

HOUSING and SUPPORTIVE SERVICE NETWORK (the CoC) CoC Board

Friday, December 9, 2022 - 8:30 to 9:55 am

Join Zoom Meeting <https://us02web.zoom.us/j/89201646423?pwd=NUVoRU8waDAvMEJieGdrSFNOeDJYQT09>

Meeting ID: 892 0164 6423, Passcode: 231734 Phone/Call-In: +1 253 215 8782 US (Tacoma)

AGENDA

HSSN Chair: Katherine Galian

HSSN Co-Chair: Vacant

- I. Introductions and Agency Announcements (8:30 a.m.)
Roll call
- II. Public Comment (8:35 a.m.)
- III. Minutes (8:40 a.m.)
A) Board Action: Approve CoC Board minutes for October 14, 2022.
- IV. Business Items (8:45 a.m.)
 - A) Community Connect Waitlist Data - Kisa Quanbeck
 - B) 2023 Housing Services Department Budget Planning – Leslie Gong
 - C) One Homeless Services System – Katherine Galian/Ty Schwoefferman
 - D) HMIS Privacy Notice – Heather Skriver
 - A) Board Action: Approve HMIS Privacy Notice.**
 - B) Board Action: Approve Implementation of the Privacy Notice Practice, Sunset ROI.**
- V. Adjournment (9:55 a.m.)

Future Meeting Schedule:

- January 6, 2023; 1:00pm - 2:00pm (Special Meeting)
- February 10, 2023; 8:30am – 9:55am
- April 14, 2023; 8:30am – 9:55am
- June 9, 2023; 8:30am – 9:55am
- August 11, 2023; 8:30am – 9:55am
- October 13, 2023; 8:30am – 9:55am
- December 8, 2023; 8:30am – 9:55am

The CoC Board meeting is open to the public and agenda also available online. Please direct comments to [Vara Fellger](#).



CoC BOARD MEETING MINUTES
Virtual Meeting via ZOOM
October 14, 2022, 8:30 a.m.

COC BOARD MEMBER PRESENT

- Baker, Vernon – Just Compassion EWC
- Cardwell, Shawn – Forest Grove Foundation
- Cohen, Megan – City of Beaverton
- Downen, Lindsay – New Narrative
- DSouza, Deanne – Worksystems, Inc .
- Gawf, Mandy – City of Hillsboro
- Galian, Katherine, WC Housing Services
- Grant, Bambi – WC Community Corrections
- Hille, Marcia – Sequoia Mental Health Services
- Kalevor, Komi – Housing Authority of Wash Co
- LeSage, Amy – Cascade AIDS Project
- Logan-Sanders, Andrea – Boys & Girls Aid
- Lopez, Nansi – Centro Cultural, Latino Policy Council
- Money, Rose – Family Promise of Tualatin
- Peel, Rick – Oregon Law Center
- Pero, David – Forest Grove SD/HEN
- Smith, Gary – US Dept of Veteran Affairs
- Taylor, Rowie - DVRC
- Teifel, Gordon – Families for Ind. Living/DEAR
- Thomas, Lauren – WC Office of Community Dev.

COC BOARD MEMBER NOT PRESENT

- Calvin, Mellani – ASSIST Program
- Cooper, Sarah, City of Tigard
- Rose, Dixie – Providence-St. Vincent's Hospital
- Studer, Hannah – Bridges to Change

OTHER ATTENDEES

- Dockery, Katie, WC Housing Services
- Fellger, Vara – WC Housing Services
- Gramp, Heather – US Dept of Housing and Urban Development
- Moore, Kayla – WC Housing Services
- Quanbeck, Kisa – WC Housing Services
- Skriver, Heather – WC Housing Services
- Smock, Kris – Kris Smock Consulting
- Wilson, Shannon - WC Office of Community Development

HSSN Chair: Katherine Galian, CoC Program Manager
HSSN Co-Chair: Vacant

Katherine Galian called the meeting to order at 8:32 a.m.

I. Roll Call and Agency Announcements

- Katherine Galian introduced the two new CoC Board members, Dixie Rose of Providence-St. Vincent's Hospital and Sarah Cooper from the City of Tigard. She also recognized Heather Gramp, the local HUD representative who was also in attendance.
- Rose Money announced Family Promise-Tualatin Valley expanded their motel shelter program to 40 rooms on October 1 and were accepting referrals through Community Connect. The program includes a food and clothing pantry.
- Rowie Taylor announced October was Domestic Violence Awareness month and DVRC were working with various organizations and agencies throughout the county to bring notice and support to survivors. Also, DVRC has partnered with Pacific University to provide free dental cleaning and screening services for survivors of domestic violence through their dental program and free eye exams and glasses to survivors through their optometry program (vision clinic van). She committed to forwarding contact information to agencies wanting to connect with Pacific University on utilizing these resources.
- Gary Smith announced the Veteran Stand Down event will be taking place at Sunrise Church in Hillsboro on October 28 from 10:00 am to 2:00 pm. The event provides much needed resources for homeless veterans. He also shared, The Salvation Army facility on Farmington Road is under renovations and as a result had reduced capacity by about 25 percent.
- Deanne D'Souza announced Worksystems has a training program in partnership with Intel. This opportunity provides paid high-tech training for individuals.

II. PUBLIC COMMENT

No public comment.

III. APPROVAL OF MEETING MINUTES

Action: Approve August 12, 2022 meeting minutes.

Motion: Vernon Baker

Second: Lindsey Downen

Vote: Approved, unanimous.

Action: Approve September 14, 2022 special meeting minutes.

Motion: Vernon Baker

Second: Lindsey Downen

Vote: Approved, unanimous.

IV. BUSINESS ITEMS

A. Emergency Solutions Grant (ESG) Proposed Allocation Plan – Lauren Thomas

At the March HSSN meeting OCD expressed its desire to step back from the activities for ESG allocation it had been applying for the past several years (all funds allocated to rapid rehousing), to consider how best to use ESG funds in order to strengthen the homeless system and address gaps. Lauren noted ESG funds can be used for street outreach, emergency shelter, homeless prevention, and rapid rehousing activities, funds were highly regulated (required rigorous reporting) and required 1:1 matching funds. Following input from HUD and the CoC, the current consultation is to report on the proposed allocation of ESG Program funds for FY 2022/2023 and FY 2023/2024 and applied only to ESG funds administered through Washington County OCD, not ESG funds administered through the State of Oregon. For FY2022/2023 (\$161,798) and FY2023/2024 (estimated \$161,798), all funds will be allocated to rent and financial assistance to prevent homelessness, withholding 7.5% for administration costs. Depending on the need in FY 2023/2024, a percentage could be re-allocated to rapid rehousing activities. The required 1:1 match (approximately \$161,798 per year) will be provided by Metro Supportive Housing Services funds for both program years.

Eligible expenses for the proposed allocation includes short and medium term rental assistance, rental arrears, and housing relocation and stabilization services available to those meeting the minimum standards. Agencies are required to participate in Community Connect, Washington County's coordinated entry system and report data to HMIS or a comparable database. They also must be an active member of the CoC, comply with CoC assessment and prioritization requirements, and coordinate with other programs serving homeless and those at-risk of homelessness. Applications will be available November 16 with proposals due back by January 6. Once approved, funding will be available by July 2023. All funds must be expended by June 2024 to prevent de-obligation.

Does the two-year funding begin July 2023?

Yes.

Regarding the coordinated entry for homeless prevention, would that still be required to go through the full ranking process or can it be funded separately?

The agency awarded the funds will receive referrals of those who are at risk of homelessness through Community Connect.

Are there other resources available outside the Coordinated Entry system to serve others who are outside of population A?

The coordinated entry system is available to anyone and is not restricted to only those in population A. If individuals meet the qualification for ESG funds, the coordinated entry system could provide them a referral.

With SHS matching the ESG funds, are those outside the Metro service area disqualified from receiving ESG funds?

SHS match funds cannot be used on rent outside of the UGB but the SHS match can allow for some support service costs outside of the UGB as long as ESG funds are used on the rent. An applicant will have to track to make sure none of the match is used on rent outside the UGB.

Action: Recommend ESG Allocation Plan to the 11.5.2022 HSSN for final approval.
Motion: Marcia Hille
Second: Gordon Teifel
Vote: Approved, unanimous.

B. Community Connect Policy Updates – Kisa Quanbeck

Kisa reviewed a list of changes to the Community Connect policy to reflect the current system:

- Section 7 – Access to Community Connect. Currently states a prioritization list is not maintained. Revisions will be made to show a list is maintained and used to match eligible households to open housing resources.
- Section 8.b - Phase One Assessment Process and Procedure. A change will be made to the scope of who would be included at case conferencing tables to bring flexibility with the growth of the system.
- Section 8.8.6 – Phase 1 Assessment Process and Procedure. References to “Community Connect Assessment Specialist” will be changed to “Community Connect Matching System” as the matching system is what is currently being utilized.
- Section 8.9 – Phase 2 Assessment Process and Procedure. Rapid ReHousing Subsidy Definition would be removed from the CES policy due to lack of relevance and move it into a more specific document related to Rapid ReHousing program standards for HUD funded programs.
- Section 11.1.h - Assessment Specialist Training. Would remove the specificity of a required “Rent Well” course and replace with a “diversion training course” to provide flexibility in the event a Rent Well course is not available.
- 11.2 – Assessment Specialist Training. Remove references to “HIC overview” and replace with “Homelessness service continuum.”
- 12.5 – Performance Measures and System Evaluation. Remove “Survey Monkey” and replace with “secure cloud-based software platform.”

A request was made to send proposed policy changes to the board for review in advance of voting.

Action: Approve Community Connect Policy Updates
Motion: Gordon Teifel
Second: DeAnne D’Souza
Vote: Approved, unanimous.

C. HMIS Update – Heather Skriver

Heather reported all CoC programs had transitioned to ShelterPoint, a data entry workflow which allows providers to see all of their enrollments on one screen and make adjustments when needed. ShelterPoint also allows tracking and reporting on available capacity to use the system more effectively. The transition is expected to be completed by mid-November. Also, HMIS User Agreements will now be processed through PowerDMS, a document management storage system requiring users to sign and agree to reading documents which reduces administrative time and creates efficiency within the system.

With regard to the move to the Tri-County HMIS implementation with Joint Office of Homeless Services (JOHS) as HMIS Lead, there is no longer an estimated launch date due to challenges that have arisen in the contracting process between WellSky and JOHS. The review of the draft IGA at JOHS with all three counties will take place next week.

Heather reviewed a new HMIS privacy policy and committed to sending a copy to board members following this meeting for further review. A vote will take place at the December 9 CoC Board meeting.

D. Letter of Commitment for Housing Stability Voucher Program – Katherine Galian

The amount of requested Housing Stability vouchers is calculated and distributed through a formula based on the proportion of households in a jurisdiction that are housing cost burdened and rates of homelessness. These vouchers are given to the Housing Authority and must be distributed in coordination with the Continuum of Care through the coordinated entry system. A letter has been drafted to the Housing Authority to be signed by the Continuum of Care committing to collaborate with them in the Housing Stability Voucher Program. The commitment would be to identify and refer eligible households through Community Connect, pair support services that are available through the CoC, and collaborate with stakeholders to develop and implement a prioritization plan for these vouchers. An MOU will be in place to clarify the responsibilities of both the Housing Authority and the CoC.

Will there be additional information on how the Housing Stability Vouchers would be utilized in the communities within Washington County?

Vouchers will not be issued to a specific agency to administer but will be accessed and distributed through Community Connect. As more information becomes available it will be shared with the CoC Board.

Action: Approve signing a letter of commitment.
Motion: Marcia Hille
Second: Rowie Taylor
Vote: Approved, unanimous.

E. A Road Home 2022/2023 Annual Work Plan – Katherine Galian

Since the passing of the Supportive Housing Services levy, there are several revisions needed to the A Road Home work plan to reflect the additional resources made available through the levy. The changes will also reflect changes to align it with the SHS Local Implementation plan and the overall county wide plan.

V. ADJOURNMENT

The meeting adjourned at 9:37 a.m.

Minutes prepared by Michelle Rubio.