



<b>In attendance:</b>
Sam Engle, Nate Sickler, Amanda Doemland, Angela Durant, Ann Marie Alfrey, Anna D’Amato, Barbara Johnson, Carrie Borgen, Cass Sinclair, Debra Crawford, Debra Lee, Delcia Dillard, Jason Elzy, Kelly Madding, Kim Overson, Kim Whitney, Linda Reid, Mary Ferrell, Stacy Brubaker, Tina Kessel
<b>Guests:</b>
George Martin, Alissa Weber, Noah Werthaiser, Jackie Agee, Rhionna Watson, Melanie Doshier, Daphne Bramlett, Bob Kaplan
<b>Excused:</b>
Sam Henkell/Matt Rogers, Leslie Ford
<b>Absent:</b>

1. **Call to Order** - Meeting was called to order by Debra Lee at 2:30 p.m.
2. **Approval of minutes** – An approval of the minutes was moved by Barbara Johnson and Tina Kessel and was passed unanimously.
3. **Municipal Financial Support**
  - a. This was a topic brought about after the City of Medford and Jackson County received an RFF from ACCESS for contributions. Although the request was sent before the awarding of significant financial funds to the CoC, the contribution request brought up some points that both Stacy and Kelly wanted to address.
  - b. CoC data, admin model, and budgets are requested, and will be presented as soon as they can be written and compiled. Following this, they will be published on the website and included in Onboarding material for now/current CoC members.
    - i. This data and report should include time allocation, revenue and expenses, expectations, and achievements.
    - ii. These reports will take time and can be provided as they are completed.
4. **CoC Board Officer Elections**
  - a. A paper, PDF, Google, and Microsoft ballot has been created for all board members to vote.
  - b. The timeframe for ballots to be due is Friday, Feb. 9<sup>th</sup> at 5:30. Results will be announced on the following Monday.
5. **Governance Charter Review and Vote**
  - a. George and Alissa presented the complete revised draft of the Governance Charter and attached addendums for the Board’s consideration. Highlights include:
    - i. Standing Workgroups – Specific description with new content to review.

- ii. CoC Lead v/ HMIS Lead – These are separate HUD designations, and ACCESS currently holds both positions, but this could change eventually over time.
    - iii. Delegation of Responsibilities – This addendum is included to delineate the responsible entity for all responsibilities and duties of the CoC.
    - iv. Selection of CoC Board Transition Process – This is a proposed process for the method of selecting the new board in order to align with the timeline laid out in the Governance Charter.
  - b. Three major changes were proposed to the language including the re-adding of “Children and Family Services” to the list of services of CoC qualifying organizations for membership, explicitly listing Board Member alternate participation and unallowable, and changing various formatting issues.
  - c. A motion to approve the charter with the listed changes was made by Linda Reid and seconded by Stacy. The roll was called by Noah, and the motion was carried by unanimous vote of present Members.
- 6. HMIS Users Workgroup**
- a. The first HMIS workgroup meeting will be in March.
  - b. The current plan is to have each HMIS used agency send one point person for 1 hr/monthly meeting.
  - c. 4 training courses/year will be done for general CoC education.
  - d. User Agency Training is being developed for each User Group
  - e. Data Quality Plan is being developed.
- 7. Gaps Analysis Workgroup**
- a. The workgroup met in February to discuss a plan, and it was agreed that an outside contractor would be the best approach for this.
  - b. PSU has been approached, and a meeting will be set up to discuss options.
- 8. HTF Update**
- a. The group will plan on meeting in two weeks to discuss and vote on the re-organization of the HTF to be the body of the full CoC Membership, as well as to discuss and vote on the newly approved Charter.
- 9. MAC Update**
- a. SPA and LTRA planning is ongoing, and drafts of the plans will start to be available at the next Board meeting.
  - b. LTRA Program Guidance was just released, and lists a number of eligibility qualifications for “Back-fillable” LTRA slots. These include:
    - i. Expanded homelessness definition
    - ii. 80% AMI requirement
    - iii. Housing quality inspections
    - iv. 120% Fair Market Rent requirements

**10. Adjournment:** Debra Lee adjourned the meeting at 3:25p.m.

**Next CoC Board Meeting:**

**March 6<sup>th</sup> 2024, from 2:00 - 3:30 p.m.**

**Olsrud Center, ACCESS, 3630 Aviation Way, Medford**