Joint Meeting Minutes of:

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

Meeting Location(s):
February 3, 2026
Via teleconference (Zoom)

MWVHA BOARD OF DIRECTORS

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, City Councilor, Shane Matthews
Law Enforcement Assisted Diversion, LEAD Navigator, Mareis Dickerson
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
CoC Collaborative Committee, Co-Chair, Christine Sommer
CoC Collaborative Committee, Co-Chair, Brenda Newey
CoC Collaborative Committee, Subject Matter Expert, Toni Maries
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno
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

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

MWVHA, Executive Director, Misty Bolger
City of Keizer, Mayor, Cathy Clark
Elle Consulting, Arielle Goranson
MWVHA, Cassie Bay

WECOME

Chair Jeremy Gordon called the Special Joint Meeting of the MWVHA Board of Directors and the ORS 190 Entity Board to order at 12:15 p.m., after a brief delay due to a website update affecting agenda visibility; however, staff confirmed the agenda had been timely posted, distributed, and publicly accessible, and Oregon Public Meeting Law notice requirements were met before proceeding.

APPROVE SPECIAL MEETING AGENDA

MOTION TO APPROVE SPECIAL MEETING AGENDA BY: **BETHELL**

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

FINANCIAL SERVICES RENEWAL & EXTENSION CONTRACT

Executive Director Misty Bolger presented a request to extend the financial services contract with Kernutt & Stokes for an additional six months, noting that the initial three-month term proved too short to fully stabilize and organize the Alliance's financial systems. The amendment also formalizes the addition of payroll services, following the termination of services with Xenium and Prism, resulting in modest monthly savings.

Board members discussed the overall monthly cost, long-term sustainability, and expectations for transitioning to a more permanent and potentially lower-cost solution once financial systems are stabilized. The Executive Director acknowledged the need for a transition plan and indicated that further discussion regarding long-term financial management strategy would occur at the February 12 meeting.

MOTION TO APPROVE FINANCIAL SERVICES RENEWAL AND SIX-MONTH EXTENSION CONTRACT WITH KERNUTT & STOKES, INCLUDING PAYROLL SERICES MADE BY **COMMISSIONER BETHELL.**

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

AUTHORIZATION FOR KERNUTT & STOKES TO FILE REQUIRED TAX REPORTS

Executive Director Misty Bolger presented a request for Board authorization for Kernutt & Stokes to file required tax reports on behalf of the ORS 190 Entity, noting that these filings were historically handled by the Council of Governments and that formal authorization is needed to ensure continued compliance with state and federal tax requirements.

MOTION TO AUTHORIZE ORS 190 PRESIDENT TO SIGN AUTHORIZATION FORM FOR KERNUTT & STOKES TO FILE REQUIRED TAX REPORTS MADE BY **COUNCILOR CORR**

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

APPROVE CASH MATCH COMMITMENT & LETTERS OF INTENT; APPROVE YHDP CE REALLOCATION

Chair Gordon introduced the primary purpose of the special meeting as consideration of FY2025 HUD/CoC renewals, Letters of Intent and cash match commitments, the preliminary Priority Listing, and the proposed reallocation of YHDP Youth Coordinated Entry to the Alliance. Executive Director Misty Bolger reported that, following coordination with HUD, the FY2025 renewals were expected to be automatic as the second year of the prior two-year NOFO cycle, though project sponsors would still submit required paperwork to ensure compliance.

Bolger stated that all projects would renew at the same funding levels and scope, with the exception of Youth Coordinated Entry, which Community Action indicated it would no longer administer. She recommended the Alliance assume Youth Coordinated Entry through a reallocation, noting the Alliance already operates Coordinated Entry using the same waitlist, has established youth partnerships through the Youth Action Board and related committees, and there was insufficient time for a full competition. The Priority Listing presented mirrored the prior year's listing, with the addition of the Alliance as the Youth Coordinated Entry applicant. Bolger noted that if approved, staff would submit the applications and priority listing immediately and coordinate with project sponsors to complete their submissions.

Board discussion included the operational implications of taking on Youth Coordinated Entry, including transition planning with Community Action, opportunities to strengthen youth case conferencing, and potential hiring of two limited-duration positions if the funding is awarded. Members also discussed the 25% cash match (approximately $60,000–$65,000), allowable sources (including in-kind, aligned grant funds, and membership contributions/general fund), and timing, with staff noting the match obligation would begin with the anticipated October contract start.

Board members emphasized the need for updated financial reporting to support cash match decisions and requested profit and loss statements and balance sheets be provided at the next meeting, even with caveats due to ongoing financial cleanup. During motions, members sought clarity on whether actions required Full Board or ORS 190 Entity authorization due to the fiscal component; the Chair directed separate votes where needed to ensure proper authority. A related motion was amended to require future presentation of a balance sheet showing available general fund allocation, and Councilor Lopez requested his abstention be noted for the record. Chair Gordon acknowledged the confusion, clarified the process, and thanked members for their patience.

MOTION TO APPROVE HUD AUTOMATIC RENEWALS AS PRESENTED MADE BY **COMMISSIONER BETHELL**

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

MOTION TO APPROVE YHDP CE REALLOCATION APPLICATION AS AMENDED BY **COUNCILOR CORR**

Second: Soraida Cross
In favor : Bethell, Corr, Cross, Gordon & Castañeda
Opposed: None
Abstentions: Lopez

FULL MWVHA VOTE:

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

PRELIMINARY BOARD AGENDA

Chair Gordon facilitated an informal review of the draft agenda for the February 12, 2026 Joint MWVHA Board and ORS 190 Entity meeting and clarified that the purpose was to provide an opportunity for review and input prior to posting.

Executive Director Bolger requested the addition of an action item related to recently received advance funds from OHCS that are not currently under contract, requiring an extension of one LTRA contract period. She also noted she would provide a preliminary update on the recent LTRA planning session and remove the previously scheduled Elle Group presentation, as it was determined to be premature.

Additional anticipated items include:

- A letter of support from WestCare (information only)
- A preliminary subgrantee monitoring calendar and plan, with potential enhancements to incorporate additional data and transparency measures
- ORI contract renewals and updated budgets, including rollover and increased funding details
- A Director's Report update summarizing NOFO actions taken at the special meeting
- Monitoring updates, finance information, and a Coordinated Entry case conferencing/data quality update

The Board discussed the need for a formal service agreement or contract documentation for HR services, even if month-to-month, to ensure fiscal compliance and procurement alignment. Materials will be circulated for review.

Members also requested that future agendas include a clearly designated financial update section, including balance sheet and profit and loss statements, to support fiscal oversight responsibilities.

The Chair confirmed the February 12 meeting will be a full Board and ORS 190 Entity meeting and concluded the agenda review without formal action.

ZOOM CHAT MESSAGES

00:15:19 Christopher Lopez (he/him): https://mwvhomelessalliance.org/board-of-directors-meeting-agendas-minutes/

00:17:13 Kim Leathley, NWHS: Hi everyone - I apologize that I'm 5 min late!

00:23:47 Kim Leathley, NWHS: (I'm sure Danielle's notes above is good documentation as well!)

00:26:45 Cassie Bay - Homeless Alliance: Replying to "Should we turn the r..."

The conversation was recorded.

00:50:00 Kim Leathley, NWHS: Thank you for elevating the issue, @Tricia. I am admittedly hazy too.

00:55:30 Zaira Flores Marin: service agreement?

00:56:10 Kim Leathley, NWHS: Could be a signed Statement of Work?

00:56:50 Andrea Castañeda: sorry all. I have to run. Thanks everyone!

00:59:56 Shannon Corr, Independence City Council: this is an exec cmte discussion, yes? Can the rest of us drop off?

ADJOURNMENT

Chair Gordon adjourned the board meeting at 1:00 p.m.

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Jeremy Gordon, MWVHA Chair & ORS190 President Date

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Misty Bolger, MWVHA Executive Director Date