

**A Home for Everyone Coordinating Board (HFECB)
Meeting Minutes – September 3, 2014**

**Facilitated by: Interim Co-Chairs, Marc Jolin & Alexa Mason
Prepared by: Carrie Young; Reviewed by: Sally Erickson**

Members present: Raihana Ansary, Commissioner Jules Bailey, Israel Bayer, Ed Blackburn, Stacy Borke, Michael Buonocore (Chair Widmark rep.), Beth Burns, Jean DeMaster, Rene Dubois, Jessica Harper (Councilor Echols rep.), Susan Emmons, Karen Gray, Jillian Detweiler (Mayor Hales rep.), Rob Justus, Victor Merced, Matt Morton, Michael Parkhurst, Art Rios Sr., Shannon Callahan (Comm. Saltzman rep.), Martha Strawn Morris, Cheryl Thompson, Derald Walker, Sara Westbrook. **Staff:** Rose Bak, Jennifer Chang, Ryan Deibert, Sally Erickson, Liv Jenssen, Mary Li, Seth Lyon, Shannon Singleton. **Guests:** Bernadette Basilio, Kris Bilhardt, Shamarye Bonner, Anna Cale, Moe Farhoud, Raphael Goodblatt, Debbie Fox, Christine Hermann, Sonja Hultsman, Jason Kersten, Shasta Leming, Christine Lewis, Teri Lorenzen, Katy Miller, Kara Moller, Anna Plumb, Steve Rudman, Tia Smith, Deborah Steinkopf, Mark Sturbois, Nils Tillstrom, Joe Walsh.

Agenda Item	Discussion Points	Decision/Action
Welcome, Introductions, and Review of Minutes - Marc Jolin and Alexa Mason, Interim Co-Chairs	Interim Co-Chairs welcomed everyone and introductions were made. Interim Co-Chair Jolin noted that public comment cards are available to write comments and that they can be turned into a jurisdictional staff member, and if the comment is to be presented to the group there will be a designated place at the table for the person to sit and present the comment they wish to share. Members reviewed the minutes and there were no questions or comments.	Motion to approve meeting minutes from the August 6, 2014 Coordinating Board Meeting. All in favor.
Public Comment - Marc Jolin and Alexa Mason, Interim Co-Chairs	Raphael Goodblatt, Ah Ha Architecture, presented an affordable housing idea from Moe Farhoud, Stark Firs Management. The idea is to build one bedroom, one bathroom apartments. However, there are some challenges regarding fees and permits. He has a presentation that addresses the challenges that he would like to present to the members. No other comments.	Sally Erickson will forward his proposal to the Board members to review.
Board Business <ul style="list-style-type: none"> • Proposal for Future Public Comment • Proposal for Conflict of Interest - Marc Jolin and Alexa Mason, Interim Co-Chairs	<p><u>Public Comment:</u> Members were provided a summary of the suggested options brought up by the board at the August meeting. The staff recommended that the Board make time for public comment on agenda items and for general feedback at the beginning of the meeting. If specific items come up that warrant a specialized comment period, co-chairs can allow public comment for those specific agenda items also. It was also proposed that time limits would be set to 5 people with 2 minutes each for a total of 10 minutes. Public comment will also be solicited in writing at each meeting.</p> <p><u>Conflict of Interest:</u> The Board will be making many decisions about policy, planning and funding in the months and years ahead. Each member of the Board has a shared responsibility to serve in a manner to avoid the appearance, or actual occurrence of a conflict of interest, any favoritism or any special treatment toward any agencies, businesses</p>	Group elected to move forward with the staff recommendations for public comment at the meetings. Group elected to take a week to review the proposed forms and provide

	<p>or individuals. Decisions related to federal funding have specific conflict of interest requirements that are directly governed by federal regulations, specifically 24 CFR §§ 578.95 (b), (d).</p> <p>As a Board, it is proposed that each member adhere to two distinct policies. One is a general conflict of interest form that each board member of the Coordinating Board would complete disclosing any conflict of interest. The second is an annual conflict of interest policy and questionnaire for the Continuum of Care (CoC) that each board member would agree and adhere to. These forms would be kept on record with the Board that discloses conflict of interest of each board member. The forms and policies that are being proposed were developed in order to be responsive to federal regulations. They also allow for flexibility and the ability to capture the expertise of each member.</p> <p>It would be the responsibility of each board member to disclose, during a meeting, when a discussion and/or decision is being made that would directly be a conflict of interest; to announce the conflict of interest to the group and to step out and not participate during that discussion and/or decision. Staff will try to identify, in advance, agenda items that might pose a conflict of interest to individual members of the Coordinating Board.</p> <p>Co-Chairs asked the board members to review the two draft forms.</p>	<p>comments, additions or questions to the staff via e-mail. Staff will then finalize the forms to be signed at the October meeting.</p>
<p>Selection of Co-Chairs - Jennifer Chang, Portland Housing Bureau</p>	<p>Chair Deborah Kafoury requested that Co-Chair selection discussion be moved to the October meeting. Selection of permanent Co-Chairs will be held during the November meeting.</p>	<p>Co-Chair selection will move to the October meeting.</p>
<p>Community Networks and Subcommittees</p> <ul style="list-style-type: none"> • Recommended Outreach to Existing Networks and Committees • Proposed New Committees, CoC 2014 Funding Decisions, HMIS Data Management, Outcomes & Evaluations 	<p><u><i>Recommended Outreach to Existing Networks and Committees:</i></u> One of the responsibilities of this Board is to reach out and connect with existing committees and community networks which will inform, advise and provide additional experience and expertise to support the goals and priorities. There are dozens of groups that currently meet and are very effective in meeting specific needs in our community. Staff recommends that the board begins by authorizing jurisdictional staff and some board members to reach out to 7 groups, whose purpose closely/directly aligns to the <i>Home for Everyone</i> plan. Additionally, a member on the Coordinating Board would serve as direct liaisons to those groups. Those 7 groups are Coordinating Committee to End Homelessness (CCEH), Homeless Families System of Care (HFSC), Homeless Youth Oversight Committee (HYOC), Housing Organization of Color Coalition (HOCC), Supportive Housing and Economic Empowerment Network (SHEEN), Operation 424, and Outreach and Engagement Committee. Staff would check whether these committees are willing to be formally connected and chartered as sub-committees of the Coordinating Board, and what specific roles each committee will have. Staff suggested one possible role that a subcommittee might have is to vet ideas from the</p>	<p>Staff will post information about existing community committees on the Mult. Co website.</p> <p>Group agreed that staff could reach out to the 7 recommended existing communities to build formal relationships, with the addition of</p>

<ul style="list-style-type: none"> • Home for Everyone Implementation Working Groups - Marc Jolin and Alexa Mason, Interim Co-Chairs • PHB RFP for Vulnerable Populations Selections Committee - Shannon Singleton, Portland Housing Bureau 	<p>Coordinating Board and provide feedback to the Board. Another possible role of a subcommittee might be that the subcommittee would provide a recommendation from their discussion and present it to the Board at one of the monthly meetings.</p> <p>Board member requested more information about existing community networks and committees in order to further be educated about the proposed groups.</p> <p>There are many other groups/committees with which the board may explore forming a more formal sub-committee relationship.</p> <p>Board members mentioned that the board should think about engaging with healthcare community, and other communities that touch the homeless population (e.g. downtown public safety, etc.).</p> <p>Formally chartering subcommittees will partially fulfill some of the federal/HUD regulations in regards to the CoC. If the board wants the subcommittee to perform some of the work on behalf of the board regarding the CoC, the subcommittee must be formally chartered to draw that clear line.</p> <p><u><i>Proposed Three New Committees:</i></u> Another role of the board is to propose and form new subcommittees or workgroups to address needed areas. Staff recommend the Board form, at a minimum, three groups, all of which are important to the board’s compliance to CoC requirements. The three groups are CoC 2014 Taskforce, HMIS Data Management, and Data Outcomes & Evaluation. The CoC 2014 Taskforce would review the rating and ranking process for the 2014 CoC application and make a recommendation to the Board. HMIS Data Management would look at the how data is collected and ensure quality information is being captured. Data Outcomes & Evaluations will review community-wide outcomes, identify gaps and ensure that we’re meeting federal and local requirements. A HFECB member would serve as direct liaisons to those groups.</p> <p>Co-chairs asked for ideas or recommendations for new subcommittees that the board would like to see.</p> <p>A board member suggested the possibility of an organizational flow chart of everything within the community that exists in order to have a bird’s eye view in order to get a better understanding of what community networks and committees already exist.</p> <p>Another board member advocated that the board think of ideas and groups that go beyond what federal regulations define.</p> <p>Board member suggested distributing the Homelessness in Portland/Multnomah County presentation that Sally Erickson presented at the September 2, 2014 Portland Housing Advisory Commission (PHAC) Meeting.</p>	<p>Oregon Opportunity Network.</p> <p>Motion to approve the creation of 3 recommended new committees. All in favor.</p> <p>Staff to share presentation from September PHAC meeting at the October meeting.</p> <p>Staff to e-mail board members about forming <i>Home for Everyone</i> Implementation Work Groups aligned with the 6 focus areas outlined in Appendix C in the Home for Everyone Community Plan. Staff to help structure the conversations for these sub-groups.</p>
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	<p>Board members agreed that as the board evolves and as they see gaps more clearly, that members would present recommendations for new subcommittees.</p> <p><u>Home for Everyone Implementation Working Groups:</u> Chair Kafoury has requested an Action Plan to be delivered within six months (i.e. end of March). In order to accomplish this it is proposed that sub-groups be formed of Coordinating Board members that meet as needed between Coordinating Board meetings. The sub-groups would be aligned with the six focus areas outlined in Appendix C in the A Home for Everyone Community Plan. Those six focus areas are Housing, Income & Benefits, Healthcare, Survival & Emergency Services, Access to Services and Systems Coordination. The sub-groups would take the time to focus in-depth on the specific focus areas and ask the hard questions in a smaller group setting. The sub-groups would then present focused discussion to the Coordinating Board meeting.</p> <p>Board members were asked to think about a group that they can commit time to and work with staff to form sub-groups aligned with the six focus areas.</p> <p><u>PHB RFP for Priority Populations Selections Committee:</u> There is \$500,000 in ongoing General Fund resources available to be used for housing placement, rent assistance, and street outreach intended to stably house at least 125 homeless individuals, of which at least 25 will be referrals from public safety (e.g. Portland Police Bureau). At least 70% of those served will retain housing for 12 months after assistance ends. Eligible clients will be the priority populations identified in Home for Everyone: homeless and unstably housed households, including families, adults with disabilities, youth, women, domestic violence survivors and veterans. An additional \$75,000 will be available for a Lead Entity for Coordinated Access to services for Adults experiencing homelessness (CAA). Staff is requesting recommendations from the Board of community partners to serve on the review panel for the RFP.</p>	<p>Group agreed to e-mail suggestions of individuals that should serve on the RFP selection panel.</p>
<p>Review of Proposed 2014 Continuum of Care Projects Rating and Ranking Framework - Ryan Deibert, Portland Housing Bureau - Seth Lyon, Multnomah County</p>	<p>The Board reviewed a summary of the 2013 Federal Continuum of Care (CoC) funding, highlighting that HUD’s CoC funds represent approximately one-quarter of the local spending on homelessness, which is the portion that the board will make decisions. The Board also reviewed the list of all of the agencies that received CoC funds in 2013 which is approximately 44 projects.</p> <p>To keep up with HUD’s short timeline for the 2014 CoC application, staff and a sub-group of the Coordinating Board members came up with a general rating and ranking framework that incorporates both HUD and local objectives as outlined in the <i>Home for Everyone</i> Plan. The proposed rating and ranking framework would score projects on five categories:</p>	<p>Motion to approve proposed rating and ranking framework and designate a rating and ranking subcommittee of board members to complete project</p>

	<ol style="list-style-type: none"> 1. <i>Home for Everyone</i> priorities (Population Served, Equity, Vulnerability) 2. Service Delivery Model-- does the program deliver services based on a method with a recognized evidence base for the population being served? 3. Outcomes (Housing Placement and Retention; increases in income/benefits) 4. Data completeness 5. Financial: does project spend all of the funds provided <p>2014 Congressional allocations to the CoC program were insufficient to fully fund all renewals nationwide. The current gap is not yet known, but it is locally estimate (based on communication from HUD) that it may be approximately 3%. To address the shortfall, HUD will require under its 2014 application process that project applications be placed in two financial tiers: Tier 1 represents the portion of current local CoC funding for which HUD has received sufficient budget allocation to fund again in 2014; Tier 2 represents the remaining portion of local funding that HUD may only fund in 2014 if additional funding becomes available nationally (e.g. HUD recaptures unspent grant funds from prior years). Any project applications submitted to HUD in Tier 1 will be funded in 2014. However, any projects applications submitted to HUD in Tier 2 are unlikely to be funded in 2014. If they are not funded in 2014, they would become ineligible for renewal in all future years.</p>	<p>rating and ranking using the approved framework and develop strategic recommendation(s) for project placement in Tier 1 and Tier 2 for approval at the October meeting. All in favor.</p>
<p>A Home for Everyone Priority Program Area 1: Housing</p> <ul style="list-style-type: none"> • Tiny Houses <p>- Jilian Detweiller and Mary Li, Multnomah County</p> <p>Home for Everyone Priority Program Area 4: Survival and Emergency Services</p> <ul style="list-style-type: none"> • Summer Street Outreach & Travelers 	<p><u><i>A Home for Everyone Priority Program Area 1: Housing - Tiny Houses:</i></u> There is currently a task force to investigate the legal and zoning challenges of making micro communities or “tiny houses” a reality in order to help address homelessness. Multnomah County and the City of Portland are working together to establish two pilots in the next 8 months. The task force is scheduled to meet on September 4, 2014 and more information gathered from that meeting will be presented at the October meeting.</p> <p><u><i>A Home for Everyone Priority Program Area 4: Survival and Emergency Services - Summer Street Outreach & Travelers:</i></u> Due to time constraints, the agenda item will be moved to the October meeting.</p>	<p>Further information gathered regarding the tiny houses concept will be presented at the October meeting.</p> <p>Sumer Street Outreach & Travelers item will be moved to the October meeting.</p>
<p>Closing Comments/Next Meeting</p> <p>- Marc Jolin and Alexa Mason:</p>	<p>Co-Chairs will work with staff on proposals for the next meeting. The next meeting will be Wednesday, October 8th, 2014, from 3:00-5:00pm. Meeting is adjourned.</p>	