

# Washington County Local Implementation Planning Committee

October 29, 2020

2 pm – 4 pm

Virtual Meeting via Zoom

## WELCOME

Anita Yap  
(5 minutes)

### 1. REVIEW OF COMMITTEE CHARTER

This item will be a review of the LIP Committee Charter which is intended to advise the Washington County Board of Commissioners on the County's plan to implement the Metro SHS Program. The LIP Committee provides strategic planning support and ensures focus and direction of programs and services in accordance with the Metro SHS Measure.

Ruth Osuna  
(20 minutes)

### 2. TIMELINE AND SCHEDULE

The LIP Committee requested a Road Map for the remaining meetings and discussions.

Ruth Osuna  
(20 minutes)

### 3. DEFINITIONS

**ACTION:** Vote to Finalize Intervention Definitions

Included in this discussion is the definition of chronic homelessness within the context of the SHS Program. While there is an effort to have regionally-aligned definitions, the LIP Committee may recommend a different definition, excluding the definitions that have been outlined in the SHS Measure, particularly those eligibility definitions regarding prolonged or chronic homelessness (75% of funding) and short-term or at risk of homelessness (25% of funding).

Heather Lyons  
(20 minutes)

### 4. COMMUNITY ENGAGEMENT UPDATE

This discussion will provide the LIP Committee results of recent surveys and a summary of results to date. The LIP Committee will be asked to consider themes or ideas that are emerging and might be included in the LIP. Is everyone's voice or perspective being heard?

Anita Yap  
(5 minutes)

### 5. METRICS

This item will review the metrics developed by Metro. The LIP will be asked to reflect on these the broad categories and desired impacts. While these metrics cannot be deleted or changed, the LIP Committee may provide advice on additional metrics that should be included in the Washington County LIP, later, as the plan is being implemented. It is important that Committee members review the metrics prior to the meeting because of time limitations.

Heather Lyons  
(20 minutes)

### 6. CLOSING

Anita Yap  
(5 minutes)

#### Attachments:

- October 8, 2020 Meeting Minutes
- Committee Charter
- Timeline & Schedule
- Definitions
- Stakeholder Survey Preliminary Results
- Thrive Focus Group Poll Results
- Metrics

Meeting Schedule:

November 5	2:00pm – 4:00pm
November 12	2:00pm – 4:00pm
November 19	2:00pm – 4:00pm
December 3	2:00pm – 4:00pm
December 17	2:00pm – 4:00pm

Additional information on the Metro Supportive Housing Services *Local Implementation Plan* is available online at [www.co.washington.or.us/Housing/SupportiveHousingServices/index.cfm](http://www.co.washington.or.us/Housing/SupportiveHousingServices/index.cfm)

To receive future meeting notices with Zoom link, please contact [Vara\\_Fellger@co.washington.or.us](mailto:Vara_Fellger@co.washington.or.us)

## Local Implementation Committee Meeting Agreements

- Keep one's video on whenever possible but respect that it isn't always possible due to technology limitations and home situations.
- Use the "Raise Hand" option to ensure the facilitator can manage input in an efficient manner.
- Give everyone an opportunity to speak, but in the interest of time, use Thumbs Up/Thumbs Down feature or chat to indicate agreement when comments are similar.
- Be conscious of and give space for people to speak especially those who don't always voice their opinion (Step Up/Step Back).
- Ideas to share/thoughts to convey may come after a meeting. It's okay to share those thoughts with facilitators via email or another format.
- Lead with racial equity. Facilitator and committee members should be conscious of and raise the issue, if and when they become aware of/observe individual experiences that call attention to systemic patterns.
- Strive to understand someone else's perspective when there is disagreement on an issue. Given the limitations of virtual meetings, Washington County staff will assist the facilitator to be aware of cues conveying disagreement.
- Practice "Safe Space," by not sharing stories or experiences outside of the group.
- Recognize and uplift other communication styles such as those using a circular "storytelling" rather than the more typical linear method
- Listen to understand and be willing to do things differently and experience discomfort, recognizing discussion will not always lead to closure.
- Maintain a virtual "Parking Lot" list of ideas/questions/topics for future meetings.

Revised 9.10.2020

## **FIST FOR FIVE DECISION MAKING**

Voting will be done through the chat box by typing in “Fist,” “One,” “Two,” “Three,” “Four,” “Five.” Consensus would be achieved at a minimum of three fingers and members voting with less than three fingers should expect to voice their concerns.

- |                 |   |
|-----------------|---|
| Fist =          | No  |
| One finger =    | Additional discussion needed/Suggest changes                |
| Two Fingers =   | More comfortable with proposal/Need to discuss minor issues |
| Three Fingers = | Not in total agreement/Feel comfortable to let it pass      |
| Four Fingers =  | Good Idea/Will work   |
| Five Fingers =  | Great Idea/I will assist in any capacity                    |



**METRO SUPPORTIVE HOUSING SERVICES  
LOCAL IMPLEMENTATION PLAN (LIP) COMMITTEE MEETING MINUTES  
OCTOBER 8, 2020, 2:00 P.M.  
Virtual Meeting via Zoom**

The Local Implementation Planning Committee is a 21-member committee convened to advise the Washington County Board of Commissioners on the County's plan to implement the Metro Supportive Housing Services Measure. The purpose of the Committee is to provide strategic planning support and to ensure focus and direction of programs and services in accordance with the Supportive Housing Services Measure.

**COMMITTEE MEMBERS PRESENT**

Brooks, Bridget – City of Tualatin  
Cohen, Megan – City of Beaverton/SWS-Beaverton  
Curran, Brendan – FG-United Church of Christ  
Duyck, Ignolia – Virginia Garcia Memorial Health Clinic  
Evans, Annette – WC Dept of Housing Service  
Galian, Katherine – Community Action Organization  
Hartye, Chris – City of Hillsboro  
Hille, Marcia – Sequoia Mental Health Services, Inc.  
Huggins-Smith, Sarah – SOS Shelter  
Kalevor, Komi – Housing Authority of WC  
Johnson, Ellen – Citizen At-Large  
McCrea, Erroll – WC Sheriff's Office/Jail  
McGough, Andrew – Worksystems, Inc.  
Mena, Javier W. – City of Beaverton  
Pero, David – Forest Grove School District  
Salvador, Nelli – Immigrant & Refugee Community Org (IRCO)

Soneoulay-Gillespie, Toc – Care Oregon  
Stoulil, Vera – Boys & Girls Aid  
Taylor, Rosemary "Rowie" – DVRC  
Trinh, John – Luke-Dorf, Inc.

**COMMITTEE MEMBERS ABSENT**

Schnitzer, Cole – U.S. Department of Veteran Affairs

**STAFF MEMBERS PRESENT**

Ruth Osuna – County Administrative Office  
Jennie Proctor – Office of Community Development  
Mari Valencia-Aguilar – Office of Community Development  
Kristin Burke – Health & Human Services

Facilitators: Anita Yap, Multicultural Collaborative  
Heather Lyons, Corporation for Supportive Housing

Meeting called to order at 2:05 p.m.

**I. INTRODUCTIONS**

**II. BUSINESS ITEMS**

**A. Final Geographic Equity Map – Heather Lyons**

The committee reviewed the map presented and determined more detail was needed prior to approval of a final geographic equity map. Heather committed to incorporating more detail on the map and will provide a copy in a meeting packet for review prior to approval at a later meeting.

**B. Racial Equity Data Review – Heather Lyons**

Heather reviewed the LIP required elements for racial equity and the priority populations through which she would review the data. HMIS data was provided by the Joint Office of Homeless Services in Multnomah County who pulled data for all three counties. American Community Survey (ACS) data on race and ethnicity for all income levels of Washington County was used to compare those in HMIS who fit the parameters of Population A (75%) and Population B. The data was then disaggregated into families, single adults and children under 18/young adults aged 18-24. The data clearly demonstrated the overrepresentation of certain racial groups within the service (homeless) population compared to their composition within the



general population overall. She noted HUD's narrow "chronic homeless" definition; however, limited the sample size available in HMIS to reflect the true need within the county and noted CSH has used other sources of data to provide a more comprehensive picture, such as the Child Welfare Systems. Several members expressed concern about the small sample size being used for Population A. It was also felt the "service population" should reflect the poverty population within Washington County rather than the general population.

**C. Definitions – Anita Yap/Heather Lyons**

Heather experienced technical difficulties and was unable to present the agenda item and it was held over to the next meeting.

**D. Gaps Analysis & Priorities Review – Heather Lyons**

Heather shared that CSH is still waiting on additional gaps/needs data and would not be presenting the agenda item at this meeting. She also shared the committee intervention priorities results were included in the October 8 meeting packet for members to review and encouraged members to provide comment. She committed to providing the gaps analysis information in a meeting packet for members to review.

**E. Community Engagement Sessions Update – Anita Yap**

Anita reviewed the LIP plan elements for community engagement and the types of community engagement events she would be implementing (listening sessions, focus groups and written surveys) and encouraged members to reach out to her with information about culturally specific organizations who were working with Native Hawaiian/Pacific Islander/American Indian/Alaska Native and Black/African American populations.

**F. Burning Issue(s) committee members would like to see addressed – Anita Yap**

Anita opened the discussion to issues or topics of interest that committee members wanted to see included in discussions for future meetings. An active sharing of ideas followed.

**G. Committee Communication – Anita Yap**

Ruth asked committee members to work with Washington County staff prior to sharing information from committee meetings with outside organizations. She reminded committee members they were appointed by the Board of County Commissioners and consistent messaging, transparency and good record keeping was important. Anita requested committee members be transparent with the LIP Committee in their discussions with stakeholders and be cognizant of the fact that not all committee members wanted their contact information shared without their prior consent.

**H. Closing Thoughts and Comments – Anita Yap**

Ruth shared County staff will pause to consider how LIP Committee meetings could be more effective going forward. She acknowledged the lack of timely data availability had hampered productive data driven discussions to date and will work to provide a roadmap and timeline prior to the next meeting.

**III. ADJOURNMENT**

The meeting adjourned at 3:58 p.m.

Minutes prepared by Vara Fellger, Washington County Housing Services

To be added to the Metro SHS LIP Committee email listserv, contact Vara Fellger at [Vara\\_Fellger@co.washington.or.us](mailto:Vara_Fellger@co.washington.or.us).

## **Washington County Local Implementation Planning Committee**

The Local Implementation Planning Committee is a 21-member committee convened to advise the Washington County Board of Commissioners on the County's plan to implement the Metro Supportive Housing Services Measure. The purpose of the Committee is to provide strategic planning support and to ensure focus and direction of programs and services in accordance with the Supportive Housing Services Measure.

The Office of the County Administrative Officer shall serve as staff to the Committee. The Committee shall meet as necessary and appropriate at the call of the Office of the CAO but not more than 10 times.

The Local Implementation Plan will include a comprehensive community engagement process that prioritizes the voice of people with lived experience and from communities of color and will include strategies to advance racial equity outcomes, engage communities of color and historically marginalized communities. It is intended to document the proposed use of funds and how these uses align with the purposes of the Supportive Housing Services Measure.

### **Committee Charter:**

Acting with County staff, the Committee is charged to:

- Develop and recommend to the Board of Commissioners strategies for equitable geographic distribution within Washington County and the Metro district boundary.
- Provide guidance on advancing racial, equity, diversity, and inclusion particularly among people experiencing homelessness and the priority service population; disparities in access and outcomes in current services for people experiencing homelessness and the priority service populations; clearly defined service strategies and resource allocations intended to remedy existing disparities and ensure equitable access to funds; and, an articulation how perspectives of communities of color and culturally specific groups were considered and incorporated.
- Assist with setting priorities for programs and services.
- Provide guidance to County staff, review the current system investments or capacity serving priority populations and advise on an analysis of the nature and extent of gaps in services to meet the needs of the priority population, broken down by service type, household types, and demographic groups.
- Advise the County on planned investments that include: (1) the types of services, and how they remedy the service gap analysis; (2) the scale of the investments proposed; (3) the outcomes anticipated; and (4) the service delivery models that will be used in each area of service.
- Advise the County on a funding plan to allocate (a) 75 percent of funding for people who have extremely low incomes and one or more disabling conditions, who are experiencing long-term or frequent episodes of literal homelessness or are at imminent risk of experiencing homelessness; and (b) 25 percent of people who are experiencing homelessness or face/have substantial risk of homelessness.

- Advise the County on how to prioritize funding to providers who demonstrate a commitment and delivery to under-served and over-represented populations, with culturally specific and/or linguistic specific services, as well as those programs that have the lowest barriers to entry and actively reach out to communities often screened out of the other programs.
- Ensure that the County:
  1. Has in place a program evaluation process that measures the extent to which it is achieving the intent of the Supportive Housing Services Measure;
  2. Regularly uses the evaluation data to inform and continuously improve County program and community partners' programs;
  3. Uses evaluation data to educate the community (including funders) regarding the work and effectiveness of the County's efforts to implement the full intent of the Metro Supportive Housing Services Measure.

## Road Map – SHS Planning Process

1. August 27 – LIP Committee Meeting
2. September 10 – LIP Committee Meeting
3. September 24 – LIP Committee Meeting
4. October 8 – LIP Committee Meeting
5. October 29 – LIP Committee Meeting
  - a. Review of the Committee Charter
  - b. Timeline and Schedule
  - c. Definitions – Finalize (D)
  - d. Community Engagement Update and Report
  - e. Metrics
6. November 3 – Board SHS Update (Report due to CAO 10/22)
7. November 5 – LIP Committee Meeting (Special Meeting) \*\*
  - a. CoC Racial Equity Analysis (I)
  - b. Racial Equity Workshop
8. November 10 – Community Engagement Report presented to the Board
9. November 12 – LIP Committee Meeting
  - a. Needs/Gaps Analysis
  - b. Finalizing the Geographic Equity – Maps (D)
    - i. Poverty Map
  - c. Consolidated Plan \_ Homeless Needs (I)
  - d. Affordable Housing Bond Program and SHS Program
10. November 19 – LIP Committee Meeting
  - a. Planned Investments
  - b. System Changes
11. December 3 – LIP Committee Meeting
  - a. Draft LIP Report
12. December 15 – Draft LIP to the Board – Work Session (Report due to CAO 12/2)
13. December 17 – LIP Committee Meeting
14. December 16 – January 4<sup>th</sup> - Comment Period
15. January 12 – Final LIP to the Board – Work Study (Report due to CAO 12/30)
16. January 26 – Board Regular Meeting – Evening (Report due to CAO 1/13)
17. February 2 – Board Regular Meeting – (Report due to CAO 1/20) (*Meeting if Board wants to review the report a third time*)
18. LIP sent to Metro for approval



## Local Implementation Plan - Intervention Definitions - 10-21-20

Metro requires “(a)n articulation of programmatic investments planned, including: the types of housing services to be funded to address the gap analysis; including specifically,

- supportive housing,
- long-term rent assistance,
- short-term rent assistance,
- housing placement services,
- eviction prevention, and
- shelter and transitional housing”

The following definitions describe each of these interventions:

### Supportive Housing (One of Two choices)

- Supportive housing is a proven solution for highly vulnerable people who have complex health needs, including those with mental illness and addictions and have long-term homelessness in their background. It combines deeply affordable housing with supportive services to help people live with stability, autonomy and dignity.

(Source: Tri-County SH Plan – already adopted by Metro)

**OR**

- Supportive housing (SH) is affordable housing with wrap-around services that assist households in which one or more members have a disabling condition and is at imminent risk of or has experienced homelessness (usually prolonged or recurrent episodes of homelessness).
  - There are two primary modes of supportive housing:
    - Permanent supportive housing for populations with more complex needs
    - Facility-based transitional housing for populations with shorter-term needs

(Source: 2000 Unit SH Plan – Multnomah County)

### Long term rent assistance (LRA)

- Flexible rent assistance that is available to support those experiencing or at substantial risk of experiencing homelessness. Long-term rental assistance does not have an end date and can be available if the household needs it. It can be tenant or project based. Household should not make more than 30% AMI.

### Short term rent assistance (STRA)

- Flexible rent assistance meant to serve those at risk of or are recently/episodically homeless. Assistance duration is flexible, but does have a cap. 1 month – 2 years on average and is similar to rental assistance offered in Rapid Re-housing and Prevention.

### Housing Placement Services

- Provides help for individuals to identify and qualify for appropriate stable housing. This can include things like housing navigation staff, rental application fees, security deposits, first and last month's rent, utility connection fees and utility deposits. Depending on the program, it could also include moving costs (like moving company, truck rental, storage costs, etc.)

### Eviction Prevention

- Housing relocation and/or stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving into homelessness (Shelter, place not meant for habitation, etc.).

### Shelter/Transitional Housing

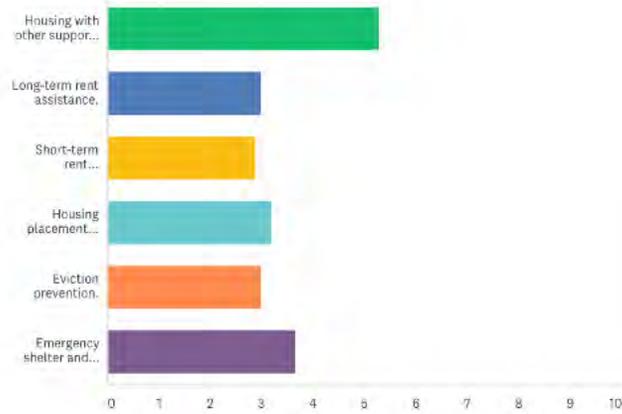
- Emergency shelter - any facility, the primary purpose of which is to provide a temporary shelter for people experiencing homelessness in general and can be provided for specific homeless populations. Shelter does not require occupants to sign leases or occupancy agreements.
- Transitional Housing typically involves a temporary residence of up to 24 months with wrap-around services to help people stabilize their lives.

# ONLINE STAKEHOLDER SURVEY

## Preliminary Results

Of the funding options for this new resource, what would you prioritize? Rank 1-6, 1 being the highest priority.

Answered: 69 Skipped: 2



	1	2	3	4	5	6	TOTAL	SCORE
▼ Housing with other support services for homeless individuals and families* Support services include, but not limited to: mental health, medical, employment assistance, financial education.	65.22% 45	23.19% 16	1.45% 1	0.00% 0	7.25% 5	2.90% 2	69	5.30
▼ Long-term rent assistance.	10.29% 7	10.29% 7	16.18% 11	22.06% 15	13.24% 9	27.94% 19	68	2.99
▼ Short-term rent assistance.	4.35% 3	16.94% 11	14.49% 10	17.39% 12	24.64% 17	23.19% 16	69	2.88
▼ Housing placement services.	1.45% 1	14.49% 10	24.64% 17	28.99% 20	23.19% 16	7.25% 5	69	3.20
▼ Eviction prevention.	5.80% 4	14.49% 10	18.84% 13	18.84% 13	17.39% 12	24.64% 17	69	2.99
▼ Emergency shelter and transitional housing, i.e. short term housing to transition independent living.	13.04% 9	21.74% 15	24.64% 17	13.04% 9	14.49% 10	13.04% 9	69	3.07

# THRIVES FOCUS GROUP

October 21, 2020

## Zoom Poll

Choose your top two priorities

1. Supportive Housing
2. Long-Term rent Assistance
3. Short-Term rent Assistance
4. Housing Placement Services
5. Eviction Prevention
6. Shelter and Transitional





**Memorandum**

**October 20, 2020**

**TO:** LIP Committee Members

**FROM:** Ruth Osuna  
Deputy County Administrator

**SUBJECT:** Regional Supportive Housing Services Program – Required Outcome Metrics

This memo transmits the Regional Supportive Housing Services Program – Required Outcome Metrics (“Metrics”) which were created by Metro and reviewed by the Metro Stakeholder Advisory Table this summer. These Metrics will be formally adopted by Metro Council later this year and will be measured consistently in each county and reported to Metro to demonstrate transparent accountability of program implementation.

The Outcome Metrics are being shared as information for the LIP Committee. Metro has indicated that the Metrics as presented cannot be revised. The LIP Committee may, however, recommend the inclusion of additional Metrics for consideration by the Board of Commissioners.

The Metrics include the following broad categories:

- Housing Stability
- Equitable Service Delivery
- Engagement and Decision-Making

## Regional Supportive Housing Services Program Required Outcome Metrics

### HOUSING STABILITY

#### Desired impacts

- Homelessness becomes a rare and short-term experience without disparate impacts on BIPOC communities in greater Portland.
- Housing options allow BIPOC folks choices to meet needs, achieve long-term stability, access opportunity, and improve their quality of life.

#### Measurable goals

- Housing equity is advanced by providing access to services and housing for BIPOC folks at greater rates than they BIPOC experience homelessness.
- Housing equity is advanced with housing stability outcomes (retention rates) for BIPOC folks that are to equal or better than housing stability outcomes for non-Hispanic whites.
- The disparate rate of BIPOC experiencing chronic homelessness is significantly reduced.

#### Regional outcome metrics

- # Number of supportive housing units created and total capacity, compared to households in need of supportive housing. This will measure change in supportive housing system capacity and need over time.
- # Number of households experiencing housing instability or homelessness compared to households placed into stable housing each year. This will measure programmatic inflow and outflow.
- # Number of housing placements and homelessness preventions, by housing intervention type (e.g. supportive housing, rapid rehousing) and priority population type. This will measure people being served.
- # Housing retention rates. This will measure if housing stability is achieved with supportive housing.
- # 'Length of homelessness' and 'returns to homelessness.' These will measure how effectively the system is meeting the need over time.
- # Funds and services leveraged through coordination with capital investments and other service systems such as healthcare, employment, and criminal justice. This will measure leveraged impact of funding in each county.

## EQUITABLE SERVICE DELIVERY

### Desired impacts

- BIPOC communities access housing and care through strengthened and expanded capacity of culturally specific community organizations.
- Culturally responsive services are readily accessible through standardized, people-centered and inclusive practices across the housing service system.
- Service provider organizations are implementing equitable policies and procedures within their organizations with a goal of eliminating racism and inequitable outcomes.
- Economic equity is advanced through equitable and living wages for service provider staff and representation of BIPOC and people with lived experience of homelessness is increased in leadership positions.

### Measurable goals

- Increase culturally specific organization capacity with increased investments and expanded organizational reach for culturally specific organizations and programs.
- All supportive housing services providers work to build anti-racist, gender-affirming systems with regionally established, culturally responsive policies, standards and technical assistance.

### Regional outcome metrics

- # Scale of investments made through culturally specific service providers to measure increased capacity over time.
- # Rates of pay for direct service roles and distribution of pay from lowest to highest paid staff by agency to measure equitable pay and livable wages.
- # Diversity of staff by race, ethnicity, sexual orientation, gender identity, disability status and lived experience.

## ENGAGEMENT AND DECISION-MAKING

### Desired impacts

- BIPOC people are engaged in program design and implementation and are overrepresented in decision-making roles.
- People with lived experiences of homelessness and housing instability are engaged at all levels of decision making, are represented on decision making bodies and supported in these roles.
- BIPOC lead in program development and system redesign to create more equitable and inclusive structures and practices.

### Measurable goals

- BIPOC are overrepresented on all decision-making and advisory bodies.
- BIPOC and people with lived experience are engaged disproportionately to inform program design and decision making.

### Regional outcome metrics

# Percent of all advisory and oversight committee members who identify as BIPOC or as having lived experience of housing instability or homelessness.