Joint Meeting Minutes of:

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

Meeting Location(s):
September 11, 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
City of Independence, City Councilor, Shannon Corr
City of Keizer, City Councilor, Soraida Cross
City of Monmouth, City Councilor, Christopher Lopez
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
Marion County Housing Authority, Alternate, Todd Heeden
Mid-Willamette Valley Community Action Agency, Alternate, name unverified
Northwest Human Services, Chief Executive Officer, Kim Leathley
PacificSource, Director, Marion & Polk Counties CCO, Zaira Flores Marin
Salem Health, Director, Community Outreach, Tricia Frizzell
Salem Housing Authority, Housing Administrator, Nicole Utz
Salem-Keizer School District 24J, Superintendent, Andrea Castañeda
Willamette Health Council, Deputy Director, Josie Silverman-Méndez

MEMBERS ABSENT

Vice Chair, Marion County, Commissioner, Danielle Bethell
CoC Collaborative Committee, Subject Matter Expert, David Zepeda
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno
Law Enforcement Assisted Diversion, LEAD Navigator, Renee Pfeffer
Marion County Housing Authority, Executive Director, Jason Icenbice
Mid-Willamette Valley Community Action Agency, Executive Director, Ashley Hamilton
Polk County Veteran Services, Veteran Services Officer, Eric Enderle
West Valley Housing Authority, Executive Director, Christian Edelblute

ORS 190 ENTITY BOARD

MEMBERS PRESENT

Chair, Polk County, Commissioner, Jeremy Gordon
Vice Chair, Marion County, Commissioner, Danielle Bethell
City of Independence, City Councilor, Shannon Corr
City of Keizer, City Councilor, Soraida Cross
City of Monmouth, City Councilor, Christopher Lopez
City of Salem, Mayor, Julie Hoy
Salem-Keizer School District 24J, Superintendent, Andrea Castañeda

MEMBERS ABSENT

Vice Chair, Marion County, Commissioner, Danielle Bethell
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno

STAFF AND GUESTS PRESENT

City of Keizer, Mayor, Cathy Clark
MWVHA, Cassie Bay
MWVHA, Emily Mewbourn
MWVHA, Executive Director, Misty Bolger
Independent Advocate, Jean Hendron
Willamette Health Council, Laura Moran
League of Women Voters Marion and Polk County, Cheryl Gribskov
Soaring heights, Eric Rasor

WECOME

Chair Gordon opened the meeting of the Mid-Willamette Valley Homeless Alliance Board of Directors and ORS 190 Entity Board of Directors and opened the floor for introductions.

Chair Gordon thanked everyone for their participation, noting that "our power is in our partnership and the diversity of our collaboration."

CONSENT AGENDA ITEMS

a. Agenda
b. August 14, 2025 Joint MWVHA BOD-ORS190 Entity Meeting Minutes (Pages 6-16)
c. Accept the resignation of Evelyn Nahoi and Theo Garrison from the Youth Action Board committee.

Chair Gordon requested removing the agenda from the consent agenda to make changes. He requested to remove the Woodburn Charter Update item and also added approval of the RFP selection committee membership as separate items to be discussed.

MOTION:

To approve the agenda as amended, with the addition of the RFP selection committee and removal of the Woodburn charter update (item 5) made by Frizzell.

Seconded by: Lopez
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

The RFP selection committee membership was presented next. Misty Bolger described the committee membership for the Health and Safety Environmental Scan RFP as: Christina Bertchi (co-chair of Health and Safety Committee, Marion County Health & Human Services), Alba Garcia (Polk County Behavioral Health), Denyc Boles (Salem Health), Sarah White (Sheltering Silverton) and from the Alliance, Cassandra Bay (Lived Experience) and Misty Bolger (Executive Director)

MOTION

To approve the RFP selection committee membership as presented made by Silverman-Méndez.

Seconded by: Corr
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

The remaining consent agenda items included the August 14, 2025 Joint MWVHA BOD-ORS190 Entity Meeting Minutes and accepting the resignation of Evelyn Nahoi and Theo Garrison from the Youth Action Board committee.

MOTION:

To approve the remaining items on the consent agenda made by Leathley.

Seconded by: Frizzell
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

ORS 190 CONSENT AGENDA

CONSENT AGENDA ITEMS

a. Shangri-La (correction) (Pages 18-20); and
b. Sable House (correction) (Pages 22-25)

MOTION:

To approve the ORS 190 Entity consent agenda as presented by Lopez.

Seconded by: Cross
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

PUBLIC COMMENT

None

ALLIANCE BUSINESS/ACTIONS

CHARTER UPDATE

This item was pulled from the agenda.

PUBLIC OFFICIAL LIABILITY INSURANCE

Misty Bolger explained that the public official liability insurance policy is the same one the Alliance has had for the past several years with no changes, but it was up for renewal. The policy details were included in the packet and had been summarized in the Director's memo sent to board members the previous day.

Chair Gordon noted that he had reviewed the policy, which provided a good amount of coverage at reasonable premiums and protected board members.

MOTION:

To approve the public official liability insurance by Corr.

Seconded by: Lopez
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

SUBGRANTEE INVOICING POLICIES

Misty Bolger presented three policies for review and approval:

1. **Subgrantee Monitoring Policy**

Misty explained that this policy was created as part of good stewardship for state and federal funds and in compliance with OHCS recommendations. She noted it was a summary document of a more detailed internal handbook that would be finalized by the following week. The policy establishes parameters for reviewing subgrantees and formalizes the monitoring process.

Chair Gordon clarified that the board would review the policy with the main principles, while a more detailed internal handbook would be developed, which the board would also have a chance to review.

Several board members provided feedback:

Shane Matthews asked about the assessment process and who would conduct the follow-up to ensure benchmarks were being met. Misty confirmed her team would handle this. He also inquired about claw-back provisions if grantees needed to repay funds, and Misty explained this was already covered in contracts and would be detailed in the longer document.

Zaira Flores Marin expressed excitement about the policy, noting it would address gaps in auditing and monitoring contracts.

Andrea Castaneda suggested adding language to ensure that documentation dates and amounts must tie back to the original contract, based on her personal experience.

Josie Silverman-Méndez asked about the risk assessment portion, wondering if it would be part of the review and recommendation process provided to the board when approving awards. Misty confirmed it would be incorporated at multiple stages.

MOTION:

To approve the Subgrantee Monitoring Policy by Silverman-Méndez

Seconded by: Cross
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

2. **Subgrantee External Invoicing Policy**

Misty explained that this policy formalizes the invoicing process, establishing clear expectations for subgrantees. The policy requires invoices to be timely, accurate, complete, verifiable, and reasonable and allowable.

She highlighted specific provisions including:

- Requirements for timely submission and proper documentation
- Provisions for accuracy and completeness of invoices
- The need for verifiable documentation

- Examples of unallowable costs including entertainment, staff meals, appreciation events, alcohol, lobbying, and marketing materials without OHCS approval
- Parameters for advanced payments and reconciliation
- Requirements for regular submission of invoices (at least quarterly)

During the discussion, a member suggested changing "necessary for program delivery" to "reasonable" to allow more flexibility. After discussion about potential liability concerns, the board agreed to amend the language to "reasonable as defined by the funding agency."

MOTION:

To approve the Subgrantee External Invoicing Policy with the amendment changing "necessary" to "reasonable as defined by the funding agency." Made by Cross

Seconded by: Matthews
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

3. **Subgrantee Code of Conduct**

Misty explained that this policy would mirror the code of conduct signed by the COC board and committee members, holding subgrantees to the same standard of professionalism. The document would ensure subgrantees treat each other and Alliance staff with courtesy and respect, and refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

During the discussion, a question was raised about the complaint process, asking how complaints would be investigated and what the timeframe for board response would be. Misty indicated complaints would go to the board, but Chair Gordon suggested tabling the item to flesh out the complaint process, noting that the board may need to develop a complaint policy for itself as well.

The board agreed to table this item until these details could be addressed.

COMMITTEE RECRUITMENT

Misty Bolger presented a recruitment plan for board members, explaining that there were current vacancies on both the Finance Committee and the Board of Directors. She outlined the goals to recruit board members who reflect the racial, cultural, geographic, and lived experience diversity of Marion and Polk Counties, prioritizing individuals with lived experience of homelessness as required by HUD.

Members discussed next steps for recruitment, asking how the process would occur beyond the criteria presented. Suggestions included developing a formal application to collect

demographic data on board members, collaborating with organizations experienced in building diverse boards, and forming a governance committee to oversee and vet the process.

The group agreed to table this item, incorporate the feedback received, and consult with the Willamette Health Council to develop a more finalized document for the next meeting.

NOFO IMPLEMENTATION PLAN

Misty Bolger presented a preliminary Notice of Funding Opportunity (NOFO) Implementation Plan. She explained that while the plan was based on guidance from HUD from the previous year, there were many unknowns about the upcoming NOFO process. The plan outlined what would happen if typical rules were followed, but would need to be updated once more information became available.

Chair Gordon noted that what was originally expected to be a two-year NOFO had been changed by the administration, requiring a new NOFO process.

Members provided several suggestions to strengthen the policy, including renaming the "Rank and Review Committee" to "Review and Recommendation Committee" to reflect a more collaborative approach, defining acronyms for clarity, and adding details about the readiness review process. They also emphasized the value of offering office hours and technical assistance for smaller, rural, and culturally specific providers, and the importance of ensuring committee members clearly understand their roles in the process.

Misty agreed to incorporate all feedback and noted that this was an internal document that would continue to be refined as more information became available from HUD.

CHIP STRATEGIES

Misty Bolger presented strategies for the Community Health Improvement Plan (CHIP), noting that she and Emily Mewbourn had participated in the CHIP development process. She explained that the Alliance was seeking to align its goals with the CHIP and its strategic plan, with the Alliance acting as a backbone organization to support, track, and amplify the efforts of its partners.

The housing stability goals included:

1. Prevent homelessness
2. Increase access to sustainable and affordable housing options

Emily Mewbourn added that the second goal included work that Dev Northwest was already doing, and that initiatives like Mental Health First Aid could support these efforts.

Josie Silverman-Méndez confirmed that the Alliance was viewed as the regional convener for housing stability work, and that the CHIP process was looking to collaborate strategically with the Alliance rather than reinventing the wheel.

Chris Barber offered Pacific Source as a partner in this work, noting they had strategies under the housing piece and were interested in collaboration opportunities.

MOTION:

To approve Alliance staff to move forward with SMARTIE goals to champion the housing stability goals 1 and 2 for the CHIP made by Corr.

Seconded by: Cross
In favor: Gordon, Corr, Cross, Lopez, Hoy, Matthews, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez
Opposed: None
Abstentions: None

DIRECTOR'S REPORT

Misty Bolger kept her update brief, focusing on highlighting staff accomplishments:

Cassie Bay was recognized for her outstanding support of the Youth Action Board's outreach event at the "Punks at the Park" event on a Sunday, as well as her work supporting HMIS and Coordinated Entry after the loss of two staff members, including creating an FAQ.

David was praised for his outstanding work creating paper versions of intake forms to help agencies working with volunteers who didn't have HMIS access, which improved data quality. Misty highlighted that the Alliance had reached zero high-priority errors in HMIS, which Chair Gordon acknowledged as a significant improvement!

Emily Mewbourn was recognized for her outstanding work creating the RFP draft for the environmental scan, which had been approved and posted. Misty noted that the environmental scan would meet HUD compliance guidelines for conducting a yearly gaps analysis, especially identifying gaps between health and homeless services. Emily confirmed they had received four applications so far and would be posting an addendum.

OTHER BUSINESS

Jean Hendren, an independent advocate, shared her experiences working with homeless individuals. She highlighted several issues affecting housing stability:

1. The need for in-home care and support for individuals with mental health issues who are housed but struggle to maintain their living spaces
2. Problems with payee systems, noting that payees should report when they haven't heard from clients and follow up
3. The need for better coordination when individuals are evicted from adult foster care or assisted living facilities
4. Personal experiences helping individuals who nearly died on the streets due to system failures

Chair Gordon thanked her for sharing stories that highlighted why the Alliance's work was important and invited her to participate in the environmental scan process.

Other updates included:

- Chair Gordon announced the opening of the Public Care Center in Dallas on September 30th at 4 pm, which would house behavioral health services including mobile crisis and walk-in crisis services
- Zaira shared that Pacific Source was partnering with Church at the Park and ODHS to sponsor a film called "No Place to Grow Old" on OPB, with an additional community screening. She expressed interest in partnering with the Alliance to leverage the momentum from the screenings to create action tied to the CHIP.

EXECUTIVE SESSION

Due to missing procedural requirements, this executive session did not occur.

ZOOM CHAT MESSAGES

00:18:37	Homeless Alliance:	We are working on the audio!
00:18:46	cherylgribskov:	Cheryl Gribskov, League of Women Voters
00:19:01	Homeless Alliance:	Hi Cheryl! Good to see you
00:22:03	cherylgribskov:	Reacted to "Hi Cheryl! Good to ..." with 👍
00:23:24	cherylgribskov:	Great to be here.
00:29:40	Christopher Lopez | Monmouth:	Has the meeting begun? I don't have any audio online.
00:30:05	Homeless Alliance:	we hope to get started shortly, we are waiting on a few more people to join
00:30:10	Christopher Lopez | Monmouth:	Reacted to "we hope to get start..." with 👍
00:30:33	Andrea Castañeda:	Andrea Castaneda, Salem-Keizer Public Schools
00:30:57	Christopher Lopez | Monmouth:	Christopher Lopez, Monmouth City Council.
00:31:22	Chris Barber:	Chris Barber, Curandi
00:31:27	Shannon Corr, Independence:	Shannon Corr, Independence City Council
00:31:28	JHoy:	Julie Hoy, Mayor, Salem
00:31:38	Laura Moran (she/her):	Laura Moran, Willamette Health Council
00:37:10	Josie Silverman-Mendez (she/her), Willamette Health Council:	Thank you!
00:39:54	Emily Mewbourn:	Reacted to "Thank you!" with ❤️
00:49:06	Zaira Flores Marin:	Good call out Andrea
00:50:00	Kim Leathley (NWHS):	Reacted to "Good call out Andrea" with 💯
00:52:58	Shannon Corr, Independence:	Reacted to "Good call out Andrea" with 👍
00:55:11	Andrea Castañeda:	brb.
01:06:28	Andrea Castañeda:	"Reasonable" is a pretty standard term of art for grant management
01:07:36	Zaira Flores Marin:	“As defined by...”

01:30:53	Christopher Lopez | Monmouth:	I have to switch devices, will return momentarily.
01:58:53	Andrea Castañeda:	All, I am sorry. I have to go. Thanks for a very efficient and well-prepared meeting.
02:02:49	Kim Leathley (NWHS):	@jeremy - Will you say again when the opening of the Polk Cty BHRN is?
02:03:13	Cassandra Bay:	Replying to "@jeremy - Will you s..." 9/30 @ 4:00
02:03:27	Kim Leathley (NWHS):	Reacted to "9/30 @ 4:00" with 💔
02:03:59	Zaira Flores Marin:	do board members of the alliance leave ?
02:04:30	Josie Silverman-Mendez (she/her), Willamette Health Council:	We are unable to hear you in the room.

ADJOURNMENT

Chair Gordon adjourned the meeting following the cancellation of the Executive Session.

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Jeremy Gordon, MWVHA Chair & ORS 190 Entity President Date

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Misty Bolger, MWVHA Executive Director Date