Joint Meeting Minutes of:

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

Meeting Location(s):
December 11, 2025
Marion County Board of Commissioners
N. Santiam Room
555 Court St NE, Salem, OR
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, Shannon Corr
City of Keizer, City Councilor, Soraida Cross
City of Monmouth, City Councilor, Christopher Lopez
CoC Collaborative Committee, Co-Chair, Christine Sommer
CoC Collaborative Committee, Subject Matter Expert, Toni Maries
Law Enforcement Assisted Diversion, LEAD Navigator, Mareis Dickerson
Marion County Housing Authority, Alt., Christine Sommer
Mid-Willamette Valley Community Action Agency, Alt., Shelaswau Crier
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

City of Salem, Mayor, Julie Hoy
City of Salem, City Councilor, Shane Matthews
CoC Collaborative Committee, Co-Chair, Brenda Newey
CoC Collaborative Committee, Subject Matter Expert, David Zepeda
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno
Polk County Veteran Services, Veteran Services Officer, Eric Enderle
Union Gospel Mission, Vacant
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
Salem-Keizer School District 24J, Superintendent, Andrea Castañeda

MEMBERS ABSENT

City of Salem, Mayor, Julie Hoy
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno

STAFF AND GUESTS PRESENT

Curandi, Chris Barber
MWVHA, Executive Director, Misty Bolger
MWVHA, Cassie Bay
MWVHA, Emily Mewbourn
Shangri-La, Robin Winkle

WECOME

Chair Gordon called the joint meeting to order at 3:02 p.m.. The presence of a quorum for the MWVHA and ORS 190 Board was noted.

Chair Gordon also confirmed that Oregon Public Meeting Law notice requirements had been met.

ALLIANCE BOARD CONSENT AGENDA

(3:05) ALLIANCE BOARD CONSENT AGENDA — CHAIR GORDON

a) Approve the 11/13/25 Joint MWVHA BOD-ORS190 Entity Agenda;
b) Approve the 10/23/25 Joint MWVHA BOD-ORS190 Entity Meeting Minutes; (Pages 5 - 12)
c) Appoint Krista Lovaas (Willamette Valley Providers Health Authority) to the Health & Safety Committee;
d) Appoint Greyson Stewart, Rhianna Baldovinos and Aruna Sunflower to the Youth Action Board (Backbone);
e) Accept the resignation of Spencer Williams from the Youth Action Board (Backbone);
f) Accept the resignations of Patrick McDermott (NWHS), Jacob Oyer (CATP) as co-chairs from the Youth and Young Adult Subcommittee;
g) Accept the resignation of Shanta Frisbee (NWHS) as chair from the Coordinated Entry Committee; and
h) Remove Wyatt Sloan (Easterseals) from Coordinated Entry committee.

MOTION

To approve consent agenda made by Commissioner **Bethell.**

Seconded by: Lopez
In favor: Gordon, Bethell, Corr, Cross, Lopez, Maries, Mareis, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez.
Opposed: None
Abstentions: None

PUBLIC COMMENT

None

ALLIANCE BUSINESS/ACTIONS

RATIFY ITEMS A-E FROM FINANCE & EXECUTIVE COMMITTEE

RATIFICATION OF:

a) Environmental Scan Consultant; (**Pages 13-22**)
b) Financial Services Agreement; (**Pages 23 -34**)
c) OHCS Grant Agreement (LTRA); (**Pages 35-56**)
d) YAB Application Process; and (**Pages 57-59**)
e) General Liability Insurance Renewal. (**Pages 60-69**)

Executive Director Bolger provided an overview of actions taken by the Finance & Executive Committee since the last Board meeting. She explained that the Committee reviewed and approved several time-sensitive and operational items necessary to support the Alliance's ongoing work and compliance requirements. These included selection of an Environmental Scan consultant, approval of a financial services agreement to support the Alliance's transition to independent fiscal operations, approval of an OHCS Long-Term Rental Assistance (LTRA) grant agreement, approval of updates to the Youth Action Board application process, and renewal of the Alliance's general liability insurance coverage.

Bolger noted that these actions were taken to maintain continuity of operations, meet external deadlines, and ensure adequate administrative and insurance coverage, and she requested Board ratification of the Committee's decisions.

MOTION

To ratify items approved by the Finance & Executive Committee as presented made by **Bethell**.

Seconded by: Lopez
In favor: Gordon, Bethell, Corr, Cross, Lopez, Maries, Mareis, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez.
Opposed: None
Abstentions: None

LONG TERM RENTAL ASSISTANCE PLAN

Executive Director Bolger explained the Oregon Housing and Community Services (OHCS) requirement for a Long-Term Rental Assistance Plan due January 5, 2026. She outlined the purpose of the plan and presented options for forming a committee to develop and recommend the plan to the Board.

Board members discussed committee composition, scope, and timelines to ensure compliance with OHCS requirements. Bolger will provide an update at the Board meeting in January.

MOTION

To establish an LTRA Plan Committee and appoint members as discussed made by **Lopez**.

Seconded by: Bethell
In favor: Gordon, Bethell, Corr, Cross, Lopez, Maries, Mareis, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez.
Opposed: None
Abstentions: None

ORS 190 BUSINESS/ACTIONS

LONG TERM RENTAL ASSISTANCE GRANTS

Executive Director Bolger presented an overview of the proposed Long-Term Rental Assistance (LTRA) program budgets and identified the sub-recipient programs under consideration, including Center for Hope & Safety, Mid-Willamette Valley Community Action Agency (Shelter Services and Vouchers), Sable House, and Shangri-La. She explained that while budget information was available for discussion, the corresponding grant agreements were not yet finalized or included in the meeting materials.

By consensus, the Board agreed to defer consideration of the proposed LTRA budgets and grant agreements until the contracts are available for review.

This item was tabled to a future Board meeting. No motion was made.

CONSIDERATION FOR LEGAL COUNSEL

Executive Director Bolger informed the Board that the Alliance's legal counsel, Robert Steringer, has transitioned to a new law firm, Dunn Carney LLP. She presented an engagement letter for the Board's consideration and confirmed that the scope of services, billing structure, and hourly rate would remain unchanged. Legal services will continue to be billed on an as-needed basis, with no retainer required.

Board members discussed continuity of counsel, responsiveness, and cost. Bolger confirmed that the Alliance retains the ability to terminate the engagement at any time if services no longer meet organizational needs. No additional changes to terms or service expectations were identified.

MOTION

To authorize Executive Director Bolger to sign the engagement letter with Dunn Carney LLP for continued legal services with Robert Steringer under the same terms and hourly rate made by **Corr**.

Seconded by: Lopez
In favor: Cross, Lopez, Gordon, Bethell, Corr & Castaneda
Opposed: None
Abstentions: None

EMPLOYEE WELLNESS PLAN

Executive Director Bolger presented a proposed Employee Wellness Plan for Board review, noting that the wellness benefit had previously been included in recruitment materials and employment agreements but had not yet been formally implemented. The proposed plan would provide a wellness benefit of up to $30 per month or $360 per year for benefit-eligible employees.

Board members discussed implementation, compliance, and privacy considerations and expressed support for providing the benefit while simplifying the policy language and administration. By consensus, the Board directed staff to revise the Employee Wellness Plan to address the issues raised and to incorporate the finalized policy into a future update of the Employee Handbook.

Direction was provided by consensus. No motion was made.

VACATION PAYOUT

Executive Director, Misty Bolger introduced the item as a workforce sustainability and compliance issue, noting staff workload and limited ability to use accrued leave. Bolger presented two temporary policy options to prevent loss of accrued vacation time at year-end, noting the Alliance has experienced significant staffing reductions and increased workload demands. She explained the proposed one-time cash-out could be accommodated within existing grant budgets, with an estimated cost of $10,362.01 for a 100% cash-out option or $5,222.86 for a 50% cash-out option.

Board members discussed employee wellness, the importance of encouraging staff to take time off, and concerns that policy language and HR practice may not be aligned. The Board discussed maintaining the existing 40-hour carryover provision while allowing a cash-out of remaining hours above that threshold to ensure no employee loses accrued time and employees do not begin the new year with zero vacation balance.

MOTION

To approve rolling over up to 40 hours of unused vacation time per employee and to cash out remaining vacation hours in excess of 40 made by **Lopez**.

Seconded by: Leathley

In favor: Gordon, Bethell, Corr, Cross, Lopez, Maries, Mareis, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez.
Opposed: None
Abstentions: None

IT VENDOR COMPARISONS

Executive Director Bolger presented a summary of IT vendor options reviewed for the Alliance's technology support and infrastructure needs. She noted the Alliance currently contracts with Willamette Education Service District (WESD) under a stand-alone agreement that began July 1 and reported that staff reviewed other small IT firms for comparison. Based on the review, Bolger recommended continuing with WESD as the best option at this time.

Bolger explained that WESD's rate structure is primarily fee-for-service, with limited standing costs (such as antivirus), which supports the Alliance's cybersecurity and OHCS compliance needs. The Board discussed the review and confirmed that the intent was to ensure the Alliance was receiving appropriate services and value.

MOTION

To authorize the Board President to sign the IT services agreement with WESD made by Corr.

Seconded by: Lopez
In favor: Gordon, Bethell, Corr, Cross, Lopez, Maries, Mareis, Leathley, Flores Marin, Frizzell, Castañeda & Silverman-Méndez.
Opposed: None
Abstentions: None

NOTICE OF FUNDING OPPORTUNITY (NOFO)

Chair Gordon noted that HUD withdrew the FY 2025 Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) and that, at a prior emergency meeting, the Board agreed to pause the local NOFO process pending further guidance.

Executive Director Bolger reported that required application materials remain unavailable, the eSnaps system is inaccessible, and key elements of the NOFO may change, creating uncertainty for local scoring and budgeting. She recommended continuing the pause while monitoring HUD guidance and national CoC coordination and advised that the Alliance remain prepared to resume the process if the NOFO is reissued. Bolger noted that staff will continue work on HMIS and Coordinated Entry applications to maintain core system functions.

DIRECTOR'S REPORT

Executive Director Bolger provided a summary of items included in her written Director's Report. She noted the need to establish a physical mailing address for certain federal and administrative requirements, and Chair Gordon offered the Board of Commissioners' Office as a temporary solution. Bolger also reported progress on administrative and operational transitions, including banking and credit card changes, website domain control, policy

development, OHCS monitoring, and completion of the annual audit. Additional updates included work related to HUD grant performance, LTRA planning, and Oregon Rehousing Initiative grant agreements.

OTHER UPDATES

Chair Gordon reflected briefly on the importance of maintaining focus on the Alliance's mission to serve vulnerable community members and invited additional updates from Board members.

Nicole Utz provided an update on local affordable housing conditions, noting that while media reports have cited significant affordable housing vacancies in Portland, similar conditions are not present in Salem. She explained that Salem Housing Authority does not currently have large numbers of vacant affordable units and described market dynamics affecting affordability, including rent compression, rent reasonableness standards, and the distinction between affordable and subsidized housing. Utz noted that Salem Housing Authority is actively applying rent reasonableness standards and engaging in advocacy to promote housing stability and prevent further displacement.

Board members discussed the value of sharing information on rent reasonableness practices with community partners and encouraged continued collaboration.

A Board member requested that a Coordinated Entry data report be scheduled for a future Board agenda to allow for clarification and correction of previously presented information.

ZOOM CHAT MESSAGES

00:20:51	Andrea Castañeda: As a schools person, we like that you are helping everyone understand the difference between home and school talk!
00:21:30	Kim Leathley, NWHS: Shoot, I'm sad I didn't join the group in person!
00:21:39	Shelaswau Crier (she/her): Hi. Here as a sub for Ashley Hamilton from MWVCAA.
00:22:34	Nicole Utz, Salem Housing Authority: Is there a new location for in-person?
00:29:47	Homeless Alliance: The new meeting location is here at the Commissioner's building (555 Court St NE).
	The address is on the agenda and the meeting notice when we notice it. :)
00:30:11	Homeless Alliance: Today we are in the North Santiam Room, going forward we will be in the Commissioner's Board Room.
00:32:03	Nicole Utz, Salem Housing Authority: Reacted to "Today we are in the ..." with 👍

00:32:18 Josie Silverman-Mendez (she/her), Willamette Health Council: Health & Safety has also weighed in on that

00:34:53 emily.mewbourn: Reacted to "Health & Safety has ..." with 👍

00:35:07 emily.mewbourn: I'll make sure an introduction email is sent to facilitate Elle Group Consulting's outreach to the board.

01:04:28 Shannon Corr, Independence: The staff is doing a great job. We need to be better at helping to ensure the packet materials are sufficient for decisions. Feedback toward improvements and interim feedback on the agenda when we receive it.

01:12:26 Kim Leathley, NWHS: We have a similar program, and we simply ask employees to represent the activity (to align accountability).

01:14:54 Andrea Castañeda: $30 per month and up to $360/year. Remove the limitations related to fund availability. Self-certification. Make sure it is still taxable. Done.

01:15:13 Josie Silverman-Mendez (she/her), Willamette Health Council: Reacted to "$30 per month and up..." with 👍

01:15:21 TFRIZ: Reacted to "$30 per month and up..." with 👍🏽

01:17:55 Jeremy Gordon: Reacted to "$30 per month and up..." with 👍

01:18:11 Nicole Utz, Salem Housing Authority: Reacted to "$30 per month and up..." with 👍

01:19:42 Jeremy Gordon: Reacted to "We have a similar pr..." with 👍

01:34:14 Kim Leathley, NWHS: Nice pivot, Misty.

01:34:29 TFRIZ: Reacted to "Nice pivot, Misty." with ❤️‍🩹

01:37:12 Kim Leathley, NWHS: I heard Misty's revision to be "Payout any PTO that is in excess of 40 hours"

01:38:01 Kim Leathley, NWHS: I heard direction from the Board to Misty to "Ensure that the HR system properly reflects the hours earned per policy, and report back to the Board."

01:58:39 Councilor Christopher Lopez (he/him): Reacted to "I heard Misty's revi..." with 👍

01:58:53 Councilor Christopher Lopez (he/him): Reacted to "I heard direction fr..." with 👍

02:03:51 Kim Leathley, NWHS: Thank you for your clarification and update, @Nicole Utz, Salem Housing Authority. Importantly, thank you for the work you do and advocacy for our community!!

02:04:00 Josie Silverman-Mendez (she/her), Willamette Health Council: Reacted to "Thank you for your c..." with ❤️

02:04:06 TFRIZ: Reacted to "Thank you for your c..." with ❤️

02:04:11 Shannon Corr, Independence: Thanks Nicole. Very helpful!

02:04:15 Shelaswau Crier (she/her): Reacted to "Thank you for your c..." with ❤️

02:05:01 Toni Maries (She/Her): Can you share your policy/procedure on how you do that?

02:05:34 Shelaswau Crier (she/her): Reacted to "Can you share your p..." with 👍🏽

02:05:39 Shelaswau Crier (she/her): Reacted to "Thanks Nicole. Very ..." with 👍🏽

02:05:43 Shannon Corr, Independence: Reacted to "Thank you for your c..." with ❤️

ADJOURNMENT

Chair Gordon adjourned the board meeting at 4:47 p.m.

_____ _____

Jeremy Gordon, MWVHA Chair & ORS190 President Date

_____ _____

Misty Bolger, MWVHA Executive Director Date