



In Attendance:
Sam Engle, Amanda Doemland, Angela Durant, Ann Marie Alfrey, Barbara Johnson, Carrie Borgen, Debra Crawford, Debra Lee, Jason Elzy, Kelly Madding, Kim Overson, Kim Whitney, Linda Reid, Mary Ferrell, Stacy Brubaker, Tina Kessel, and Leslie Ford
Legislative Liaison:
Representative Pam Marsh
Staff:
Noah Werthaiser, Melanie Doshier, Melissa Markos, and Daphne Bramlett
Guests:
Alex Campbell
Absent:
Delcia Dillard, Matt Rogers, Nate Sickler, and Cass Sinclair

- I. **Welcome & Call to Order** - Chair Elzy called the meeting to order at 2:02PM.
- II. **Roll Call** – A quorum was present.
- III. **Public Comments** – No public comments were received.
- IV. **Approval of Minutes** - March 6, 2024, Board meeting minutes were approved as submitted, **M/S/P**.
- V. **CoC Coordinator Position Update** – Carrie Borgen provided an update on the CoC Coordinator position:
 - a. Several access staff members have been covering CoC coordination, led by Melissa Markos, Grants/Relationship Manager & CoC Lead.
 - b. Melissa has been appointed as the new CoC Manager, under leadership of Melanie Doshier. **Noah will send the Board the CoC Manager job description for the record.**
 - c. ACCESS is searching for a new Grants Manager.
 - d. Melanie acknowledged that her, Noah Werthaiser, and Dafanie Bramlett’s time to the CoC will not change.
- VI. **Homeless Taskforce Update** - Noah provided an update on the HTF:
 - a. The HTF, also referred to as the CoC General Membership approved the Charter unanimously.
 - b. Sam Henkel stepped down as the Chair of the HTF and as a member of the CoC Board.
 - c. Matt Rogers will remain as a Co-Chair and has requested a second co-chair be appointed. Noah will serve as co-chair in the interim.
 - d. Chair Elzy encouraged soliciting a recommendation from the HTF before the Board appoints a second co-chair. **Linda Reid will communicate this process to the HTF and solicit interest.**

VII. **Appoint Workgroup Chairs** – Chair Elzy requested nominations to chair the Coordinated Entry and the Performance & Evaluation workgroups.

- a. Daphne Bramlett, ACCESS' Housing Retention Program Manager offered to serve and was approved as Chair of the Coordinated Entry Workgroup. **M/S/P.**
- b. Appointing a chair to the Regional Planning Workgroup was tabled.
- c. The group confirmed that a chair of any workgroup does not have to be a CoC Board member with additional clarification that at least one Board member would serve on each workgroup.
- d. The Performance & Evaluation Workgroup's responsibilities were reviewed with a primary task of monitoring the performance of projects receiving funding through the CoC Collaborative Application. HUD's Interim Rule states that CoC's must adopt a process to evaluate the performance of projects funded through the CoC grant. The ACCESS Grants Department monitors the performance of projects funded through the Governor's Emergency Order (EO).
- e. Noah Werthaiser offered to serve and was approved as Chair of the Performance & Evaluation Workgroup **M/S/P.**
- f. Chair Elzy affirmed that the chairs and co-chairs of workgroups are responsible for soliciting workgroup participation. If this process is not productive, the Board will discuss reformatting, or combining workgroups for efficiency.
- g. Several members mentioned the need to provide orientation and mentorship, which is currently being discussed with the Governance & Membership Workgroup.
- h. Housing/Homelessness has its own language including acronyms and unique meanings which drives the need for ongoing education. The group agreed that all members will benefit from onboarding and training. HUD requires CoC's to adopt written program standards which should include evaluation standards and training to help ensure internal and external members are speaking the same language.

VIII. **Two-Year Strategic Plan** – Chair Elzy initiated a conversation on updating the CoC's Strategic Plan:

- a. Board members agreed to focus on the next two years as a starting place while the CoC prepares to work with a consultant to complete a gaps analysis. All agreed that strategic planning should be completed by the entire Board and that new strategies should drive decision-making.
- b. The Gaps Analysis Request for Proposals has been written and will be sent in the next week to Portland State University, Southern Oregon University, and the consultant that completed Mid-Willamette's gaps analysis. The rating/ranking rubric has been created and ***the Gaps Analysis Workgroup will reconvene to complete the procurement process.***
- c. The Board decided not to seek HUD technical assistance for strategic planning and confirmed that working with a private facilitator will be the best path forward to stay Jackson-County focused. John Bowling was approved as the facilitator to lead the strategic planning work **M/S/P. *Carrie Borgen will reach out to John to begin the process.*** MAC administrative funds may be available to fund this work, but there is a potential need to raise additional funds. Board members requested a non-formal, pre-strategic planning meeting to launch the process.
- d. The Strategic Planning process will include identifying a long-term funding plan to sustain administration of the CoC once EO administration funds begin to run out.
- e. ACCESS staff is in the process of developing a CoC budget looking at previous years, current funding streams, and pending administration funds coming down from the state through the Long-term Rental Assistance (LTRA) Program. Expenses have increased due to additional staffing, website maintenance, meeting facilitation, etc. The CoC currently operates on approximately \$30,000 per month. Board members requested a baseline budget to begin the process and

expressed interest in learning about Mid-Willamette’s approach using MOUs with community partners.

- f. The CoC was awarded \$50,000 from HUD this last grant cycle, which is up from \$16,000. These funds will be available in November 2025.
- g. Representative Pam Marsh suggested the Board set strategic planning expectations high to establish a baseline for future vision that can help capture opportunities. Discussion concluded with emphasis on using surveys and sit-down discussions during the process.

IX. Workplan Update – Tabled until May.

X. Workgroup Updates

a. Navigation Center/MAC Workgroup

- The Oregon Rehousing Initiative Community Plan has been submitted with confirmation of receipt but no further information or direction.
- Additional time to submit the LTRA Program community plan was requested due to its complexity, but Oregon Housing and Community Services (OHCS) gave one additional week. This was not sufficient time to engage with the Housing Authority of Jackson County (HAJC), stakeholders, landlords, and multiple subpopulations. HAJC is considering assuming the role of voucher holder. Questions focused on the planning process, how to reevaluate coordinated entry, and ways to ensure program success.
- The program will provide 240 voucher slots for one year. LTRA funding is initially meant to rapidly rehouse people from the EO. When openings come up, selections would be based on the CES. Another funding source is not available to keep people housed through the EO, which initially housed 243 households. Funding for the estimated 150 households still enrolled in the program will run out in July 2024.
- OHCS asks how the CoC will keep people housed but does not set standards. Data sharing agreements could help better track performance. Currently, the CoC is not able to see if someone is being served in a different county.
- The LTRA program could serve as a one-year pilot with potential to become a permanent state-funded program. Jackson County does not have a permanent funding source like the metro area to ensure program success. The program would need to be tracked monthly and ongoing communication with the State Legislature would be critical.

b. Homeless Management Information System (HMIS)

- Barbara Johnson reported that the HMIS Workgroup reconvened and is in the process of planning an HMIS retraining. Community Works, as a nonprofit serving clients experiencing domestic violence, sexual assault, and sex trafficking, does not report in HMIS. The agency provides data to the Oregon Coalition Against Domestic Violence and Sexual Assault. The HMIS Workgroup aspires to provide more education and be good stewards of data. ***Representative Marsh offered to connect Barbara with Jimmy Jones, of the Mid-Willamette to learn about their data collection methods.***
- Melanie joined Community Action Partnership of Oregon (CAPO), a professional association of community action agencies. CAPO places a strong focus on data sharing. All agreed that data collection will be addressed in the strategic planning process and gaps analysis.

c. Gaps Analysis – See above under VIII, c.

d. Governance & Membership Workgroup

- Linda Reid, Angela Durant, and Debra Lee are workgroup co-chairs. At the March 21st meeting, the group reviewed duties, the annual work plan, developing an annual calendar (including joint meetings with HTF), Board nominations and elections, and new member onboarding. The workgroup plans to meet bi-weekly during the transition period and then monthly.

- XI. **Agenda Building** – Future agenda items will include 1) CoC Training Opportunities; 2) Presentation from Matt Havniar, Housing Recovery Director of the Jackson County Long-term Recovery Group and Housing Pipeline; and 3) Grants Pass vs. Johnson.
- XII. **Good of the Order**
- a. The group discussed the relocation of \$1.8M granted to City of Ashland for 30 shelter beds. OHCS is considering moving these funds to the 41 households residing at The Loring.
 - b. Ann Marie Alfrey announced Patrick Shed as the new Housing Navigator at the Office of the Aging and People with Disabilities Office. This position is set to provide services, including case management to people receiving Medicaid in Jackson and Josephine counties.
 - c. OHCS finalized a 12-week Rapid Rehousing Training. Noah has distributed registration details to all community partners, CoC members, and stakeholders.
 - d. ***Kelly Madding will request Eric Mitton, City of Medford Attorney, provide a presentation on Grants Pass vs. Johnson and on the City of Medford’s court case.*** Representative Marsh reintroduced [HB3115\(2021\)](#), relating to the regulation of public property with respect to persons experiencing homelessness; and declaring an emergency. ***Linda Reid will send a reference from the League of Oregon Cities to Noah for distribution.***
 - e. *Alex Campbell with Jackson Care Connect Housing Strategy Development Advisor was introduced.*
- XIII. Adjourned @ 3:38 PM

Next CoC Executive Committee Meeting: Wednesday, April 17, 2024 @ 2:00 – 3:00 PM, virtual
Next CoC Board Meeting: Wednesday, May 1, 2024 @ 2:00 – 3:00 PM, Olsrud Center, ACCESS, 3630 Aviation Way, Medford and virtual