



Jackson County Continuum of Care
 Board Meeting
 August 25, 2023

Minutes by Noah Werthaiser

In attendance:
Debra Lee, Angela Durant, Ann Marie Alfrey, Anna D’Amato, Kimberlee Whitney, Barbara Johnson, Carrie Borgen, Delcia Dillard, Jason Elzy, Kim Overson, Linda Reid, Mary Farrell, Rep. Pam Marsh, Peter Buckley, Rhionna Watson, Sam Engle, Stacy Brubaker, Leslie Ford, Melissa Markos, DeeAnne Everson
Guests:
Melanie Doshier, Alissa Weber, Hunter Belgard, and Noah Werthaiser, Tina, prospective Board Member
Excused:
Nathan Sickler
Absent:
Samantha Henkell

Action Items

Responsible Party - All organizations participating in reporting via HMIS.

Action Item - Ensure participant's ROI is agreed to so their data can be shared; otherwise, send the HMIS administrator the client ID to restrict visibility.

Deadline – Begin process as soon as able.

Responsible Party - Ad-hoc governance work group (Debra Lee, Kelly Madding, Linda Reid, Angela Durant, Melissa Markos, Carrie Borgen, Melanie Doshier)

Action Item - Work on the restructuring of the Governance documents in line with the set schedule attached in the email.

Deadline - Set schedule (to be referenced from the attached document in the email).

Responsible Party - ACCESS staff

Action Item – Revise the DEIB and Non-Discrimination policy based on approved changes and distribute.

Deadline – Noah Werthaiser

Responsible Party - All CoC Board members

Action Item - Review the Collaborative Application attached in the email and provide answers to relevant questions to Melissa Markos.

Deadline – By September 8th

Responsible Party – All Board Members

Action Item - Review the timeline attached in the email to determine ability to join the Rating and Ranking committee.

Deadline - As soon as possible due to the approaching deadline.

Responsible Party - All Board Members

Action Item - Fill out the Board Member Application by the specified date.

Deadline - September 8th.

Responsible Party – Noah Werthaiser

Action Item - Attach the current governance documents in the email with these minutes.

Deadline – This week

Responsible Party - Full Board

Action Item - Discuss the topic of the CoC joining the Oregon Balance of State CoC in the September meeting.

Deadline - September Board meeting.

Responsible Party – Noah Werthaiser

Action Item - Add Samantha Henkell, the Chair of the Homeless Task Force, to the contact list for the Minutes and invite her to all meetings.

Deadline -This week

Minutes:

- 1) **Call to Order** - Meeting was called to order by Debra Lee at 2:30 p.m.
- 2) **Approval of minutes** – Debra asked for approval of the Minutes of July 17th, 2023. A motion for approval of the Minutes was offered by Stacy Brubaker and seconded by Angela Durant. The motion passed by majority vote.
- 3) **HMIS – Hunter Belgard**
 - a) Hunter briefed on the HMIS data sharing details and requirements, for sharing of data between OR-502 and OR-BOS
 - i) This includes release of information and privacy policy changes, including these possible choices:
 - (1) New ROI language for all written and verbal agreements
 - (2) Data-sharing notice, banner style at the top of data collection and sharing platforms.
 - ii) Agreed-on restrictions for what kind of data is shared with outside CoCs.
 - iii) Only those organizations that participate in reporting data via HMIS will have their participants info shared. There will be additional settings within the system.
 - iv) Without the specified ROI agreed to by the participant, the usual process of sending the HMIS administrator the client ID, and they will restrict the visibility of the client’s information.
 - b) A motion was called to approve the sharing of data by Jason Elzy, seconded by Mary Ferrell. The motion was passed by majority vote.
- 4) **Governance Ad-Hoc – Alissa Weber**
 - a) Alissa briefed the Board on the status of the restructuring of the Governance documents. This included:

- i) A recognition of the disparity between what the latest governance document (2021) requires, and how the current CoC operates, and that a restructure is a good decision.
 - ii) A recommendation for an ad-hoc governance work group. The details include:
 - (1) A very small membership – 5-7 people maximum.
 - (2) Facilitated by HomeBase – the majority of the content is to be assembled and presented to the committee.
 - (3) A set schedule for progress (Attached in the email sent with this Board Minutes document).
 - (4) Larger decisions and approval by the board will be regular and frequent.
 - (5) This committee will be identifying and drafting the list of necessary Workgroups.
 - b) The committee membership is to be made up of the following Board members and ACCESS staff:
 - i) Debra Lee
 - ii) Kelly Madding
 - iii) Linda Reid
 - iv) Angela Durant
 - v) Melissa Markos
 - vi) Carrie Borgen
 - vii) Melanie Doshier
- 5) DEIB Policy and Non-Discrimination – Melisa Markos
- a) A new DEIB and Non-Discrimination policy was drafted by ACCESS and presented to the board for approval. This was done to ensure compliance with the Collaborative Application.
 - b) There were two punctuation changes requested and a language change requested, to alter the use of “homeless” to be more inclusive. The term “Sheltered and unsheltered homelessness” was approved by unanimous vote.
 - c) The motion to approve the policy with the noted changes was made by Jason Elzy, and seconded by Linda Reid. The motion passed with
 - d) The motion to adopt this policy, based on the discussed changes, passed by majority vote.
 - e) A copy of the approved policy is attached in the email sent with this Board Minutes document.
- 6) CoC Collaborative Application – Melissa Markos
- a) The Collaborative Application deadline is quickly approaching, and a workgroup or committee is requested to collectively answer the questions.
 - b) Linda Reid, Barbara Johnson and Melanie Doshier all discussed the importance of having input from as many members of the CoC Board, as well as from the full CoC at large, but that there is not enough time to make it an official agenda item for the September Bard meeting, as the deadline does not allow enough time.

- c) A discussion was had about how to work around those parameters, and the following decisions were made:
 - i) A copy of the full Collaborative Application would be attached in the email sent with this Board Minutes document, to give all members a full look at the questions that they may be able to contribute to.
 - ii) All members would provide answers to any and all relevant questions piece-meal to Melissa Markos, who would assemble the collected content.
 - iii) Periodic requests for information and updates on what has been compiled will be provided regularly.

7) Rating and Ranking Committee – Melissa Markos

- a) The deadline for the rating and ranking is also quickly approaching, and a committee needs to be formed soon to process the applications.
 - i) The committee must be made up of individuals that do not represent organizations that have an application submitted.
 - ii) The timeline is attached in the email sent with this Board Minutes document. All board members are requested to review and reply if they are able to commit to joining the committee.

8) Board Member Application – Melissa Markos

- a) The Board Member Application that members received along with the agenda was discussed. It is a documented process that is required to be fulfilled by the Collaborative Application.
- b) Needs to be filled out by all Board Members by September 8th.
- c) It will also be filled out by perspective Board Members going forward.
- d) There was a motion made by Linda Reid, and seconded by Mary Ferrell, to approve the use of the Board Member Application going forward, contingent on two small changes to eliminate technical errors. The motion passed by majority vote.
- e) The Board Member Application will be attached in the email sent with this Board Minutes document.

9) CoC Meeting Duration – Melanie Doshier

- a) The length of the meeting – one hour – is not enough to cover all of the topics, to the degree that they deserve.
- b) Mary requested that the meeting be moved, if new board members with lived experience of homelessness are unable to attend the regular meetings due to their employment.
- c) The Board agreed, and the time will be extended to take place for a full 90 min, ending at 4pm, and that that time should be adjusted to accommodate the prospective board member.

10) Non-Agenda Items – Full Board

- a) Rep. Pam Marsh brought up the possibility of having a discussion with Mr. Jones from Mid-Willamette CAA member about how to best utilize data collection and analytics to better serve our needs. The

general consensus was that this should certainly be set up in the future, as it will help the governance committee build the systems, but no definite plans were made.

- b) Jason Elzy requested that the current governance documents be shared – these are attached in the email sent with this Board Minutes document.
- c) The subject of the CoC joining the Oregon Balance of State CoC was discussed. Many people remembered discussing it at a meeting in the past, but the decision on whether or not to join was tabled. Then, it was discussed in a separate, unreported meeting that it was not the right time. The decision was made to add the discussion to the agenda for the September meeting.
- d) It was re-affirmed by the board that the Chair of the Homeless Task Force – at this time, Samantha Henkell – is an appointed member of the CoC Board, and is to be invited to attend all meetings and conversations. She will be added to the contact list for the Minutes as well.
- e) Delcia Dillard brought a guest, Tina, who is interested in joining as a potential Board’s member with lived experience. She will be completing the approved application, and submitting it for approval, ideally before the next meeting.

11) Adjournment: Debra Lee adjourned the meeting at 3:55pm.

Next CoC Board Meeting: September 18, 2023, from 2:30 – 4:00 p.m.
Olsrud Center, ACCESS, 3630 Aviation Way, Medford

Next Executive Committee Meeting: September 18, 2023, from 4:00 p.m.
Olsrud Center, ACCESS, 3630 Aviation Way, Medford