CFR 164.501.

1.5 Electronic Health Record

"Electronic Health Record" means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.

1.6 HIPAA

"HIPAA" means the Health Insurance Portability and Accountability Act of 1996.

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1.7 HIPAA Rules

"HIPAA Rules" means the privacy, security, breach notification and enforcement rules of 45 CFR Parts 160 and 164.

1.8 HITECH Amendment

"HITECH Amendment" means the changes to HIPAA made by the Health Information Technology for Economic and Clinical Health Act.

1.9 Individual

"Individual" has the same meaning as the term "individual" in 45 CFR 160.103 and includes a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

1.10 Plan Sponsor

"Plan Sponsor" means __ORS 190 Entity, Mid-Willamette Valley Homeless Alliance_.

1.11 Protected Health Information or PHI

"Protected Health Information" or "PHI" has the same meaning as the term "protected health information" in 45 CFR 160.103, limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.

1.12 Required By Law

"Required By Law" has the same meaning as the term "required by law" in 45 CFR 164.103.

1.13 Secretary

"Secretary" means the Secretary of the Department of Health and Human Services or his designee.

1.14 Security Incident

"Security Incident" has the same meaning as the term "Security Incident" in 45 CFR 164.304.

Article 2

Obligations and Activities of Business Associate

Business Associate agrees to perform the obligations and activities described in this Article.

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2.1 Business Associate understands that it is subject to the HIPAA Rules in a similar manner as the rules apply to Covered Entity. As a result, Business Associate agrees to take all actions necessary to comply with the HIPAA Rules for business associates, including, but not limited to, the following: Business Associate shall establish policies and procedures to ensure compliance with the HIPAA Rules, Business Associate shall train its workforce regarding the HIPAA Rules, Business Associate shall enter into this privacy/security Agreement with Covered Entity, Business Associate shall enter into privacy/security agreements with its subcontractors that perform functions relating to Covered Entity involving PHI, and Business Associate shall conduct a security risk analysis.

2.2 Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required By Law.

2.3 Business Associate agrees to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI, to prevent use or disclosure of the PHI other than as provided for by this Agreement.

2.4 Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.

2.5 Business Associate agrees to report to Covered Entity any use or disclosure of the PHI not provided for by this Agreement of which it becomes aware and/or any Security Incident of which it becomes aware. With regard to inconsequential Security Incidents that occur on a frequent basis, such as "pings" or other unsuccessful attempts to penetrate computer networks or servers containing PHI maintained by Business Associate, Business Associate agrees to report to Covered Entity upon written request and no more frequently than annually, whether such inconsequential Security Incidents have occurred during the 12 month period preceding the date of the request.

2.6 Business Associate agrees to the following in connection with the breach notification requirements of the HIPAA Rules:

> **(a)** If Business Associate discovers a breach of unsecured PHI, as those terms are defined by 45 CFR 164.402, Business Associate shall notify Covered Entity without unreasonable delay and within 10 calendar days after discovery. For this purpose, discovery means the first day on which the breach is known to Business Associate or by exercising reasonable diligence would have been known to Business Associate. Business Associate shall be deemed to have knowledge of a breach if the breach is known or by exercising reasonable diligence would have been known to any person, other than the person committing the breach, who is an employee, officer, subcontractor or other agent of Business Associate. The notification must include identification of each individual whose unsecured PHI has been or it has reasonably believed to have been breached and any other available information in Business Associate's possession which the Plan is required to include in the individual notice contemplated by 45 CFR 164.404.

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(b) Notwithstanding the immediately preceding paragraph, Business Associate shall assume the individual notice obligation specified in 45 CFR 164.404 on behalf of Covered Entity where a breach of unsecured PHI was committed by Business Associate or its employee, officer, subcontractor or other agent of Business Associate or is within the unique knowledge of Business Associate as opposed to Covered Entity. In such case, Business Associate will prepare the notice and shall provide it to Covered Entity for review and approval at least five calendar days before it is required to be sent to the affected individual(s). Covered Entity shall promptly review the notice and shall not unreasonably withhold its approval.

(c) Further, where a breach involves more than 500 individuals and was committed by the Business Associate or its employee, officer, subcontractor or other agent or is within the unique knowledge of Business Associate as opposed to Covered Entity, Business Associate shall provide notice to the media pursuant to 45 CFR 164.406. Again, Business Associate will prepare the notice and shall provide it to Covered Entity for review and approval at least five calendar days before it is required to be sent to the media. Covered Entity shall promptly review the notice and shall not unreasonably withhold its approval.

(d) Business Associate shall either report the above-described breaches of unsecured PHI with respect to Covered Entity to the Secretary in accordance with 45 CFR 164.408 or alternatively, shall maintain a log of the above-described breaches of unsecured PHI with respect to Covered Entity and shall submit the log to Covered Entity within 30 calendar days following the end of each calendar year so that the Plan may report breaches to the Secretary in accordance with 45 CFR 164.408(c).

2.7 Business Associate agrees to ensure that any agent, including a subcontractor, that creates, receives, maintains or transmits PHI on behalf of Business Associate regarding Covered Entity, agrees in writing to the same restrictions, conditions and requirements that apply through this Agreement and the HIPAA Rules to Business Associate with respect to such information. Moreover, Business Associate shall ensure that any such agent or subcontractor agrees to implement reasonable and appropriate safeguards to protect Covered Entity's electronic PHI.

2.8 Business Associate agrees to provide reasonable access, at the written request of Covered Entity, to PHI in a Designated Record Set, to Covered Entity or, as directed in writing by Covered Entity, to an Individual or the Individual's designee in order to meet the requirements under 45 CFR 164.524. If Business Associate receives a request directly from an Individual or the Individual's designee, Business Associate shall notify Covered Entity as soon as administratively feasible in order for the parties to coordinate a response.

2.9 Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Covered Entity directs in writing or agrees to pursuant to 45 CFR 164.526, or take any other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526. If Business Associate receives a request directly from an Individual or the Individual's designee, Business Associate shall notify Covered Entity as soon as administratively feasible in order for the parties to coordinate a response.

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2.10 Following receipt of a written request by Covered Entity, Business Associate agrees to make its internal practices, books, and records, including policies and procedures relating to the use and disclosure of PHI created, received, transmitted or maintained by Business Associate on behalf of Covered Entity, reasonably available to the Secretary for purposes of the Secretary determining compliance with the HIPAA Rules.

2.11 Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528, or effective as of such date prescribed by regulations issued by the U.S. Department of Health and Human Services, an accounting of disclosures of PHI from an Electronic Health Record in accordance with the HITECH Amendment.

2.12 Following receipt of a written request by Covered Entity, Business Associate agrees to provide to Covered Entity or an Individual or the Individual's designee, information collected in accordance with Section 2.11 of this Agreement, to permit Covered Entity to respond to a request by an Individual or the Individual's designee for an accounting of disclosures of PHI in accordance with 45 CFR 164.528, or effective as of such date prescribed by regulations issued by the U.S. Department of Health and Human Services, an accounting of disclosures of PHI from an Electronic Health Record in accordance with the HITECH Amendment. If Business Associate receives a request directly from an Individual or the Individual's designee, Business Associate shall notify Covered Entity as soon as administratively feasible in order for the parties to coordinate a response.

2.13 To the extent Business Associate is to carry out one or more of Covered Entity's obligations under Subpart E of 45 CFR Part 164, Business Associate shall comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligations.

Article 3

Permitted Uses and Disclosures by Business Associate

3.1 Business Associate may use or disclose PHI to perform functions, activities or services for, or on behalf of, Covered Entity as specified in the underlying service agreement between Plan Sponsor and Business Associate with respect to the Health Plan(s), provided that such use or disclosure would not violate the HIPAA Rules if done by Covered Entity. If there is no underlying service agreement between Plan Sponsor and Business Associate with respect to the Health Plan(s), Business Associate may use or disclose PHI to perform functions, activities or services for, or on behalf of, Covered Entity for the purposes of payment, treatment or health care operations as those terms are defined in the HIPAA Rules, provided that such use or disclosure would not violate the HIPAA Rules if done by Covered Entity.

Business Associate is authorized to use PHI to de-identify the information in accordance with 45 CFR 164.514(a)-(c). Before proceeding with any such de-identification, Business Associate shall inform Covered Entity in writing of the manner in which it will de-

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identify the PHI and the proposed use and disclosure by the Business Associate of the de-identified information.

3.2 Business Associate may use or disclose PHI as Required by Law.

3.3 Business Associate agrees to make uses and disclosures and requests for PHI consistent with Covered Entity's minimum necessary policies and procedures.

3.4 Business Associate may not use or disclose PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity, except for the specific uses and disclosures set forth in this Article.

3.5 Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

3.6 Business Associate may disclose PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurances in writing from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3.7 Business Associate may use PHI to provide data aggregation services relating to the health care operations of the Covered Entity.

Article 4

Obligations of Covered Entity

4.1 Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

4.2 Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

4.3 Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

4.4 Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity. However, there is an exception to this restriction if, pursuant to this Agreement,

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Business Associate uses or discloses PHI for data aggregation or management and administration and legal responsibilities of the Business Associate.

Article 5

Term and Termination

5.1 Term

This Agreement shall replace and take precedence over any prior business associate agreement entered into between the parties. It shall take effect on the date when both parties have signed this Agreement and shall terminate on the date the Agreement is terminated for cause pursuant to Section 5.2, when the underlying service agreement between the parties with respect to the Health Plan(s) terminates, or as of such other date as agreed to by the parties in writing.

5.2 Termination for Cause

Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines that Business Associate has violated a material term of the Agreement. In this situation, Covered Entity shall either:

(a) Provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement if Business Associate does not cure the breach or end the violation within a reasonable time, as specified by Covered Entity; or

(b) Immediately terminate this Agreement if Business Associate has breached a material term of this Agreement and Covered Entity determines that cure is not possible.

5.3 Effect of Termination

(a) Except as provided in subparagraph (b), upon termination of this Agreement, for any reason, Business Associate shall return or if agreed to by Covered Entity, destroy all PHI received from Covered Entity, or created, maintained or received by Business Associate on behalf of Covered Entity that Business Associate still maintains in any form. Business Associate shall retain no copies of the PHI.

(b) In the event that Business Associate determines that the PHI is necessary for its own management and administration or to carry out its legal responsibilities and Business Associate determines that it needs to retain the PHI for such purposes after termination of the Agreement, Business Associate agrees to the following restrictions set forth in this subsection. Specifically, upon termination of this Agreement, for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained or received by Business Associate on behalf of Covered Entity, shall:

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(1) Retain only the PHI which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;

(2) Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI to prevent use or disclosure of the PHI, other than as provided for in this subsection, for as long as Business Associate retains the PHI;

(3) Not use or disclose the PHI retained by Business Associate other than for the purposes for which the PHI was retained and subject to the same conditions set out in Sections 3.5 and 3.6 which apply prior to termination; and

(4) Return to Covered Entity or, if agreed to by Covered Entity in writing, destroy the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

(c) Notwithstanding any other provision of this Section, Covered Entity may authorize Business Associate to transmit PHI to another Business Associate of the Covered Entity at termination pursuant to Covered Entity's written instructions.

Article 6

Miscellaneous

6.1 Notice

Any notice or other written communication required or permitted to be given to the other party under this Agreement must be addressed to the attention of the other party in care of the contact person identified below. Written notice may be delivered by certified mail or overnight mail.

Business Associate:

Brown & Brown of Oregon, LLC

Contact Person: Lauri Wooley

Covered Entity:

Health Plans of: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Contact Person: Elaine Lozier

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6.2 Regulatory References

A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

6.3 Amendment

This Agreement may only be amended in a written document signed by an authorized representative of each party. The parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the HIPAA Rules. If the Business Associate refuses to sign such an amendment, this Agreement shall automatically terminate.

6.4 Survival

The respective rights and obligations of Business Associate under Section 5.3 of this Agreement shall survive the termination of this Agreement.

6.5 Interpretation

Any ambiguity in this Agreement shall be resolved to permit compliance with the HIPAA Rules.

6.6 Successors

This Agreement is binding on each party's legal successors.

6.7 Indemnification

Business Associate agrees to indemnify and hold harmless Covered Entity, Plan Sponsor and its directors, officers and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties and expenses including attorneys fees resulting from or arising out of or in connection with a use or disclosure of PHI by Business Associate or its subcontractors or agents in violation of this Agreement.

Covered Entity and Plan Sponsor agree to indemnify and hold harmless Business Associate and its directors, officers and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties and expenses including attorneys fees resulting from or arising out of or in connection with a use or disclosure of PHI by Covered Entity or Plan Sponsor, or agents of Covered Entity or Plan Sponsor, in violation of this Agreement.

6.8 No Beneficiaries

Nothing expressed or implied in this Agreement is intended to confer, nor shall anything confer, upon any person other than the Covered Entity, Plan Sponsor and Business

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Associate, and their respective successors or assigns, any rights, remedies, obligations or liabilities.

Brown & Brown of Oregon, LLC (Business Associate)

Dated: _____ By Lauri Wooley

Its Employee Benefits Team Leader

Health Plans of ORS 190 Entity, Mid-Willamette Valley Homeless Alliance

Dated: _____ By _____

Its_____

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ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
Internal Fraud and Ethics Policy

1. Introduction

The Mid-Willamette Valley Homeless Alliance's goal is to establish and maintain an environment of fairness, ethics and honesty for its employees, Alliance members, grantors, subgrantees, and the public it serves.

Like all organizations, the Mid-Willamette Valley Homeless Alliance ("MWVHA" or "the Alliance") is faced with risks from wrongdoing, misconduct, dishonesty, and fraud. As with all organizational exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

The impact of wrongdoing, misconduct, dishonesty, and fraud may include:

- the actual financial loss incurred
- damage to the reputations of MWVHA and the organizations that compose the Alliance
- negative publicity
- the cost of investigation
- loss of employees and contractors
- loss of trust
- damaged relationships with grantors and subgrantees
- litigation
- damaged employee and contractor morale

MWVHA is committed to the deterrence, detection, and correction of wrongdoing, misconduct, dishonesty, and fraud. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including termination where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

2. Application

This document and the policies and responsibilities described herein apply to MWVHA and to the ORS 190 Entity it has established to serve as the legal entity to support it.

3. Purpose

The purpose of this document is to communicate MWVHA's policy regarding the deterrence and investigation of suspected wrongdoing, misconduct, dishonesty, and fraud by employees, contractors, and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

4. Definition of Wrongdoing, Misconduct, Dishonesty, and Fraud

Wrongdoing, misconduct, dishonesty and fraud includes but is not limited to:

- acts that violate MWVHA's Code of Conduct

- theft or other misappropriation of assets, including but not limited to assets belonging to MWVHA, its subgrantees, and/or Alliance members
- misstatements and/or other irregularities in organizational records, including the intentional misstatement of the results of operations
- forgery or other alteration of documents
- apparent or actual conflicts of interest in the direct or indirect use of funds
- use of funds for other than their intended purpose
- failure to properly track and/or accurately report the use of funds

MWVHA specifically prohibits these and any other illegal and/or fraudulent activities in the actions of its employees, contractors, board members, and others responsible for carrying out the Alliance's activities.

5. Policy and Responsibilities

a. Deterrence and Detection

Employees with supervisory and review responsibilities are responsible for deterring and detecting wrongdoing, misconduct, dishonesty, and fraud. Such employees must be aware of what can go wrong in their areas of authority. Further, such employees must put into place and maintain effective monitoring, review, and control procedures that will prevent acts of wrongdoing, misconduct, dishonesty, and fraud and that will detect such acts should prevention efforts fail.

Assistance in effectively carrying out these responsibilities is available upon request from the executive director or the executive director's designee.

b. Reporting

It is the responsibility of every employee, contractor and board member to immediately report suspected wrongdoing, misconduct, dishonesty, or fraud, both within MWVHA itself and within subgrantees. Employees (other than the executive director), contractors, and board members should report suspicions to the executive director, unless the suspicions involve the executive director, in which case they should be reported to the board president. The executive director should report suspicions to the board president, unless the suspicions involve the board president, in which case they should be reported to the board vice president. Reprisal against any individual for reporting a violation in good faith is strictly forbidden.

In cases of suspected wrongdoing, misconduct, dishonesty, or fraud within MWVHA, all records related to the reported incident are to be preserved and retained wherever they reside.

To facilitate reporting of suspected violations, especially in those situations where the reporting individual wishes to remain anonymous, MWVHA will receive anonymous reports of suspected fraud by communication to either the executive director or the board president.

c. Follow Up and Investigation

i. Follow Up and Investigation of MWVHA Reports

All reports will be disclosed to MWVHA's auditor and/or attorney, unless the individual to whom the report is made determines in good faith that the report is frivolous.

Investigative or other follow up activity will be carried out without regard to the suspected individual's position, level, or relationship with MWVHA.

The executive director has primary responsibility for all investigations involving the organization, other than those in which the executive director's actions are the subject, in which case the board president has the primary responsibility. The executive director or board president may request the assistance and advice of an independent auditor and/or attorney in any investigation, including the evaluation of internal controls.

The individual leading the investigation, as well as those assisting that individual, will have free and unrestricted access to all agency records and premises, whether owned or rented, and the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of investigative or related follow up procedures.

Those leading, supporting, or otherwise aware of the investigation are not to discuss the matter under investigation with suspected individuals or organizations.

Those leading, supporting, or otherwise aware of the investigation are not to disclose its existence or results with anyone other than those who have a legitimate need to know in order to perform their duties effectively.

All inquiries from the person under investigation and/or that person's attorney, and any other contacts from outside of MWVHA, including those from law enforcement agencies, or from the employee under investigation, should be referred to the Alliance's attorney.

ii. Follow Up and Investigation of Reports Involving Subgrantees

All reports will be disclosed to MWVHA's auditor and/or attorney, unless the individual to whom the report is made determines in good faith that the report is frivolous.

All non-frivolous reports will be disclosed to the grantor. MWVHA will comply with all responsive directives and actions required or necessitated by the grantor.

Substantiated reports may result in repercussions up to and including loss of current and future subgrant funding.

Follow up activity will be carried out without regard to the suspected individual or organization's position, level, or relationship with MWVHA.

6. Questions or Clarifications Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the executive director, who, in concert MWVHA's attorney, is responsible for the administration, revision, interpretation, and application of this policy.

Acknowledgment

My signature signifies that I have read this policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected wrongdoing, misconduct, dishonesty, and fraud.

I further acknowledge that, to the extent that I am currently aware of any activity requiring disclosure under this statement, I have duly disclosed that information.

Signature: _____

Print Name: _____

Date signed: _____

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

BOARD OF DIRECTORS

Jeremy Gordon, Commissioner, Polk County
PRESIDENT

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

Danielle Bethell, Commissioner, Marion County

Cathy Clark, Mayor, City of Keizer,

Kathy Martin-Willis, Councilor, City of Independence

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

Christopher Lopez, Councilor, City of Monmouth

Christy Perry, Former Superintendent, Salem-Keizer School District

October 24, 2024

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

Subject: Cash Match Documentation for CoC Planning Grant
To whom it may concern:

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

The ORS 190 Entity attests that:
1. $41,683 in cash match is available to CoC coordination and evaluation activities;
2. The cash match is available on October 1, 2025;
3. The cash match is being made available specifically to the FY 2024 CoC Planning Grant;
4. The cash match will be available during the duration of said CoC Planning Grant term;
5. Allowable activities include CoC coordination activities under the CoC Planning Grant.

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

Sincerely,

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

EO-FUNDED SHELTER CONSTRUCTION & RENOVATION UPDATE

Church at the Park Shelters in Polk County

Church at the Park was originally contracted to develop a 40-bed shelter for adults in Polk County. Siting issues required identification of a new location, which evolved into two locations – one in Dallas and one in Monmouth.

Dallas Site

Church at the Park purchased the property for the Dallas site, and, after working with the City of Dallas on land use and permitting, they were able to start major renovations in June 2024. The permit requires that renovation result in the same square footage as the original buildings on the property (pre-renovation).

Two households and up to 12 beds will be available in what was the original house - operational in November. An Accessory Dwelling Unit will be added by the end of December 2024, providing space for two more households and 8 additional beds. A garage to be used as office space will also be added. In subsequent activities, Church at the Park intends to subdivide the lot and build a duplex to accommodate additional families by the end of 2025 (the duplex will not be funded through EO dollars).

Monmouth Site

A private party approached Church at the Park, offering a building at 300 Stadium Drive N. for use as a shelter in Monmouth. The building renovation plan call for 10 rooms for individuals or couples (20 beds). The final drawings were submitted to the City of Monmouth with a HB 3395 application the first week in October.

The City of Monmouth has set a 40-day period for city staff to review for the application for completeness, then will move to public comment before approval. Church at the Park has contractors in place who estimate the shelter will be operational by the end of December 2024.

Mid-Willamette Valley Community Action Agency Family Shelter

Mid-Willamette Valley Community Action Agency was contracted to create a 36-bed shelter for families in Salem. The agency already owned the 2933 Center Street building shared with Vet Care, where Tanner Project was originally located. The Veterans in Tanner Project moved to their new location at Arches Lodge in December, in alignment with facility renovation activities.

The renovation originally planned for late summer 2023 was delayed by difficulties securing contractors for the roof and plumbing renovations, then again to allow for a required Historical Review and sign-off by the City archaeologist. In early November 2023, the revised timeline estimated the shelter would be operational by the end of February 2024. However, in the same month, sewer work revealed a much more extensive issue that required $600K more to resolve. Price quotes, a new contractor (able to manage the larger issues) and the identification of additional funding further delayed the project by more than six months.

The final sewer and plumbing work are scheduled to be completed in October, and the flooring and final tasks by the end of November. It is anticipated that families will begin to be served by the end of December 2024.

DASHBOARD UPDATES

- **EO 24-02 Dashboard:** Public launch to be completed before the end of September 2024, including data reported through June 30, 2024, with bi-monthly updates thereafter.
    - Next EO 24-02 Dashboard Update: Scheduled for October 20, 2024.
- **HB 5019 Balance of State Dashboard:** Last updated September 2024, including data reported through June 30, 2024, with quarterly updates thereafter.
    - Next BoS Dashboard Update: Scheduled for November 20, 2024.

UPDATES INCLUDED

- This month's report is qualitatively focused with narratives received from MAC and Opt-In Regions through OEM Report submissions.

WHAT TO EXPECT

September GO Report:

- OEM assessments for MAC & Opt-In Regions
- Quantitative updates on MAC & Opt-In Regions' rehousing milestones (including ORI) and statewide Prevention work

October GO Report:

- OEM assessments for MAC & Opt-In Regions
- Quantitative updates on Balance of State regions' shelter and rehousing milestones (including ORI)

Marion / Polk

OHCS Assessment of Progress

Comments: Marion/Polk Counties are putting "legs" under their LTRA plan and are moving forward with capacity building, outreach, and continued planning. They completed EO Project Monitoring and will present a report with highlights, issues, and recommendations in September.

OEM Assessment of MAC Group Performance

MAC Group objective	Meets Standard	Needs Improvement	Does Not Meet Standard
Interagency collaboration: strategizing to meet required services outcomes (unified approach).	X		
Stakeholder composition: local jurisdictions, public housing authority, local homelessness agencies, rapid rehousing service providers, shelter developer/operator, landlord associations, behavioral health providers, CCO, CMHPs.	X		
MAC Group Status Report: Outlines Monthly Objectives, challenges and needs from the State to meet rehousing, and increased shelter bed goals.	X		
MAC Group status report timely submission to OEM.	X		
Provides updates to local communities (newsletters, internet, email).	X		

Comments: Marion/Polk County MAC Group focused on monitoring timelines for the creation of final shelter beds, preparing LTRA subcontracts, increasing the number of households that complete move-ins through EO 24-02 RRH projects, and continuing to monitor and report on progress. Needs from the State include a sustainable funding stream for infrastructure and system development work; continued access to technical assistance; and continued communication about progress, changes, and expectations.

Mid-Willamette Valley Homeless Alliance
Board of Directors & Executive Committee
2024 Meeting Schedule

Board of Directors Meetings

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

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

- January 11
- February 8
- March 14
- Board Retreat: April 5
- April 11
- May 9
- June 13
- July 11
- August 1 (one week in advance)
- August 21 from 10-11:30 am (Joint meeting with Collaborative Committee)
- September 19 (delayed meeting due to NOFO deadline)
- October 24 (second meeting needed for NOFO
- November 14
- December 12

Executive Committee Meetings

Virtual on Zoom

Tuesdays, Noon-1:00 p.m.

- January 2
- January 30
- February 27
- April 2
- April 30
- June 4
- July 2
- July 23 (one week in advance)
- September 10 (delayed meeting due to NOFO deadline)
- October 1
- November 5
- December 3

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

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

	OEM & OHCS reports, mtgs, etc.	SB 5506 (ORI) Oregon Rehousing Initiative	SB 5511 (LTRA) Long Term Rental Assistance	SB 5511 shelter, outreach, and unit access	HB 5019 (EO) shelter, outreach, RRH	State Funding Total	Data gathering, updates, and responding to requests	HMIS	HUD reporting and data entry in the federal databases	Data & Reporting Total	NOFO RFP Process	Consolidated Application	Grants	Grants Total	General	Staff Transition	TOTAL
1-Sep				0.5		0.5				0.0				0.0	0.5		**1.0**
3-Sep	2.0		1.0	0.5	1.5	5.0		0.5		0.5	0.5	1.0		1.5	1.5		**8.5**
4-Sep	1.0		3.0			4.0				0.0	3.0	2.0		5.0			**9.0**
5-Sep	1.0			1.0	1.0	3.0		2.0		2.0	2.0	2.0		4.0			**9.0**
6-Sep			2.5			2.5		1.0		1.0				0.0			**3.5**
9-Sep					2.0	2.0	1.0			1.0		4.0		4.0			**7.0**
10-Sep					2.0	2.0				0.0	1.0			1.0	3.0		**6.0**
11-Sep			0.5		1.5	2.0	0.5			0.5		3.0		3.0			**5.5**
12-Sep			0.5	1.5		2.0				0.0	0.5			0.5	1.0		**3.5**
13-Sep	1.0		2.0	1.0	3.5	7.5	1.0			1.0				0.0			**8.5**
16-Sep						0.0	2.0		1.0	3.0		0.5		0.5	2.5		**6.0**
17-Sep	0.5				2.0	2.5				0.0	2.0			2.0	1.5		**6.0**
18-Sep					1.0	1.0	1.0	2.0		3.0		1.5		1.5			**5.5**
19-Sep			0.5		1.5	2.0				0.0	2.5			2.5	0.5		**5.0**
20-Sep						0.0				0.0	4.5			4.5			**4.5**
21-Sep			1.5			1.5				0.0	6.0	1.0		7.0			**8.5**
22-Sep						0.0				0.0	6.0			6.0			**6.0**
23-Sep		0.5	1.0	0.5	1.0	3.0	1.0			1.0	5.0			5.0			**9.0**
24-Sep						0.0				0.0	1.0			1.0	2.0		**3.0**
25-Sep			1.0			1.0	1.0			1.0	4.0	2.0		6.0			**8.0**
26-Sep						0.0				0.0	7.0			7.0			**7.0**
27-Sep	2.0		0.5			2.5				0.0	6.5			6.5			**9.0**
28-Sep						0.0				0.0		2.5		2.5			**2.5**
30-Sep	1.0					1.0				0.0	2.5	1.0		3.5		0.5	**5.0**
Sept Total	**8.5**	**0.5**	**14.0**	**5.0**	**17.0**	**45.0**	**7.5**	**5.5**	**1.0**	**14.0**	**54.0**	**20.5**		**74.5**	**12.5**	**0.5**	**146.5**
																Anticipated	240.0
																Difference	-93.5

Dates	Hours	Rate	Subtotal	Miles	Rate	Subtotal	Materials	Total
9/1/24-9/30/24	146.5	$150	$21,975.00	0	$0.670	$0.00	$15.99	$21,990.99

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

INVOICE

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

INVOICE # 2585
DATE 09/30/2024
DUE DATE 09/30/2024
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Consulting September 2024: Strategic planning consulting services provided at a flat rate of $3,000 per month per contract. This month: 3 meetings with Alliance staff to revise plan, reviewed grant proposals.	1	3,000.00	3,000.00

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

BALANCE DUE **$3,000.00**

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
September 25, 2024
Invoice No.103987
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	1,022.00	1,927.20	0.00	-1,022.00	$1,927.20

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: 09/25/2024

Invoice No.: 103987

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 September 25, 2024
Invoice No. 103987 Page: 1
Client: ORS 190 Entity, Mid-Willamette Valley Homeless Alliance
Matter: Supplemental General Counsel Services

Itemization of Professional Services and Costs through 09/25/2024

			Hours	Amount
08/30/2024	AES	Research sample fraud and waste policies.	0.50	146.00
09/04/2024	CRS	Conference with client re: processes for responses to alleged fraud.	0.40	116.80
09/05/2024	AES	Strategize re: fraud reporting policy.	0.40	116.80
09/16/2024	CRS	Advise client on questions about potential employee.	0.30	87.60
09/18/2024	JWM	Analyze question posed by client about criminal background of applicant and communicate with client about same.	0.60	175.20
	AES	Revise fraud policy, conduct research related to conflict of interest policy, and begin drafting conflict of interest policy.	4.40	1,284.80
			6.60	1,927.20

Summary of Services

Timekeeper	Hours	Rate	Total
C. Robert Steringer	0.70	$292.00	$204.40
Alyson E Sneider	5.30	292.00	1,547.60
Julian W. Marrs	0.60	292.00	175.20

Total of Itemized Professional Services and Costs	1,927.20
Previous Balance	$1,022.00
Total Payments	-1,022.00
Balance Due	$1,927.20

Marianne Bradshaw Consulting

INVOICE

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

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

Date October 3, 2024

For Bradshaw Consulting Services to the Alliance, September 2024

Activities and Services

Create workplan with Executive Director

- Marianne/Elaine converse and correspond to agree on scope of work

Attend PIT Workgroup meetings

- Attended PIT Work Group meeting on 9/13

Review HUD standards and Requirements for Unsheltered PIT Count

- Review materials from HUD. In particular, carefully read HUD's "Point-in-Time Methodology Guide"

Review Past Marion-Polk PIT Count Methodologies

- Carefully read and consider document authored by Lisa Trauernicht titled "PIT Project Report"
- Gather information about past PIT Counts in rural areas through various local meetings. Compile notes.
- Correspond with folks at local community-based organizations and the Youth/Young Adult Subcommittee to schedule conversations about PIT Count among priority populations
- Reach out to PIT Work Group members to request meetings to gather information about PIT Count methodology in urban areas

Review PIT Count Methodologies by Comparable CoCs

- Meet with Carly Walker of Lane County to discuss their PIT Count Methodology using the HBNL (Homeless By Name List). Review their documents.
- Meet with Eliza Wilson of Deschutes-Crook-Jefferson counties to discuss their PIT Methodology, service-based with a PIT leader in each community

- Correspondence to reach out to other CoCs we may be able to learn from including WA Balance of State, Jackson County, OR ROCC

Correspondence

- With PIT Work Group members and community members
- With UGM's One Table, One Salem team to explore options of supporting their event in a way that also could help prepare for PIT Count

Invoice	Amount
Consulting Hours – 2 weeks of work, 20 hours per week at contract rate of $85 per hour	$3,400.00
Total	**$3,400.00**

Make checks payable to: Marianne Bradshaw Consulting LLC

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Thank you!