AGENDA
MID-WILLAMETTE VALLEY HOMELESS ALLIANCE EXECUTIVE COMMITTEE, ORS 190 ENTITY LEADERSHIP

Tuesday, March 4, 2025
12:00 P.M.-1:00 P.M.

A. (12:00) WELCOME_____Chair Gordon

B. (12:05) APPROVAL OF MEETING MINUTES_____Chair Gordon
Action: Executive Committee minutes from February, are included on pages **2-4.**
***Staff recommendation*:** *Approve the Executive Committee minutes of February 5, 2025.*

C. (12:10) PRELIMINARY MARCH JOINT BOARD AGENDA_____Misty Sorte
Action: The proposed meeting agenda for the March joint board meeting is included on pages **5-69.** The Executive Committee will review the agenda and provide input.
Staff recommendation: *Approve the board agenda.*

D. (12:55) ADJOURNMENT_____Chair Gordon

MWVHA Executive Committee Zoom Meeting

https://wesd.zoom.us/j/91212509146?pwd=BmmTQkiOMu6vbJObnSYgUHQC3sC7Tb.1

Meeting ID: 912 1250 9146
Passcode: 435919

One tap mobile
+13462487799,,91212509146#,,,,*435919# US (Houston)
+16694449171,,91212509146#,,,,*435919# US

Staff Contacts: Misty Sorte – 503.540.1620, misty..sorte@mwvhomelessalliance.org

The public is welcome to attend; however, there will be no opportunity for public comment on the agenda. The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact staff@mwvhomelessallaince.org or at (503) 540-1627 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1.

Meeting Minutes of:

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)
EXECUTIVE COMMITTEE

Meeting Time & Location(s):
February 05, 2025
Via teleconference (Zoom)

EXECUTIVE COMMITTEE MEMBERS

PRESENT
President, Polk County Commissioner, Jeremy Gordon
City of Keizer, Councilor, Soraida Cross
City of Salem Mayor, Julie Hoy
Marion County Commissioner, Danielle Bethell
United Way of Mid-Willamette Valley, CEO, Rhonda Wolf

ABSENT
Salem Health, Leilani Slama

MWVHA STAFF & GUESTS

MWVHA, Executive Director, Misty Sorte
MWVHA, Administrations and Communications, Cassie Bay
MWVHA Consultant, Jan Calvin
Unaffiliated, Elliot Lapinel

WELCOME/INTRODUCTIONS

The meeting was called to order by Chair Gordon at 12:04 pm with a quorum established for the Executive Committee. Committee members and CoC staff introduced themselves.. Gordon provided a brief overview of the Executive Committee's purpose and member composition.

Chair Gordon also presented an overview of the February joint board agenda. He explained the difference between the Alliance Board and the ORS 190 entity, noting that all members of the ORS 190 entity are members of the board, but not vice versa.

MEETING MINUTE APPROVAL

MOTION TO APPROVE THE JANUARY 2025 MEETING MINUTES MADE BY: **BETHELL**.
Seconded by: Hoy
Discussion: None
In Favor: Unanimous
Abstentions: None

FEB 2025 JOINT ORS 190-MWVHA BOARD OF DIRECTORS AGENDA DISCUSSION

ALLIANCE BOARD CONSENT AGENDA

The committee discussed items on the consent agenda, including:

- Approval of the agenda
- Minutes
- Resignations and additions to the HMIS users work group
- Letter of support for West Care, a veterans service organization

Bethell inquired about a policy for letters of support and suggested that staff establish a tracking system for incoming requests and letters of support issued by the Continuum of Care.

ORS 190 CONSENT AGENDA

The committee noted the need to approve the joint COC Executive Committee ORS 190 minutes.

LTRA LONG TERM RENTAL ASSISTANCE DECISIONS

Jan Calvin presented information on the Long-Term Rental Assistance (LTRA) program, explaining it is a pilot program happening across the state. She outlined several items for board approval:

1. Updates to previously approved policies
2. Supportive services contracts with three new organizations
3. Approval of a contract template
4. Expanded dollar amount and change in timing for the supported housing and supportive services contract with Community Action

The committee discussed the need for detailed budget information in the board packet and transparency in the process. They also talked about the importance of tracking and applying data collected from various studies and projects.

TRAINING AND TECHNICAL ASSISTANCE RFP

Jan Calvin presented information on the Training and Technical Assistance RFP. The committee discussed:

- Appointing a review and recommendations committee
- Adjusting the minimum number of committee members from six to four
- The need for geographic representation on the committee
- Appointing the Executive Committee as the appeals committee

EQUITY ANALYSIS

Jan Calvin presented information on an equity analysis funded by LTRA. She explained the plan to charter an equity work group to help with the analysis of data at various touch points in the system of services. The committee discussed the format and flexibility of the charter for this ad hoc committee.

DATA PRESENTATION

Jan Calvin began a presentation on data related to the strategic plan but was unable to complete it due to time constraints. The committee agreed to include this presentation in the board meeting agenda.

STRATEGIC PLAN PRESENTATION

The committee discussed the upcoming strategic plan presentation by Joy. They decided to allocate 30 minutes for the presentation and not ask for action at the February meeting. Instead, they planned to have board members engage with Joy between the February and March meetings, with the goal of having a more refined plan ready for adoption in March.

FEB 2025 JOINT ORS 190-MWVHA BOARD OF DIRECTORS AGENDA APPROVAL

The committee discussed modifications to the board meeting agenda, including:

- Switching the order of the strategic plan presentation and related data presentation
- Adding ratification of vice chair/vice president to the consent agendas; and
- Potentially adding adoption of a budget calendar.

MOTION TO APPROVE THE AMENDED AGENDA WITH THE ADDITION OF THE TWO ITEMS FOR THE RATIFICATION OF THE VICE CHAIR UNDER THE TWO BODIES AND SWITCHING ORDER THE STRATEGIC PLAN BY: **BETHELL**

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

CHAT

None

ADJOURNMENT

The meeting was adjourned at 1:07 pm.

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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

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.

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

ORS 190

3. (3:10) ORS 190 ENTITY BOARD CONSENT AGENDA — CHAIR GORDON

ACTION: Approval of:

a. Marion County Health and Human Services-MWVHA Coordinated Entry Site Agreement amendment (pages 12-15);
b. Marion County Health and Human Services – MWVHA HMIS Participation Agreement amendment (pages 16-25);

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

4. (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

5. (3:25) BUDGETARY OBLIGATIONS — MISTY SORTE

DISCUSSION :

Sorte will open a conversation regarding upcoming budget requirements.

Continued on Next Page

ACTION: Approval of:

a. Adoption of 2025-2026 Budget Calendar (page 26);
b. Appointment of Misty Sorte as budget officer;
c. Appointment of 2025-2026 Budget Committee Members (page 27);

Staff Recommendation: Approve adoption of the 2025-2026 ORS 190 Entity budget calendar, appointment of Misty Sorte to ORS 190 Entity Budget Officer and appointment of 2025-2026 ORS 190 Entity Budget Committee.

6. (3:40) TRAINING & TECHNICAL ASSISTANCE TO CULTURALLY SPECIFIC ORGANIZATIONS — JAN CALVIN

UPDATE:

Calvin will present the recommendations from the Training and Technical Assistance Review and Recommendation Committee, providing an overview of their findings.

ACTION: Approval of awarding contract to Mid-Willamette Valley Community Action Agency (MWVCAA) for Training and Technical Assistance to Culturally Specific Organizations, contingent upon MWVCAA implementing the recommendations outlined on (pageS 28-32) of this agenda and receiving approval from the Recommendation and Review Committee.
Staff Recommendation: Approve contract if ALL 10 R&R recommendations are met

ALLIANCE & ORS 190 UPDATES

7. (4:10)STAFF REPORT — MISTY SORTE

UPDATE:

Misty will provide an update on contracts, budget, strategic plan and staff updates(pages 32-64).

8. (4:40) GOVERNOR EMERGENCY DECLARATION MULTI AGENCY COORDINATION (MAC) GROUP UPDATES — CHAIR GORDON

9. (4:50)JURISDICTION/ORGANIZATION UPDATES — ALL

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

10. (4:55) OTHER BUSINESS — ALL

11. (5:00)ADJOURNMENT — CHAIR GORDON

Supplemental information:

- 2025 Board and Executive Meeting Schedule (page 65)
- Budget Report (page xxx-xxx)
- Contractor timesheets and invoices (pages xxx-xxx)
- Governor's Emergency Order reports (pages xxx-xxx)

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

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+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 Bethel 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 Coordinated Entry Assessment Site Agreement

1. Purpose

The Mid-Willamette Valley Homeless Alliance ("MWVHA") Coordinated Entry System provides access to the homeless services system in a streamlined way, allowing individuals and families to have their strengths and needs quickly assessed and be connected to appropriate, tailored housing and mainstream services. Standardized assessment tools and practices used within the coordinated assessment process take into account the unique needs of adults, as well as youth and children and their families. When possible, the assessment provides the ability for households to gain access to the best options to address their needs, incorporating participants' choice, rather than being evaluated for a single program within the system. The most intensive interventions are prioritized for those with the highest needs.

This Coordinated Entry Assessment Site Agreement ("Agreement") acknowledges the roles and responsibilities of an agency ("Agency") to serve as a Coordinated Entry Assessment Site, and of the MWVHA to support and monitor the Agency to do so.

The MWVHA's Coordinated Entry System (CE) is coupled with the MWVHA's Homeless Management Information System (HMIS) to capture client information. The fundamental purpose of HMIS is to improve care coordination for persons at-risk of and/or experiencing homelessness in Marion and Polk counties. HMIS is designed to collect and deliver timely, credible, quality data about services and persons. The collected information is used for program improvement and service planning. Data is also used to complete reporting requirements as established by federal, state, and local funders. Domestic Violence (DV) service providers do not use HMIS but must use a comparable database.

Unless the agency is a DV service provider, an agency that signs this Agreement must also have in place with the MWVHA an HMIS Agency Participation Agreement, and individual staff members must have in place a current HMIS User Agreement.

2. Client Privacy

a. If the Agency is considered a "covered entity" under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 45 C.F.R., Parts 160 & 164, and corresponding regulations establishing by the U.S. Department of Health and Human Services, the Participating Agency is required to operate in accordance with HIPAA regulations.
b. The Agency will comply with all applicable federal and state laws regarding protection of client privacy.
c. The Agency will comply with all MWVHA policies and procedures pertaining to protection of client privacy, including client privacy during the CE assessment process.

3. Roles and Responsibilities

A. MWVHA shall

1. Provide CE Assessment training and certify individual staff members who meet performance standards to conduct CE Assessments.
2. Maintain a roster of staff participation in CE training.
3. Provide the MWVHA Universal Release of Information (ROI) form.
4. Monitor fidelity to CE Assessment protocols, including data entry.
5. Monitor Agency adherence to the responsibilities outlined in this Agreement.
6. Provide ongoing support and technical assistance for issues relating to CE Assessments.
7. Reserve the right to require additional CE training at its sole discretion.

B. Participating Agency shall

1. Ensure that staff designated to conduct CE Assessments and all supervisory staff in their chain of command, including the agency director, participates in Coordinated Entry Basics Training.
2. Ensure that staff designated to conduct CE Assessments participate in Coordinated Entry Assessment Training, and, that only staff who have been certified by the MWVHA to conduct CE Assessments do so.
3. Use the MWVHA Universal Release of Information (ROI) form or alternate form approved by MWVHA.
4. Market and promote their CE Assessment services to the specific population(s) identified in its CE Assessment Delivery Plan (Attachment A).
5. Provide CE Assessment services at the location, days, and times identified in Attachment A.
6. Ensure that CE Assessments will be conducted with fidelity and in accordance with MWVHA CE Policies and Procedures.
7. Have in place with the MWVHA an HMIS Agency Participation Agreement and ensure individual staff members have in place a current HMIS User Agreement (unless the agency is a DV service provider, in which case HMIS is not used).
8. Ensure that HMIS Users accurately enter assessment data in a timely fashion–whenever possible, within 24 hours of completing a CE Assessment (unless the agency is a DV service provider, in which case HMIS is not used).
9. Notify the MWVHA Coordinated Entry Specialist when a certified assessor will no longer fill that role.
10. Acknowledge that MWVHA may require additional CE training at its sole discretion.
11. Direct questions, concerns, or requests for additional CE training or technical assistance to the MWVHA Coordinated Entry Specialist in a timely manner.

4. Indemnification

Subject to the conditions and limitation of the Oregon Constitution and the Oregon Tort Claims Act, the parties shall indemnify, defend, and hold harmless each other from and against all liability, loss, and costs arising out of or resulting from the acts of that party, its officers, employees, and agents in the performance of this Agreement.

5. Assurances

The Agency assures that the following fully executed documents will be on file and available for review:

a. The Agency's Confidentiality Policy
b. The Agency's Grievance Policy
c. HMIS User and HMIS Participating Agency Agreements

6. Terms and Conditions

a. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement of the parties. This Agreement may be signed in counterpart, and the individuals signing this Agreement warrant that they have the authority to do so and to bind their respective organizations to the terms and conditions of this Agreement.

b. SUBCONTRACTS: No party will subcontract or assign all or any part of this Agreement without the prior written consent of the other parties.

c. ADHERENCE TO LAW: Each party shall comply with all federal, state, and local laws and ordinances applicable to this Agreement.

d. NON-DISCRIMINATION: Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.

e. TERM: This Agreement shall have a term of one year, subject to earlier termination as provided in this section. If not earlier terminated, this Agreement shall automatically renew for successive one-year terms. This Agreement may be terminated in writing by either party, with 30 days advance written notice. The exception to this term is if allegations or actual incidences arise regarding possible or actual breaches of this agreement. Should such situations arise, MWVHA may immediately suspend authorization to conduct CE Assessments until the allegations are resolved in order to protect the integrity of the system.

f. TERMINATION: Either party may inform the other in writing of termination of this Agreement as provided in this section.

g. VIOLATION OF TERMS: If the MWVHA Coordinated Entry Specialist determines that the Agency is in violation of the terms of this Agreement, the Agency and MWVHA agree to cooperate to resolve the conflict. If the parties are unable to resolve the conflict(s) and MWVHA decides to terminate this Agreement, MWVHA will notify the Agency in writing of the termination of the Agency's certification to conduct CE Assessments.

h. MODIFICATIONS: This Agreement may be modified or amended by written agreement executed by both parties. MWVHA may modify its CE Assessment policies, procedures, and requirements at any time. MWVHA will provide 30 days written notice to the Agency prior to requiring adherence to revisions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their respective names by their authorized representatives as of the dates set forth below.

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, an Oregon intergovernmental agency	Marion County Health & Human Services
By: Cathy Clark	By:_____
Cathy Clark, President	Authorized Signature
Date: December 10, 2021	_____
	Printed Name/Title
	Date: _____

Revised 12.9.21
Board approved 8.12.21

---County signatures on following page--

Mid-Willamette Valley Homeless Alliance HMIS Agency Participation Agreement

1. Purpose

The Mid-Willamette Valley Homeless Alliance (MWVHA) Homeless Management Information System (HMIS) is a web-enabled database used by social service providers within Marion and Polk counties to capture information about the persons they serve.

The fundamental purpose of HMIS is to improve care coordination for persons at-risk of and/or experiencing homelessness in Marion and Polk counties. HMIS is designed to collect and deliver timely, credible, quality data about services and persons. The collected information can be used for program improvement and service planning. Data will also be used to complete reporting requirements as established by federal, state, and local funders.

HMIS utilizes Community Services (ServicePoint) which is developed, trademarked, and copyrighted by WellSky. Community Services (ServicePoint) is a client information system that provides a standardized assessment of consumer need; creates required CSV reports and service plans; and records the use of housing and services.

This Agency Participation Agreement ("Agreement") permits staff from the "Participating Agency" to access the HMIS on their computer system through an Internet connection, in accordance with the terms of this Agreement.

2. Definitions

2.1. "Participating Agency" is an entity that uses the Homeless Management Information System (HMIS).
2.2. "Partner Agencies" are other entities that use the HMIS.
2.3. "Agency Administrator" is the Participating Agency's main contact for the Agency and Users in matters regarding the HMIS.
2.4. An HMIS "User" is a person authorized to access the HMIS by a Participating Agency, and who acts as a guardian entrusted with the personal data to be entered and used in the HMIS.
2.5. A "Client" is a consumer of services.
2.6. The "System Administrator" is Oregon Housing and Community Services (OHCS), whose primary function under this Agreement is to manage the HMIS.

3. Client Privacy

3.1. Laws, Regulations, Policies and Procedures

3.1.1. If the Participating Agency is considered a “covered entity” under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 45 C.F.R., Parts 160 & 164, and corresponding regulations establishing by the U.S. Department of Health and Human Services, the Participating Agency is required to operate in accordance with HIPAA regulations.

3.1.2. The Participating Agency will comply with all applicable federal and state laws regarding protection of client privacy.

3.1.3. The Participating Agency will comply with all MWVHA policies and procedures pertaining to protection of client privacy.

3.1.4. The protections that the HMIS has in place to protect client confidentiality include: compliance with HUD Data and Technical Standards Final Notice, institution of a mandated HMIS privacy and confidentiality training program for all HMIS Users provided by the Participating Agency, consistent application of policies and procedures, and signed HMIS User Agreements (the original to be kept on file at the Agency).

3.2. Release of Information

3.2.1 The Participating Agency will use a MWVHA-approved Universal Release of Information (ROI) to standardize the explanation of Agency/HMIS privacy rules to Clients and provide all Clients with an explanation informing them that their information will be entered into a computerized record-keeping system.

3.2.2 The Participating Agency shall maintain appropriate documentation of client consent to participate in the HMIS.

3.2.3 If a Client withdraws consent to share information with other participating agencies, the Participating Agency remains responsible to ensure that the Client’s information collected after that time is unavailable to all other Agencies.

3.2.4 The Participating Agency agrees that its data will be shared with the Partner Agencies, with the exception of:

- 3.2.4.1 Data from households comprised of only children (containing only youths less than 18 years old), or households with a child under 18 years as head of household.
- 3.2.4.2 Data relating to direct medical or behavioral health services as outlined by HIPAA.
- 3.2.4.3 Data from households with safety concerns that may be compromised by sharing data.

3.2.5 The Participating Agency agrees to honor the Client’s right to request that program enrollment data entered by the Participating Agency not be shared with other MWVHA participating agencies.

3.2.6 The Participating Agency agrees not to release client-identifiable information directly to any organization not participating in HMIS without proper Client consent, except as permitted under federal and Oregon law. A release of information in HMIS by a Participating Agency to another Participating Agency or an HMIS Partner Agency shall not constitute an unauthorized disclosure,

even in the event that no authorization form is on file, subject to the exceptions in 3.2.4 above.

3.3. Privacy Notice

3.3.1. The Participating Agency shall post the HMIS Privacy and Security Notice at each intake desk, and in lobbies and other areas where Clients congregate.

3.3.2. The Participating Agency shall make the Privacy and Security Notice available in writing at a Client's request.

3.3.3. If the Participating Agency maintains a website, a link to the Privacy and Security Notice shall be accessible from the Agency's website.

3.4. Internal Controls

3.4.1. The Participating Agency shall provide HMIS workstation(s) that:

- 3.4.1.1. Have and use a hardware or software firewall;
- 3.4.1.2. Have and use updated virus protection software;
- 3.4.1.3. Have and use screens that "go to sleep" after 5 minutes of inactivity and require a password to re-activate;
- 3.4.1.4. Have screens positioned so that data is not visible to others (i.e. other staff, clients, etc. who are in the immediate area);
- 3.4.1.5. Do not have User IDs and/or Passwords posted in visible and/or accessible locations.

3.4.2. The Participating Agency must ensure that all persons who are issued a User Identification and Password to the HMIS comply with all the terms of this Agreement, including all associated confidentiality provisions. The Participating Agency is responsible for oversight of its own related confidentiality requirements.

3.4.3. The Participating Agency must ensure that all persons to be issued a User ID and Password complete a formal training using materials provided by MWHVA on privacy and confidentiality policies and HMIS. Agency employees must demonstrate mastery of that information prior to activation of their User License. The Agency will train all Users with the exception of Agency Administrators.

3.4.4. The Participating Agency must notify the System Administrator when a staff member with a User ID and Password leaves the Agency within two (2) business days of that staff member's last day of work for the Participating Agency.

3.4.5. The Participating Agency acknowledges that Client data will be encrypted at the server level using encryption technology.

3.4.6. The Participating Agency acknowledges that ensuring the confidentiality, security and privacy of any information downloaded from the system by the Agency is strictly the responsibility of the Participating Agency.

3.4.7. The Participating Agency shall diligently record in the HMIS all restrictions requested by the Client.

3.4.8. Participating Agency acknowledges that it may not rely upon HMIS technological and procedural securities exclusively to ensure client data confidentiality.

4. Custody of Data

4.1. The Participating Agency acknowledges that the file server, which contains all client information, including encrypted identifying client information, is located at the WellSky Inc. offices at 333 Travis Street, Suite 300, Shreveport, LA.

4.2. The Participating Agency acknowledges, and MWVHA agrees, that the Participating Agency retains ownership over all information that Agency enters into HMIS, provided however, that the Participating Agency grants a perpetual nonexclusive license to MWVHA to access and use such information.

4.3. Upon termination of this Agreement, MWVHA shall maintain their right to the use of all Client data previously entered by the Participating Agency; this use is subject to any restrictions requested by the Client.

4.4. In the event that the HMIS Project ceases, the Participating Agency and the Partner Agencies will be notified and provided reasonable time to access and save Client data for those Clients served by the respective Agency, as well as statistical and frequency data from the entire system. Thereafter, the information collected by the centralized server will be purged or appropriately stored by WellSky, Inc., in accordance with the data retention requirements of Oregon law.

4.5. In the event that MWVHA ceases to exist, the custodianship of the data within HMIS will be transferred by MWVHA to another organization that has been designated the HMIS Lead Agency for continuing administration. All HMIS Participating and Partner Agencies will be informed of the new designated organization in a timely manner.

5. Roles and Responsibilities

5.1. MWVHA shall

5.1.1. Provide the Universal Release of Information (ROI) form.

5.1.2. Monitor frequency and quality of data entry.

5.1.3. Notify the Agency Administrator and/or Executive Director if it becomes aware of any violation of HMIS policies or procedures on the part of HMIS Users at the Participating Agency.

5.1.4. Provide training on the MWVHA HMIS Policy & Procedures.

5.1.5. Provide basic User support and technical assistance (i.e., general troubleshooting and assistance with report generation) for issues specific to HMIS software and systems.

5.2. System Administrator shall

5.2.1. Provide User licenses, in accordance with this Agreement.

5.2.2. Provide training or training materials to Agency Administrators, and provide written or video training materials to all HMIS Users.

5.2.3. Notify the Agency Administrator and/or Executive Director if it becomes aware of any violation of HMIS policies or procedures on the part of HMIS Users at the Participating Agency.

5.3. Participating Agency shall

5.3.1. Designate an Agency Administrator that can demonstrate HMIS and programmatic proficiency prior to being granted access to HMIS and serve as the

first and main contact for the Agency and User staff in matters regarding HMIS, before the System Administrator is contacted.

5.3.2. Ensure that their Agency Administrator monitors HMIS data quality and that data is corrected, based on data quality reports.

5.3.3. Ensure that HMIS Users accurately enter assessment data in a timely fashion– whenever possible, within 72 hours of a Client's entry, review, or exit of the program.

5.3.4. Not purposefully enter inaccurate information or over-ride accurate information entered by its own Agency or another Agency.

5.3.5. Not use HMIS with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.

5.3.6. Ensure Users submit support requests to their Agency Administrator.

5.3.7. Not allow their Agency Administrator or Users, under any circumstances, to submit requests directly to the software vendor.

5.3.8. Notify MWVHA when new Users need to be trained and assigned a license.

5.3.9. Acknowledge that HMIS User licenses not accessed (logged into) for 90 days will be deleted from the system and that the Agency can request a new license for any User whose license has been deleted.

6. Standard Operating Procedures

6.1. User Authorization & Passwords

6.1.1. HMIS Users, including the Agency Administrator, must have a specific work function and purpose for using and entering data into HMIS. The Agency Administrator must only request User access to HMIS for those staff members who require access for business purposes only.

6.1.2. All Users must have their own User ID and Password and should never be allowed to use a User ID that is not assigned to them. The Participating Agency will not share assigned User IDs and Passwords to access HMIS with any other organization, government entity, business, or individual.

6.1.3. If any User forgets their Password or has reason to believe that someone else has gained access to their Password, they must immediately notify their Agency or System Administrator. The Agency or System Administrator has the ability to reset the User's Password and notify the User of the new temporary Password.

6.1.4. User licenses will only be assigned once the staff member has successfully completed all required HMIS training.

6.2. Data Entry

6.2.1. The Participating Agency will ensure that programs that participate in HMIS will enter at least the minimum required data elements, referred to as the Universal Data Elements. Most data elements are described in the HUD HMIS Data Standards Manual.

6.2.2. Client data will be gathered according to the policies, procedures and confidentiality rules of each individual program.

6.2.3. The Participating Agency will only enter into HMIS information on individuals that exist as Clients under the Participating Agency/Program's jurisdiction.
6.2.4. The Participating Agency shall not knowingly enter false or misleading data under any circumstances.
6.2.5. The Participating Agency will prohibit anyone with an Agency-assigned User ID and Password from entering offensive language, profanity, or discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and/or sexual orientation.
6.2.6. The Participating Agency will only enter a Client into HMIS after the Client has consented. Clients may refuse to have data entered, at which point the Agency must follow the training manual. Some services require data-sharing in the HMIS. The Client must be informed that they will not be eligible to receive the service (examples: housing, referrals to other providers, centralized waitlists, services provided by Partner Agencies) if they do not allow their information to be entered into HMIS.
6.2.7. The Participating Agency will accurately enter data in a timely manner, within 72 hours of a Client's entry, review, or exit into the program or as needed when there is a significant change in information. The Agency shall not misrepresent its client base in the HMIS by entering known inaccurate information. Client records should be updated in HMIS at the minimum of once per year.
6.2.8. The Participating Agency will enter all Client and program level data elements defined by MWVHA and/or required by the U.S. Department of Housing and Urban Development.
6.2.9. The Participating Agency is responsible for the accuracy, integrity, and security of all data input by said Agency. The Participating Agency will routinely review records it has entered into HMIS for completeness and data accuracy.
6.2.10. The Participating Agency will ensure that any paper versions of the intake data collection forms correctly align with the newest intake form in HMIS.
6.2.11. The Participating Agency's workflow for the exit process shall include destination information and evidence that demonstrates the discharge destination data is properly being entered into the HMIS.

6.3. Data Use

6.3.1. Data contained in the MWVHA HMIS will only be used to support the delivery of homeless services in Marion and Polk counties. Each User will affirm the principles of ethical data use and client confidentiality as noted and contained in the HMIS User Agreement.
6.3.2. The Participating Agency will not solicit or input information from Clients unless it is essential to provide services, or conduct program evaluation.
6.3.3. The Participating Agency acknowledges that all Client data will be maintained on a central server, which will contain all client information in an encrypted state. All Client identifiable data is inaccessible to unauthorized users.
6.3.4. The Participating Agency shall use the system to enter and corroborate services but not for location services for past due billing or law enforcement activities.
6.3.5. The Participating Agency shall not be denied access to Client data entered by the Agency.

6.3.6. The Participating Agency shall use Client information in HMIS, as entered by the Agency or Partner Agencies, to assist the Agency in providing adequate and appropriate services to the Client.

6.4. Release and Disclosure of Client Data

6.4.1. By requesting services from the Participating Agency, it is assumed that the Client agrees to allow collection and disclosure of this information to HMIS Partner Agencies. Client data entered into the HMIS will be shared with Partner Agencies unless the Client requests an exception.

6.4.2. Agency data visibility defaults within the HMIS will be set to “open visibility” with these exceptions:

6.4.2.1. A parent or guardian at least 18 years of age can agree to share data for youth in the household. A head of household under the age of 18 cannot agree to share data for anyone other than themselves.

6.4.2.2. A member of a household who has voiced a safety concern, or for whom the Agency has a safety concern.

6.4.2.3. Medical or Behavioral Health Services provided by a “covered entity” under the Health Insurance Portability and Accountability Act (HIPAA) are not shared.

6.4.3. If the Client rejects the sharing plan, the Agency is responsible to close the record.

6.4.4. No confidential/restricted information received from the HMIS will be shared with any organization or individual without proper written consent by the Client, unless otherwise permitted by applicable regulations or laws.

6.5. Publication of Reports

6.5.1. The Participating Agency agrees that it may release only aggregated or summary information generated by HMIS that is specific to its own Client data, and only for funding or planning purposes pertaining to providing services to homeless persons.

6.5.2. MWVHA will use only unidentified, aggregate HMIS data for homeless policy and planning decisions; in preparing federal, state, or local applications for homelessness funding; to demonstrate the need for and effectiveness of a program; and to obtain a view of program utilization.

6.5.3. HMIS data used in reports released to the public will be limited to presentation of aggregated or summary data. Personal identifying information will never be published.

6.6. Server Availability

6.6.1. The System Administrator will strive to maintain continuous availability of the HMIS.

6.6.2. When possible, necessary downtime will be scheduled when it will have least impact, for the shortest possible amount of time, and after timely communication to all participants.

6.6.3. If a User discovers that the HMIS is not available or accessible, the User will report immediately to their Agency Administrator who will, in turn, investigate

and inform the System Administrator. The System Administrator will notify Users by email if they become aware the server is unexpectedly down.

6.6.4. All other procedures for maximizing server availability, recovering from unplanned downtime, communicating, and avoiding future downtime are the responsibility of the System Administrator and WellSky.

6.7. Compliance

6.7.1. Compliance with these Policies and Procedures is mandatory for participation in HMIS. The Participating Agency shall follow, comply with and enforce the HMIS User Agreement.

6.7.2. WellSky's Community Services (ServicePoint) is HIPAA-compliant. All changes to client data are recorded in the system and can be audited if there is suspected misuse of the system.

6.7.3. MWVHA will schedule periodic on-site monitoring visits to ensure that HMIS policies and procedures are being followed.

6.7.4. The System Administrator will have the right to confirm at any time that the Participating Agency provides HMIS workstation(s) that:

- 6.7.4.1. Have and use a hardware or software firewall;
- 6.7.4.2. Have and use updated virus protection software;
- 6.7.4.3. Have and use screens that "go to sleep" after 5 minutes of inactivity and require a password to re-activate;
- 6.7.4.4. Have screens positioned so that data is not visible to others (i.e. other staff, clients, etc. who are in the immediate area);
- 6.7.4.5. Do not have User IDs and/or Passwords posted in visible and/or accessible locations.

6.8. HMIS Document Revision

6.8.1. MWVHA will coordinate the compilation and revisions of all HMIS documents.

6.8.2. Proposed changes may originate from any HMIS User.

- 6.8.2.1. When proposed changes originate within the Participating Agency, the Agency Administrator shall review and then submit to the System Administrator. The System Administrator will maintain a list of proposed changes.
- 6.8.2.2. The list of proposed changes will be discussed by MWVHA and the HMIS Users Workgroup. Results of said discussion will be communicated, along with any amended Policies and Procedures.

6.8.3. HMIS documents and forms shall be available in on the MWVHA website.

7. Indemnification

Subject to the conditions and limitation of the Oregon Constitution and the Oregon Tort Claims Act, the parties shall indemnify, defend, and hold harmless each other from and against all liability, loss, and costs arising out of or resulting from the acts of that party, its officers, employees, and agents in the performance of this Agreement.

8. Copyright

The HMIS is protected by copyright and is not to be copied, except as permitted by law or by contract with owner of the copyright.

Participating Agency Users storing materials copyrighted by others on the systems or displaying the materials through web pages must comply with copyright laws and guidelines.

9. Assurances

The Participating Agency assures that the following fully executed documents will be on file and available for review:

a. The Participating Agency's Confidentiality Policy
b. The Participating Agency's Grievance Policy
c. The posted HMIS Privacy Sign
d. User and Agency Administrator Agreements
e. A current copy of MWVHA HMIS Policy & Procedures

10. Terms and Conditions

10.1. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement of the parties. This Agreement may be signed in counterpart, and the individuals signing this Agreement warrant that they have the authority to do so and to bind their respective organizations to the terms and conditions of this Agreement.

10.2. **SUBCONTRACTS:** No party will subcontract or assign all or any part of this Agreement without the prior written consent of the other parties.

10.3. **ADHERENCE TO LAW:** Each party shall comply with all federal, state, and local laws and ordinances applicable to this Agreement.

10.4. **NON-DISCRIMINATION:** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.

10.5. **TERM:** This Agreement shall have a term of one year, subject to earlier termination as provided in this Section 10.5. If not earlier terminated, this Agreement shall automatically renew for successive one-year terms. This Agreement may be terminated in writing by either party, with 30 days advance written notice. The exception to this term is if allegations or actual incidences arise regarding possible or actual breaches of this agreement. Should such situations arise, MWVHA may immediately suspend access to HMIS until the allegations are resolved in order to protect the integrity of the system.

10.6. **TERMINATION:** Either party may inform the other in writing of termination of this Agreement as provided in Section 10.5. Upon termination, the System Administrator will revoke access of the Participating Agency staff to the HMIS and will keep all termination records on file with the associated HMIS Agency Participation Agreement.

10.7. **VIOLATION OF TERMS:** If the System Administrator determines that the Participating Agency is in violation of the terms of the HMIS Agency Participation Agreement, the Participating Agency and MWVHA agree to cooperate to resolve the conflict. If the parties are unable to resolve the conflict(s) and MWVHA decides to terminate this Agreement, MWVHA will notify the Participating Agency in writing of the termination of the Participating Agency's participation in HMIS.

10.8. **MODIFICATIONS:** This Agreement may be modified or amended by written agreement executed by both parties. MWVHA may modify its HMIS policies, procedures, and requirements at any time. MWVHA will provide 30 days written notice to the Participating Agency prior to requiring adherence to revisions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their respective names by their authorized representatives as of the dates set forth below.

ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, an Oregon intergovernmental agency and HMIS Lead

By:_____
Jeremy Gordon, President

Date: October 21, 2023

Participating Agency:

Marion County Health & Human Services

By: See County Signature Page
Authorized Signature

_____
Printed Name/Title

Date: _____

Oregon Housing and Community Services
HMIS System Administrator

By: Hunter Belgard
Hunter Belgard, HMIS System Administrator

Date: October 21, 2023

11. Document Revision History

Date	Description
10/21/2023	Revised role of System Administrator based on change in HMIS Lead; Approved by ORS 190 Entity, Mid-Willamette Valley Homeless Alliance Board of Directors
12/10/20	Approved by ORS 190 Entity, Mid-Willamette Valley Homeless Alliance Board of Directors

FY 2025-26 Budget Schedule

Date	Action	Who
12/5/24	Proposed Dues Schedule, Billing Rates and Reserve Target submitted to Executive Committee	Executive Director
12/19/24	Proposed Dues Schedule, Billing Rates and Reserve Target acted on.	Board of Directors
1/21/25	Capital Purchase Requests due in Finance Office	Executive Director
1/21/25	Anticipated Grants and Contracts info due to Amber	Executive Director
2/7/25	Review Capital Purchases	Executive Director
3/13/25	***Budget Schedule Adopted***	***Board of Directors***
3/13/25	***Budget Committee Appointed***	***Board of Directors***
3/27/25	Updated budget text due to Amber	M-Team
4/3/25	Draft Agency Budget to ED	Amber
4/10/25	Budget Message to Amber	Executive Director
4/17/25	Final Budget Review	M-Team
4/24/25	***Budget printed and distributed***	***Amber***
4/24/25	Notice of Budget Committee meeting emailed to Statesman Journal	Amber
5/1/25	***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***
5/29/25	Notice of Budget Hearing emailed to Statesman Journal	Amber
6/5/25	***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	x/xx/xxxx
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	x/xx/xxxx
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	Ian Dixon-McDonald	Vice Pres of Programs	Marion-Polk Food Share	6/30/25
3	Eric Enderle	Vet Serv Officer	Polk County Veteran Services	6/30/25
4	Adam Mennig	Programs	Chemeketa Community College	6/30/25
5	Ari Milroy	Treasurer	Backbone/Youth Action Board	6/30/28
6	Rhonda Wolf	CEO	United Way of the Mid-Willamette Valley	6/30/28
7	Renee Pfeffer	Navigator	Law Enforcement Assisted Diversion	6/30/28
8	Leilani Slama	Chief Comm and Community Relations Officer	Salem Health	6/30/25

BOARD MTG. DATE: 3/13/25

AGENDA TOPIC: Training & Technical Assistance to Culturally Specific Organizations

RECOMMENDATION:

BACKGROUND

On 1/17/25, as part of its LTRA Plan, the Alliance issued a Request for Proposals (add RFP link) to provide training & technical assistance to culturally specific organizations. Two organizations indicated interest in responding to the RFP. Ultimately, only one organization, Mid-Willamette Valley Community Action Agency (MWVCAA) submitted a proposal.

At its 2/19/25 meeting, the board appointed seven individuals to serve on the Review & Recommendations Committee and named the Executive Committee as the Appeals Committee for this process. Two appointees to the R&R Committee were not able to participate; five individuals served on the R&R Committee.

Each R&R Committee member participated in an orientation the week of February 17-20, and received the application materials and scoring tool on February 20, 2025. The R&R Committee met on February 24, 2025 and developed consensus on a set of review comments (Attached). Each committee member also submitted their final scores (below).

Mid-Willamette Valley Community Action Agency Proposal to Provide Training & Technical Assistance to Culturally Specific Organizations Final Scores, 2/24/25								
Scorer	**Objectives (max. 75)**	**Activities (max. 90)**	**Budget & Budget Narrative (max. 30)**	**Cultural Responsiveness (max. 25)**	**Knowledge & Experience (max. 80)**	**Total (max. 300)**	300	
1	64	69	18	18	72	241	80.33%	B-
2	62	75	24	10	64	235	78.33%	C+
3	63	77	24	20	48	232	77.33%	C+
4	57	46	18	10	64	195	65.00%	D
5	38	41	12	10	48	149	49.67%	F
TOTALS	**284**	**308**	**96**	**68**	**296**	**1052**		
AVERAGE	**56.8**	**61.6**	**19.2**	**13.6**	**59.2**	**210.4**		
PERCENT	75.7%	68.4%	64.0%	54.4%	74.0%	70.1%		
	C	D+	D	F	C	C-		

The R&R Committee met again on February 27, 2025 and, working through its list of concerns, developed a recommendation that the Alliance board award a contract to MWVCAA, with a set of conditions (see next page).

On March 3, 2025 Alliance staff and contractor met with MWVCAA staff to discuss the conditions.....[add information after that meeting]

Training & Technical Assistance Review & Recommendations Committee
Recommendations
The Training and Technical Assistance R & R Committee recommends that the Mid-Willamette Valley Homeless Alliance board of directors award a contract to the Mid-Willamette Valley Community Action Agency to provide a Training & Technical Assistance Program to culturally specific organizations selected by the Alliance to participate in the program April through June of 2025, with the following conditions:
1. The program participants be asked to review the proposed training schedule and provide feedback on the dates and times, and that MWVCAA use that feedback to modify the schedule to ensure that representatives from all five organizations can participate, and that the greatest number can participate, as possible.
2.MWVCAA make video/audio recording of each training session available to the enrolled participants within 48 hours, so that those unable to attend have ample time to review prior to the next training session.
3. Each organization be allowed to request up to two individualized technical assistance sessions of up to two hours each on a subject of their choosing that is within the stated curriculum to allow that organization to explore topics most relevant to their organization.
4. The CoC facilitate a meeting in March 2025 with the lead staff and trainers from MWVCAA and OHCS-sponsored technical assistance staff with expertise in equity and cultural responsivity to review and discuss program activities and materials, with the intent of enriching program content and methodology.
5. MWVCAA work with the CoC and OHCS-sponsored technical assistance staff to finalize measurement tools to be used with the program, specifically noting the R&R Committee's review comments about cadence and application of surveys.
6. MWVCAA identify the two consistent MWVCAA staff facilitating the program (acknowledging substitutes may be required in the case of illness or similar circumstances), and identify the specific MWVCAA staff and specific partners, specifically the CoC to cover CE and HMIS, Fair Housing Council of Oregon, and housing authorities around things such as vouchers, as well as other resources with expertise in the training topics who will be involved in delivering information during training sessions by March 28, 2025.
7. MWVCAA reach out to a wide spectrum of culturally responsive and representative organizations to ensure a diverse pool of presenters.
8. The proposed budget be revised to correct errors in calculations, accommodate the additional technical assistance sessions, and reduce expenditures, specifically on Mentimeter software to align with the needs of the program.
9. All program materials be made available on the CoC website no later than June 30, 2025.
10. The AV equipment purchased for this program be available for use by other CoC organizations once the program has concluded at the end of June 2025; protocols to ensure care is taken with equipment should be developed.

Attachment: R&R Committee Review of MWVCAA Proposal

Training & Technical Assistance Review & Recommendations Committee				
Review of MWVCAA Proposal				
Objectives	**Activities**	**Budget & Budget Narrative**	**Cultural Responsiveness**	**Knowledge & Experience**
Project objectives (10 courses) are well planned and laid out to align with overall project overview and goals. Measurement tools are referenced to align with project objectives and to assess to progress, but actual measurement tools were absent.	States academy will be held every two weeks, but schedule is for every Tuesday. Services do not start, "no later than April 1," as prescribed in the RFP.	Listed expenses are clear and fall within allowable categories from RFP. Prescribed format was used.	Would like to see a bit more on MWVCAA's cultural responsiveness seen in their staff culture, trainings, and community partners. Examples. Is there more concrete data about staff? Otherwise, they are just saying they have a diverse staff.	MWVCAA articulately explains their agency expertise and knowledge.
Very well elaborated on the task and straight forward on the plan.	The first session (4/15) is structured differently. Will the morning and afternoon sessions be in different locations? Will lunch still be provided, or are participants on their own for the 12:00-1:00 p.m. hour?	Course Material & Food and Drink budget lines are not adding up. $2375+$315+$168=$2858 (listed $3085). $20 per person (21) per session (11)= $4620 (listed $3990). Salary line lists 60 hours of instruction, schedule provided shows 57 hours of instruction.	Examples of how courses reflect cultural responsiveness are strongly worded, but without specifics.	Gives great explanation of their current work with the courses of the academy, the current trainings they are a part of, as well as the current relevant trainings they facilitate in Marion & Polk counties.
Objectives don't detail the actual cultures. Just says "culturally specific." Be inclusive and specific about the various races, ethnicity, groups present in the mid-valley.	Mentions integration of community partners. Good to introduce the participants to many resources, but no specific partners are named.	Love a competitive salary, but base salary for instructors seems very high. However, without knowing which individuals are providing the training, it is hard to know if the cost is justified and aligned with the purpose/outcome.	Application does not include how the academy will address the many different languages represented in the MWV. Will the academy be in English? Will tools and resources be provided in multiple languages? Will participants gain tools and resources to serve individuals who speak a multitude of languages?	Application states current role in monthly HMIS training for other organization, but don't believe that is the case any longer. Same/not sure about current role in CE Assessor training.
Go beyond the local tribes with offices in the mid-Willamette Valley.	Provide information about training locations well in advance and ensure no transportation barriers.	Utilizing community partner locations as well as community partner instructors is mentioned. Include any cost associated with utilizing community partner locations and community partner instructors.	Examples of how the academy will request and implement real time feedback to ensure academy remains culturally responsive is strong.	Appreciate the information on the curriculum lead. He does not seem to be one of the instructors; would like information on the knowledge and experience of the actual instructors.
Review of MWVCAA Proposal (continued)				

Objectives	Activities	Budget & Budget Narrative	Cultural Responsiveness	Knowledge & Experience
Like inclusion of "addressing barriers faced by CSO" but need more details about those barriers to know objectives will be met (OHCS)	Any flexibility on dates and times? Does the full-day schedule work for the participants? Incorporate ways to customize some technical assistance for each organization, not just a schedule of training sessions.	Cost of Mentimeter software would only be $75 for the three months; $300 for the year (Pro Plan).	Purpose/intent around cultural responsiveness is unclear. Did not quite elaborate on specifics on cultural aims.	Sounds like there is great experience in this organization, but no specifics on who is presenting information.
Good detail/specificity about things like the CoC System and all that it involves. Like to know the acronyms!	Ask the participants about the schedule. Can they commit that amount of time every week? Provide a way (recording?) for participants to catch up if they have to miss a session.	Have the AV equipment be available for other organizations to use. Could be owned by the CoC and shared free of charge or with a low-cost rental fee to go toward replacement equipment.	Which cultures? Be specific about how to reach/engage/serve specific cultures.	Clarify cultural specifics. Which populations are the trainers familiar with? Seek assistance to ensure the capacity of the trainers to work effectively with the diverse populations represented by the participants. Help the trainers become better at what they do.
Post all materials on the CoC website for easy access and reference.	Copies of measurement tools not provided. In general, the quick quizzes were viewed favorably, as was learning through scenarios. Conducting extensive pre and post surveys for every session was seen as excessive, a brief 2-3 question survey about each session (including feedback on the presenter) is suggested. Without the specific questions or scenarios, it was difficult to know if the content would be culturally responsive. Recommend working with the CoC on final tools.	Budget that can be accommodated. Reimbursement of actual costs will ensure appropriate expenses (e.g., if only 12 people are scheduled to be at a session, food for only 12 people would be ordered).	States organization has "ongoing partnerships with culturally specific organizations," but provides no specifics. Are they transactional or true partnerships?	Without knowing more about the specific trainers, it is difficult to assess capacity to meet the outcomes.

Director's Report

Misty Sorte-Interim Director

Contracts update:

- Lozier Contract
- HOMEBASE: CE technical assistance through HUD
- LTRA: Landlord Engagement/Education

Budget update:

- 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)**
- Budget planning process for `25-26

Strategic plan:

- Goals/prioritizes next steps

Staffing Update:

- Health and Homeless Systems Liaison

Other updates

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)

MOVING TO END AND PREVENT HOMELESSNESS

STAFF REPORTS

MARCH 2025

Ashleigh Duda, Coordinated Entry Program Manager (page 2)
Nathaniel Perez, HMIS Specialist (page 4)
David Peak, HMIS Data Analyst (page 7)
Cassie Bay, Admin & Comm Specialist (page 10)
Supplementary CE Program Information (page 14)

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

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 sta 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 speciçc 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 notiçcation 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 çle structure system for e· cient organization and retrieval of electronic documents.
- Create and maintain manual çling systems.
- Serve as backup to the Executive Director for access and management of grant,

reporting, and çnancial 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 organizationàs website, including content creation, updates, and design.
- Present information to various groups and communicate e¯ectively 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, training, on multiple occasions
- Created a webpage for the R&R committee, ensuring transparency and accessibility.

- Updated webpage content for Executive Director Hiring Team, ensuring transparency and accessibility
- Updated calendar to reéect new meetings, veriçed zoom links and compared to

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.
- Canceled, rescheduled, and realigned meeting series for 2025 to better accommodate availability.
- 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 e· ciencies for sta¯ members as they sta¯ their committees.
- Created and implemented a new tracking system for 2025 CoC committee meetings.
- Developed and implemented a new tracking system for letters of support issued by the Alliance.
- Developed procedure for 2025 committee roster and email distribution list è presented to sta¯
- Cleaned up and updated rosters across multiple committees.
- Veriçed 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.

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.

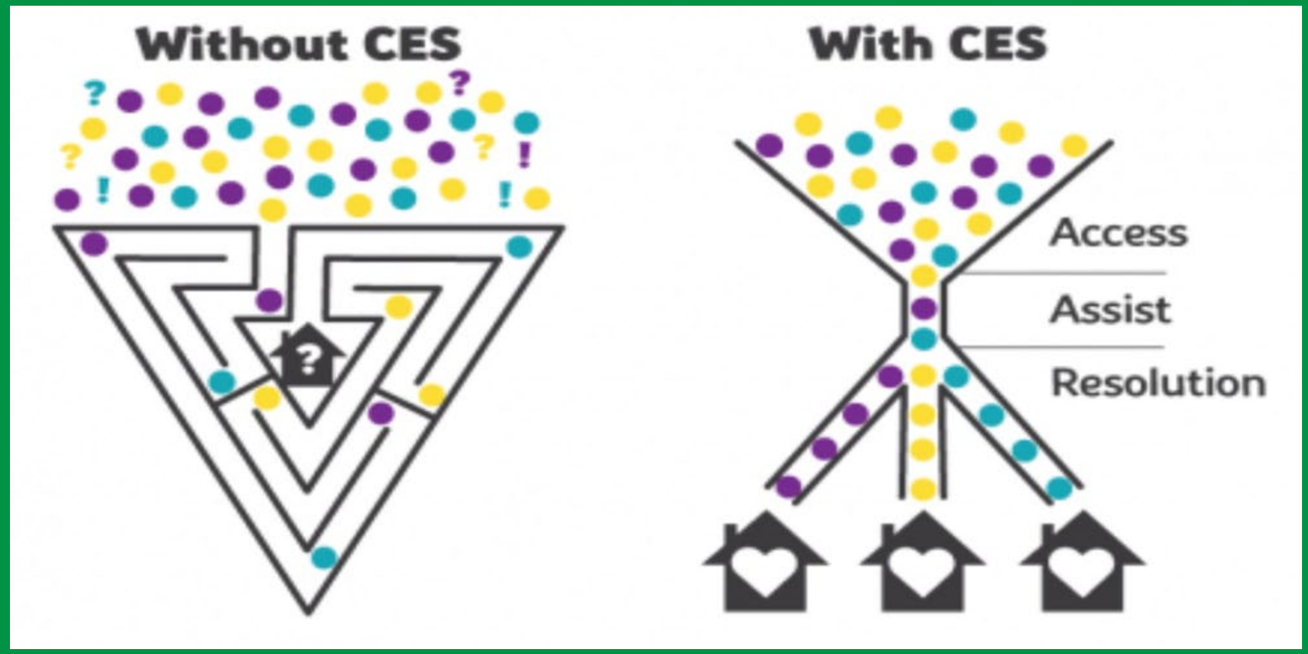
Coordinated Entry

A look at the history and expected

Mid-Willamette Valley Homeless Alliance CoC OR-504

What is Coordinated Entry?

A stream-lined process to coordinate program intake, assessment and referrals for homeless individuals and families covering Marion and Polk counties.



Qualities of Effective Coordinated Entry:

- Prioritization
- Lower Barrier
- Housing First orientation
- Person-Centered
- Fair and Equal Access

What does Coordinated Entry do?

Coordinated Entry increases the efficiency of a homeless services system by:

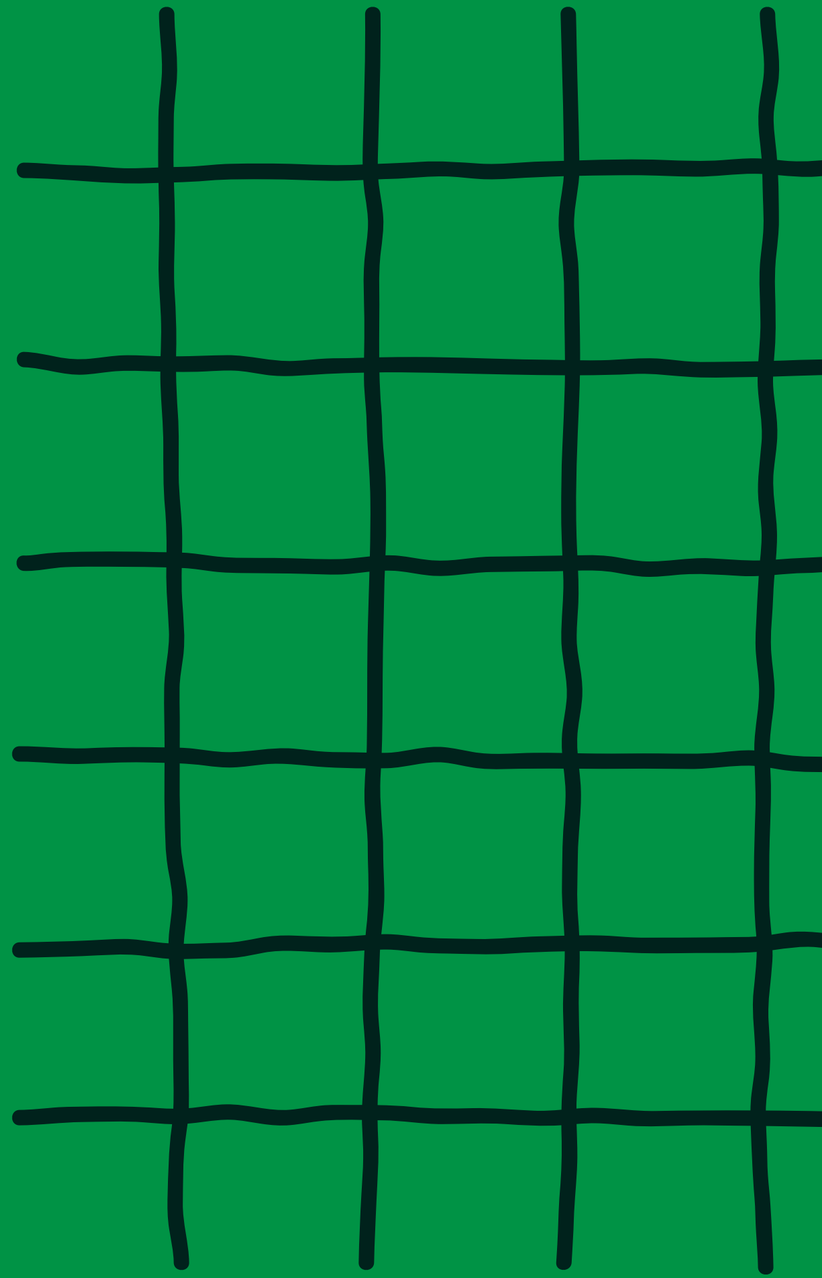
- Standardizing access to homeless services
  - Evens the playing field
- Coordinating program referrals
  - Aligns individuals/families needs with appropriate services
- Prioritizes opportunities based on vulnerability. Not first come, first served.

Before Coordinated Entry

- Prior to 2016 housing programs operated on a first-come, first-serve model with clients having to go to multiple organizations to apply for housing/services

- Applications and denials were based on what was available at the moment. No ongoing list of individuals and families needing services. “Right place - right time” style of service delivery

- Placements were not client centered and did not take an individual’s vulnerability or long term self-sufficiency into consideration



Coordinated Entry Then

- July of 2016 unrestricted EHA funds gave ARCHES the funding to pilot the Marion and Polk Coordinated Entry System

- October 2016 ARCHES rolls out Coordinated Entry as the primary way to fill housing opportunities for all RRH programs they administer

- July 2017 ARCHES and the Rural Oregon Continuum of Care

Coordinated Entry Now

- Starting in January 2024. the ARCHES Assessment team will have two in-house and one float assessors

- We've added 15 access sites throughout Marion and Polk county for individuals and families to have easier access to CE and resources

- Community partners are pulling from the CE Interest list to fill openings for their housing and shelter programs

- Our Interest list is located in ServicePoint (HMIS)

- Referrals to housing and shelter programs are completed through HMIS as a

Youth and Young Adults CE

Coordinated Entry provided with a Youth and Young Adult lens

Youth and Young Adult Coordinated Entry is formed in partnership with the Salem Homeless Alliance, Church at the park, MWVCAA and other local agencies with guidance from Backbone, a board of youth and young adults, to work toward the goal of ending youth homelessness.

How Coordinated Entry for Youth and Young Adults works

- Started in 2023
- Youth specific trainings for all YYA staff
- TAY Spdat used in the assessment process
- Assessment delivery tailored to youth
- Focused on individuals under age 24 including unaccompanied minors
- YYACE plans to use data to secure funding for future projects including youth housing programs

CE Access Sites

Where can an individual or family go for an assessment?

- ARCHES
  - Single Individuals & Families
- Family Promise
  - Families
- NWHS - HOST
  - Unaccompanied minors & Youth ages 18-24
- Center for Hope & Safety
  - DV Survivors
- Easter Seals of Oregon - SSVF
  - Veterans
- VETCare
  - Veterans entering into their program
- Church at the Park - CCS Site
  - Families entering into their shelter program
- Church at the Park - VOH Site
  - Single Individuals entering into their shelter program

ARCHES Mobile Assessor Sites

- Monmouth Resource Center
  - Mondays 9am-3pm
- Mill City Resource Center
  - 2nd & 4th Fridays of every month from 10am-2pm
- Sheltering Silverton
  - 2nd and 4th Wednesday of every month from 10am-2pm
- DeMuniz Resource Center
  - 1st & 3rd Friday of every month from 1pm-3pm

Coordinated Entry Process

1. Individual or family present themselves at an access site
2. They are identified as homeless or at-risk of homelessness
3. Coordinated Entry housing assessment is completed
4. Individuals/families information is automatically added to the interest list in HMIS after the housing assessment is completed
5. Individuals/families are asked to update the CE Team of any status changes
6. They're pulled for housing opportunities based on information given during the housing assessment

CE Assessment 3-Step Process

1

Release of Informations

- Mutual Respect Policy
- CoC Release of Information (ROI)
- Population specific ROI's:
  - Veterans
  - Domestic Violence
  - Youth

2

Base Assessment

Captures HUD Uniform Data Elements (UDE)

Housing & referral specific questions, e.g.;

- Criminal background
- History of foster care
- Evictions
- Engagement with Systems of Care
- FUSE (Frequent User Services)

3

Vulnerability Tools

There are 5 vulnerability tools developed by ORG Code that are used to help establish vulnerability

- VI-SPDAT: Single & literal homeless
- Families VI-SPDAT: One minor child in the HH & literal homeless
- TAY-SPDAT: Unaccompanied minors & Youth ages 18-24
- PR-VI-SPDAT: Single & at imminent-risk of homelessness
- Families PR-VI-SPDAT: One minor child in the HH & at imminent-risk of homelessness

What happens after the assessment?

Once the assessment is completed the individual or family is automatically added to the interest list in HMIS.

Individuals and families need to make sure any changes are reported to the CE Team:

- New contact information
- Change in housing status
  - Examples: Imminent risk to literal homeless or literal homeless to housed
- It's been three months or longer since their last engagement with any access points
- It's been a year or longer since their last assessment

CE Team contact information:

- housing.info@mwvcaa.org
- 503-399-9080 ext. 4213
- Come into ARCHES reception and fill out a client update form

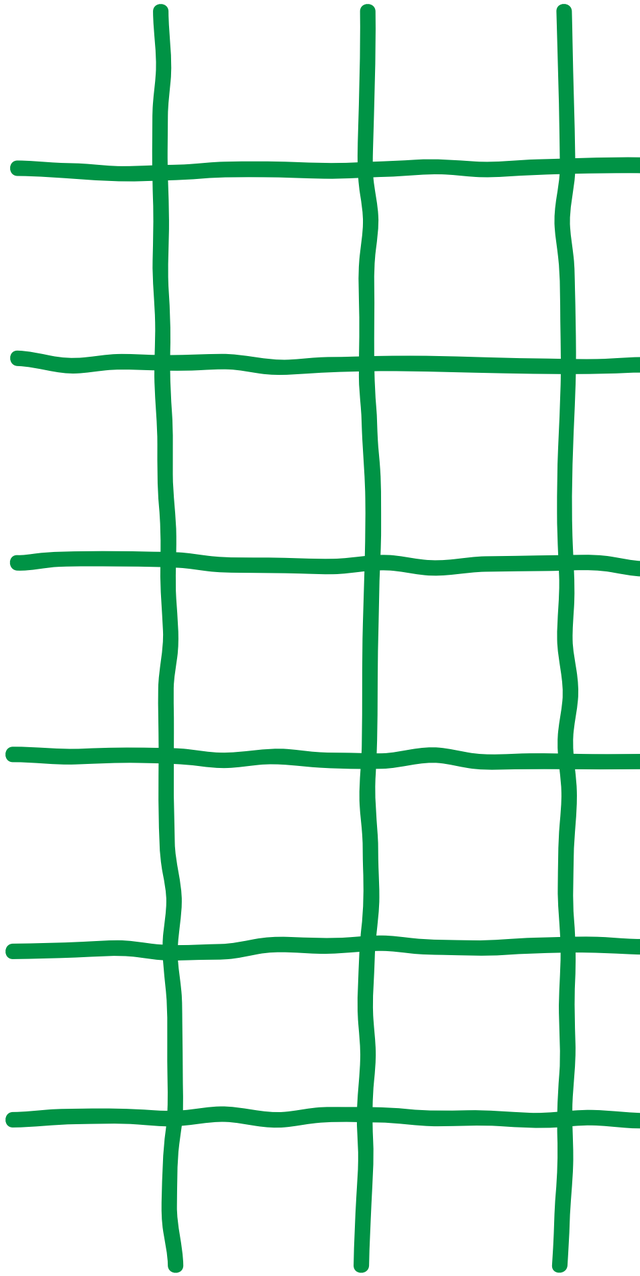
HMIS Team contact information:
hmis.support@mwvcaa.org

How do programs/service providers request household's from CE?

- When a program is requesting placements, they contact the Assessment Coordinator with their request and criteria:
  - # of referrals
  - Age
  - Veterans
  - Fleeing DV
  - Individual or families
  - Chronically Homeless
  - Those with disabilities

- The Assessment Coordinator provides that program with the most vulnerable households within that criteria via HMIS using the Coordinated Entry Event

- The program then reaches out to enroll participants



Agencies currently requesting placements from CE

- ARCHES
  - Family Services
  - AHOP
  - ARCHES Inn
  - Redwoods
  - Navigation Center
  - Tanners Project
- Case Conferencing
  - Chronic
  - Veteran
- Center for Hope & Safety
  - DV only
- Family Promise
  - Families
- DeMuniz
  - Those that are on parole or probation
- Shangri-La
  - Single Individuals & Families
- St. Francis Family Housing
  - Families
- Easter Seals of Oregon
  - Veterans

Benefits

- Access points across Marion and Polk counties and streamlined assessment for several opportunities and referrals
- Equitable access for all individuals and families
- Services match needs, based on assessments
- Community partnerships providing wraparound services and intentional service delivery
- More accurate data to help future planning and resources

Questions?

MID-WILLAMETTE VALLEY
HOMELESS ALLIANCE
MWVHOMELESSALLIANCE.ORG

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

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