

# HOUSING and SUPPORTIVE SERVICES NETWORK (HSSN) – The CoC CoC Board

**Friday, August 11, 2023 - 8:30 to 10:00 am**

Join Zoom Meeting <https://us02web.zoom.us/j/89593774962?pwd=VGhyOTFKaGpRVmxaaUhWeXcxellDZz09>  
Meeting ID: 895 9377 4962 | Passcode: 209388 Phone/Call-In: +1 253 215 8782 US (Tacoma)

## AGENDA

HSSN Chair: Katherine Galian  
HSSN Co-Chair: Charlie Voss-Flowers

- I. Introductions and Agency Announcements (8:30 a.m.)  
Roll call.
- II. Public Comment (8:35 a.m.)
- III. Minutes (8:40 a.m.)  
**Board Action:** *Approve CoC Board meeting minutes for June 9, 2023.*
- IV. Business Items (8:45 a.m.)
  - A) 2023/2024 Annual Work Plan - Katherine Galian
  - B) MAC G/LC3 Update - DeAnna Negrete
  - C) HMIS Data Quality Plan – Heather Skriver  
**Action Item:** *Approve Washington County’s Data Quality Plan.*
  - D) One Governance DRAFT Bylaw Review – Vernon Baker, TAG.
  - E) NOFO Update – Katherine Galian
- V. Adjournment (10:00 a.m.)

Future Meeting Schedule:

- Friday, September 8, 2023; 10:00am – 11:00am – **Special Meeting to Rate and Rank Projects**
- Friday, October 13, 2023; 8:30am – 9:55am
- Friday, December 8, 2023; 8:30am – 9:55am

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

**CoC BOARD MEETING MINUTES**  
**Virtual Meeting via ZOOM**  
**June 9, 2023, 8:30 a.m.**

**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.
- Ezell, Kim – City of Tigard
- Galian, Katherine – WC Housing Services
- Garcia-Gomez, Abelmar “Abel” – Hillsboro SD/HEN
- Gawf, Mandy – City of Hillsboro
- Grant, Bambi – WC Community Corrections
- Hille, Marcia – Sequoia Mental Health Services
- Kalevor, Komi – Housing Authority of Wash Co.
- Logan-Sanders, Andrea – Boys & Girls Aid
- Peel, Rick – Oregon Law Center
- Smith, Gary – US Dept of Veteran Affairs
- Studer, Hannah – Bridges to Change
- Teifel, Gordon – Families for Ind. Living/DEAR
- Thomas, Lauren – WC Office of Community Dev.
- Voss-Flowers, Charlie - CPAH

**COC BOARD MEMBER NOT PRESENT**

- Calvin, Mellani – ASSIST Program
- LeSage, Amy – Cascade AIDS Project
- Lopez, Nansi – Centro Cultural, Latino Policy Council
- Money, Rose – Family Promise of Tualatin Valley
- Rose, Dixie – Person with Lived Experience of Homelessness
- Taylor, Rowie - DVRC

**OTHER ATTENDEES**

- Buonocore, Michael – WC Housing Services
- Fellger, Vara – WC Housing Services
- Negrete, DeAnna – WC Housing Services
- Quanbeck, Kisa – WC Housing Services
- Smock, Kris – Kris Smock Consulting

HSSN Chair: Katherine Galian  
HSSN Co-Chair: Charlie Voss-Flowers

Katherine Galian called the meeting to order at 8:34 a.m.

**I. Introductions and Agency Announcements**

- Katherine Galian announced Komi Kalevor is retiring and today will be his last CoC Board meeting. On behalf of the CoC Board and Washington County staff, she expressed her appreciation for the tremendous work he has accomplished both with the Housing Authority of Washington County and Housing Services. Michael Buonocore will be the Interim Executive Director for the Department of Housing Services until that position is filled.
- She also shared the Joint Office HMIS implementation is continuing to move forward and once the contracted paperwork is completed a date will be available for when that change will take place. This is a change from the statewide implementation that had been managed by the Portland Housing Bureau to a regional implementation that is managed by the Joint Office of Homelessness with Multnomah County as the lead technical staff.
- The NOFO has not yet been released for next year’s funding and if it is released in the next few weeks, the CoC Board will hold a special meeting in July.

**II. PUBLIC COMMENT**

No public comment.

**III. APPROVAL OF MEETING MINUTES**

Action: Approve CoC Board meeting minutes for April 14, 2023.

Motion: Marcia Hille

Second: Komi Kalevor

Vote: Approved, unanimous.

#### IV. BUSINESS ITEMS

##### A. CoC Project Rating and Ranking Policy– Katherine Galian/Kris Smock.

Kris reported CoC Board members were previously provided a breakdown of the rating and ranking criteria and the proposed changes. No additional input on the revisions was received. Below are the proposed changes:

- Allocate up to ten points for scoring new projects.
- Explicitly outline new project proposal ratings to reflect the priorities of each year's funding cycle identified in HUDs NOFO and the local RFP for the funding competition.
- Prioritization of new projects will be based on increasing capacity of the County's Permanent Supportive Housing and/or Rapid Re-Housing, and support permanent housing placement and retention.
- Additional points will be awarded for projects that 1) support the transition of shelter participants to move into permanent housing quickly, 2) focus on helping people transition from unsheltered homelessness to permanent housing, 3) address and resolve disparities for Asian Americans and Pacific Islanders in housing program outcomes.

After discussion, a vote was taken.

Action: Approve changes to CoC Program Application Rating and Ranking Process document.

Motion: Lauren Thomas

Second: Deanna DSouza

Vote: Approved, unanimous.

Vernon Baker inquired whether there will be flexibility in the future to change the priorities based on the needs each year.

Rating and Rankings of projects is a placeholder for the priorities identified for that particular year and would be assessed and revised annually as needed.

Shawn Cardwell inquired of the body that will be involved in the prioritization process.

There are several entities that contribute to the prioritization process including HSSN, CoC Board, and HPAC through the yearly work plan which then funnels into the NOFO each year. System performance measures also factor into the process.

##### B. Community Connect – Kisa Quanbeck

Kisa shared results of two Community Connect surveys that were distributed to both providers connected to the coordinated entry system and participants accessing services.

###### Provider Feedback:

- 57 responses were received from providers with a majority stating they have worked for their organization for less than a year.
- Interagency communications was divided with 53% indicating communication was not favorable.
  - An additional question will be added to next year's survey for respondents to provide details as to the way they answered.
  - Communications has improved due to case conferencing between agencies and the convening of the LC3 program.
- 58% felt Phase 1 assessments were completed accurately and 61% stated they reviewed the assessment prior to meeting with a participant.

- 76% stated agency referrals were usually or always assigned appropriately.
- A little over a third affirmed they made contact but the remaining noted difficulty in connecting with the individual.
- 79% stated they have received an appropriate level of training, however the feedback indicated revisions were needed in the training.
- Providers asked for more transparency in the matching and prioritization process; increased communication about available resources and requested an increase in resource capacity. They also asked for more accurate data entry and types of training to be made available.

Participant Feedback:

- The survey was available in both digital and hard copy formats. Paper copies were made available at Community Action Organization walk-in centers and distributed by outreach workers.
  - No paper forms were returned so this option may be discontinued in future.
- The survey was provided in both English and Spanish
  - future surveys will be translated into the top five languages spoken in the county.
- There were 42 households who completed the Phase 1 assessment during the survey period of 5/15 – 5/21 and 10 of those households completed a survey.
  - Efforts are underway to increase the percentage of those completing the survey.
- The three ways participants noted they completed a phase 1 assessment was through staff returning a call, scheduling an appointment, and the accessibility of having the assessment provided in their language.
- Most participants felt staff were professional and participants noted they clearly understood the next steps after the assessment was completed.
- Participants were given an opportunity to provide suggestions for improvements to the system.
  - One big takeaway is the need to review the system in its entirety to prevent people from experiencing homelessness.

Katherine reminded the membership that the annual survey and review and analysis of Community Connect by the CoC is an annual HUD requirement.

**C. MAC G/LC3 Update – DeAnna Negrete**

A Multi-Agency Coordinating Group (MAC G) was required to be convened by the emergency order on homelessness from the governor's office. The Locally Coordinated Command Centers (LC3) is the process by which the work of addressing unsheltered homelessness would be implemented and includes the development of a ByName list and working with those individuals/households to remove/resolve any barriers in order to move them into shelter and/or housing. After reviewing locations that scored the highest, the MAC G prioritized those locations and developed a schedule of where LC3s would be implemented. The Highway 47 location was identified as where the LC3 would first begin their work. The LC3 team includes Forest Grove Foundation, Open Door, the Washington County Housing Services team and support from the City of Forest Grove. The LC3 developed a prioritization list to assist them in determining how much support a participant/household might need. To date, 49 individuals have been added to the ByName list, of which 12 were interested in Pods located in Hillsboro, 2 were looking into self-resolving, and 4 households were working to reconnect to their case managers or transfer to a new manager. DeAnna noted the top request was for the use of storage units while at shelter. The team identified barriers that exist between systems (physical health/mental health/corrections) and housing/homeless services that required a significant amount of extra

work. Also, data entry errors led to people not being prioritized properly in the Community Connect coordinated entry system which she noted the ByName list will help resolve. HMIS visibility issues, especially relating to providers working in multiple counties, is an issue and is currently being addressed. Efforts are also being made to address the barriers participants face to move them toward stabilization.

Marcia Hille inquired of the lessons learned that might be taken into consideration for the next site and whether the team was able to access other resources.

Identifying which participants needed more immediate support was key as they began their work at the Highway 47 location. The hope is that the structure and framework will continue to be developed so that the teams remaining to support the location can continue to communicate with the county and each other around system barriers. Further, as the LC3 moves their focus to a new location, they will look to community partners to help incorporate what works best for how the LC3 operates within their jurisdiction.

With regard to resources, they continue to remind individuals of the resources available and help to connect them to those appropriate partner agencies.

Katherine acknowledged the collaboration between the various teams involved who all worked together to correct and resolve issues that were identified by the LC3 which will ultimately improve the homeless system overall .

#### **D. Housing Inventory Chart (HIC) – Katherine Galian**

Katherine provided an overview of the Housing Program Inventory which reflected the dramatic increase in housing capacity since the implementation of the Supportive Housing Services measure. She reviewed the utilization rate by project type, noting the difficulty in reaching utilization goals for emergency shelter and transitional housing due to the mix of available units and how utilization is calculated (the total number of beds compared to the number of people in those beds on the night of the PIT count). She also shared the lower utilization rate for “Other Permanent Housing” was due to the HCMS Program still in the ramping up phase. Permanent Supportive Housing was over capacity and due to the nature of Rapid ReHousing Programs and how utilization is calculated, those programs should always be at 100%.

#### **E. One Governance Update – Vernon Baker, Transition Advisory Group (TAG)**

Vernon reviewed the process for selecting members to the Transitional Advisory Group (TAG) to develop a proposal for a new governance structure for Washington County homeless system, One Governance. A community survey was launched to seek input to guide the work with 48 responses received, indicating most participating in the HSSN and CoC. Survey participants indicated they were happy with the networking and collaboration in the existing committees and within the current advisory structure. They noted the need for improvements in providing information and resources for accessing homeless service and a more streamlined process for accessing resources and services. Additional takeaways included the need to address public fears and concerns through clear communication and transparency, reducing the number of committees, and streamlining the process for more effective decision making. Vernon shared the proposed organization structure for the new Homeless Advisory Body (HAB) which will incorporate permanent and temporary subcommittees where all of the work of the system will exist and then Community and Stakeholder convenings where the Housing and Supportive Service Network meetings will continue. He reviewed the timeline for the implementation of the new governance noting the next phase will be to review draft bylaws.

**F. Time, Place, Manner (TPM) – Katherine Galian, Mandy Gawf, Kim Ezell, Megan Cohen**  
House Bill 3115 requires that jurisdictions must allow for unsheltered homelessness when there is no shelter available. Those jurisdictions that had previous camping ordinances that did not allow a reasonably prudent manner for experiencing unsheltered homelessness in their community must develop ordinances for when, where and how unsheltered homelessness would be allowed. Each jurisdiction was in the process of developing and approving their draft ordinances.

**G. CoC Governance – Katherine Galian**

With the agreement of affected board members, it was proposed that those board positions that would expire June 30, 2023 be extended until such time as the new governance structure was in place. After discussion, a vote was taken.

Action: Approve extension of terms for positions expiring June 30, 2023 until new governance structure is in place.

Motion: Vernon Baker

Second: Deanna DSouza

Vote: Approved, unanimous.

Vara Fellger shared that a link to the CoC Board Homelessness survey will be sent to board members via email following this meeting with a request that it be completed by next week.

**V. ADJOURNMENT**

The meeting adjourned at 9:58 a.m.

Minutes prepared by Michelle Rubio.