

HOUSING and SUPPORTIVE SERVICES NETWORK (HSSN) CoC Board

Friday, October 14, 2022 - 8:30 to 9:55 am

Join Zoom Meeting <https://us02web.zoom.us/j/89201646423?pwd=NUVoRU8waDAvMEJieGdrSFNOeDJYQT09>
Meeting ID: 892 0164 6423, Passcode: 231734 Phone/Call-In: +1 253 215 8782 US (Tacoma)

AGENDA

Chair: Vacant
Interim Chair: Leslie Gong, Interim Program Manager
Co-Chair: Vacant

- I. Introductions and Agency Announcements (8:30 a.m.)
Roll call – CoC Board Members
- II. Public Comment (8:35 a.m.)
- III. Minutes (8:40 a.m.)
 - A) **Board Action: Approve CoC Board minutes for August 12, 2022.**
 - B) **Board Action: Approve CoC Board Special Meeting Notes for September 14, 2022**
- IV. Business Items (8:45 a.m.)
 - A) Emergency Solution Grant (ESG) Proposed Allocation Plan – Lauren Thomas
Board Action: Recommend ESG Allocation Plan to the 11.5.2022 HSSN for final approval.
 - B) Community Connect Policy Updates – Kisa Quanbeck
Board Action: Approve updates to Community Connect Policy
 - C) HMIS – Heather Skriver
 - JOHS Implementation Update
 - New Privacy Policy
 - Transition to ShelterPoint
 - HMIS User & Remote Access Agreements – Change in execution process**Board Action: Approve the new HMIS Privacy Policy.**
 - D) Letter of Commitment for Housing Stability Voucher Program – Katherine Galian
Board Action: Approve signing of Letter of Commitment
 - E) A Road Home 2022/2023 Annual Work Plan – Katherine Galian
- V. Adjournment (9:55 a.m.)

Future Meeting Schedule:

• Friday, December 9, 2022; 8:30am – 9:55am

The CoC Board meeting is open to the public, with the [agenda](#) online. Please direct comments to [Vara Fellger](#).

Department of Housing Services
111 NE Lincoln Street, Suite 200-L, MS 63, Hillsboro, OR 97124-3072
(503) 846-4794 • fax (503) 846-4795 • TTY 711 or 1(800)735-1232 English or 1(800)735-3896 Spanish
www.co.washington.or.us/homeless



CoC BOARD MEETING MINUTES
Virtual Meeting via ZOOM
August 12, 2022, 8:30 a.m.

COC BOARD MEMBER PRESENT

- Baker, Vernon – Just Compassion EWC
- Cardwell, Shawn – Forest Grove Foundation
- Cohen, Megan – City of Beaverton
- DSouza, Deanne – Worksystems, Inc .
- Gawf, Mandy – City of Hillsboro
- Hille, Marcia – Sequoia Mental Health Services
- Kalevor, Komi – Housing Authority of Wash Co
- LeSage, Amy – Cascade AIDS Project
- Logan-Sanders, Andrea – Boys & Girls Aid
- Lopez, Nancy – Centro Cultural, Latino Policy Council
- Peel, Rick – Oregon Law Center
- Pero, David – McKinney-Vento Liaison/HEN
- Studer, Hannah – Bridges to Change
- Thomas, Lauren – WC Office of Community Dev.

COC BOARD MEMBER NOT PRESENT

- Calvin, Mellani – ASSIT Program
- Downen, Lindsay – New Narrative
- Grant, Bambi – WC Community Corrections
- Money, Rose – Family Promise of Tualatin
- Smith, Gary – US Dept of Veteran Affairs
- Teifel, Gordon – Families for Ind. Living/DEAR
- Taylor, Rowie - DVRC

OTHER ATTENDEES

- Alexander-Sheridan, Allie – WC Health & Human Services
- Crites, Josh – WC Housing Services
- Deter, Melia – Community Action Organization
- Devin, Alex – WC Housing Services
- Fellger, Vara – WC Housing Services
- Gong, Leslie – WC Department of Housing
- Moore, Kayla – WC Housing Services
- Quanbeck, Kisa – WC Housing Services
- Smock, Kris – Kris Smock Consulting
- Steiner, Julie – J Steiner & Associates

Chair: Vacant
Interim Chair: Leslie Gong, Interim CoC Program Manager
Co-Chair: Vacant

Leslie Gong called the meeting to order at 8:33 a.m.

I. Roll Call and Agency Announcements

- Andrea Logan-Sanders announced she has taken on the role of Chief Operating Officer at Boys & Girls Aid.
- Komi Kalevor announced interviews for the CoC Program Manager position are completed. Human Resources will be sending out an offer letter and the new manager will be announced at the next meeting.
- Komi also announced the publication of the Washington County Department of Housing Service's newsletter. He noted it provides updated information on the happenings within the Housing Authority and Washington County Department of Housing Services and encouraged everyone to subscribe.

II. PUBLIC COMMENT

No public comment.

III. APPROVAL OF MEETING MINUTES

Action: Approve June 10, 2022 meeting minutes.

Motion: Gordon Teifel

Second: Marcia Hille

Vote: Approved, unanimous.

IV. BUSINESS ITEMS

A. Community Connect & Built for Zero – Kisa Quanbeck

Melia Deters of Community Action reported provided Community Connect call data for the period July 2020 through June 2022 noting calls have steadily increased. Duplicated calls were about twice as many as unduplicated calls. The top three reasons why people called in were for an intake assessment (300), rental assistance (247), and check-ins for people with continued need for assistance (121). Other reasons included shelter, utility assistance, weatherization, among other things.

Kisa reported on revisions to the Phase 1 Assessment questions within Community Connect. Several of the questions were refined to be able to make more accurate referrals. To the question, “Do you feel safe in your home?” an additional question was added, “Are you currently trying to leave a situation with an intimate partner?” To the question, “Did you serve in the military?” an additional question was added to determine the condition of discharge. To the question to determine income being received, an additional question was added to determine whether it was fixed, variable, or a mix of both.

Kisa explained, Built for Zero is a framework that supports reducing homelessness to functional zero in communities. It includes a variety of tools used including a By-NameList (a list of known persons in the region experiencing homelessness), inflow and outflow data reporting, case conferencing, and Built for Zero scoring. Once someone is on the By-NameList and a Phase 1 Assessment is completed, they are added to the case conferencing list and will be scheduled to meet with someone within Community Connect twice a month for two hours to review their needs and connect them with resources. Kisa shared she had met with several service providers and received the following feedback:

- Narrowing the discussion to a smaller list would allow for specificity on how to support households and would allow time to create and review housing goals.
- A time commitment of meeting with households for two hours per month was required.
- Hold feedback sessions twice per year to assess efficacy.

Next steps are to finish automating the case conferencing list, clean up data with service providers, and schedule the first case conferencing in mid-October.

Kisa also reported the Community Connect Oversight Committee meetings were being re-evaluated as to its purpose and participation on the committee.

With regard to the HCMS Program, she reported 35 case managers were trained, and 1 currently in training. The number of households enrolled in the program totaled 656, with 228 of those housed, 332 households shopping for housing units and 253 households leased up.

Is there any information on the average length of time between a referral and getting a match to a program and average length of time between being enrolled in a program to being housed?

The fourth quarter report will include this information when it is released.

Can you provide information on referrals made to any CoC programs?

Kisa will share that information as soon as it is available.

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

Alex reported contracts are out with several recruitments for HCMS expansion, Outreach, Rapid Rehousing, Housing Liaisons, among other positions. This amounts to about 360 additional

HCMS and 360 Rapid Rehousing positions. A test run of the Rapid Rehousing program was completed and they are working through any issues prior to implementing the onboarding through organizations. DeAnna Negrete has divided the county into six regions for outreach with two organizations available countywide: Transitional Age Youth and the culturally specific outreach teams.

C. HMIS Update – Heather Skriver

This update has been postponed until the October meeting.

D. A Road Home 2022/2023 Annual Work Plan – Leslie Gong

Leslie explained the new work plan is continuing to be refined and updates will be provided at future CoC Board meetings.

E. FY2022 HUD NOFO Update – Kris Smock

Kris presented an overview of the US Department of Housing and Urban Development (HUD) Notice of Funding Opportunity (NOFO), where Washington County Housing Services was the collaborative applicant, receiving approximately \$4 million annually. She noted the timeframe for completion of the application has been shortened this year to 60 days, with submissions due to HUD by September 30. The application consisted of three parts: CoC Consolidated application, CoC priority list, and new and renewing project applications. This year there were seven projects seeking renewal funding. New project applicants will present their proposed projects at the September 7 Housing and Supportive Services Network (HSSN) meeting where they will also be scored. The CoC Board will then complete the rating and ranking of proposed new projects and renewing projects at a special meeting on September 14. All three parts of the application will be posted to the county website on September 23 for public comment and review through September 27.

Kris shared, HUD will award bonus points for new CoC and domestic violence bonus projects. The HUD parameters for what the bonus projects need to include are outlined in her presentation. She reported, at the last HSSN meeting members broke out into small groups to discuss shared priorities to address gaps in services that could be put forward as new projects for NOFO funding. Feedback from members indicated a lack of time for adequate discussion. The hope is the discussion inspired participants to think through new projects that could potentially be put forward for future funding opportunities.

Kris reviewed the project application rating and ranking process noting the CoC Board's rating and ranking of projects is based on evaluation criteria developed by the CoC Board and defined in the *CoC Board Application and Award Policy*. HSSN members rate new project applications and staff rate renewal projects based on review of performance data and objective criteria. The CoC Board will then review both new and renewing projects, ranking and selecting the projects that will be included in the application. A special CoC Board meeting is scheduled on September 14 from 1:00-2:00 pm to conduct the rating and ranking of projects. To ensure a quorum, voting members are asked to submit a proxy for those who cannot attend. Members who have a conflict of interest will be required to abstain from voting. CoC Board members planning to vote by proxy should submit the proxy participant's name to [Vara Fellger](#) by noon on August 19. For more information or questions on the NOFO, contact Kris Smock at kris@kristinasmockconsulting.com.

F. CoC Board Recruitment Update – Vara Fellger

Vara noted the current vacant positions are HSSN Chair, HSSN Co-Chair, and Homeless/Formerly Homeless Consumer. Applications will be accepted through the end of the recruitment period on September 15 and elections to fill positions will be held at the October 5 HSSN meeting.

V. ADJOURNMENT

The meeting adjourned at 9:24 a.m.

Minutes prepared by Michelle Rubio.

**OR-506 CoC Hillsboro/Beaverton/Washington County
CoC BOARD SPECIAL MEETING**

September 14, 2022, 1:00 p.m. (Virtual Meeting via Zoom)

COC BOARD MEMBER PRESENT

- Baker, Vernon – Just Compassion EWC
- Cardwell, Shawn – Forest Grove Foundation
- Cohen, Megan – City of Beaverton
- Downen, Lindsay – New Narrative
- DSouza, Deanna – Worksystems, Inc.
- Hille, Marcia – Sequoia Mental Health Services
- Hawkins, Anne – WC Office of Community Dev. (Proxy for Lauren Thomas)
- Kalevor, Komi – Housing Authority of WC
- LeSage, Amy – Cascade AIDS Project
- Logan-Sanders, Andrea – Boys & Girls Aid
- Peel, Rick – Oregon Law Center
- Pero, David – McKinney-Vento Liaison/HEN
- Taylor, Rowie – Domestic Violence Resource Center

OTHER ATTENDEES

- Katie Dockery, WC Housing Services
- Fellger, Vara – WC Housing Services
- Gallian, Katherine – WC Housing Services
- Gong, Leslie – WC Housing Services
- Smock, Kris – Kristina Smock Consulting

COC BOARD MEMBERS NOT PRESENT

- Calvin, Mellani – ASSIST Program
- Grant, Bambi - WC Community Corrections
- Lopez, Nanci – Central Cultural
- Money, Rose – Family Promise Tigard
- Smith, Gary – U.S. Dept of Veteran Affairs
- Studer, Hannah – Bridges to Change
- Teifel, Gordon – Families for Independent Living & DEAR

Chair: Vacant
Interim Chair: Leslie Gong, Interim CoC Program Manager
Co-Chair: Vacant

Leslie Gong called the meeting to order at 1:00 p.m.

I. INTRODUCTIONS

II. BUSINESS ITEM

CoC Project Rating and Ranking – Kris Smock

Kris presented an overview of the CoC program application which included the CoC Consolidated application, project priority listing, and new and renewal project applications. The CoC Board will prioritize the projects at today's meeting and approve submission of the consolidated application. An outline of the CoC Board's ranking policies were presented to ensure a transparent and objective selection process as required by HUD. She noted, applicants of each of the projects were notified of the criteria used to evaluate their proposals in advance.

Kris reviewed the updates to the rating policy approved by the CoC Board in April 2022:

- The addition of language barriers in the underserved populations section.
- Clarification of the HMIS requirement to include comparable DV database, increase thresholds for average length of time from program start to housing move-in, and the addition of housing retention measures in 2023 when the regional HMIS measure is available.

The CoC Board was previously provided a summary showing the ratings and rankings of all of the projects based on the CoC Board criteria with an explanation of how those ratings were given. Renewal projects were ranked based on performance ratings. New projects were scored by the HSSN membership based on the project's intent and not on performance. She noted the HMIS project was not scored and was automatically placed in the first position. HUD allocated funds into two different tiers based on a project's rank. This year HUD was funding Tier 1 renewal projects at 95% of the total amount needed (\$3,736,594). The remaining funding (\$393,326) is set aside for Tier 2 projects and whether or not a CoC's Tier 2 projects received funding was dependent on how the CoC's Consolidated Application scored and ranked against all other CoC's across the country. Further, new projects are placed in Tier 2 after renewal projects unless the CoC Board chooses to

reallocate funding from a renewal project to a new one. The CoC Board must follow HUD aligned policies for reallocation.

To assess possible reallocation of funds, the CoC Board was asked if the two lowest scoring projects (Housing Stabilization Program and Reentry Housing) still met community needs. The consensus was not to reallocate funds at this time as the programs were currently serving the community well.

To initiate the rating discussion, Kris asked two questions that she also provided responses to:

How do the ratings compare to last year?

Last year the average total score was 35.8 out of a potential total of 52 points and this year the average was 38. The top range remained the same at 43 and the bottom range was lower in 2021 at 31.3 as compared to 33 in 2022.

What were the performance measures of projects which had the greatest challenges?

Along with performance measures, another consideration was the populations being served by the project and whether there was an emphasis on addressing the most vulnerable. She noted projects may have had lower performance rankings due to serving populations with higher barriers but would be compensated in their total score because of the populations being served.

Lindsey Downen asked when was the last time the county did not receive funding for both Tier 1 and Tier 2?

Katherine Gallian offered to look into the answer and share it with the CoC Board when available.

After discussion, a vote was taken.

Action: Approve the Project Priority Listing, and authorize the Collaborative Applicant to notify applicants of the CoC Board's decision to accept or reject their application.

Motion: Marcia Hille

Second: Komi Kalevor

Vote: Approved, unanimous.

Action: Approve submission of the 2022 CoC Consolidated Application, Project Applications and Project Priority Listing to HUD following the public comment period.

Motion: Rick Peel

Second: Ann Hawkins

Vote: Approved, unanimous.

III. ADJOURNMENT

The meeting adjourned at 1:48 p.m.

Meeting notes prepared by Michelle Rubio.