MINUTES OF April 11, 2024

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

MWVHA BOARD
MEMBERS PRESENT
CHAIR: Commissioner Jeremy Gordon, Polk County
Councilor Virginia Stapleton for Mayor Chris Hoy, City of Salem
Commissioner Danielle Bethell, Marion County
Councilor Laura Reid for Mayor Cathy Clark, City of Keizer
Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
Councilor Kathy Martin-Willis, City of Independence
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Tricia Frizzell for Leilani Slama, Salem Health
Rhonda Wolf, CEO, United Way of the Mid-Willamette Valley
Christy Perry, former Superintendent representing the Salem-Keizer School District
Dan Clem, Executive Director, Union Gospel Mission
Renee Pfeffer, Navigator, Law Enforcement Assisted Diversion (LEAD)
Josie Silverman-Méndez, Deputy Director, Willamette Health Council
Zaira Flores Marin, PacificSource Community Solutions
Nicole Utz, Housing Administrator, Salem Housing Authority
Ashley Hamilton for Jimmy Jones, Mid-Willamette Valley Community Action Agency (MWVCAA)
Amber Brady for David Zepeda
Christine Sommer, MCHA, Co-Chair, CoC Collaborative Committee
Sarah White, Co-Chair, CoC Collaborative Committee

MEMBERS ABSENT
Mayor Chris Hoy, City of Salem
David Zepeda, Subject Matter Expert
Eric Enderle, Veteran Services Officer, Polk County Veteran Services
Jason Icenbice, Executive Director, Marion County Housing Authority (MCHA)
Christian Edelblute, Executive Director, West Valley Housing Authority
Jimmy Jones, Executive Director, MWVCAA

ORS 190 ENTITY BOARD
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Commissioner Danielle Bethell, Marion County

Mayor Cathy Clark, City of Keizer
Councilor Laura Reid for Mayor Cathy Clark, City of Keizer
Councilor Christopher Lopez, City of Monmouth
Councilor Kathy Martin-Willis, City of Independence
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Christy Perry, former Superintendent representing the Salem-Keizer School District

MEMBERS ABSENT
Mayor Chris Hoy, City of Salem

STAFF AND GUESTS PRESENT
Adam Mennig, Director, Academic Development, Chemeketa Community College
Carol Christ Dallas
Cheryl
Chris Barber
DJ Vincent, CATP
Elaine Lozier, MWVHA Executive Director
Elliott Lapinel, Performance and Evaluation Committee
Ian Dixon-McDonald, Vice President of Programs, Marion Polk Food Share
Jan Calvin, MWVHA Consultant
Jody Russell
Judy Smith, Home Share OR
Linda Hansen, Mid-Willamette Valley Council of Governments (MWVCOG) Admin Support Coordinator
Lynelle
Michael Livingston, Performance and Evaluation Committee
Rachel McKee
Sarah Owens
Sherry Bullard

WELCOME
Chair Gordon called the joint meeting to order at 3:06 p.m. The presence of a quorum for the MWVHA and ORS 190 Board was noted. A debrief on the staff retreat/work session took place.

ALLIANCE BOARD CONSENT AGENDA
Chair Gordon stated that he would like to pull an item from Agenda section E. He was pausing his recommendation to remove Michael Livingston and Elliott Lapinel from the Performance & Evaluation Committee.
MOTION: By Stapleton, **SECONDED** by Lopez, to **APPROVE THE JOINT BOARD AGENDA, AS AMENDED.**
Discussion: None.
Motion carried.

IN FAVOR: Gordon, Stapleton, Reid, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Stapleton, **SECONDED** by Lopez, to **APPROVE 2 & 3 ON THE CONSENT AGENDA, AS PRESENTED.**
(2) 03-14-2024 joint board meeting minutes
(3) accept Backbone's recommendation to appoint Samantha N. to Backbone (CoC's Youth Action Board)
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez.
OPPOSED: None. **ABSTAINED:** Flores Marin.

ORS 190 ENTITY BOARD CONSENT AGENDA
MOTION: By Councilor Lopez, **SECONDED** by Councilor Martin-Willis, to **APPROVE THE CONSENT AGENDA, AS PRESENTED.**
(1) REDW LLC's Statement of Work and Master Services Agreement for annual audit services
(2) Public Facing Public Records Policy
(3) Internal Public Records Policy
(4) Appoint Elaine Lozier as budget officer
(5) Appoint the 2024-25 Budget Committee members
(6) Adopt the 2023-24 Supplemental Budget Schedule
(7) Adopt the 2024-25 Budget Schedule
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Perry.
OPPOSED: None. **ABSTAINED:** None.

PUBLIC COMMENT
Ashley Hamilton, MWVCAA, said that she felt that there was a need for greater transparency with the Request for Qualifications (RFQ) process. The Review & Recommendations (R&R) Committee changed the process and exceeded established parameters

HMIS, COORDINATED ENTRY AND PERFORMANCE AND EVALUATION COMMITTEE
Lozier gave updates on the HMIS licensing requests. The goal setting by the Board showed clearly that there are many data needs. Her recommendation is to hire staff to handle data related requests but doesn't recommend HMIS licenses for anyone other than staff. Currently, only Calvin is able to access HMIS for data requests. Reports for HUD and other agencies require someone to have access. Silverman-Méndez said that the role of the Performance and Evaluation (P & E) Committee is not to do data analytics rather to use data to form direction and decisions. Calvin stated that the Alliance doesn't own the data in HMIS. We have access through our vendor contract but need a better agreement with the State. Lozier stated that staff hiring is the best

solution for the committee to get access to the data. Coordinated Entry concerns and considerations were outlined by Lozier. There is a big disparity between funding versus costs to run coordinated entry. She also mentioned that Ami Maceira-McSparin and Aryn Walker resigned from the P & E Committee and expressed that she was sorry to see them leave.
MOTION: By Wolf, **SECONDED** by Councilor Stapleton, to **ACCEPT THE RESIGNATIONS OF MACEIRA-MCSPARIN AND WALKER.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

MOTION: By Councilor Lopez, **SECONDED** by Councilor Stapleton, to **TABLE THIS CONVERSATION AND DECISION ON HMIS, COORDINATED ENTRY AND THE P & E COMMITTEE UNTIL JULY.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** None.

ORS 190 ENTITY BOARD BUSINESS
Lozier shared that Xenium was selected for human resources work because they have done work for ORS 190 entities previously and are local. The recommendation was made to add COBRA to the options.
MOTION: By Councilor Lopez, **SECONDED** by Councilor Stapleton, to **APPROVE THE CONTRACT WITH XENIUM HR FOR HUMAN RESOURCE, PAYROLL, AND EMPLOYEE BENEFIT SERVICES AND MANAGEMENT, AMENDED TO ADD COBRA.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Clark, Leno, Lopez, Martin-Willis, Perry.
OPPOSED: None. ABSTAINED: None

Lozier said that the contract with Institute for Community Alliances (ICA) for HMIS technical assistance and consultant services would cost $24,700 and would be used until the Alliance has staff to do this job. It will be included in the Supplemental Budget as Materials and Services. Senate Bill 5511 will provide $14 million and requires a Supplemental Budget. Five percent of the money may be used for administrative support.
MOTION: By Councilor Lopez, **SECONDED** by Mayor Clark, to **APPROVE THE ICA CONTRACT.**
Discussion: None.
Motion carried.
IN FAVOR: Gordon, Stapleton, Clark, Leno, Lopez, Martin-Willis, Perry.
OPPOSED: None. ABSTAINED: None

GOVERNOR'S EMERGENCY DECLARATION AND MULTI AGENCY COORDINATION (MAC) GROUP UPDATES

Church at the Park (CATP) Monmouth Property

DJ Vincent, CATP, shared that he has been talking with City of Monmouth staff about their proposal for a shelter for 20-25 adults. Staff recommended postponing the decision for a month to see how the process unfolds.

MOTION: By Councilor Lopez, **SECONDED** by Councilor Stapleton, to **FOLLOW THE STAFF RECOMMENDATION TO ALLOW THE CITY OF MONMOUTH PROCESS TO UNFOLD.**

Discussion: Councilor Lopez shared that the City of Monmouth has several things on its plate which would slow the process. It was stated that no one else has a project ready to go, but that Lozier and Calvin would identify other options for the funds, if need be. Vincent said that he would have the location and details available for the May board meeting. Gordon called the vote.

Motion carried.

IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin .

OPPOSED: None. **ABSTAINED:** None.

CATP Dallas Project

The timeline for the CATP Dallas project was shared.

MOTION: By Perry, **SECONDED** by Clem, to **APPROVE THE CATP SCOPE OF WORK CHANGE FOR THE SITE IN DALLAS.**

Discussion: None.

Motion carried.

IN FAVOR: Gordon, Stapleton, Reid, Leno, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin .

OPPOSED: None. **ABSTAINED:** Bethell.

Review & Recommendation (R & R) Committee: Authorized to Recommend a Change in Approach for the Long-Term Rent Assistance Program (LTRA) Administrator Section Process?

A conversation about potential conflicts of interest took place. Councilor Lopez expressed interest in discussing process and what the scope of the committee is, since it didn't just rank and review. Councilors Lopez & Stapleton noted conflicts, as did Commissioner Gordon. Mayor Clark chaired this section of the meeting. It was a new concept to have an Administrator and just seven weeks were given to complete the community plan. The RFQ was released before details were finalized and roles were identified. The R & R Committee shed light on gaps in the process. Councilor Lopez shared concerns with the process. Calvin explained the rationale behind the committee not choosing either organization that applied and outlined the LTRA program and presented an adjusted timeline.

MOTION: By Perry, **SECONDED** by Councilor Martin-Willis, to **APPROVE THE ADJUSTED TIMELINE AS PRESENTED.**

Discussion: None.

Motion carried.

IN FAVOR: Gordon, Clark, Leno, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin.
OPPOSED: None. **ABSTAINED:** Councilor Lopez and Councilor Stapleton. Gordon was compelled to vote to maintain quorum.

Oregon Rehousing Initiative (ORI) Timeline, Request for Proposal (RFP) Process and Scoring Tools
Calvin shared the timeline and mentioned that this RFP is for new projects only and only for rehousing.
MOTION: By Mayor Clark, **SECONDED** by Councilor Stapleton, to **APPROVE THE ORI TIMELINE, RFP PROCESS AND SCORING TOOLS ALONG WITH THE APPOINTMENT OF TJ PUTNAM, ARI, MILROY, NANCY PINE, ELLEN KEITHLEY, DAVID CRITES, ONI MARCHBANKS, SAM DOMPIER, ROSETTA WANGERIN, AND SAMANTHA SUMMERS, TO THE ORI R & R COMMITTEE AND DESIGNATE THE EXECUTIVE COMMITTEE TO SERVE AS THE APPEALS COMMITTEE FOR THE ORI RFP PROCESS.**
Discussion: It was commented that the two-week turnaround is hard for providers, but it was also mentioned that Salem Housing Association is close to running out of funds and has stopped taking referrals. After some conversation, it was decided to amend the timeline slightly to allow for more time, with the release of the RFP coming on April 12 and moving the date for submission to May 6, which would move the appeal committee to the morning of May 9.
Motion carried.
IN FAVOR: Gordon, Stapleton, Reid, Lopez, Martin-Willis, Frizzell, Wolf, Perry, Clem, Pfeffer, Silverman-Mendez, Flores Marin **OPPOSED:** None. **ABSTAINED:** None.

STAFFING UPDATES AND PROPOSALS
It was noted that the ORS 190 no longer had a quorum and the decision was made to hold a Special ORS 190 Entity Meeting to consider this topic.

JURISDICTIONAL/ORGANIZATION UPDATES
None

OTHER BUSINESS
None

Zoom chat conversation from April 11 meeting.

Jan Calvin, OR-504, Mid-Willamette Valley Homeless Alliance
59:36
JC
There is a process for requesting data
Jeremy Gordon
01:05:49
JG
thanks, Jan

Jan Calvin, OR-504, Mid-Willamette Valley Homeless Alliance

01:07:00

JC
file:///C:/Users/calvi/OneDrive/Documents/CoC%20-%20Alliance/HMIS/Data%20Security/Homeless-System-Response-HMIS-Security-Basics.pdf
Judy Smith

01:25:44

JS
Thank you for all your work! I need to proceed to another commitment. HomeShare Oregon has made a job offer for our Area Program Manager for Marion-Polk Counties. Hoping to introduce her to you once she is onboarded. Judy Smith
ashley.hamilton

01:26:07

A
Also want to advocate for CE funding at the state level. They require CE for housing placements, but don't directly invest in the system.
Christy Perry

02:59:29

CP
I only have 10 more minutes.
Elaine Lozier

03:00:37

EL
Okay, thanks for hanging in there with us!
Christy Perry

03:11:54

CP
Wow impressive amount of people.
ashley.hamilton

03:12:23

A
Two week turn around is difficult for providers.
Christy Perry

03:14:15

CP
What if we scheduled another May mtg for this one item
ashley.hamilton

03:16:30

A
I appreciate the conversation around adjusting the timeline. This will help smaller orgs & CSO to be able turn around an RFP.
Nicole Utz, SHA

03:17:45

NU
Yes, thank you on the additional time. April is a big training and conference month for our industry.
ashley.hamilton

03:18:04

A
Yes that is good.
Cathy Clark, Keizer Mayor
03:21:12
CC
I have LOC on April 24-26.
ashley.hamilton
03:21:12
A
I have to go as well. Thank you very much for your time today. I appreciated listening in.

Public Comments from Ashley Hamilton
April 11, 2024
Mid-Willamette Valley Homeless Alliance (MWVHA)
100 High Street SE., Suite 200
Salem, OR 97301

Dear MWVHA Board Members,
Mid-Willamette Valley Community Action Agency wishes not to challenge the Long-Term Rental Assistance R&R committee recommendation regarding the local Program Administrator. But rather to shed light on crucial concerns that have surfaced throughout the RFQ process. It is my sincere hope that through this dialogue, we can fortify our CoC and uphold the principles of collaboration and integrity.

Firstly, I'd like to bring attention to the need for greater transparency throughout the RFP process. As a recap, the LTRA Community Planning work groups commenced on February 16th, with meetings accessible to the network, fostering an open platform for local program design. Over time, attendance increased, drawing representatives from various providers and sectors. Within these gatherings, the role of the LTRA Program Administrator was delineated. However, this framework was swiftly dismantled by the R&R committee. These sudden alterations, which were made behind closed doors, undermine the collaborative efforts of the community.
Furthermore, during the March 14th meeting, the Alliance board approved the process for identifying the LTRA administrator, granting authorization to the R&R committee to act on their behalf within an outlined scope. However, the final recommendation put forth by the R&R committee exceeded these established parameters. Both instances of deviation establish an unsettling precedent for future endeavors.

Furthermore, it's crucial to acknowledge the role and capacity of the CoC, particularly as we endeavor to refine our Coordinated Entry and HMIS strategies. The proposed functions of the LTRA Program Administrator by OHCS extend beyond the traditional scope of the CoC, involving tasks such as inspections, eligibility determinations, and income certifications. Presently, it's understood that the CoC will assume certain aspects of the LTRA Program

Administrator role, then collaborate and sub-contract with specific partners for functions beyond its usual scope and expertise.
However, this design faces two significant challenges that will need to be explored as the LTRA Program is administered. Firstly, the plan relies on providers being willing to undertake operational tasks, and potential liability, with limited influence on the system. Secondly, it could create a fragmented system for clients if not deployed effectively. Resulting in multiple provider interactions for different needs. Even a single transition between providers can pose a significant barrier within the system and potentially lead to adverse outcomes for households.

Finally, the selection process for the LTRA Program Administrator required a substantial time commitment from both candidates. From engaging in the intensive 6-week community planning workgroup to navigating the RFQ process. Significant staff hours were devoted to assessing internalcapacities, fine-tuning program designs, and completing the application. This dedication even extended
to staff sacrificing their Easter holiday weekend. Thus, receiving a recommendation from the R&R committee that failed to acknowledge these efforts was profoundly disheartening. Such oversight only serves to breed a sense of mistrust in future competitive processes.
In closing, while Community Action does not seek an appeal, we implore a constructive conversation at the board level to enhance our regional RFQ and NOFO practices. Having been involved in the statewide workgroup for LTRA design, Community Action remains deeply committed to its success. As a result, we look at this situation as an opportunity to critically examine this process, as a mechanism to foster continued partnership and the future success of LTRA in our community.

Thank you for your attention and consideration.
Sincerely,
Ashley Hamilton Chief
Program Officer
Mid-Willamette Valley Community Action Agency
E: Ashley.Hamilton@mwvcaa.org

ADJOURNMENT
Hearing no further business, Chair Gordon adjourned the meeting at 6:17 p.m.

5-9-24

Jeremy Gordon, MWVHA Chair & ORS 190 Entity President Date

Attested:
Elaine Lozier

May 9, 2024

Elaine Lozier, MWVHA Executive Director Date