

HOUSING and SUPPORTIVE SERVICES NETWORK(HSSN) CoC Board

Friday, August 13, 2021 - 8:30 to 9:55 am

AGENDA

<https://us02web.zoom.us/j/83051897634?pwd=NkpRb255NHlUZ2NSTnNtTjhxOGQ4QT09>

Meeting ID: 830 5189 7634, Passcode: 551333

Mobile: +12532158782, 89587246956#, *252415#(Tacoma), +13462487799,89587246956#, *252415#(Houston)

Chair: Annette M. Evans, Washington County Department of Housing Services

Co-Chair: Katherine Galian, Community Action Organization

I. Introductions (8:30 a.m.)

Welcome new members:

Amy LeSage, Cascade AIDS Project, and Bernadette Ramirez, Bridges To Change.

II. Public Comment (8:35 a.m.)

III. Approve Minutes (8:40 a.m.)

A) Board Action: Approve CoC Board minutes for June 11, 2021.

IV. Business Items (8:45 a.m.)

A) Report on Project Reset Initiative– Rick Peel and Vernon Baker

B) Proposal to add Culturally Specific Provider Organization to CoC Board Membership – Blair Schaeffer-Bisht

C) Supportive Housing Services (SHS) Implementation Readiness Update – Jes Larson and Alex Devin

D) FY2021 CoC Program Homeless Grant Application Timeline and Process – Annette Evans

E) Review Scoring Criteria in the CoC Program Application Rating and Ranking Policy Project Scoring Criteria to Create Greater Geographic Equity – Annette Evans

F) Special Meeting: September 9 CoC Board will convene to perform the following action items.

1. Review and approve revised Community Connect policy – Alex Devin and Jes Larson
2. Prepare and approve HUD FY2021 CoC Program Project Listing – Phyllis Bittinger and Annette Evans

V. Agency Announcements and Open Discussion (9:50 a.m.)

VI. Adjournment (9:55 a.m.)

Future Meeting Information:

- Special Meeting: Thursday, September 9, 2021, 1:00 p.m.
- Friday, October 8, 2021, 8:30 a.m.
- Friday, December 10, 2021, 8:30 a.m.

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

June 11, 2021, 8:30 a.m.

COC BOARD MEMBER PRESENT

- Brooks, Simone – City of Hillsboro
- Brouse, Renee – Good Neighbor Center
- Calvin, Mellani – ASSIST Program
- Cardwell, Shawn – Forest Grove Foundation
- Cohen, Megan – City of Beaverton
- Downen, Lindsay – New Narrative
- Evans, Annette – Washington County Housing
- Galian, Katherine – Community Action Org.
- Hille, Marcia – Sequoia Mental Health Services
- Kalevor, Komi – WC Housing Services
- Pero, David – Homeless Education Network/
McKinney-Vento Homeless Student Liaison
- Radke, Lydia – WC Parole and Probation
- Rogers, Patrick – Community Action
- Smith, Gary – U.S. Dept of Veteran Affairs
- Taylor, Rowie – Domestic Violence Resource
Center

COC BOARD MEMBER NOT PRESENT

- Baker, Vernon – Just Compassion EWC
- Gustafson, Hanna – Cascade AIDS Project
- Logan-Sanders, Andrea – Boys & Girls Aid
- Peel, Rick – Oregon Law Center
- Ram, Sarala – CODA, Inc.
- Schaeffer-Bicht, Blair – WorkSystems, Inc.
- Teifel, Gordon – Families for Independent Living
& DEAR
- Valencia, Mari – WC Office of Community Dev
- Wyatt, Kent – City of Tigard

OTHER ATTENDEES

- Devin, Alex – WC Housing Services
- Fellger, Vara – WC Housing Services
- Morris, Liz – WC Housing Services
- Schwoeffermann, Ty – WC County
Administrative Office

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

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

Meeting called to order at 8:30 a.m.

I. INTRODUCTIONS

II. PUBLIC COMMENT

No public comment.

III. APPROVAL OF MEETING MINUTES

Action: Approve April 9, 2021 meeting minutes.

Motion: Renee Brouse

Second: Pat Rogers

Vote: Approved, unanimous.

Action: Approve April 28, 2021 Special HMIS Implementation Meeting minutes.

Motion: Rowie Taylor

Second: Renee Brouse

Vote: Approved, unanimous.

IV. BUSINESS ITEMS

A. New Emergency Housing Voucher (EHV) Initiative – Liz Morris

Liz Morris from Washington County Housing Services provided a [presentation](#) on 86 emergency housing vouchers awarded to the Housing Authority of Washington County (HAWC) by US Department of Housing and Urban Development (HUD) to provide subsidy for safe, stable housing to those who were homeless, or at risk of being homeless, or recently homeless and the rental assistance will prevent the family's homelessness/high risk of housing instability, or fleeing/attempting to flee domestic violence/dating violence/sexual assault/stalking/human trafficking. She noted eligibility was limited to those 18 – 61 year of age with income <50% Area Median Income (AMI) and excluded individuals with lifetime sex offences or meth production in

public housing in their background. HAWC had requested an additional 34 vouchers but won't know for several weeks whether they will be granted. Applications must come through referrals from CoC partner agencies and will be available upon the CoC Board's approval to sign the Memorandum of Understanding (MOU). The EHV vouchers will start to be issued July 1 and will allow 120 days for an individual to locate a suitable unit upon receiving a voucher. Washington County Housing Services hoped to receive 100 applications by August 15 to fully utilize all 86 vouchers and house participants by October 31, 2021. Vouchers not leased by December 31 will be lost. She reviewed the document requirements for the application checklist and noted HUD recognized some of the document requirements were barriers for homeless individuals and so were allowing more latitude in the application process. She provided an overview of the process flow beginning with referral by CoC partner agency to payment of the subsidy by Housing Services and reviewed the roles and responsibilities of the CoC service providers noting the program allowed for barrier buster funds (up to \$3500) to pay initial fees such as deposit assistance, application fees, etc. As with other long-term rent assistance voucher programs, participation will require annual reexamination, annual Housing Quality Standards (HQS) inspections and program compliance. An email will be sent to the HSSN network after the MOU was completed that will include the application and a description of the process for submitting referrals.

Liz also reported the Mainstream Voucher Program will stop receiving applications on June 30, 2021. The waitlist will close and re-open again as vouchers become available through attrition. She also reported the Kaiser Metro 300 Program will end June 30, 2021. All Kaiser Metro 300 Program participants (including those applications submitted by June 30) will be transitioned to the Regional Long-term Rent Assistance (RLRA) program through the Supportive Housing Services Program effective July 1. She also reviewed the eligibility and document requirements for both programs. Referrals to the EHV Program can be submitted to housingemergencyvoucher@co.washington.or.us. Referrals to either Kaiser Metro 300 or Mainstream Voucher programs can be submitted through June 30 to housing_kaisermetro300@co.washington.or.us or mainstreamvoucher@co.washington.or.us.

Mellani Calvin inquired about income verification for homeless individuals with no income. Liz reported a Zero Income Declaration form will either be available in the application packet or be included as an attachment in the email that will go out to CoC partner agencies.

Annette Evans inquired whether the application will be available on the County's website. Liz would prefer not to post it to the website which is a public site and referral to the EHV Program was limited to CoC provider agencies.

Annette shared the CoC provider roles and responsibilities included in this presentation were included in the MOU that was attached with the meeting packet. After discussion, a vote was taken.

Action: Approve the EHV Program MOU outlining the Continuum of Care (CoC) role in partnership with the Housing Authority of Washington County.
Motion: Mellani Calvin
Second: Renee Brouse
Vote: Approved, unanimous.

B. Supportive Housing Services (SHS) Implementation Readiness Update – Alex Devin

Alex provided a [presentation](#) on the SHS Program's implementation readiness. He noted the provider network was announced on June 4 and comprised 38 partner agencies selected through the RFPQ process to provide services in five categories: (1) Outreach and engagement; (2) Shelter and transitional housing operations; (3) Housing navigation and case management; (4) Supportive housing on-site and retention services; and (5) Wrap around

supports. The Intergovernmental Agreement (IGA) negotiations were in-process and were expected to be finalized in July.

Contract allocation would be done in phases beginning with case management services, bridge shelter services and crisis response/multi-disciplinary teams scheduled to begin in July. Approximately 30-40 Intensive Case Management Services (ICMS) workers will provide outreach, assessment, housing navigation and retention services to chronically homeless households with extremely low income (<30% AMI) and disabled/55+. All will be trained to provide assessments. The crisis response/multi-disciplinary teams will be comprised of three teams, each consisting of EMT/registered nurse, a social worker and a housing navigator/peer support. Each team will be assigned to work in one of three areas: (1) on the street, working with homeless in encampments; (2) in common spaces such as emergency rooms and emergency shelters and (3) working with those already placed into housing but need medical or behavioral support to assist in stabilization. Phase II will include winter and emergency year-round shelter services, housing stabilization services, supportive and transitional housing services as well as wrap around supports.

Two bridge shelters will open July 1 to provide 82 units of non-congregate shelter in Aloha and Hillsboro. Shelter stays will be limited to 120 days during which time guests will be matched to a housing resource and connected to a case manager. All referrals to the shelters would come through Community Connect and/or culturally specific providers. To begin the program, current EconoLodge and Comfort Inn guests will transition into the bridge shelters and begin working with an ICMS case manager to find a housing unit.

Community Connect is in the early stages of modernization to widen the door within which households could enter to access homeless services and to incorporate the additional housing resources available through the SHS Program. A new assessment tool was planned for roll out in late Summer 2021 which utilized a phased approach: (1) A short assessment would be conducted at initial entry into the homeless system which housing and resource "matchers" (Community Connect air traffic controllers) would use to match participants to the housing resource they were most eligible for; (2) A housing placement assessment would follow to identify barriers the individual would need to overcome in order to move into a housing program; (3) Upon signing the lease, a housing stabilization plan would be developed and the information used to match participants to additional resources to help them stay housed; (4) After being housed for six months, a housing needs review would be conducted to assess whether they were housed in the right program or need additional assistance. Refinement of the system was targeted for August/September.

Ty Schwoeffermann reported, gathering feedback on the Community Connect system was underway with a meeting planned to include the Community Connect Oversight Committee and partner agencies from the provider network on June 22. In-person interviews to solicit feedback were also planned with a select few organizations, especially culturally specific organizations. A survey will also be distributed to Community Connect assessors and other community partners.

The Long-Term Rent Assistance Program (RLRA) to be launched in July will utilize Shelter Plus Care rent assistance, Mainstream vouchers, the new EHV vouchers from HUD and new RLRA vouchers that will come available through the SHS Program. Access to all housing resources will go through Community Connect where participants will be referred to a case manager who will work with participants to find a housing placement and any supportive services needed. Washington County Housing Services will process vouchers while partner agencies will provide housing navigation, placement and retention support. Barrier buster funds will be available to pay other unforeseen costs that might assist a household to secure their housing or retain their unit for the long-term to include security deposits, furniture costs, application fees or tenant screening reports. Program participants in any voucher program placed into housing within the last 6-months will be assigned a case manager who will work with them to provide long term

retention supports. Three additional tracks of rent assistance will also be available as part of the RLRA program, (1) Short to medium term rent assistance similar to Rapid Rehousing (HUD) but with a case manager to support placement and retention; (2) One-Time rent assistance to resolve a family's housing crisis and prevent them from falling into homelessness; (3) Eviction Prevention Assistance providing barrier buster funds and a case manager to support placement and retention.

The SHS Program plans to hold extensive case management/partner trainings in July/August which will include standards of care (culturally responsive/housing-first/trauma-informed) as well as systems training on HMIS, Community Connect, data management, housing navigation and landlord recruitment. Capacity building grants and technical assistance for the new provider network will be made available at that time as well. The SHS Program's first quarterly report was due to Metro in October.

Marcia Hille inquired about the staffing of crisis response/multi-disciplinary teams. Alex reported this work will be staffed through partner agencies who have a history of doing this or similar type work.

Shawn Cardwell inquired how housing and resource "matchers" (Community Connect air traffic controllers) will stay connected to localized programs and whether they will be Washington County or Community Action staff? Alex reported most likely this will be a hybrid of Washington County and a community partner.

Marcia Hille inquired about how the SHS Program plans to track the target populations (A & B) to be served by the program? Alex shared the SHS Program is working with their data team and a regional working group to develop a uniform approach to tracking that information. It might be through assessments, program enrollments, invoicing, or a hybrid of the three. He noted the housing placement goal for Year 1 (500) was targeting Population A (prolonged and repeated homelessness while living with complex disabling conditions).

C. Response to proposed tri-county HMIS Implementation with Joint Office of Homeless Services (JOHS) – Annette Evans

Annette reviewed the letter drafted in response to the JOHS presentation on April 9 and the list of essential technical and administrative needs identified for technical support, training, reporting, system governance, vendor access and resources, a copy of which was included in the meeting packet. After discussion, a vote was taken.

Action: Approve the letter as written to Joint Office of Homeless Services (JOHS) supporting a Tri-County HMIS implementation and essential HMIS supports.
Motion: Renee Brouse
Second: Lindsay Downen
Vote: Approved, unanimous.

D. Report on *Project Reset* Initiative – Rick Peel and Vernon Baker

The agenda item was tabled for the next meeting, however, Annette shared she had solicited a few agencies for testimonials from their clients impacted by court fees and fines and urged board members to do the same. It was suggested that Rick Peel send a request via the HSSN listserv, as other providers may have clients willing to share their story.

Mellani Calvin shared she had provided Rick with a link to a Commons Law Center webpage to reach out to them for clients they may have helped with fines and fees issues and who would be willing to share their story.

Lydia Radke offered to share any documentation that might be available regarding the program with the Washington County Community Corrections (probation office) for individuals they could identify who were struggling with fees and who might be willing to share their story.

E. CoC Board terms ending June 30 with elections at the July 7 HSSN Meeting – Annette Evans

Annette reported on the CoC governance and terms that will end on June 30 for HSSN Co-Chair and the following CoC Board positions representing Business/Employment, Mainstream Resource Provider, Runaway/Unaccompanied Youth, and HIV/AIDS. A vacancy exists for the Substance Addiction position upon Sarala Ram's resignation due to gaps in staffing capacity. Nominations received include: Blair Schaeffer-Bicht of WorkSystems, Inc. for the Business/Employment position, Andrea Logan-Sanders of Boys & Girls Aid for the Runaway/Unaccompanied Youth position, Amy LeSage of Cascade AIDS Project for the HIV/AIDS position, and Mellani Calvin of Assist Program for Mainstream Resource Provider position. She solicited the board for nominations to the Substance Addiction position.

Lydia Radke committed to approaching Bridges to Change for interest in serving as the Substance Addiction representative. Lindsay Downen also committed to approaching 4D Recovery for interest in serving as well. A nomination of Drew Williamson for HSSN Co-Chair was presented, but nominee is out of town and has not accepted the nomination. Rowie Taylor nominated and Katherine Galian accepted the nomination to continue in the HSSN Co-Chair position for another two (2) year term.

Nominations will be accepted through June 22 and can be emailed to Annette Evans at Annette_evans@co.washington.or.us. A vote on the slate of nominees will be taken at the July 7 HSSN meeting.

F. Proposed August 13 CoC Board Meeting Agenda - All

Annette reviewed the proposed agenda items for the August 13 meeting that were included in the meeting packet that would include Rating and Ranking of new and renewal CoC Program projects – pending HUD release of the Notice of Funding Available (NOFA). An item to include for discussion is the HSSN and CoC Board is the logistical planning for meeting formats (e.g. virtual, in-person, hybrid of both) as in-person meetings open as COVID cases decline. Several Board members welcomed returning to some form of in-person meetings.

V. AGENCY ANNOUNCEMENTS AND OPEN DISCUSSION

- Mellani Calvin wondered if there had been any discussions about opening a sub-acute mental health facility or an additional detox center in Washington County. Alex Devin shared that was an active agenda item in the Health and Human Services working group that he was a part of. Lydia Radke added Kristin Burke at Health and Human Services was heading up the development of some sort of stabilization plan but wasn't aware of the timeframe. Marcia Hille added a feasibility study was recently completed for a facility designed to be comprehensive and serving those with substance use disorders.
- Renee Brouse announced Good Neighbor Center's annual "In Other Words" virtual fundraising event on Wednesday, June 16; 7:00 p.m. – 8:00 p.m. More information was available at goodneighborcenter.org.

VI. ADJOURNMENT

The meeting adjourned at 9:56 a.m.

Minutes prepared by Vara Fellger, Washington County Housing Services