Joint Meeting Minutes of:

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

Meeting Location(s):
May 14, 2026
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
City of Keizer, Alt. Mayor Cathy Clark
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, Brenda Newey
CoC Collaborative Committee, Subject Matter Expert, Toni Maries
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno
Law Enforcement Assisted Diversion, LEAD Navigator, Mareis Dickerson
Mid-Willamette Valley Community Action Agency, Executive Director, Ashley Hamilton
Northwest Human Services, Chief Executive Officer, Kim Leathley
Salem Health, Alt. Denyc Boles
Salem Housing Authority, Housing Administrator, Nicole Utz
Willamette Health Council, Deputy Director, Josie Silverman-Méndez

MEMBERS ABSENT

Marion County Housing Authority, Executive Director, Jason Icenbice
PacificSource, Director, Marion & Polk Counties CCO, Zaira Flores Marin
Polk County Veteran Services, Veteran Services Officer, Eric Enderle
Salem-Keizer School District 24J, Superintendent, Andrea Castañeda
West Valley Housing Authority, Executive Director, Christian Edelblute
Youth Action Board, President, River Woods

ORS 190 ENTITY BOARD

MEMBERS PRESENT

President , Polk County, Commissioner, Jeremy Gordon
Vice President, Marion County, Commissioner, Danielle Bethell
City of Independence, City Councilor, Kathy Martin-Willis

City of Keizer, Alt. Mayor Cathy Clark
City of Monmouth, City Councilor, Christopher Lopez
City of Salem, Mayor, Julie Hoy
Confederated Tribes of Grand Ronde, Tribal Council Member, Lisa Leno

MEMBERS ABSENT

Salem-Keizer School District 24J, Superintendent, Andrea Castañeda

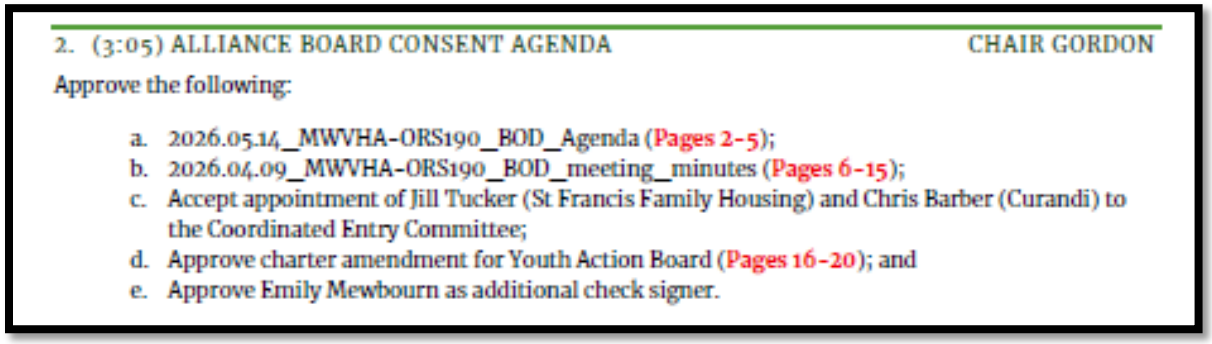
STAFF AND GUESTS PRESENT

City of Monmouth, City Councilor, Carol McKiel
MWVCAA, Audrey Caro
MWVCAA, Breezy Poynor
MWVCAA, Shelaswau Crier
MWVHA Executive Director, Misty Bolger
MWVHA Administration & Communication Specialist, Cassie Bay
MWVHA Data Analyst, David Peak
MWVHA Executive Director, Misty Bolger
MWVHA Health Systems Liaison

WECOME

Chair Jeremy Gordon called the Joint Meeting of the MWVHA Board of Directors and the ORS 190 Entity Board to order at 3:00 p.m. and confirmed that Oregon Public Meeting Law notice requirements had been met.

ALLIANCE BOARD CONSENT AGENDA



2. (3:05) ALLIANCE BOARD CONSENT AGENDA — CHAIR GORDON

Approve the following:

a. 2026.05.14_MWVHA-ORS190_BOD_Agenda (Pages 2-5);
b. 2026.04.09_MWVHA-ORS190_BOD_meeting_minutes (Pages 6-15);
c. Accept appointment of Jill Tucker (St Francis Family Housing) and Chris Barber (Curandi) to the Coordinated Entry Committee;
d. Approve charter amendment for Youth Action Board (Pages 16-20); and
e. Approve Emily Mewbourn as additional check signer.

SEPARATE CONSIDERATION FOR CONSENT AGENDA ITEM A.

Councilor Lopez requested that Agenda Item 5, Reallocated LTRA Funds, be moved later in the agenda due to a declared conflict of interest related to his employer (MWVCAA). He informed the Board that Monmouth City Councilor Carol McKiel would participate and vote on behalf of Monmouth during discussion of the item; however, she would not be available until later in the meeting.

Cathy Clark also declared a conflict of interest due to her position on the Board of Directors for MWVCAA.

MOTION BY **LOPEZ** | SECONDED BY **CLARK**

Move agenda item 5 (Reallocated LTRA Funds) to follow agenda item 9 (Membership Dues).

DISCUSSION

None

VOTE

In favor: Gordon, Bethell, Martin-Willis, Clark, Lopez, Hoy, Matthews, Maries, Leno, Dickerson, Leathley, Boles & Silverman-Méndez
Opposed: None
Abstentions: None

SEPARATE CONSIDERATION FOR CONSENT AGENDA ITEM E.

Commissioner Bethell requested that Consent Agenda Item E be pulled for separate consideration to allow discussion regarding proposed check-signing authority changes.

MWVHA Executive Director, Misty Bolger explained that the Alliance currently has only two authorized check signers and described a recent payroll issue that required emergency coordination to issue paper checks after QuickBooks denied payroll processing. The request was intended to add an additional signer to assist in emergency situations.

Board discussion focused on internal controls, organizational oversight, and appropriate authority for check-signing responsibilities. Members discussed whether additional policy review and Finance Committee input were needed before approving the change.

Consensus was reached to table the item and return it to the Executive and Finance Committee for further review and recommendations before bringing the matter back to the Board.

MOTION BY **BETHELL** | SECOND BY **HOY**

Approve remaining consent items (b through d)

DISCUSSION

None

VOTE

In favor: Gordon, Bethell, Martin-Willis, Clark, Lopez, Hoy, Matthews, Maries, Leno, Dickerson, Leathley, Boles & Silverman-Méndez
Opposed: None
Abstentions: None

ORS 190 CONSENT AGENDA

(3:10) ORS 190 ENTITY CONSENT AGENDA

a. Approve contract for FY25-26 Audit with RedW (Pages 21-30); and
b. Approve Fidelity Funding Account Agreement (Pages 31-41)

MOTION BY **MARTIN-WILLIS** | SECOND BY **LOPEZ**

Approve ORS 190 Entity Consent Agenda

DISCUSSION

None

VOTE

In favor: Gordon, Bethell, Leno, Martin-Willis, Clark, Lopez & Hoy
Opposed: None
Abstentions: None

PUBLIC COMMENT

None

ORS 190 BUSINESS/ACTIONS

FY 25-26 SUPPLEMENTAL BUDGET

MWVHA Executive Director, Misty Bolger presented the Fiscal Year 2025–2026 supplemental budget and explained that the original budget was developed conservatively because the Alliance had not yet received finalized contract amounts from Oregon Housing and Community Services for Long-Term Rental Assistance (LTRA) and Oregon Rehousing Initiative (ORI) funding. She stated that the contracts were finalized later in the fiscal year and the supplemental budget was needed to recognize the additional awarded funds.

Misty explained that the majority of the LTRA and ORI funding would be distributed through subgrantee payments, while HUD funding would continue supporting Alliance personnel and administrative operations. She also noted that because the contracts span multiple fiscal years, a significant portion of the funds would carry forward into the proposed 2026–2027 budget.

Board discussion included questions regarding organizational conflicts, Board representation, and voting participation related to agencies receiving funding through Alliance-administered programs. Members discussed the distinction between personal and organizational conflicts under state and HUD requirements, prior Board practices regarding participation in budget approvals, and the challenges of organizational representation within the Continuum of Care structure. Several members expressed support for additional Board education and future review of conflict of interest policies and procedures.

Additional discussion included clarification regarding the increase in personnel-related budget amounts, which staff explained reflected funding spanning two fiscal years.

MOTION MADE BY **CLARK** | SECONDED BY **MARTIN-WILLIS**
Approve ORS190, MWVHA FY25-26 Supplemental Budget as presented

DISCUSSION
None

VOTE
In favor: Gordon, Bethell, Clark, Martin-Willis, Hoy & Leno
Opposed: None
Abstentions: Lopez

ICA SERVICES PROPOSAL

MWVHA Executive Director, Misty Bolger presented a proposed contract with Institute for Community Alliances to provide HMIS and Coordinated Entry support, training, and technical assistance. She explained that ICA previously assisted the Alliance with sheltered PIT count work and data deduplication efforts, and staff are recommending continued support as the Alliance expands Coordinated Entry and onboard new staff through the HUD Youth Coordinated Entry grant.

MOTION MADE BY **CLARK** | SECONDED BY **MARTIN-WILLIS TO:**
Approve ICA contract

DISCUSSION
None

VOTE
In favor: Gordon, Lopez, Bethell, Clark, Martin-Willis, Hoy & Leno
Opposed: None
Abstentions: None

HR PROPOSAL
MWVHA Executive Director, Misty Bolger presented a proposed contract for HR consulting services intended to support the Alliance with personnel compliance, onboarding, handbook review, and HR-related administrative functions. She explained that after reviewing multiple options, staff determined that a pay-as-needed consulting model would best fit the size and operational needs of the organization. The proposed consultant would conduct an initial review of the employee handbook, HR practices, and organizational compliance needs, then remain available for ongoing support as needed.

Board discussion focused on anticipated costs, projected hours, and budget allocation for the services. Staff clarified that the proposal anticipated approximately 35 hours of support during the fiscal year, with estimated costs not expected to exceed approximately $5,250. Members discussed the importance of maintaining spending limits, ensuring future Board review if costs increase, and balancing operational needs with organizational budget constraints.

Several Board members expressed support for the proposal and noted the value of strengthening HR infrastructure and compliance systems as the organization grows

MOTION MADE BY **BETHELL** | SECONDED BY **CLARK** TO:

Approve HR contract with Breanna Stephens

DISCUSSION

Additional discussion focused on clarification of the contract's retainer and hourly billing structure. Board members raised questions regarding language in the agreement referencing both retainer-based and non-retainer hourly rates and whether the proposed budget assumptions aligned with the contract terms. Staff explained that the intent was to utilize services on an as-needed basis and adjust hours depending on operational demand.

Board members discussed the importance of obtaining written clarification regarding billing expectations, maintaining a clear spending cap, and returning to the Board for approval if projected costs exceed the authorized amount. Members also discussed the anticipated front-loaded nature of the compliance and onboarding work, with fewer hours expected after initial implementation activities are completed

VOTE

In favor: Gordon, Lopez, Bethell, Clark, Martin-Willis, Hoy & Leno
Opposed: None
Abstentions: None

FINANCIAL POLICIES FOR BUDGET

Board discussion regarding the proposed financial policies identified that several policies referenced within the packet were missing or incomplete. Members discussed the importance of ensuring all related policies were included in a single finalized packet and expressed concern about approving policies without a complete review of supporting documents and approval history.

Additional discussion included recommendations to clearly identify prior approval dates within each policy document to improve tracking, consistency, and transparency for future review.

Following discussion, consensus was reached to table approval of the financial policies and return the item at a future meeting with a complete policy packet and updated approval date information included within each policy.

MEMBERSHIP DUES

MWVHA Executive Director, Misty Bolger presented a proposed membership dues framework intended to support long-term organizational sustainability and provide a more stable funding structure for Alliance operations. She explained the proposal was intended to help support

ongoing administrative, coordination, and system-level work performed by the Alliance while reducing reliance on fluctuating grant funding.

Board discussion focused on the financial capacity of participating jurisdictions and partner organizations, potential implementation timelines, and the importance of ensuring the dues structure remained equitable and sustainable. Members discussed the potential impact on smaller jurisdictions, local budget approval processes, and the need for clear communication regarding how dues funding would support regional homelessness response coordination and operational functions.

Several members expressed support for continued discussion and refinement of the proposal before final adoption. Consensus was reached to continue developing the membership dues framework and return the proposal for additional discussion and consideration at a future meeting.

REALLOCATED LTRA FUNDS

Prior to consideration of the MWVCAA contract amendment, Councilor Lopez recused himself from discussion and voting and left the meeting. Monmouth City Councilor Carol McKiel participated and voted on behalf of the City of Monmouth for consideration of the reallocated LTRA funds.

MWVHA Executive Director, Misty Bolger presented proposed reallocated Oregon Housing and Community Services Long-Term Rental Assistance (LTRA) funding contracts for participating providers. Initial discussion included both proposed contracts and focused on contract structure, funding allocations, program implementation expectations, and oversight responsibilities associated with administering the reallocated funds.

Board members discussed organizational participation, contract timelines, reporting expectations, and provider capacity to administer the funding effectively. Additional discussion included questions regarding funding distribution, allowable activities, service delivery expectations, and the importance of maintaining accountability and transparency in the administration of state-funded housing assistance programs.

The Board first considered the proposed contract amendment with Center for Hope & Safety. Discussion focused on the proposed scope of work, including outreach activities, landlord engagement efforts, housing stabilization services, and projected households to be served through the funding allocation. Members discussed implementation expectations and the provider's capacity to administer the expanded services associated with the amendment.

Following discussion, administrative staff conducted a roll call vote, and the motion passed.

MOTION MADE BY **MARTIN-WILLIS** | SECONDED BY **MCKEIL TO:**
Approve Center for Hope & Safety contract amendment (MWVHA-CHS LTRA 5511 SS A2)

DISCUSSION
None

VOTE

In favor: Gordon, Bethell, Lopez, Clark, Martin-Willis, Hoy & Leno
Opposed: None
Abstentions: None

The Board then considered the proposed contract amendment with Mid-Willamette Valley Community Action Agency. Discussion focused on the proposed scope of work, including outreach activities, landlord engagement, Rent Well programming, housing navigation, and projected households to be served. Members also discussed contract administration responsibilities, service delivery expectations, and Board participation considerations related to organizational affiliations.

Following discussion, administrative staff conducted a second roll call vote. The motion passed.

MOTION MADE BY **MARTIN-WILLIS** | SECONDED BY **LENO TO:**
Approve MWVCAA contract amendment (MWVHA-MWVCAA LTRA SSO 2026-02-A1)

DISCUSSION

None

VOTE

In favor: Gordon, Bethell, McKiel, Martin-Willis, Hoy & Leno
Opposed: None
Abstentions: Clark

ALLIANCE-ORS 190 UPDATES

HUD-NOFO PREPARATION

MWVHA Executive Director, Misty Bolger provided an update regarding preparation activities for the upcoming HUD Notice of Funding Opportunity (NOFO) process and discussed the importance of early planning, community coordination, and system engagement to support a competitive regional application. She explained that preparation efforts would include reviewing project performance, evaluating funding priorities, coordinating with providers, and identifying opportunities to strengthen regional collaboration and project alignment ahead of the application cycle.

Discussion included the importance of community engagement throughout the NOFO planning process, including outreach to providers, stakeholders, and individuals with lived experience to help inform funding priorities and project development. Members discussed the value of transparent communication, coordinated planning, and ensuring broad participation in funding discussions.

Consensus was reached supporting staff moving forward with NOFO preparation activities and continued community engagement efforts related to planning, coordination, and stakeholder outreach.

ZOOM CHAT MESSAGES

00:29:59	Kim Leathley, NWHS: @Christopher Lopez (he/him) great idea
00:30:12	Christopher Lopez (he/him): Reacted to "@Christopher Lopez (..." with ❤️
00:42:36	Danielle Bethell, Commissioner (Marion): We could also invite OGEC into a future meeting for training.
00:42:48	Kathy Martin-Willis: It seems an opinion from OGEC might be helpful.
00:51:20	emily.mewbourn: Reacted to "It seems an opinion ..." with 👍
00:57:58	Cassie Bay, MWVHA: I missed the first motion. Who was the first motion?
01:12:44	Kim Leathley, NWHS: Chair @Jeremy Gordon (he/him), I will be transitioning to my phone at about 4PM.
01:13:06	Jeremy Gordon (he/him): Thank you, Kim
01:13:14	Kim Leathley, NWHS: Reacted to "Thank you, Kim" with 👍
01:20:56	Danielle Bethell, Commissioner (Marion): Please send me the powerpoint, and any other documents you feel are necessary for me to discuss the request with my board.
01:24:57	Cathy Clark, Keizer Mayor: I have not found OGEC to be particularly helpful on other issues but this could be an exception.
01:25:07	Danielle Bethell, Commissioner (Marion): Reacted to "I have not found OGE..." with ❤️
01:25:52	Brenda: I have to sign off, Brenda, Simonka Place
01:26:02	Danielle Bethell, Commissioner (Marion): Reacted to "I have to sign off, ..." with ❤️
01:26:09	Cassie Bay, MWVHA: Thanks, Brenda!
01:33:46	Danielle Bethell, Commissioner (Marion): This conversation usually happens during the budget meeting, and has a depth of detail with the whole picture.
01:35:32	Josie Silverman-Mendez (she/her), Willamette Health Council: What was the methodology for the non-govt entities?
01:43:29	Josie Silverman-Mendez (she/her), Willamette Health Council: An idea: Perhaps the budget/finance committee could review the methodology and proposed increase and bring a recommendation forward to the board to consider?

01:44:08	Kim Leathley, NWHS: Reacted to "An idea: Perhaps t..." with ❤️
02:02:41	Danielle Bethell, Commissioner (Marion): Reacted to "An idea: Perhaps the..." with ❤️
02:06:06	Cassie Bay, MWVHA: https://mwvhomelessalliance.org/wp-content/uploads/2022/10/ORS-190-ENTITY-BYLAWS-REVISED-10.13.22.pdf
02:11:03	Danielle Bethell, Commissioner (Marion): I can hear her
02:11:07	Danielle Bethell, Commissioner (Marion): can't
02:14:02	Danielle Bethell, Commissioner (Marion): the document says $50K for admin
02:16:26	Josie Silverman-Mendez (she/her), Willamette Health Council: I have a hard stop at 5pm. Clarification that my comment above was in reference to the membership dues topic.
02:20:19	Homeless Alliance: https://www.oregon.gov/ohcs/for-providers/Documents/LTRA%20Final%20Guidance%20February%202024.pdf
02:20:26	Homeless Alliance: Allowable costs and program guidance

ADJOURNMENT

Chair Gordon adjourned the board meeting at 5:11 p.m.

Jeremy Gordon
Jeremy Gordon (Jun 12, 2026 12:03:35 PDT)

06/12/2026

Jeremy Gordon, MWVHA Chair

Date

Misty Bolger
Misty Bolger (Jun 16, 2026 12:56:29 PDT)

06/16/2026

Misty Bolger, MWVHA Executive Director

Date

2026.05.14_Joint_MWVHA-BOD-ORS190_Meeting_Minutes

Final Audit Report 2026-06-16

Created:	2026-06-12
By:	Cassie Bay (cassandra.bay@mwvhomelessalliance.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAM3BmxLkrU39HT5lYQeAZYMDuuyND4zcO

"2026.05.14_Joint_MWVHA-BOD-ORS190_Meeting_Minutes" History

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Document emailed to Jeremy Gordon (gordon.jeremy@co.polk.or.us) for signature
2026-06-12 - 7:01:36 PM GMT

Document emailed to Misty Bolger (misty.bolger@mwvhomelessalliance.org) for signature
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Email viewed by Jeremy Gordon (gordon.jeremy@co.polk.or.us)
2026-06-12 - 7:02:51 PM GMT

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