

HOUSING and SUPPORTIVE SERVICES NETWORK(HSSN) CoC Board

Friday, February 11, 2022 - 8:30 to 9:55 am

Join Zoom Meeting <https://us02web.zoom.us/j/89201646423?pwd=NUVoRU8waDAvMEJieGdrSFNOeDJlYQT09>
Meeting ID: 892 0164 6423, Passcode: 231734 Phone/Call-In: +1 253 215 8782 US (Tacoma)

AGENDA

Chair: Annette M. Evans, Washington County Department of Housing Services
Co-Chair: Katherine Galian, Community Action Organization

- I. Introductions and Agency Announcements (8:30 a.m.)
Roll call CoC Board
Welcome and introduction: [Marni Kuyf](#), Assistant County Administrator
- II. Public Comment (8:35 a.m.)
- III. Minutes (8:40 a.m.)
A) Board Action: Approve CoC Board minutes for December 10, 2021.
- IV. Business Items (8:45 a.m.)
 - A) Proposal to share [HMIS](#) data with Collective Medical/Health Care Institutions (20 minutes) – Allie Alexander-Sheridan, Washington County Health and Human Services, Megan McAninch-Jones, Providence, Dr. Briar Ertz-Berger, Kaiser Permanente, and a representative from HealthShare of Oregon
 - B) Perform [Emergency Solution Grant](#) (ESG) Program Allocation Plan review prior to CoC consultation on March 2, 2022 (15 minutes) – Mari Valencia-Aguilar
Board Action: Recommend ESG Allocation Plan to the HSSN for final approval.
 - C) Analyze FY2021 [System Performance Measures](#) (SPM) outcomes and report due to HUD by 2/28/2022 (20 minutes) – Annette Evans
Board Action: Approve submittal of FY2021 SPM to HUD.
 - D) [Supportive Housing Services Program](#) (5 minutes) – Alex Devin
 - E) CoC Consolidated Application Grant Registration (3 minutes) – Annette Evans and Phyllis Bittinger
 1. HUD released [FY2022 CoC Registration Notice](#) (CPD-22-02)
 2. [FY2021 CoC Consolidated](#) grant application requesting \$4,400,262 is pending
 3. Subcommittee to review CoC Project Scoring Criteria
 - F) [CoC Board Recruitment](#) (3 minutes) – Annette Evans
 - G) Agenda Topics – 4/8/2022 CoC Board Meeting
 1. Action Item: Approve submittal of Point-In-Time (PIT) and Housing Inventory (HIC) to HUD
 2. Built For Zero Case Conferencing
- V. Adjournment (9:55 a.m.)

Future Meeting Schedule (8:30 to 9:55 a.m.):

- Friday, April 8, 2022
- Friday, June 10, 2022
- Friday, August 12, 2022
- Friday, October 14, 2022
- Friday, December 9, 2022

The CoC Board meeting is open to the public, with the [agenda](#) online. Please direct comments to [Annette Evans](#), 503-846-4760.

CoC BOARD MEETING MINUTES

Virtual Meeting via ZOOM

December 10, 2021, 8:30 a.m.

COC BOARD MEMBER PRESENT

- Calvin, Mellani – ASSIST Program
- Cardwell, Shawn – Forest Grove Foundation
- Cohen, Megan – City of Beaverton
- Downen, Lindsay – New Narrative
- Galian, Katherine – Community Action Org.
- Gawf, Mandy – City of Hillsboro
- Hille, Marcia – Sequoia Mental Health Services
- Kalevor, Komi – WC Housing Services
- Logan-Sanders, Andrea – Boys & Girls Aid
- Peel, Rick – Oregon Law Center
- Pero, David – Homeless Education Network/
McKinney-Vento Homeless Student Liaison
- Radke, Lydia – WC Parole and Probation
- Ramirez, Bernadette – Bridges to Change
- Rogers, Patrick – Community Action Org.
- Smith, Gary – U.S. Dept of Veteran Affairs
- Taylor, Rowie – Domestic Violence Resource Center
- Valencia, Mari – WC Office of Community Dev.

COC BOARD MEMBER NOT PRESENT

- Baker, Vernon – Just Compassion EWC
- Evans, Annette – WC Housing Services
- LeSage, Amy – Cascade AIDS Project
- Teifel, Gordon – Families for Independent Living & DEAR
- Wyatt, Kent – City of Tigard

OTHER ATTENDEES

- Bittinger, Phyllis – WC Housing Services
- Devin, Alex – WC Housing Services
- Fellger, Vara – WC Housing Services
- Mullins, Angela – WC Housing Services
- Smith, Janeen – WC Housing Services

Chair: Annette Evans, Public Agency Representative, Annette_Evans@co.washington.or.us

Co-Chair: Katherine Galian, Nonprofit Agency Representative, kgalian@caowash.org

Katherine Galian called the meeting to order at 8:32 a.m.

I. Roll Call and Announcements

No announcements.

II. PUBLIC COMMENT

No public comment.

III. APPROVAL OF MEETING MINUTES

Action: Approve October 8, 2021 meeting minutes.

Motion: Marcia Hille

Second: Lindsay Downen

Vote: Approved, unanimous.

IV. BUSINESS ITEMS

A. Report on the Homeless Plan Advisory Committee (HPAC) – Komi Kalevor

Komi reported at their last meeting, unanimous approval for the HPAC to be advisory to both the CoC for *A Road Home* and the Metro SHS Program for their Local Implementation Plan (LIP). They also approved bylaw changes to update language, HPAC position titles, increase the meeting frequency to bi-monthly (six meetings per year) and continue the work of the HPAC Workgroup. The Bylaw changes will go before the Board of County Commissioners as a recommendation at their January 4 Worksession meeting and scheduled on the January 18 docket for Commissioner approval.

The HPAC Board had five board positions that expired December 31, 2021 (Washington County Community Corrections, Housing Authority of Washington County, Hospital/Healthcare, Mainstream Benefits, and Citizen At-Large). All members with expiring positions re-submitted

applications to renew their board position for another three years and five applicants were interviewed for the Citizen At-Large position.

B. Report on *Project Reset* Initiative – Rick Peel

Rick Peel shared having a conversation with Lydia Radke to identify candidates from Community Corrections who could benefit from the *Project Reset* program for participation in the case study. Based on the huge results of similar programs in Multnomah and Clackamas Counties, he felt it stood to reason the same need would exist here in Washington County. The difficulty has been finding people who would qualify for the program or be willing to participate in the case study. He plans to reach out to people instrumental in setting up the programs in the other counties to borrow from their methodology and then also to send an email to the HSSN membership looking for case study candidates who meet the program's criteria.

Alex Devin noted the Phase 2 *Community Connect* assessment includes a tenant screening report and screens for barriers to housing. He suggested integrating *Project Reset's* eligibility criteria within the assessment to match those who would qualify for the program and offer the resource in an automated way. Rick agreed to connect with Alex to provide program criteria. For questions or to provide a case study candidate, email Rick Peel at rpeel@oregonlawcenter.org.

C. Report on Supportive Housing Services Program – Alex Devin

Alex reported the SHS Program had their first household move into housing through Easter Seals with a Regional Long-term Rental Assistance (RLRA) voucher. Over 60 RLRA applications have been submitted to date. He noted, the 38 case managers trained to do *Community Connect* assessments this week was evidence to the fact that agencies were staffing up.

The second Request for Programmatic Qualification (RFPQ) was launched in partnership with Multnomah and Clackamas counties. If an agency was already a qualified provider and only interested in providing services in Washington County, they were not required to submit an application to the current RFPQ and will only be on the list to provide services in Washington County. If an agency was interested in providing services in all three counties, they would need to submit an application for the new RFPQ. A master list of qualifying agencies providing services in all three counties should be available sometime in March. The SHS Program team hopes the expanded RFPQ will bring additional capacity to Washington County. New programming expected to launch in January included *Rapid Resolution*, a program that would provide flexible, one-time assistance to resolve a housing crisis, and more rapid rehousing for households that only need 6 – 24 months of assistance. They also anticipate launching a pilot in the January/February timeframe, co-locating staff at behavioral health-based facilities and a workforce development program for people with lived experience who had moved into housing and want to give back (a paid internship would provide training that would make them eligible for employment). They are also looking at developing a Universal Basic Income (UBI) based program through Social Security Administration that needs further refinement before launch. For more information, contact Alex Devin at alex_devin@co.washington.or.us.

Mellani Calvin inquired whether referring to the winter shelter registration list as a “waitlist” gives the impression that shelters were full, suggesting it might be clearer to refer to it as a “registration list.” She also suggested clarification that walk-ins were accepted to some degree and that winter shelters could be contacted directly to assist with registration.

Alex shared he would work with Peter Kass who recently joined the SHS team to manage the winter shelter program regarding these suggestions and clarifications. Winter shelter providers meet every Friday to case conference and identify barriers.

Marcia Hille requested clarification whether winter shelters were at capacity. Alex confirmed winter shelters were at capacity, but that some individuals do not show up at the shelter after a provider has notified them of an available bed. He encouraged agencies with someone looking for a shelter bed to call the shelter as close to 5:00 pm as possible to check if a bed was still available.

Marcia Hille wondering it wouldn't make sense to have beds set aside for walk-ins. Alex Devin acknowledged there were beds already set aside specifically for first responders that had never been utilized. He encouraged agencies working with households already on the waitlist needing shelter, to contact shelter providers directly or work with Peter Kass, peter_kass@co.washington.or.us.

Mellani Calvin suggested Alex review the registration process for winter shelter. Alex reviewed the process to include case managers had access to a winter shelter portal to register households directly. Individuals looking for winter shelter could register through *Community Connect*. Vara committed to resending agency flyers regarding the agency portal to board members.

D. Proposed Amendments to the Community Connect Policy – Alex Devin and Phyllis Bittinger

Alex reported 400 households had already been screened via the Phase I assessment launched in October 2021 and as matching for resources commenced, gaps in information were identified for specific resources. He was coming before the membership today for approval to add two questions to the Phase I assessment to screen for those resources:

- 1) Is your household currently receiving TANF?
- 2) Does your household have a justice-involved or criminal history?

Mellani Calvin inquired where homeless who were not outside (couch surfing) would fit within the Phase I screening of *Community Connect*.

Alex Devin clarified they would fit into the “involuntarily doubled-up” category, which met the Metro “homeless” definition, albeit not the HUD definition.

A third item on the CoC Board Agenda for Community Connect review would established a period of time from Phase 1 Assessment submittal to Matching. Alex shared the SHS team were also working with Community Action Organization (CAO) to establish a length of time within which matching and referral would take place. They hoped to bring that accountability timeline before the HSSN membership within the next month or two after all logistical things were ironed out. They were also currently working through the Phase II assessment which included bringing in a tenant screening provider who would implement and manage a portal accessible by housing providers to obtain tenant screening reports at no cost.

Mellani Calvin shared, many people on By-Name Lists, whether *Community Connect* or Built For Zero (B4Z), had been on those lists awaiting housing resources for quite a while. She wondered if they were being integrated within *Community Connect* phased assessments to be matched and referred to resources.

Alex clarified that households on By-Name Lists were being grandfathered into the phased assessments within *Community Connect* to begin matching them to resources as quickly as possible. He acknowledged the bigger challenge would be in locating them. He reported Melia from CAO had matched 37 households last week, many of whom were on the B4Z list. Another meeting with the B4Z team was planned for January to discuss improvements to the format to make it even more useful.

Action: Approve amendments to *Community Connect* policy to add questions on TANF and prior justice involvement.

Motion: Rowie Taylor
Second: Mellani Calvin
Vote: Approved, unanimous.

E. CoC Governance Charter

1. Recruitment – Vara Fellger

Vara reviewed the CoC Board Recruitment Process language that was incorporated into the draft CoC Governance Charter that was previously provided to the CoC Board for review and available on the CoC Board webpage. The draft language stems from the recruitment plan that was recommended for approval by the HSSN at their December 1 meeting. In addition to announcing open board positions during regular HSSN meetings and publishing announcements for open board positions to the HSSN Listserv, proposed recruitment activities would include recruitment at municipal leadership programs and distributing flyers at locations where homeless tend to congregate such as food pantries.

Vara shared there were currently two open board positions, the Business/Employment position vacated by Blair Schaeffer-Bisht and Families with Children position vacated by Renee Brouse. She inquired whether additional board position vacancies were anticipated before June 30.

Lydia Radke announced her plan for retirement from Community Corrections in May 2022.

Lindsay Downen suggested board members also review their term expirations, acknowledging New Narrative appreciated representation on the board, but recognized term expiration may provide an opportunity for someone else. Vara committed to sending out a copy of the CoC Board roster listing term expirations.

2. Proposal to amend CoC Governance policy to add Culturally Specific Provider Organization and Application Process – Lydia Radke and Vara Fellger

The vote at the December 1 HSSN meeting also recommended the CoC Board amend the CoC Governance Policy to add a culturally specific organization position on the CoC Board for equitable representation of the communities we seek to serve. Vara reviewed the CoC Board Application that was developed and incorporated as Appendix A in the draft CoC Governance Policy in response to the recommendation. Individuals interested in applying or re-applying (expiring positions) for board positions, would be required to complete an application.

Vara also noted the recruitment plan included a requirement to determine the current board's demographic make-up and solicited feedback and/or comments of board members for completing a demographic survey. Upon hearing no objections, she committed to sending out a fillable survey for the board's completion.

Action: Approve amendments to CoC policy to include adding Culturally Specific Provider organization position and Recruitment Application.

Motion: Pat Rogers

Second: Andrea Logan-Sanders

Vote: Approved, unanimous.

The recruitment phase for these four (4) vacant positions will begin in January with applications due 2/18/22 followed by voting at the 3/2/22 HSSN meeting. Only one vote was allowed per agency that has attended 8 of 12 meetings. New board members will attend their first CoC Board meeting on April 8.

F. FY2021 CoC Program Grant – Phyllis Bittinger

Phyllis shared the CoC’s collaborative application was submitted to HUD on November 9 and award announcements were expected sometime January through March timeframe. She also reviewed the Board’s approval by email vote on November 3 to increase the income for CoC rapid rehousing projects to 50% MFI (Rapid Rehousing for Families at Community Action Organization, Housing Stabilization at Good Neighbor Center, Reentry Housing at New Narrative and Sojourner’s House at DVRC). The income increase should open eligibility to more families and people in need of housing. Another item that needed the Board’s consideration stemmed from comments at the October 8 CoC Board meeting that the current ranking and rating scoring criteria should be reviewed. She noted 30 of a possible 196 points within the CoC Consolidated Application were based on the CoC’s project scoring criteria and policy. She proposed a Project Application Scoring Criteria Subcommittee be convened to review the current score sheet consisting of either six or eight board members, with half from CoC program funded provider agencies. She noted potential members would need to commit to two 90-minute meetings in January and come prepared to review and develop scoring recommendations. The subcommittee would present their recommendations to the CoC Board at their February 11 meeting.

Board members agreed to form a subcommittee. Lindsay Downen and Rowie Taylor voiced their desire to participate on the subcommittee. Phyllis committed to sending an email to the complete board following this meeting to provide an opportunity for participation to those not in attendance.

V. OPEN DISCUSSION

- None.

VI. ADJOURNMENT

The meeting adjourned at 9:50 a.m.

Minutes prepared by Vara Fellger, Washington County Housing Services