Meeting Minutes of:

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)
ORS 190 ENTITY

Meeting Time & Location(s):
December 23, 2024
Via teleconference (Zoom)

ORS-190 MEMBERS PRESENT

President, Polk County Commissioner, Jeremy Gordon
Vice-President, City of Salem Mayor, Chris Hoy
City of Independence, Councilor, Kathy Martin Willis
City of Keizer Mayor, Cathy Clark
City of Monmouth, Christopher Lopez (Designated Alternate – John Oberst)
Marion County Commissioner, Danielle Bethell
Salem-Keizer School District 24J, Former Superintendent, Christy Perry

ORS-190 MEMBERS ABSENT

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

HIRING COMMITTEE MEMBERS PRESENT

City of Keizer, Mayor, Cathy Clark
Marion County Commissioner, Danielle Bethell
Marion County Housing Authority, Christine Sommer
President, Polk County Commissioner, Jeremy Gordon
Salem Health, Tricia Frizzel
Salem-Keizer School District 24J, Former Superintendent, Christy Perry
United Way of the Mid-Willamette Valley, CEO, Rhonda Wolf

MWVHA STAFF & GUESTS

Center for Hope and Safety, Ashley Carson
Curandi, Chris Barber
Family Promise, T.J. Putman
MWVCAA, Petra Jauregui
MWVCAA, Rachel McKee
MWVCAA, Tim Weese
MWVHA, Executive Director, Elaine Lozier
MWVHA, Administrations and Communications, Cassie Bay
MWVHA Consultant, Jan Calvin
Member of the public, Elliott Lapinel
Polk County Behavioral Health, Alba Garcia
SafeSleep, Lynelle Wilcox
Unknown affiliation, Julie ...

WELCOME

The meeting was called to order by President Gordon at 10:02 am with a quorum established for the ORS 190 Entity.

CONSENT AGENDA

President Gordon proposed removing the consent agenda items from the agenda and sought for a motion to approve the amended agenda.

MOTION TO **APPROVE** THE REMOVAL OF THE CONSENT AGENDA ITEMS FROM THE AGENDA MADE BY: **PERRY**.

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

OVERVIEW OF HIRING AN EXECUTIVE DIRECTOR

President Gordon provided a brief overview of the hiring process. He explained that when a public body meets in executive session for interviews or deliberations towards hiring an executive director, there are certain items that must be provided to the board by statute before proceeding. These items include policy directive, hiring procedure and recommended salary range.

PUBLIC COMMENT

No Public Comment

NEXT STEPS FOR HIRING EXECUTIVE DIRECTOR

POLICY DIRECTIVE

Perry explained that she drafted the policy directive based on existing goals from the drafted strategic plan. She incorporated the draft goals as direction for an interim executive director to begin work.

MOTION TO **APPROVE** THE POLICY DIRECTIVE OF INTERIM EXECUTIVE DIRECTOR BY: **HOY**

AMENDED MOTION TO APPROVE THE POLICY DIRECTIVE OF INTERIM EXECUTIVE DIRECTOR WITH DATE AMENDMENT BY **CLARK**

Seconded by: Martin-Willis
In Favor: Unanimous
Opposed: None
Abstentions: None

HIRING PROCESS

Perry provided a brief overview of the proposed hiring process to the committee, she explained that she kept the process high level and that it would be ideal to revisit the

process after the executive director is hired to ensure the hiring process successfully met the needs of the board.

MOTION TO **APPROVE** THE PROCESS FOR HIRING EXECUTIVE DIRECTOR BY: **HOY**

Seconded by: Martin-Willis
In Favor: Unanimous
Opposed: None
Abstentions: None

RECOMMENDED SALARY RANGE

Perry shared salary range history for the executive director position. Gordon & Perry both recommended that the board adopt the proposed salary range of $105k - $125k.

MOTION TO **APPROVE** RECOMMENDED SALARY RANGE FOR INTERIM EXECUTIVE DIRECTOR POSITION BY: **HOY**

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

MOTION TO **APPROVE** THE POSITION DESCRIPTION BY: CLARK

Seconded by: Martin-Willis
In Favor: Unanimous
Opposed: None
Abstentions: None

BOARD ADMINISTRATOR ROLE

Lozier provided information regarding the Board Administrator role and the need to appoint a new administrator before her departure.

MOTION TO REMOVE ELAINE LOZIER AS THE BOARD ADMINISTRATOR FOR THE ORS 190 ENTITY, EFFECTIVE IMMEDIATELY, BY: **HOY**

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

MOTION TO APPOINT JEREMY GORDON AS THE BOARD ADMINISTRATOR FOR THE ORS 190 ENTITY, EFFECTIVE IMMEDIATELY, BY: **HOY**

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

CONTRACT WITH ELAINE LOZIER

President Gordon recommended a contract with Elaine Lozier to aid with transition support for MWVHA staff and the new interim director.

MOTION TO APPROVE CONTRACT WITH ELAINE LOZIER FOR TRANSITION SUPPORT BY: **BETHELL**

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

CHAT

00:17:19 Homeless Alliance: So sorry, but we will need an ORS 190 member to second the motion to approve the hiring process. Sorry, Rhonda!
00:23:05 Homeless Alliance: My salary is at $125,000, but is still within the personnel budget. Christy, I apologize, I didn't update you earlier.
00:25:53 Jan Calvin: Executive Committee or ORS 190?

ADJOURNMENT

The meeting was adjourned at 10:37 am.

Jeremy Gordon
Jeremy Gordon (Jan 16, 2025 16:40 PST)

01/16/2025

Jeremy Gordon, MWVHA Chair & ORS 190 Entity President

Date

2024.12.23 MWVHA Exec Committee-ORS 190 Leadership_Minutes

Final Audit Report 2025-01-17

Created:	2025-01-14
By:	Cassie Bay (cassandra.bay@mwvhomelessalliance.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUCG7l5AkOl4MFPMUTtUml4HyFRP5kEAO

"2024.12.23 MWVHA Exec Committee-ORS 190 Leadership_Minutes" History

Document created by Cassie Bay (cassandra.bay@mwvhomelessalliance.org)
2025-01-14 - 5:50:40 PM GMT

Document emailed to Jeremy Gordon (gordon.jeremy@co.polk.or.us) for signature
2025-01-14 - 5:50:44 PM GMT

Email viewed by Jeremy Gordon (gordon.jeremy@co.polk.or.us)
2025-01-17 - 0:39:45 AM GMT

Document e-signed by Jeremy Gordon (gordon.jeremy@co.polk.or.us)
Signature Date: 2025-01-17 - 0:40:44 AM GMT - Time Source: server

Agreement completed.
2025-01-17 - 0:40:44 AM GMT

Adobe Acrobat Sign