

A Home for Everyone: Coordinating Board Meeting Minutes – August 6, 2014

Facilitated by: Chair Deborah Kafoury

Prepared by: Piset Sao; **Reviewed by:** Jurisdictional Staff

Members present: Raihana Ansary, Carolyn Bateson, Israel Bayer, Stacy Borke, Michael Buonocore (Chair Widmark rep), Beth Burns, Lee Po Cha, Jean Demaster, Jillian Detweiler (Mayor Hales rep), Rene Dubois, Susan Emmons, Jessica Harper (Councilor Echols rep), Marc Jolin, Rob Justus, Deborah Kafoury, Christine Lewis (Comm. Bailey rep), Alexa Mason, Michael Parkhurst, Art Rios Sr., Nicole Stein, Martha Strawn-Morris, Cheryl Thompson, Amy Trieu (Comm. Saltzman rep), Derald Walker. **Staff:** Rose Bak, Mary Carroll, Jennifer Chang, Ryan Deibert, Sally Erickson, Liv Jensen, Seth Lyon, Shannon Singleton, Ian Slingerland. **Guests:** Blaine Barkley, Christine Hermann, Susan Mahar, Rachel Post.

Agenda Item	Discussion Points	Decision/Action
<p>Welcome and Introductions Deborah Kafoury, Chair, Multnomah County</p>	<p>Chair Kafoury welcomed everyone and introductions were made. Chair Kafoury shared that this Board was chartered by four jurisdictions and membership was approved by leaders of those jurisdictions. This Board represents a diverse community and will help shape policies for ending homelessness in the years ahead. The Executive Committee have already begun working together to address issues around developing resources for affordable housing, ending chronic veteran’s homelessness by 2015 and coordinating housing outreach for transient boaters. The Executive Committee is eager to work with the Board on the process for federal funding for homeless programs and developing the action plan which will be the roadmap for ending homelessness. This group will make a real change.</p>	
<p>Overview of <i>A Home for Everyone</i> and Coordinating Board Roles and Responsibilities - Sally Erickson, Portland Housing Bureau</p>	<p>In 2012 then-Commissioner Kafoury and Commissioner Fish convened an advisory committee to update our existing plan to end homelessness. The result was <i>A Home for Everyone</i>, a “reset” community plan. It was adopted by City of Portland, Multnomah County, Home Forward, and City of Gresham. The vision is <u>no one should be homeless. Everyone needs a safe, stable place to call home.</u> It briefly outlined the need, and highlighted successes such as housing more than 12,000 homeless families and individuals, opened Bud Clark Commons, developed Short Term Rent Assistance (STRA), launched Bridges to Housing.</p> <p>The role of the Coordinating Board is to take shared leadership and ownership of the vision of <i>A Home for Everyone</i> to lead our community in ending homelessness. Annually, they will determine needs and gaps for housing and homeless services, and recommend resources needed to support priorities, and review shared homeless system budgeting and recommend priorities for resource allocation. They will make policy and funding decisions</p>	

	<p>related to the following federal resources, Continuum of Care Program (CoC) and Emergency Solutions Grant (ESG) funds. The Board will develop <i>A Home for Everyone</i> Action Plan, and approve all portions of the regional HUD Consolidated Plan and associated Annual Action Plans. They will create effective and inclusive responses and planning processes that engage the participation of those most affected by homelessness and housing instability.</p> <p>The Executive Committee is a subset of the Coordinating Board. The Board serves to advise the Executive Committee. All recommendations and decisions made by the Board will be forwarded to the Executive Committee for review and approval. One exceptions is CoC funds, in which the Board serves as the primary decision-making entity. The two Co-Chairs from the Board will attend Executive Committee meetings and serve as the liaison between the Executive Committee and the Board.</p>	
<p>The First Six Months: Decisions, Timelines, Future Meeting Dates Jennifer Chang, Portland Housing Bureau</p>	<p>The Board reviewed the Six-Month Proposed Workplan which spans from August 2014 to January 2015. Ongoing responsibilities of the Board will include: make policy recommendations to Executive Committee; facilitate and plan meaningful and inclusive processes for stakeholder and consumer input, engagement and participation; advise Executive Committee regarding strategic communications and marketing; identify opportunities for resource development; establish opportunities for public comment and processes; and identify and coordinate resource and training needs and opportunities.</p> <p>The Board will continually shape this workplan and determine how it will accomplish its goals and decisions. They will need to constantly balance the urgency of families and individuals’ lives -- at stake each and every day -- with the time required to be effective as a Board and in communitywide planning work.</p>	
<p>Interim Co-Chairs / Staff Support Deborah Kafoury, Chair, Multnomah County:</p>	<p>Chair Kafoury appointed two Interim Co-Chairs, Marc Jolin and Alexa Mason. They’ve agreed to serve this role for the next several months. The Board will determine how and who to appoint as Co-Chairs for a longer term. The Co-Chairs will participate as non-voting members in quarterly Executive Committee. They will serve as liaisons between the Executive Committee and the Coordinating Board, facilitate monthly Board meetings, all with the support from jurisdictional staff.</p> <p>Jurisdictional staff consists of Sally Erickson, Ryan Deibert, Jennifer Chang, Shannon Singleton from the City of Portland; Rose Bak, Seth Lyon, Liv Jenssen from Multnomah County; Ian Slingerland from Home Forward; and Eric Schmidt from the City of Gresham. This joint staff will be a great resource. They will staff the Executive Committee and any</p>	<p>Interim co-chairs Alexa Mason and Marc Jolin appointed by Chair Kafoury.</p>

	<p>subcommittees. They operate with support from many other jurisdictional and staff from elected offices including the Homeless Management Information System (HMIS) lead and Department of County Human Services (DCHS) evaluator staff.</p> <p>Executive Committee will discuss the issue of creating a Lead Agency with dedicated staff.</p>	
<p>Functioning as a Board:</p> <ul style="list-style-type: none"> • Participant expectations • Ground rules • Decision-making and communication <p>Marc Jolin and Alexa Mason, interim co-chairs:</p>	<p>Members of the Board bring unique and valuable experiences and expertise. As members of the Board they are expected to focus on community-wide and system-level perspectives and impacts, speak from their own experiences, exercise skills of both speaking up and active listening, participate in monthly meetings.</p> <p>A few things the Board should keep in mind to guide interactions with each other is to be open minded by practicing active and reflective listening, respect different points of view by acknowledging that people see the issues and solutions from different perspectives; curiosity by seeking understanding rather than trying to persuade or defend; ongoing learning by questioning assumptions and look for new insights, explain acronyms and refrain from jargon to support group learning and ensure fuller participation from everyone; and accountability to share responsibility for group successes, be focused on solutions, critique issues not people and be mindful around use of “air time.” Board members recommended additions to guide the work of the group, including: having decisions supported by data and a critical lens in problem-solving. There was group agreement that the Board needs to ask tough questions, and sometimes disagree with each other, to move our community forward.</p> <p>The Coordinating Board will hold monthly meetings. Decisions will be made “by a vote of the majority of board members present.” Quorum is 50% attendance by Board members. No proxies, except for the Executive Committee members.</p> <p>The Board will use multiple formats for work and meetings, such as subcommittees, large group presentations, outside of meeting review, in-person. Several recommendations were proposed for how the Board will create a forum for public comment and participation. The staff will compile recommendations and offer a recommendation for the Board at the next meeting. The proposed monthly date and time is the 1st Wednesday of each month from 2:30 to 4:30pm. Majority of communication will be conducted via email.</p> <p>In future meetings, there will be time set aside to discuss additional items related to how the Board will work together. Next month, they will cover the topic of Conflict of Interest and Disclosure relating to meeting participation and voting.</p>	<p>Group elected to meet on the 1st Wednesday of each month from 3:00 to 5:00pm.</p> <p>The Board asked staff to provide concrete proposals for public comment at the September meeting. Meanwhile, audience members will be able to provide written comment at the September meeting.</p>

<p>Overview and Preparation for the 2014 Portland/Multnomah/Gresham Continuum of Care Application</p> <p>- Ryan Deibert, Portland Housing Bureau</p>	<p>The Coordinating Board will act as the primary decision making body for our local policies and funding priorities for two sets of federal funds, Continuum of Care (CoC) and Emergency Solutions Grant (ESG). They are HUD’s primary funding for preventing and ending homelessness. Both are authorized by McKinney Vento Act as amended by Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. Though they serve the same populations and types of services, Congress treats them as two separate programs with different regulations, funding cycles, reporting requirements and required planning processes. ESG is a “formula” (non-competitive) resource delivered through the Consolidated Plan which sets needs, strategies, and priorities for funding. Locally we prioritize ESG for shelter operations and rapid rehousing. The CoC program is delivered through a nationally competitive grant process. There are more than five hundred CoCs nationally, eight in Oregon; each competes against the other. Our local CoC is known as OR-501 which is the Portland/Gresham/Multnomah County CoC. CoC funds can be used for a wide range of activities including transitional housing, permanent housing and supportive services. ESG and CoC are guided by <i>Opening Doors</i>, the federal strategic plan to end homelessness, and the policy goals articulated in the HEARTH Act. ESG has fluctuated over the past few years. The Board will be approached for some policy decisions regarding ESG and help set local priorities for future uses of the funding. Right now, the focus is on CoC because HUD’s annual application process is underway, the Board will have some specific, formal roles.</p> <p>For today, the Board needs to; approve the CoC Charter; designate the HMIS lead; and designate a collaborative applicant for the CoC competition.</p> <p><u>Adopt Charter</u> - HUD regulations require the local CoC to develop, follow and annually update a governance charter. The Charter encompasses governance for the broader community plan to end homelessness which include additional scope of policy and funding beyond federal CoC and ESG. The Charter is enacted through an intergovernmental agreement (IGA) among Portland and Gresham City Councils and the Boards of Commissioners for Home Forward and Multnomah County. Because the Board is the decision making body for the CoC, it must adopt and annually review and recommend updates to the Charter. Changes to the Charter will be made through amendment to the related IGA, which must be approved by the four chartering jurisdictions.</p>	<p>Motion to adopt the Charter. All in favor</p> <p>Motion to affirm existing roles by</p>
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	<p><u>Designate HMIS and HMIS Lead Agency</u> - HUD regulations require each CoC to designate a single HMIS to collect a wide range of community, program and client level data for reporting. The CoC must also designate an HMIS Lead to apply for CoC HMIS funding and to operate the HMIS on behalf of the CoC. For the past decade Service Point software (Bowman Systems, LLC) is the designated HMIS and the City of Portland has acted as the designated HMIS Lead. In the past several years, every CoC in Oregon has adopted Service Point and the Portland Housing Bureau coordinates the statewide implementation.</p> <p><u>Designate Collaborative Applicant and Authorize Registration for 2014 CoC Application</u> - HUD Regulations require each CoC to determine how it will annually apply for CoC funds. CoCs may apply as a Unified Funding Agency (UFA): a single entity applies for, receives, administers, and subgrants all CoC funds on behalf of the CoC; or a Collaborative Applicant: A single entity compiles multiple individual project applications and submits them to HUD who in turn directly administers and grants funds to each project. It is not feasible for this CoC to apply as a UFA at this time. The City of Portland has acted as OR-501's CoC Collaborative Applicant. In order to register for HUD's 2014 CoC program competition, the Board must authorize its Collaborative Applicant to submit the CoC's registration.</p> <p>In the coming year, the Board will; review the CoC charter annually; set performance targets and approve rating and ranking of CoC projects; assess system needs and gaps and recommend funding priorities; and annually determine which projects will be forwarded for new and renewal applications.</p> <p>The Notice of Funding Availability (NOFA) will be released in late August or early September, but will be due in mid-October. The timeframe calls for quick decisions. Congress has allocated less funds than needed to fully fund all renewals which means HUD will require cuts. This will be a difficult decision for the Board. The Board will be approached in September with a proposal for best strategy and a rating process to achieve.</p>	<p>designating the current implementation of Service Point as the single HMIS for OR-501 and the City of Portland, through the Portland Housing Bureau as the HMIS lead agency for OR-501. All in favor.</p> <p>Motion to affirm existing roles by designating the City of Portland, through the Portland Housing Bureau, as the Collaborative Applicant for OR-501 and authorize PHB staff to register the CoC for HUD's 2014 application process. All in favor.</p>
<p>Closing Comments / Next Meeting - 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, September 3rd, 2014, from 3:00-5:00pm. Meeting is adjourned.</p>	