



In attendance:
Debra Lee, Don Bruland, KimberLee Whitney, Carrie Borgen, Kelly Madding, Anna D'Amato, Rhionna Watson, Delcia Dillard, Angela Durant, Ann Marie Alfrey, Stacy Brubaker, Peter Buckley, Linda Reid, Rep. Pam Marsh, Mary Farrell, Melissa Markos, Kim Oveson and Jason Elzy
Guests: ,
Melanie Doshier, Corrine Robles, Kellie Battaglia, Gracie Solis, Noah Werthaiser
Absent:
Amanda Doemland, Barbara Johnson, Dee Anne Everson, Leslie Ford, Nathan Sickler

Action Items

- ACCESS requests that all board members to submit what they know of the existing and potential work groups to ACCESS for consolidation and disbursement before the next meeting.
- Debra Lee to send out updated roster of existing board members.
- Melissa Markos to invite Hunter Belgard to the next meeting to address concerns and clarify questions about the HMIS Data Share proposal.
- ACCESS to complete the website for CoC by next week.
- ACCESS, Patrick Wigmore, and Alissa Weber to continue working on the operational responsibilities proposal for presentation at the August meeting.
- Delcia Dillard to extend an invitation to the two potential new members to attend the next meeting as observers.
- Mary Ferrell to extend invitation to individual she mentioned with lived experience of homelessness to attend the next meeting as an observer.
- ACCESS to create a comprehensive board member application, and include questions on lived experiences of homelessness.
- Melissa Markos to continue work on Charter of Governance as an example, and for review.
- Melanie Doshier to continue revision of CoC Program Standards as an example and for review.

Record of Events:

- 1) **Call to Order** - Meeting was called to order by Debra Lee at 2:30pm
- 2) **Introductions** – Debra Lee asked that each member introduce themselves and their agency
- 3) **Approval of Minutes** – There were no additions or changes to the May meeting minutes. Carrie Borgen made the motion to approve, and Don Bruland seconded. The motion passed unanimously.



4) **New Business**

- a) **HMIS Data Share** – Melissa Markos submitted a proposal to adopt OR505 and OR502 data sharing systems. These systems are intended to consolidate data among participating agencies and reduce duplication of work and services. The board has yet to make a decision regarding HMIS consolidation, and Hunter Belgard with OHCS will be invited to clarify remaining questions.
- b) **Board Positions Clarification:**
 - i) **Roster** - Debra Lee has an updated copy of the roster for review by all CoC board members, and is tasked with sending out this updated roster.
 - ii) **Executive Committee** - The committee was confirmed to include Stacy Brubaker, Angela Durant, Carrie Borgen, and Debra Lee. Kelly Madding, the Deputy City Manager of Medford, was unanimously voted into the Executive Committee as “Member At Large”
 - iii) **Member with Lived Experience of Homelessness** - Two individuals expressed interest in joining the board. They will be invited by Delcia Dillard to the August board meeting as observers.
 - iv) **Welcoming New Board Members** - New board members should receive a formal welcome packet with descriptions of roles and responsibilities, as well as a “mentor” for onboarding and clarification purposes.
 - v) **Board Member Application** - The official application for the election and appointment of new members needs to be re-worked to include questions about lived experiences of homelessness.
- c) **Change in Meeting Schedule** – Mary Ferrell suggested adjusting the meeting schedule to accommodate those unable to attend due to working hours and accessibility. No official motion was approved, but there was unanimous agreement amongst the board members. This will be discussed at the next meeting in August.



d) **Work Groups Clarification:**

- i) The need for each work group to be led by a sitting board member was emphasized.
- ii) There is confusion regarding existing work groups and their operations, meeting frequency, and responsibilities.
- iii) ACCESS is requesting that board members submit their knowledge of existing and potential work groups to ACCESS for consolidation and disbursement before the next meeting, allowing for review before discussion.

e) **Website Update** - The old website is inactive, but ACCESS is working on creating a new one for storage of all publicly available information, minutes, and services data. This is to be regularly updated by the lead agency, ACCESS.

f) **Clarification of Roles and Responsibilities** - As the lead agency, ACCESS is collaborating with Patrick Wigmore and Alissa Weber to re-organize and sunset old policies while updating new ones. A collaborative re-organization proposal will be ready for the board's input at the August meeting.

g) **Housing Needs and Availability** - An appropriate platform needs to be considered at the next board meeting to record, update, and access available "inventory" information on housing needs and availability.

5) **Adjournment** – Debra Lee adjourned the meeting at 3:50pm

Next Board Meeting:

August 21st, 2023, 2:30pm – 3:30pm
Olsrud Center, ACCESS, 2020 Cardinal Way, Medford

Next Executive Committee Meeting:

August 21st, 2023, 3:30pm – 4:30pm
Olsrud Center, ACCESS, 2020 Cardinal Way, Medford