

# **HOUSING and SUPPORTIVE SERVICES NETWORK Strategic Planning and Discharge Workgroup (The CoC Board)**

**Friday, April 13, 2018**

**8:30 to 10:30 am**

Washington County Public Services Building - Room 258

111 NE Lincoln Street, Hillsboro, OR 97123

## **AGENDA**

Chair: Annette M. Evans, Washington County Department of Housing Services

Co-Chair: Katherine Galian, Community Action Organization

### **I. Introductions (8:30 a.m.)**

Welcome new Board members:

- ❖ Komi Kalevor, Executive Director for the Housing Authority of Washington County
- ❖ Judy Hand, Housing Specialist for Luke-Dorf, Inc.

### **II. Public Comment (8:35 a.m.)**

### **III. Approve Minutes (8:40 a.m.)**

- A) February 9 HSSN Workgroup Minutes ..... [Action - Approval]

### **IV. Business Items (8:45 a.m.)**

- A) Review and approval to submit to HUD the 2018 Point-In-Time Homeless Count and Housing Inventory Chart (Due 4/30/2018)..... [Action - Approval]
- B) Timeline for submittal of data to HUD for System Performance Measurement (Due 5/31/2018)
- C) Review the draft "A Road Home: Community Plan to Prevent and End Homelessness"
- D) CoC Program Administrative Plan Draft

### **V. Agency Announcements and Open Discussion (10:15 a.m.)**

### **VI. 2018 HSSN Workgroup Meeting Schedule, 8:30 to 10:30 a.m. (10:25 a.m.)**

- Friday, June 8, 2018
- Friday, August 10, 2018
- Friday, October 12, 2018
- Friday, December 14, 2018

### **VII. Adjournment (10:30 a.m.)**

**Department of Housing Services**

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**HSSN STRATEGIC PLANNING AND DISCHARGE WORKGROUP**  
**Administrative Board of the Continuum of Care in Washington County**  
**Washington County Facilities Building, Conference Room 258**  
**February 9, 2018**

**Role:** The HSSN Workgroup (the CoC Board) is comprised of public and private representatives of the homeless subpopulations that exist within the CoC geographic region, a formerly homeless consumer representative, and the Emergency Solutions Grant recipient agency. The Workgroup is the jurisdictional CoC Administrative Board, as established by the HSSN Mission and Governance Policy.

**Responsibilities:** Perform CoC strategic planning, coordinate with and/or assist in State and local discharge planning, review performance outcomes of HMIS and HUD-funded programs, develop housing and service systems alignment, seek out and prioritize funding, and approve the McKinney-Vento Homeless Assistance grant application to HUD.

**COC BOARD MEMBER PRESENT**

- Brouse, Renee -- Good Neighbor Center
- Castaldo, Kendra – Cascade Aids Project
- Cockeram, Tami – City of Hillsboro
- Galian, Katherine – Community Action
- Hille, Marcia -- Sequoia Mental Health Services
- Logan-Sanders, Andrea -- Boys & Girls Aid
- Mattia, Matthew -- Community Development
- Nelson, Marci -- Community Corrections
- Pero, David -- Homeless Education Network/  
McKinney-Vento Homeless Student Liaison
- Radecki, Kara -- Luke-Dorf, Inc.
- Rizo, Regina – US Veterans
- Rogers, Pat -- Community Action

**COC BOARD MEMBER NOT PRESENT**

- Evans, Annette -- HSSN Chair
- Johnson, Ellen -- Oregon Law Center
- Lesmeister, Kelly – CODA Inc.
- Schnitzer, Cole -- US Dept. of Veteran Affairs
- Trunnell, Alan -- City of Beaverton
- Turner, Denise -- Denise's Spa Petite
- Voiss, Karen – Housing Independence
- Werner, Judy - Lutheran Community Svcs NW

**OTHER ATTENDEES**

- Eckhardt, Kristy – WashCo Housing Services
- Fellger, Vara – WashCo Housing Services
- Linder, April -- Housing Independence
- Proctor, Jennie -- Office of Community Development
- Shultz, Robin -- Oregon Department of Human Services
- Salisbury, Susan – Community Action

\*Indicates representative attending on behalf of elected Board Member not able to attend in person.

Chair: Annette Evans, Public Agency Representative [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us)

Co-Chair: Katherine Galian, Nonprofit Agency Representative [kgalian@caowash.org](mailto:kgalian@caowash.org)

Meeting called to order at 8:32 a.m.

**I. INTRODUCTIONS**

**II. PUBLIC COMMENT**

No public comment.

**III. APPROVAL OF MEETING MINUTES**

Motion: Approve HSSN Workgroup meeting minutes for December 8, 2017.

Action: Kara Radecki

Second: Kendra Castaldo

Vote: Approved, Unanimous

#### IV. BUSINESS ITEMS

##### A. Emergency Solution Grant (ESG) Program Consultation Process with CoC

Matthew Matthias consulted with the CoC Board regarding the Emergency Solutions Grant (ESG) for FY2018 (7/1/18 - 6/30/19) for an estimated amount of \$166,014. He noted the consultation only applied to ESG Funds administered through Washington County OCD and not State funds which would be administered through Community Action Organization (CAO). Instead of distributing funds amongst all the programs as they have in the past, the CoC Board was recommending the entire amount, less the 7.5% to administration (\$12,451) be distributed to Rapid Re-Housing (\$153,563). CAO would then provide funding to the remaining activities through their State funds. There would not be a change in the level of funding for any of the activities, the funding would just come from a difference source. The estimated number of households assisted would remain at 60 for Rapid Re-Housing. The performance standards would continue to be based on the consolidated plan and remain the same as last year, except for Rapid Re-Housing which was changed to align with what CAO was actually doing.

Katherine Galian confirmed the change was merely shifting and consolidating funds for efficiency. They would be shifting funds from Emergency Housing Assistance (EHA) to cover the \$50,000 base level, so the State Homeless Assistance Program (SHAP) allocation would still be based on percentage of total bed nights.

Motion: Approval of allocation amounts for the Emergency Solutions Grant activities as further described in Attachment A, "FY 2018 Funding Amounts for ESG Eligible Activities" and approve the proposed performance standards as described in Attachment B.

Action: Marci Nelson

Second: Andrea Logan-Sanders

Vote: Approved, Unanimous.

Final consultation with the entire HSSN would occur on March 7, 2018 for approval and inclusion in the 2018 Action Plan, which is approved by the Policy Advisory Board (PAB).

##### B. 2018 Point-In-Time (PIT) Homeless Count and Master List (By-Name)

Pat Rogers provided a recap of the PIT count that just concluded, noting that several board members had participated. He noted the camping spots were typically the same from year to year, usually along rivers and drainage spots and why it was that Clean Water Services knew of camping locations. There was usually flooding during the time of the PIT count; however, so only 1 household was located in all the camps they visited. Campers usually returned to those same spots as the weather dried out. The majority of folks counted were from parking lots living in their cars or RV's. In several instances spouses were living in their RV's as a housing alternative after the family's break-up or after losing housing. Pat noted the PIT interview process, in general, seemed very intimidating and due to the new ordinance recently imposed affecting the unincorporated areas (enhanced Sheriff's Patrol District), people were hypersensitive when approached for an interview, expecting to be asked to move. As a result, they were sometimes reluctant to speak with interviewers.

They had more volunteer participation this year and it appeared (just by the sheer volume of forms collected) they made contact with more people. The committee anticipated a delay in receiving paper forms and were still waiting on completed forms from school districts and probation and parole. They will continue to categorize (by municipality) and validate (checking forms individually for duplication) until end of February and then begin data entry. Prior experience suggested waiting to make sure there weren't any changes to ServicePoint before

starting data entry. The data entry process was expected to be completed sometime in mid-March at which time another validation process would take place in ServicePoint to de-duplicate and measure data quality. Annette Evans expected to report results by end of April.

#### Questions and Answers:

##### **How did PIT evolve?**

It started with a "One Night Shelter Count" which involved going from place to place with forms for everyone in the shelter to fill out in one day. It was evident many folks were being missed. The participation of Valerie Burton of Luke-Dorf was instrumental in identifying where people were living because of her regular outreach work.

##### **Was it unusual to find people in parking lots this year?**

Many people were living in their cars, some operational, others not, and a fair number living in RV's or derelict RV's, which didn't exist last year. Due to the high cost of maintaining and operating RV's folks keep moving until forced to abandon it. Ultimately the expense of removal and disposal falls on local government, an added expense and funds that could instead be used for re-housing or services.

##### **Do we know where the RV's were coming from?**

Katherine Galian shared a story of a person she spoke with who was evicted from Beaverton and went to Southern Oregon to live with family. The state bought them an RV which they drove back to Beaverton and now were RV camping in Beaverton.

Kara Radecki shared a personal experience confirming that a tow truck wouldn't tow an abandoned RV parked on personal property as they couldn't recoup towing costs. They would take an automobile for scrap, but an RV was just too expensive to scrap out.

Pat Rogers reported the next Master List Sub-Committee meeting would be held together with the Homeless Sub-Committee on Monday, February 12, 2018 at 9:00am, 3700 SW Murray, Beaverton, and provided agenda items for the Homeless Sub-Committee:

- A. To develop a plan for next year to begin case conferencing and tracking of folks staying in severe weather shelters; and
- B. To re-initiate a plan to case conference families residing in family shelters which would develop into a separate meeting called the "Shelter Network Meeting" whose sole purpose would be to case conference families residing in family shelters with housing specialists at Community Action Organization in order to develop coherent re-housing plans and initiate communication with the housing team, if not already in place.

Katherine Galian added reporting requirements for CAPER (an annual report for ESG) and also for EHA and SHAP required the data for "exits to permanent housing from shelter" be reviewed quarterly. Each shelter program was also looking at data tracking families exiting from emergency shelter into permanent housing on a more regular basis to monitor the success of the network. The intent was to increase those percentages and to have the housing team make contact earlier in the process in order to house folks faster.

##### **Once in housing, was there continued case management?**

For some programs there was. With the change in ESG reporting, case management would be required with each Rapid Re-Housing plan.

#### **C. Oregon Legislative Agenda: Special Funding Request to Interim Joint Committee on Ways And Means for Severe Weather Shelters and other priority needs.**

Katherine Galian reported the funding request was submitted for the current legislative session and was a result of an identification of a large number of unsheltered individuals throughout the State of Oregon. There was a sense of crisis of not having adequate safe space for individuals and families in the winter and due to the "no turn away" policies where anyone seeking shelter should have access, jurisdictions were burning through their resources. The request included

additional funds for hotel/motel vouchers to be available when shelters were at capacity, and additional rapid re-housing assistance to help families into housing. The total request was for just over \$600,000 and added to requests from Multnomah County, Lane County, Southern Oregon and Clackamas County. A response was expected by the end of the month.

Questions and Answers:

**Did each county make a separate request?**

State investments in housing & homeless services (EHA & SHAP) and document recording fees came through Community Action networks. In Lane, Multnomah and Clackamas Counties the Community Action is part of county government whereas in Washington County it is a private non-profit that fulfilled the same role as those departments in other counties. The funds would come to Washington County through Community Action Organization and was intended to be shared.

**Would Community Action Organization disburse the funds through a grant process?**

The funds would be disbursed directly to the Severe Weather Shelters based on percentage of bed nights, similar to SHAP. This request was written in partnership with Annette Evans and the County Government Affairs Office.

**D. \$3,574,261 HUD grant award FT2017 McKinney-Vento CoC Program . Original application valued at \$3,574,261 which included bonus project “RISE” that was not funded.**

Katherine Galian reported the grant was awarded. Project “RISE” was not approved, but all existing programs were renewed.

**E. CoC Program Administrative Plan.**

Kristy Eckhardt reported the plan was in a rough draft form and reviewed by the Occupancy Specialist for the VASH Program as well as Annette Evans. The final plan would be submitted to HSSN in early Spring 2018 and presented to the workgroup via email before the next meeting.

**V. ANNOUNCEMENTS AND OPEN DISCUSSION**

- Kara Radecki announced she was leaving Luke-Dorf effective March 31, 2018.

**VI. WORKGROUP MEETING SCHEDULE – SAVE THE DATE**

- April 13, 2018
- June 8, 2018
- August 10, 2018
- October 12, 2018
- December 14, 2018

**VII. ADJOURNMENT**

The meeting adjourned at 9:19 a.m.

Minutes prepared by Vara Fellger, Washington County Housing Services

**HANDOUTS**

- Memo dated February 9, 2018 from Office of Community Development to HSSN Workgroup with attachments A & B.
- Memo from Community Action Organization re ESG, EHA, SHAP allocations.

*To be added to HSSN Workgroup email list, or the HSSN Coordinated and Centralized Assessment System, contact Annette Evans at [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us).*

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