



HOUSING ADVISORY COMMITTEE

MEETING AGENDA AND INFORMATION PACKET

THURSDAY, May 25, 2023 • 9:00 am – 11:00 am

Olympic Conference Room: 161 NW Adams Ave. 2nd Floor, Hillsboro, OR 97124
and

Zoom Webinar ID: 815 5483 5905 PW: 173720

Call-in number: 1 253-215-8782

OUR MISSION

The Washington County Department of Housing Services provides a continuum of affordable housing options that promote community strength.

OUR STRATEGIES

- Provide rental assistance
- Assist people in achieving housing stability, focusing on lower income populations
- Develop, acquire, and maintain affordable housing
- Provide career placement and training opportunities through partner organizations
- Connect low-income people to additional programs and services
- Provide home ownership opportunities, where appropriate
- Collaborate with public and private partners

OUR EQUITY STATEMENT

The Department of Housing Services provides housing opportunities to all eligible persons no matter their race, color, religion, national origin, age, disability, familial status, marital or domestic partnership status, sex, gender identity, sexual orientation, veteran status, legal source of income or type of occupation.

In order to be relevant and effective in a rapidly changing and increasingly diverse environment, the Department of Housing Services commits to the principles of diversity, equity, and inclusion for all members of the community we serve. Equitable access to resources and opportunity is the means to healthy, economically vibrant people and communities. We believe that authentically listening to, working inclusively with, and being accountable to the community we serve increases innovation and effectiveness and leads to more successful outcomes.



AGENDA

THURSDAY, May 25, 2023 • 9:00 am – 11:00 am

Olympic Conference Room: 161 NW Adams Ave. 2nd Floor, Hillsboro, OR 97124

Zoom Webinar ID: 892 7558 8004 PW: 087757

Call-in number: 1 253-215-8782

- I. MEETING CALLED TO ORDER
- II. PUBLIC COMMENTS – ATTENDEES (INCLUDING ONLINE GUESTS)
- III. DISCUSSION – ORAL COMMUNICATIONS and MEMBER UPDATES/ROLL CALL
- IV. ACTION – APPROVAL OF MINUTES
 - A. April 27, 2022 **9:15 A.M.**
- V. EXECUTIVE DIRECTOR’S REPORT
 - A. Executive Director Report..... Page 3 **9:20 A.M.**
- VI. RESOLUTIONS / ACTION ITEMS
 - A. Vote to Recommend Approval of the FY2023-24 to the Board..... Page 5 **9:30 A.M.**
- VII. ONGOING BUSINESS
 - A. Public Records/Meeting Training for HAC Members..... Page 5 **9:35 A.M.**
- VIII. NEW BUSINESS
 - A. Housing Executive Director Recruitment Forum Page 5 **9:40 A.M.**
 - B. Housing Director Recruitment Workshop Page 6 **9:50 A.M.**
- IX. DEPARTMENT UPDATES AND Q&A
 - A. Public Housing Updates Page 7 **10:00 A.M.**
 - B. Finance Updates Page 8 **10:20 A.M.**
 - C. Written Department Updates..... Page 9
- X. MEMBER COMMUNITY UPDATE Page 15 **10:45 A.M.**
- XI. MOTION TO ADJOURN **11:00 A.M.**

2023 HAC MEETING SCHEDULE	
Thursday, January 20 – <i>(Rescheduled 2022 Forum)</i>	<i>[No July Meeting]</i>
Thursday, February 23	Thursday, August 24
Thursday, March 23	Thursday, September 28
Thursday, April 27	Friday, October TBD – <i>Forum</i>
Thursday, May 25 – <i>Budget Review</i>	Thursday, November 16
Thursday, June 22	Friday, December TBD – <i>Luncheon</i>



V. EXECUTIVE DIRECTOR'S REPORT

Since lifting COVID-19 restrictions and masking requirements in coordination with the State of Oregon in March of 2022, the Housing Department continues to follow health protocols, while focusing on the balance between community service and safety. Many County meetings have moved to an in-person setting, with hybrid options still available for attendees to join virtually. The Housing Authority will continue to work with our boards and committees and consider options on a month by month basis. In the March 2023 meeting, the Housing Advisory Committee voted unanimously to approve conducting meetings in person at the Housing Authority, with an option for members to attend virtually if they are unable to make it to the County campus.

On Saturday, May 6th, Executive Director, Komi Kalevor, announced via email his retirement from affordable housing after nearly three decades of dedicated service. Komi's last day as Director will be June 16th, 2023, but after a planned vacation he will likely return in August/September to assist with the transition of the new Director. He leaves the department, confident that it will continue to grow and thrive under the capable leadership of whoever is chosen as his successor and the new Housing Executive Director. In the interim, Assistant County Administrator, Marni Kuyl, will be performing double duty in her position and serving as an interim Director until the Director position is filled.

On Thursday, April 20th, Washington County held the Grand Opening of the Heartwood Common (formerly named "Aloha Quality Inn"). The event was held at the newly renovated property and included speeches from public officials, including Washington County Board of Commissioners Nafisa Fai and Pam Treece. The Housing Authority of Washington County purchased the Aloha Quality Inn in January 2021 after approval by the Housing Authority Board of Directors for the purchase and also Washington County Board of Commissioners for both Metro and County funding for acquisition and rehabilitation to convert the property into 54 units that utilize a Permanent Supportive Housing (PSH) model to house formerly homeless individuals. The Housing Authority has partnered with [Bienestar](#), [Community Partners for Affordable Housing](#), and [Sequoia Mental Health](#) to provide services for residents on-site. [Cascade Property Management](#) will provide third party professional property management to ensure security, operations and routine maintenance of the property. This project was made possible through voter approved housing measures: the regional [2018 Affordable Housing Bond](#) and [2021 Supportive Housing Services \(SHS\) Levy](#).

As of May 2023, the shelter system in Washington County has the capacity to service 426 households year around. Due to the additional state funding and the combined Supportive Housing Services (SHS) and Continuum of Care (CoC) funding the former "winter" shelter capacity is sustainable year around. Washington County partners with Open Door HousingWork, Project Homeless Connect, Just Compassion, Centro Cultural, Greater Good NW, Family Promise of Tualatin Valley and Boys and Aid Society to provide shelter operations to the growing system. Shelter is allocated through a simple assessment coordinated by Community Action. Shelter assessments can be completed by outreach providers and housing case managers to ensure shelter options are low barrier. Once individuals reach the top of the waitlist, they are given 72-hours to claim their spot.

Lastly, on March 10th, Washington County published on [our website](#) an agenda of a Special Housing Authority Board of Directors meeting for Tuesday April 14 with an agenda item to request the board to authorize the Housing Director to continue to negotiate and execute a Purchase and Sale Agreement and also waive contingencies for acquisition of 172-unit Woodspring Apartments in Tigard. The Housing Authority of Washington County has made an unexpected break in the negotiations with the owner and needs this



authorization to be able to review the property's conditions to purchase it. If successful, we can preserve the property's affordability rates for all current residents. The acquisition process is still ongoing with closing expected around June/July 2023.

Meanwhile, we are happy to confirm the short-term assistance program will still move forward regardless of the outcome. We will continue to communicate the latest developments with tenants in a variety of means, such as the website, phone calls, mail, and meetings.

Thank you for your interest and dedication to affordable housing in Washington County!

Komi Kalevor
Director



VI. RESOLUTIONS/ACTION ITEMS

A. Vote to Recommend Approval of the FY2023-24 to the Board

The Housing Authority of Washington County (HAWC) requests that the Housing Advisory Committee (HAC) move to recommend approval of the budget by the Housing Authority Board of Directors (HABOD) at their June 20th meeting. Staff will present the FY 2023-24 budget for recommendation to the HABOD during the designated agenda time for “Finance Updates”. A general overview of the budget documents will be presented, followed by time to answer questions from the HAC members, and then conclude with the vote for this action item.

Motion Required: Recommend the FY 2023-24 Housing Authority of Washington County (HAWC) budget for submission to, and approval by, the Housing Authority Board of Directors (HABOD).

VII. ONGOING BUSINESS

A. Public Records/Meeting Trainings for HAC Members

On Friday, May 5th at 10am, County Counsel, Jacquilyn Saito, provided a free training opportunity to the members of the Housing Advisory Committee (HAC) on the rules and regulations of public meetings and public records. The purpose of the training was to keep the members of the HAC up to date and in line with current public meeting standards and practices, and to eliminate any potential inefficiencies during the regular monthly meetings. A second training session option is being provided to those members who were unable to attend the initial training; date and time options for the second training will be voted on by members via Doodle poll between May 17th and May 22nd. Once date and time has been confirmed for a second training session, a Zoom link will be sent to the committee members who were not able to attend the original training session.

The link for the Doodle poll is located here:

<https://doodle.com/meeting/participate/id/dBP0rxna>

VIII. NEW BUSINESS

A. Housing Executive Director Recruitment Forum

Washington County’s Housing Services Department will be holding a community forum to help determine the next Executive Director open to staff and community partners on Thursday, July 27th from 5:30pm to 7:30pm. The forum will be held in rooms 1203 and 1204 of the Washington Street Conference Center, and will feature the top candidates for the position speaking on their experiences and their visions for the future of Washington County’s Housing. Following the candidate introduction portion there will be an open Q&A session between the attendees and candidates, concluding with light refreshments for a small social hour. Attendees will receive a specific QR code for attending that will allow them to provide anonymous feedback on each of the candidates. The feedback received will be provided to the panelists for the final interview and directly impact the scores of the final candidates. An official invite will be sent via email closer to the forum date, until then please keep the 27th available to be able to attend the forum in person.



B. Housing Director Recruitment Workshop

Washington County's Housing Services Department will be holding a workshop to gather feedback from our board and committee members on the qualities and characteristics desired in the next Housing Executive Director. The workshop will be held virtually through Zoom on Friday, June 2nd, from 9-10:30am. Feedback received in this workshop will be utilized in recruitment questions for all of the candidates that apply and make it to the interview stages. An email sent out on Tuesday, May 16th, included a mandatory individual prep worksheet to be completed before attending the workshop that takes approximately 5-10 minutes to complete.

The Zoom link information for the June 2nd workshops is located here:

Join Zoom Meeting: <https://us02web.zoom.us/j/87892995477?pwd=MVJUSUJ0aTlwQk43Z0JlZklaZ09hZz09>

Meeting ID: 878 9299 5477

Passcode: 916771

Dial by your location: +1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/j/ksX4zBFIT>



IX. DEPARTMENT UPDATES

A. Public Housing Updates

Program	Units	B. Occupancy Rates			
		Jan - 23	Feb - 23	Mar - 23	Apr - 23
Public Housing	244	98.7%	99.2%	98.8%	98.4%

Average Vacancy Days

HAWC closed April with an occupancy rate of 98.4%. Four units were leased in April bringing the average YTD vacancy period to 49 days.

Work Order Effectiveness

Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. HUD standard for completion time on emergency work order is 24 hours and 25 days for routine work orders. HAWC’s goal is 3 hours for emergency work orders and 3 days on routine work orders. For January, the average maintenance response time for emergency and routine work orders was:

Work Order Performance				Waitlist			
Emergency W/O	Apr - 23			1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
	Avg. Time	Routine W/O	Avg. Time				
4	4.7 hours	196	15.3 days	691	199	25	21

Affordable Housing

HAWC owns and operates affordable properties included in financial reports under Affordable Housing, Bond Portfolio, and Specialty Housing

Occupancy Rates	
	Apr - 23
AHP4 (332 units)	70%
Bond Portfolio (297 units)	95%
Specialty Housing Portfolio (13 units)	76.9%
Valfre at Avenida 26 (36 units)	92%



HAWC Partnership Affordable Projects

Project Name	City	St.	1 BR	2BR	3 BR	4 BR	Total Units	Year Completed
Covey Run	Forest Grove				26	14	40	2001
Gateway Commons	Hillsboro		18	51	44		113	2004
Quatama Crossing	Beaverton		222	423	66		711	2006
The Orchards at Orenco Station	Hillsboro		40	17			57	2015
The Orchards at Orenco II Station	Hillsboro		44	14			58	2016
The Orchards at Orenco III Station	Hillsboro			33	19		52	2018
Sunset View Apartments	Beaverton		88	112	36		236	2016
The Fields	Tigard		128	104	32		264	2020
Willow Creek Crossing	Hillsboro	38	71	11			120	2020
TOTAL	-	38	611	765	197	14	1,651	

Note #1: Cascade Housing Inc., the development partner, has sold Covey Run and is in the process of selling Gateway Commons. Affordability covenants are unaffected.

Portfolio Rehab

Bonita Villa (96 units): There are four buildings at the property labeled A – D. Building A is complete and occupied. Renovation work is currently underway at building C and projected to be completed on June 16th. Work will then begin on Building D.

The Ridge at Bull Mountain (96 units): There are 12 buildings at the property labeled A – L. Buildings A through H are complete and occupied. Renovation work is underway in Buildings L and K and projected to be completed in early June.

Aloha Park (80 units): There are seven buildings at the property labeled 1 –7. Buildings 7, 6, and 5 are complete and occupied. Buildings 3 and 2 are currently under renovation and no work started on Building 1. Building 4 is under building permit review to begin fire restoration from the October 2022 loss.

B. Finance Updates

The update from Finance, with the information to approve recommendation of the FY 2023-24 budget, will be sent separately from the meeting agenda packet, before the meeting date.



C. Additional Department Updates

1. Homeless Services

Program Updates

Oregon's All

A key component of our response to the Executive Orders and our efforts to address unsheltered homelessness.

Phases of LC3

Engagement: County Lead will reach out to community stakeholders to build LC3 team.

Stakeholders include city partners, homeless service providers, and community providers.

Active: LC3 will be meeting three times a week to coordinate services and resources for those on the by name list for specified location. County Lead will communicate with city partners and MACG without HMIS access.

Transition: Coordinate care for those participants on the by name list. Outreach teams assigned to the location will continue to provide outreach services. Additional resources will be provided based on needs. Outreach teams will continue to be supported by Washington County Housing- Homeless Services.

LC3 Tentative Timeline

April 24th to June 26th - Hwy 47: Forest Grove/Unincorporated Washington County

June 12th to August 14th - Brown Natural Area: Tigard

July 31st to October 2nd - Downtown: Beaverton

September 18th to November 20th - Shute Park: Hillsboro

Progress to date

The LC3- HWY 47 is currently operational and showing early signs of success. In the first two weeks of focused collaboration, 39 individuals have been identified and placed on the By-Name-List. 4 of those individuals have moved to shelter, 2 individuals were moved to Permanent Supportive Housing, and ongoing engagement efforts are underway to establish and implement shelter and housing plans for the remaining individuals at the encampment.



Program outcomes, capacity, and reports

Permanent Supportive Housing provides households with a disabling condition and have experienced prolonged homelessness with intensive case management services and long-term/permanent Rent Assistance to ensure permanent housing stability. Once placed in housing, case managers continue to provide wrap around supports for as long as needed.

Housing Case Management Services – Permanent Supportive Housing – As of 4/21/23	
Enrolled in PSH program, working with a case manager	1,068 households
HCSMS Households Housed	772 households
Shelter Plus Care (SPC) Households Housed	184 households
Households enrolled and seeking housing with an RLRA or SPC voucher	218 households
Eligible and waiting for PSH program	764 households

Rapid Rehousing provides 2-24 months of rent assistance with supportive housing case management services for households who need temporary support to end their homelessness while working towards independent financial and housing stability.

Rapid Rehousing - As of 4/21/23	
Enrolled in RRH program, working with a case manager	273 households
SHS RRH households housed	148 household
CoC RRH households housed	81 Households
Eligible and waiting for RRH program	1,179 households

Homeless Prevention & Diversion supports families to maintain existing housing through immediate and short-term financial assistance to prevent an episode of homelessness or divert a household from entering shelter or a housing assistance program.

Homelessness Prevention - 3/1/23 to 4/21/23	
Eviction Prevention Assistance	222 households
Eviction Prevention Applications Pending	74 Households



Eviction Cases Filed By Month

	2023	2022	2021	2020	2019	2018
January	380	113	30	286	294	211
February	299	100	28	250	257	186
March	286	117	39	98	267	194
April	157	168	33	5	232	198
May		269	32	12	262	234
June		173	28	17	253	240
July		197	84	24	275	221
August		302	90	14	252	234
September		277	92	19	284	218
October		387	89	15	246	259
November		342	132	16	239	241
December		378	96	31	234	188
Total	1122	2823	773	787	3095	2624
Rolling 12-Month Average	287	235	64	66	258	219

Federal Funding, Reporting, and Activities

2023 HUD NOFO – As we anticipate the release of the FY23 NOFO, our Continuum updating our Rating and Ranking Process and ensuring completion of all annual tasks required for a successful competition.

Homeless Services Reporting

Annual Point In Time Count and Housing Inventory Chart reports were submitted HUD on 4/28/2023. These and previous year’s reports are available on our [website](#).

2. Rental Assistance

General Updates:

In April, the Rental Assistance Division and the Department of Housing celebrated National Fair Housing Month. The Department of Housing and Community Development did a Fair Housing Proclamation with the Board of Commissioners in early April. The Plambeck Gardens PBV AHAP was signed, and partners are to supply 8 Project-Based Vouchers with CPAH. Closing is the first week of May.

Several RAD staff members attended the PNRC NAHRO conference in Portland. Specific panels discussed the NSPIRE inspection roll out, HOTMA and changes to come, and other special topics. It was a pleasure meeting staff from PHAs in the Pacific NW.



MTW

The 23/24 MTW waivers submission will focus on three core changes: simplified utility allowance, payment standard change for market and affordable units, and homeownership overhaul. The waivers and the PHA annual plan were submitted to HUD and is pending approval. Liz Morris and Melissa Sonsalla attended the MTW Collaborative Conference in DC to learn what other PHAs and HUD has instore for new policies and learned objectives to review for how HAWC can leverage MTW in Development and Public Housing along with the changes to the Voucher processes.

Voucher Utilization

Vouchers and Awards Leased Up											
HUD Programs											
	HUD Regular Vouchers (ACC)										
	HCV			VASH			FYI			All Actual UML	
	ACC	#	%	ACC	#	%	ACC	#	%	#	%
Dec-22	2,732	2,524	92.39%	247	161	65.18%	7	9	128.57%	2,737	91.66%
Jan-23	2,732	2,532	92.68%▼	247	167	67.61%▲	7	9	128.57%	2,708	90.69%▼
Feb-23	2,732	2,535	92.79%▲	247	171	69.23%▲	7	7	100.00%▼	2,713	90.86%▲
Mar-23	2,732	2,550	93.34%▲	247	174	70.45%▲	16	7	43.75%▼	2,731	91.46%▲
Apr-23	2,732	2,559	93.67%▲	247	172	69.64%▼	16	6	37.50%▼	2,737	91.66%▲
Grand Total	10,928	10,176	93.12%	988	684	69.23%	46	29	63.04%	10,889	91.17%

*Grand total percentages are calculated as the number of units leased up over the annualized ACC/Allocation for each program.

Vouchers and Awards Leased Up												
HUD Programs							Regional Programs					
	HUD Special Vouchers						SHS/RLRA					
	Mainstream			EHV			RLRA			SHS/RRH		
	ACC	#	%	ACC	#	%	Allocated Units	#	%	Allocated Units	#	%
Dec-22	208	146	70.19%	89	76	85%	800	578	72.25%	400	65	16.25%
Jan-23	208	145	69.71%▼	89	76	85.39%	800	615	76.88%▲	400	78	19.50%▲
Feb-23	208	142	68.27%▼	89	75	84.27%▼	800	671	83.88%▲	400	93	23.25%▲
Mar-23	208	141	67.79%▼	89	74	83.15%▼	800	703	87.88%▲	400	114	28.50%▲
Apr-23	208	141	67.79%	89	75	84.27%▲	800	747	93.38%▲	400	141	35.25%▲
Grand Total	624	434	69.55%	267	228	85.39%	2,400	1,988	82.83%	1,200	283	23.58%

*Grand total percentages are calculated as the YTD number of units leased up over the annualized ACC/Allocation for each program.



New Admission Demographics

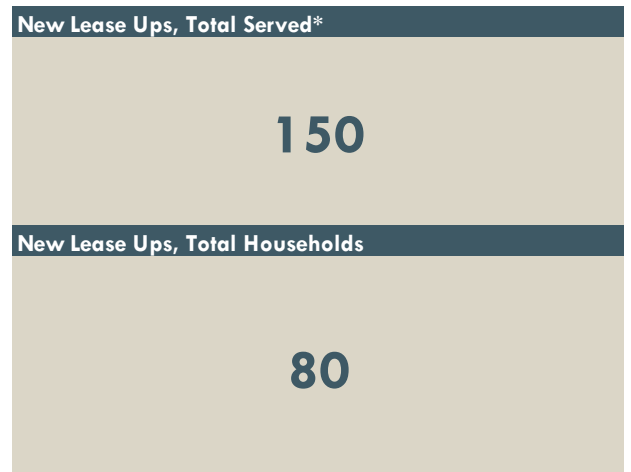
April 2023

Demographics shown for all new lease-ups across all Rental Assistance Division Programs.

New Lease Up Participants by Race		
Race	Count	%
American Indian	10	7%
Asian	0	0%
Black	18	12%
Missing race	0	0%
Multiple	9	6%
Pacific Islander	2	1%
White	111	74%
Grand Total	150	100%

New Lease Up Participants by Ethnicity		
Ethnicity	Count	%
Hispanic or Latina/o/e	63	42%
Not Hispanic or Latina/o/e	87	58%
x-missing ethnicity	0	0%
Total	150	100%

New Lease Up Participants by Race and Ethnicity, Combined		
Hispanic or Latina/o/e	Count	%
American Indian	4	3%
Black	0	0%
Missing Race	0	0%
Multiple	5	3%
White	54	36%
Not Hispanic or Latina/o/e		
American Indian	6	4%
Asian	0	0%
Black	18	11%
Missing Race	0	0%
Multiple	4	3%
Pacific Islander	2	1%
White	57	38%
Grand Total	150	100%



*All household members



Family Self-Sufficiency

Participating Households

Housing Choice Vouchers	53
Public Housing	11
VASH	1
Mainstream	2
FYI	1
Total Participating Households	68

Escrow Balances

Households with Escrow Balance >\$0	37 (54%)
Total Escrow Balance	\$316,758
Highest Escrow Balance	\$40,340
Average Escrow Balance	\$4,658

Monthly Escrow

Households Accumulating Monthly Escrow	31 (46%)
Total Monthly Escrow	\$19,690
Highest Monthly Escrow	\$1,169
Average Monthly Escrow	\$290

Average Increase in Annual Earned Income

Households showing increase in Annual Earned Income	34 (50%)
Total Increase in Annual Earned Income	\$976,428
Highest Increase in Annual Earned Income	\$63,645
Average Increase in Annual Earned Income	\$14,315

Project-Based Vouchers

PBV Utilization	07/22	08/22	09/22	10/22	11/22	12/22	01/23	02/23	03/23	04/23	05/23	06/23
HCV	Leased	174	178	186	198	235	245	247	253	257	261	
	Total Under Contract	242	299	304	304	304	304	304	304	304	304	
	Unleased	68	121	118	106	69	59	57	51	47	43	
	% Utilization	72%	60%	61%	65%	77%	81%	81%	83%	85%	86%	
VASH	Leased	20	20	20	20	21	21	21	22	20	20	
	Total Under Contract	22	22	22	22	22	22	22	22	22	22	
	Unleased	2	2	2	2	1	1	1	0	2	2	
	% Utilization	91%	91%	91%	91%	95%	95%	95%	100%	91%	91%	
Total	Leased	194	198	206	218	256	266	268	275	277	281	
	Total Under Contract	264	321	326	326	326	326	326	326	326	326	
	Unleased	70	123	120	108	70	60	58	51	49	45	
	% Utilization	73%	62%	63%	67%	79%	82%	82%	84%	85%	86%	



3. Development

This update was originally provided in the April packet; June's update will be more current

On February 7, 2023, the Washington County Board of Commissioners approved the final allocation of Washington County's eligible share of \$118 million in Metro Housing Bond funds. The Metro Housing Bond has been the key public resource supporting affordable housing development in Washington County, with 11 projects receiving committed funding to support over 875 units of new housing.

The Department of Housing Services development team has started planning efforts on additional future funding options and planned projects to continue the pipeline of affordable housing in Washington County. There are several planned projects in the development pipeline, and those projects could utilize a combination of several funding sources. The Housing Advisory Committee (HAC) will consider a presentation by Washington County Housing Development Manager, Andrew Crampton, on potential funding sources and potential pipeline projects in Washington County.

These funding options include utilizing the HAWC Local Development Fund to acquire sites in anticipation of expected additional state resources from the Governor's biannual budget allocation request package, Metro Site Acquisition Funds, OHCS 4% Acquisition/Rehab and Preservation funds, and land banking by acquiring sites utilizing PSH Capital funds for temporary houseless services uses with a plan for future permanent affordable housing development.

Utilizing these funding opportunities, Housing staff estimate there are approximately seven potential pipeline projects that would provide approximately 557 regulated affordable housing units in Washington County that could close on development within the next two to three years.

X. MEMBER COMMUNITY UPDATES

This portion of the agenda is intended to allow committee members to bring up questions or discussions regarding any housing or homelessness matters that they have within their community, and to provide a grounded discourse on the current housing related matters that the public sees and interacts with on a regular basis within the different communities in Washington County. Members may also share any insights, programs, or initiatives that they or their organization may be working on in the community to bring more awareness and support to the matter, or to receive feedback from the other committee members or members of the public in the meeting attendance.