



Poverty and Homelessness Board

Executive Committee Meeting

March 18, 2021

12:00 p.m. – 1:30 p.m.

Join from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/534855637>

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AGENDA

Topic

1. Welcome and Agenda Review – Kris McAlister, Chair
Member Check In (Jurisdictional Updates)
2. Consent Agenda – Chair 5 min
 - *Approve Minutes from January 21, 2021*
 - *Accept Statement of Revenue and Expenditures*
3. Membership Applications – Chair 5 min
 - Sheila Wegener, new DHS District 5 Manager
 - Mattias Smith, Youth Homeless Representative
4. System Performance Measures – Lisë Stuart 5 min
5. Communicating the Work of the PHB – Chair 10 min
6. Strategic Plan 2022-2027 – Alex Dreher, Lane County Staff..... 20 min
Draft Scope of Work
7. Governance Charter 5 min
Redline draft: Proxy voting, Subcommittee Chair Membership
8. Agenda Items from Members- rest of time
9. Public Comment..... 5 min
Individuals who plan to offer comment must register and indicate they wish to give public comment in the chat box, with name and contact information.
10. Wrap Up/Next Meeting 5 min
Summarize board decisions, assignments, next steps, and next month’s meeting agenda
11. Adjournment

The Poverty and Homeless Board (PHB) is an action oriented group of elected officials, community stakeholders, and individuals who represent low-income and homeless people’s concerns. The purpose of the PHB is to create innovative partnerships and programs that use best practices to reduce poverty and homelessness in Lane County. The PHB will work to generate resources, community and legislative support for housing and services to achieve its goals.

MINUTES POVERTY AND HOMELESSNESS BOARD

Executive Committee

GoToMeeting online

January 21, 2021
12:00 – 1:30 p.m.

PRESENT: Kris McAlister *Chair*, Noreen Dunnells *Vice Chair*, Pat Farr, Lucy Vinis, Sean VanGordon, and Commissioner Laurie Trieger as Pat Farr's alternate; Members; Erin Fifield City of Springfield staff; Jason Dedrick, Brooke Freed, Regan Watjus, City of Eugene staff; Sarai Johnson, Devon Ashbridge Lane County Staff; Steve Manela, Alex Dreher, Amanda Borta, Daina Davisson, Laural O'Rourke, Lisé Stuart, James Ewell, Human Services Division Staff; Michael Gannon, Julia Rojas, Guests.

ABSENT: none

WELCOME AND AGENDA REVIEW

Chair Kris McAlister convened the meeting at 12:00 noon. Those present introduced themselves.

Ms. Dreher displayed the January agenda on the screen.

CONSENT AGENDA

- Approve Minutes from November 19, 2020 Executive Committee meeting
- Accept Financials

Lucy Vinis moved to approve the consent agenda.

Pat Farr provided the second. The motion passed.

MEMBERSHIP

Program Services Coordinator Alex Dreher discussed the vacancies and possible changes in membership:

- Lane Workforce Partnership has requested to replace Sector Strategy Director Ashley Espinoza with Workforce Investments Director Cindy Perry. This is an ex-officio non-voting position.
- Commissioners Laurie Trieger will serve as Pat Farr's alternate. A full membership vote would be required should members wish to add another elected position.
- The homeless/previously homeless youth representative position remains vacant.

Ms. Dreher noted the difficulty of recruiting someone with lived experience and under 24 years old. She said the Membership Committee considered a provider serving youth could be on the board in the absence of a youth representative.

Centro Latino Americano (CLA) Wraparound Facilitator Julia Rojas said she worked with youth experiencing homelessness in their families. She suggested recruiting a youth to serve alongside a provider to help the youth become more comfortable at which time the provider could transition out.

Ms. Vinis agreed this was an excellent idea encouraging youth to participate and offering a mentorship opportunity. Members agreed this would be a great opportunity for the youth and for the PHB.

Responding to a question from Mr. McAlister, Ms. Dreher said that the Youth Homeless Solutions workgroup has actively reached out to youth through many venues such as 15th Night Youth Action Council, St. Vincent de Paul Youth House and the YHS members. She added that the Executive Committee had authority to approve that membership.

Noreen Dunnells moved to approve the mentorship position of a lived experience youth and a provider of youth services. Lucy Vinis provided the second. The motion passed.

Pat Farr moved to approve the replacing Ashley Espinoza with Cindy Perry from the Lane Workforce Partnership, a non-voting ex-officio position. Lucy Vinis provided the second. The motion passed.

Ms. Dreher said she would send the recommendation to the Youth Homeless Solutions workgroup.

COVID-19 RELIEF ASSISTANCE UPDATE

Ms. Dreher displayed the Tableau OHCS COVID-19 document onscreen.

Mr. Manela said \$7.3 million was received from Oregon Housing and Community Services (OHCS) for rental assistance. Dispensed about \$6.95 million which helped 1,732 households with rental assistance.. Also the Department of Treasury will be transferring close to \$11.5 million directly to Lane County within two business days to provide rental assistance. Congress passed that bill at the end of December.

Mr. Manela explained that the Department of Treasury funds could be used for both tenant and landlord assistance - either can apply for the assistance. Ninety percent of the funding must be spent on rent or utility expenses, ten percent can be spent on housing stabilization services.

Ms. Vinis asked if renters needed assistance in accessing the funds.

Mr. Manela summarized that the program went well and was a fairly well developed system for people to be able to apply. A direct line of assistance was also available for people referred from public health. He remarked that the biggest issues going forward is the staff capacity of the organizations to process the applications. Homes for Good (HFG) has indicated they plan to work with the landlord program the State of Oregon is administering and not the direct client program. HFG was the only provider to withdraw due to staff workload issues.

Ms. Dreher said the documents shown on screen would be sent out to members after the meeting.

Mr. McAlister asked if the landlord would be able to use the funds for permanent supportive housing.

Steve replied that the 10 percent stabilization is to work with landlords or tenants for any of the issues that come up.

Members discussed the increasing need of assistance due to the pandemic.

Ms. Dreher added that the landlord signed a legal document affirming that the money would be used the rent of that tenant. The tenant received a copy of that document.

STRATEGIC PLAN

Mr. Manela summarized the process for the PHB first Strategic Plan that went through 2021. He noted that the first PHB Strategic Plan was developed as the jurisdictions were just starting to work on things that like implementing some of the TAC report recommendations. He proposed hiring a consultant to work with the board as done last time. Besides coordinating the homeless service system improvement recommendations, the updated strategy plan should also coordinate with other housing and systems plans in Lane County, Eugene and Springfield, and other cities working towards those goals as well as the work of Sarai Johnson.

Agreeing, Ms. Dunnells said she was a proponent of aligning all that we are doing to ultimately end homelessness in Lane County, bringing all the various entities and initiatives together to determine gaps and what additional work is needed. She volunteered to be involved in the process.

Ms. Vinis considered that the board would need to address whether to stress the PHB goals or to advocates for other strategies in the community.

Members discussed the uniqueness of the PHB in that the plans lead to action and progress, and working with other entities such as Homes for Good (HFG) to achieve the larger goals. Member were especially encouraged by the participation of those with lived experience and advocacy.

Mr. McAlister noted that the data information has provided good insight and clarity of the use of the homeless systems. He opined that an area he would like to be improved is under Section 3- reach out to legislature and providers.

Mr. Manela thanked members for the discussion.

Mr. McAlister noted his interest to be involved in the process and suggested following-up with other member for more input.

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COMMUNICATION PLAN

Joint Housing and Shelter Sarai Johnson and Lane County Public Information Officer Devon Ashbridge Ms. Ashbridge said she understood the request to consider the PHB and how it fits in the county structure as well as outreach in other programs with a service oriented nature. The PHB is a mid-ground- not a stand-alone entity - but does interact and support a number of partner agencies. The proposal to you today for more people to understand the work this body supports, would be to work through partners funded, guided and directed by this group. While she didn't think the group was set up in a way that made sense to have its own specific outreach, she noted that the agency partners were communicating about their on-the-ground and tangible victories, and ending homelessness in our community. It would be wonderful to have an agreement with them that when any partner agency or program funded through the PHB would work through them to agree that when anyone was communicating about a project or progress in a service that's funded through the PHB, that a statement to that effect is included and then that information gets out. She explained that this would create a heightened awareness in the community and the local media of the PHB and the role that this group play in the work, and also ties back to tangible victories and positive things in the community. The plan would ensure that there is some information about how that work was supported and prioritized through the PHB and gains greater recognition in the community while keeping the focus on the work being done in a way that can be made palatable to local media and easy to explain to residents. She remarked that it was easy to show the value of something when you are demonstrating a tangible work.

Members discussed the earlier op-ed pieces and articles about homelessness coordinated with the editorial board of the Register Guard.

Ms. Dunnells remarked that she is asked every day what is being done for the unhoused people in our community. This body helps to connect the dots on the various strategies and activities.

PUBLIC COMMENT

- Michael Gannon remarked that a youth would have a different understanding of what the PHB is trying to achieve. He suggested an honorarium and participation by the youth by phone. He said that counseling should be provided through the COVID rental assistance funds. He also considered that the public should be able to comment at any time during the meeting as it pertained to the discussion, otherwise it was dismissive to the person.

BOARD RESPONSE

Ms. Dreher responded in the chatbox that the youth representative in that position would receive a stipend for attendance.

Mr. McAlister added in the chat that all lived experience receive a stipend for attendance as well.

WRAP UP/ AGENDA SETTING

The next PHB Executive Committee meeting is March 18, 2021

Members were encouraged to send suggested agenda items to Ms. Dreher.

ADJOURNMENT

The meeting adjourned at 1:35 p.m.

*Recorded by Diana Alldredge
Human Services Division Staff*

Lane County, Oregon
Statement of Revenues and Expenditures
 Report: CY-0434 - Division by Account
 Department: Health and Human Services
 Division: Human Services Division
 As of February 28, 2021

**Percent
of Year**
66.58%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	747,929.00	-	204,886.94	(543,042.06)	27.39%
451301	Fema	375,000.00	-	2,500.00	(372,500.00)	0.67%
451351	Health & Human Services	4,069,006.00	254,245.00	1,211,520.74	(2,857,485.26)	29.77%
451369	SAMHSA	411,212.00	119,944.34	180,775.47	(230,436.53)	43.96%
451401	Housing & Comm Development	6,545,532.00	-	1,050,986.12	(5,494,545.88)	16.06%
451901	Miscellaneous Federal	7,347,156.00	95,412.75	11,882,567.34	4,535,411.34	161.73%
453120	Community Services Block Grant	1,015,320.00	83,198.00	328,002.00	(687,318.00)	32.31%
453143	Coordinated Care Org-CCO	200,000.00	-	(23,991.81)	(23,991.81)	-12.00%
453144	Coronavirus Relief Fund	2,998,404.00	8,250.57	1,535,844.35	(1,462,559.65)	51.22%
453190	Miscellaneous State	1,516,404.00	99,453.49	440,548.56	(1,075,855.44)	29.05%
453403	Homeless Shelters	4,216,887.00	(2,733.00)	6,714,244.00	2,497,357.00	159.22%
453444	Immune Action & Babies 1st	742,001.00	-	-	(742,001.00)	0.00%
453830	Veterans Affairs	249,596.00	62,399.00	124,798.00	(124,798.00)	50.00%
453910	Miscellaneous State Revenue	213,049.00	20,980.00	1,380,988.77	1,167,939.77	648.20%
455120	Eugene	3,016,738.00	-	1,331,027.95	(1,685,710.05)	44.12%
455160	Springfield	584,870.00	-	186,410.18	(398,459.82)	31.87%
456190	Miscellaneous Cities	-	-	23,500.00	23,500.00	100.00%
466740	Trillium/OHP FEES	315,566.00	-	175,800.31	(139,765.69)	55.71%
466910	Miscellaneous Svc Charges	30,327.00	-	9,669.25	(20,657.75)	31.88%
466915	Special Projects	38,331.00	-	12,624.04	(25,706.96)	32.93%
466950	Private Donations	183,055.00	-	90,000.00	(93,055.00)	49.17%
466980	Refunds & Reimbursements	792.00	-	47,330.30	46,538.30	5976.05%
486100	Investment Earnings	-	929.02	5,518.69	5,518.69	100.00%
496110	Fund Balance Carryover	2,488,277.00	-	2,488,275.51	(1.49)	100.00%
498510	Transfer Fr General Fund (100)	2,000,912.00	-	1,217,156.00	(783,756.00)	60.83%
498515	Transfer fr General Fd Ongoing	1,565,171.00	-	1,173,878.25	(391,292.75)	75.00%
498900	Intrafund Transfer	586,943.00	-	282,909.26	(304,033.74)	48.20%
Total Revenues		41,458,478.00	742,079.17	32,077,770.22	(9,380,707.78)	77.37%
Personnel and Fringe		4,944,687.00	348,038.01	2,749,856.16	(2,194,830.84)	55.61%
512111	Professional & Consulting	50,710.00	501.26	35,417.81	(15,292.19)	69.84%
512173	Training Services	292,500.00	21,934.38	138,191.05	(154,308.95)	47.24%
512178	Support Services	-	1,164.80	41,694.21	41,694.21	100.00%
512179	Subscriptions	600.00	-	-	(600.00)	0.00%
512181	On The Job Training - Services	235,000.00	8,856.57	67,871.00	(167,129.00)	28.88%
512211	Agency Payments	25,468,546.00	1,222,509.50	12,998,606.56	(12,469,939.44)	51.04%
512214	Client Support Fund	5,240,751.00	352,833.92	3,600,229.57	(1,640,521.43)	68.70%
512216	Agency Payments Prior Year	-	-	176,346.04	176,346.04	100.00%
512341	Refuse & Garbage	1,750.00	75.56	(118.29)	(1,868.29)	-6.76%
512343	Light, Power & Water	22,100.00	-	7,059.06	(15,040.94)	31.94%
512344	Telephone Services	32,693.00	2,808.99	16,888.19	(15,804.81)	51.66%
512345	General Liability	14,498.00	1,208.08	9,665.36	(4,832.64)	66.67%
512366	Real Estate & Space Rentals	515,396.00	167,730.64	564,010.65	48,614.65	109.43%
512531	Fleet Equipment/Vehicle Svcs.	5,482.00	149.11	3,226.79	(2,255.21)	58.86%
512536	Copier Charges	11,475.00	92.91	1,087.32	(10,387.68)	9.48%
512537	Mail Room Charges	5,438.00	148.82	1,483.06	(3,954.94)	27.27%
512551	License Replacement	11,479.00	956.59	7,652.72	(3,826.28)	66.67%
512552	TS Indirect	224,810.00	18,734.18	149,936.44	(74,873.56)	66.67%
512553	Infrastructure Replacement	5,875.00	489.58	3,916.64	(1,958.36)	66.67%
512554	County Indirect Charges	537,047.00	44,753.92	358,031.36	(179,015.64)	66.67%
512555	TS Direct	93.00	9.25	74.00	(19.00)	79.57%
512556	Dept Support/Direct	138,703.00	11,558.59	92,468.72	(46,234.28)	66.67%
512558	PC Replacement Services	9,375.00	781.24	6,249.92	(3,125.08)	66.67%
512611	Office Supplies & Expense	17,897.00	708.21	7,294.06	(10,602.94)	40.76%
512613	Professional Licenses	36,476.00	-	17,880.00	(18,596.00)	49.02%
512614	Printing & Binding	6,300.00	49.50	2,574.10	(3,725.90)	40.86%
512615	Advertising & Publicity	5,400.00	-	3,940.00	(1,460.00)	72.96%
512617	Photo/Video Supplies & Svcs	7,445.00	-	-	(7,445.00)	0.00%
512618	Postage	300.00	6.40	261.35	(38.65)	87.12%
512619	Radio/Communic Supplies & Svcs	5.00	-	2.62	(2.38)	52.40%
512620	Dues & Memberships	-	10,494.99	15,317.40	15,317.40	100.00%
512621	DP Supplies And Access	129,931.00	657.60	114,395.23	(15,535.77)	88.04%
512622	DP Equipment	13,229.00	3,479.22	19,374.80	6,145.80	146.46%
512626	Small Office Furniture	2,892.00	-	383.98	(2,508.02)	13.28%
512712	Food	500.00	-	-	(500.00)	0.00%
512716	Miscellaneous Supplies	2,400.00	-	50.94	(2,349.06)	2.12%
512721	Special Supplies	6,100.00	481.33	6,278.59	178.59	102.93%
512727	Safety Supplies	300.00	-	38.10	(261.90)	12.70%
512811	Business Expense & Travel	17,757.00	346.38	2,828.06	(14,928.94)	15.93%
512815	Committee Stipends & Expense	9,800.00	-	40.00	(9,760.00)	0.41%
512821	Outside Education & Travel	36,139.00	55.00	2,332.71	(33,806.29)	6.45%
512822	County Training Classes	100.00	-	35.00	(65.00)	35.00%
512823	Training Services & Materials	15,589.00	-	6,735.45	(8,853.55)	43.21%
512911	Miscellaneous Payments	123,994.00	-	162,633.96	38,639.96	131.16%
512914	Parking	650.00	-	652.00	2.00	100.31%
Materials and Services		33,257,525.00	1,873,576.52	18,642,973.53	(14,614,551.47)	56.06%
521320	Office Furniture	-	548.00	548.00	548.00	100.00%
522830	Special Projects	978,300.00	-	978,300.00	-	100.00%
Capital Projects/Outlay		978,300.00	548.00	978,848.00	548.00	100.06%
Debt Service		-	-	-	-	100.00%
532125	Transfer to Spec RevFd Ongoing	325,071.00	27,089.25	216,714.00	(108,357.00)	66.67%
532900	Intrafund Transfer	586,944.00	-	282,909.26	(304,034.74)	48.20%
Other Expenditures		912,015.00	27,089.25	499,623.26	(412,391.74)	54.78%
992920	Operational Reserves	1,365,951.00	-	-	(1,365,951.00)	0.00%
Reserves		1,365,951.00	-	-	(1,365,951.00)	0.00%
Total Expenditures		41,458,478.00	2,249,251.78	22,871,300.95	(18,587,177.05)	55.17%
Revenues Over (Under) Expenditures		-	(1,507,172.61)	9,206,469.27	9,206,469.27	-

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 01, 2021 6:57:54 PM
Last Modified: Monday, March 01, 2021 7:16:14 PM
Time Spent: 00:18:20
IP Address: 73.240.5.221

Page 1: Poverty and Homelessness Board Application

Q1

Which representative position do you seek to fill?

Other (please specify):

youth representative

Q2

Please specify how your experience relates to the representative position for which you are applying (i.e. why did you select the above choice)

I am a youth that has experienced homelessness and i am also on other committees

Q3

Your name

mattias w smith

Q4

Email Address

Q5

Phone number

Q6

Current address or mailing

address

Q7

Occupation or Affiliation

15th night youth representative

Q8

Optional: What gender do you identify as?

Q9

Give a brief description of the experience that qualifies you for membership on this Poverty and Homelessness Board advisory group. (If you wish, you may email additional pertinent material to Alexandria.Dreher@lanecountyor.gov)

i have experienced homelessness and have been apart of the Youth Homeless Solutions Workgroup

Q10

Why do you want to become a member of this advisory group , and what specific contributions do you hope to make?

i hope to provide youth voice and input

Q11

List the community concerns related to this advisory group that you would like to see addressed if you are appointed.

youth homelessness solutions

Q12

Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

by keeping an open mind and listening to all points of view

Q13

Are you currently serving on any Advisory Boards, Tenant Councils, Committees, or Community Groups? If so, which ones?

Youth Homeless Solutions Workgroup, and the 15th youth action council

Poverty and Homelessness Board Application

Q14

No

Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the advisory group on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

Q15

Respondent skipped this question

If you answered yes, please specify.

Q16

Recommended by a member or other representative

How did you learn about this vacancy?

Q17

Unsure

In which County Commissioner District do you reside?
Please select one.

#13

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, March 02, 2021 2:36:34 PM
Last Modified: Tuesday, March 02, 2021 5:30:47 PM
Time Spent: 02:54:12
IP Address: 159.121.202.141

Page 1: Poverty and Homelessness Board Application

Q1 **Director of DHS or designee**

Which representative position do you seek to fill?

Q2

Please specify how your experience relates to the representative position for which you are applying (i.e. why did you select the above choice)

Newly hired District Manager for ODHS Lane County/District 5 with oversight of the Self Sufficiency and Child Welfare Programs. The outgoing District Manager has been a non-voting member and has shared how valuable participating in this board has been in the community and ODHS wants to continue to be involved.

I have been employed by ODHS for past 22 years, in a variety of roles with a focus on serving vulnerable individuals in our community. This is an excellent opportunity to work closely with community partners to further efforts to work closely with stakeholders to assure ODHS is a strong partner to further the efforts of the Poverty and Homelessness Board.

Q3

Your name

Sheila Wegener

Q4

Email Address

Q5

Phone number

Q6

Current address or mailing
address

Q7

Occupation or Affiliation

ODHS District Manager

Q8

Optional: What gender do you identify as?

Q9

Give a brief description of the experience that qualifies you for membership on this Poverty and Homelessness Board advisory group. (If you wish, you may email additional pertinent material to Alexandria.Dreher@lanecountyor.gov)

Recently hired as the ODHS District Manager for Lane County with oversight of Self-Sufficiency and Child Welfare Programs that frequently serve families and individuals who experience poverty, housing instability and homelessness. Prior to this position I have worked in Child Welfare for the past 22 years and have a strong commitment to working closely with community partners and stakeholders to support, develop and implement services and initiatives that support this important work.

Q10

Why do you want to become a member of this advisory group , and what specific contributions do you hope to make?

As the ODHS District Manager for Lane County being a member of this group allows for regular updates as to the community efforts to develop, plan, monitor and implement programs that serve low-income and homeless persons. This aligns with the ODHS mission of serving Oregonians in our community and commitment to their long term success. As a member of this board it will allow for building and maintaining connections with other stakeholders and identify opportunities for ODHS to collaborate to deliver services in the community.

Q11

List the community concerns related to this advisory group that you would like to see addressed if you are appointed.

Capacity and ability to continue to develop and support long term housing stability and assuring ODHS is responsive to the needs of the community.

Q12

Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

ODHS is focused on service equity and is aligned with the values of Lane County commitment to not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. This statement by Lane County reflects OHDS values hence the restatement.

I would contribute by evaluating any contribution or ask of ODHS by recognizing the immense value of this and the need to assure that all actions, services and activities have service equity imbedded into policy, practice and procedure. Assuring that any person feels welcome and able to contribute is important and I strive to make sure I support an environment where equity is part of every conversation, initiative and action where I am included.

Q13

Are you currently serving on any Advisory Boards, Tenant Councils, Committees, or Community Groups? If so, which ones?

SOC advisory board, Lane County Model Court team, ODHS Advisory Committee and in the process of adding additional groups, committees, councils as I move into this new role.

Q14

Yes

Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the advisory group on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

Q15

If you answered yes, please specify.

ODHS works closely with many non-profit, local and state government agencies and has contracted services as part of service delivery.

Q16

Recommended by a member or other representative

How did you learn about this vacancy?

Q17

North Eugene

In which County Commissioner District do you reside?
Please select one.



Scope of Work

Strategic Plan Development for the Poverty and Homelessness Board

1. About the Poverty and Homelessness Board

The Poverty and Homelessness Board was formed in 2014. It is an action-oriented group of elected officials, community stakeholders, and individuals who represent low-income and people experiencing homelessness' concerns in Lane County. The PHB serves as the administrative board for the Lane County Community Action Agency and as the oversight board for the Lane County Continuum of Care. It provides advice to the regional Human Services Commission and the Lane County Board of Commissioners with the goal of reducing and preventing poverty and homelessness in Lane County.

2. Project Overview

The Poverty and Homelessness Board (PHB), an advisory board to the Lane County Commissioners, seeks a vendor to assist in the development of their Five-Year Strategic Plan. The last PHB Strategic Plan was created in April 2016 and spanned 2016-2021. The final Strategic Plan should be a comprehensive, succinct, and visually appealing set of strategic initiatives, goals, and objectives that can be implemented through the Poverty and Homelessness Board from 2022-2026.

The Strategic Plan should:

- Coordinate the homeless service system improvement recommendations and work of the Joint Shelter and Housing Strategic, Sarai Johnson.
- Coordinate with other relevant housing and systemic change plans in Lane County, Eugene, Springfield, and rural cities.
- Determine gaps in existing plans and strategies to identify strategic areas of focus appropriate for the Poverty and Homelessness Board.
- Include strategic areas of focus, goals, and objectives that are measurable, attainable, realistic, and timely.
- Focus on enhancing the Poverty and Homelessness Board's strategic work focused on Diversity, Equity, and Inclusion

Key Considerations:

- The Strategic Plan should not duplicate, but rather amplify existing relevant housing and poverty plans in Lane County.



- The Strategic Plan should focus on the unique role of the PHB as an advisory board to the Human Services Commission and Lane County Commissioners.
- Ensure people with lived experience and consumers of services are at the table when determining initiatives and goals.
- Analyze existing power structures that have systematically disadvantaged communities of color, and present bold remedies for these inequities.

Applicants should have demonstrable experience successfully developing consensus-based strategic plans, be knowledgeable in collective impact or collaborative strategic initiatives, and have strong facilitation skills. They should be able to facilitate discussions that ensure participation by all present in order to stimulate challenging thought processes, prevent tangential discussion, and move the group to consensus.

Applicants should have a general understanding of the existing relevant plans, stakeholders, and strategic initiatives to address poverty and homelessness in Lane County, including but not limited to those specified below.

Relevant Plans and Strategic Initiatives:

- [Lane County Poverty and Homelessness Board Strategic Plan \(2016-2021\)](#)
- [The Lane County Public Shelter Feasibility Study System Analysis \(aka “The TAC Report”\)](#)
- [Eugene-Springfield 2020 Consolidated Plan](#)
- [Lane County Community Needs Assessment 2019](#)
- [Youth Homelessness Needs Assessment 2019](#)

Stakeholders

- [The Poverty and Homelessness Board](#)
- [Human Services Commission](#)
- [Better Housing Together](#)
- [Housing Policy Board](#)
- [The City of Eugene’s Housing Tools and Strategies Working Group](#)

3. Scope of Work and Deliverables

It is expected that the development of the Poverty and Homelessness Board Five-Year Strategic Plan will be accomplished through a combination of activities, including:



- Background research on history and current leadership team, including environmental scan of organization and opportunities ahead.
- Comparing the PHB with other similar Continuum of Care or Community Action Agency advisory bodies of similar size communities.
- Focus groups, interviews, surveys and/or any other method that will be useful in receiving PHB member input.
- Facilitated group meetings with PHB, staff, and relevant partners to create consensus regarding a strategic plan.
- Meetings will be conducted virtually to prevent the spread of COVID-19.

Consultant will compile the results of the strategic planning work sessions and produce a final publication detailing the strategic planning process and the final strategic plan in electronic and editable format. The final product should be an easy to read, concise, roadmap of goals and objectives, with measurable outcomes. Consultant will also prepare visually appealing graphic representations of the strategic plan for marketing and informational purposes to convey the plan to the general public (see the [TAC 10 Recommendations](#) for reference).

4. Proposal Format

To best evaluate the ability of the vendor to meet our goals, please include the following in your proposal:

- Examples of similarly-complex projects and a summary of strategic planning experience. Include attachments, hyperlinks, or a sample of relevant written work.
- Identify who will be involved on your project team, their role, and include their relevant experience.
- Describe your organization, its size and structure. Indicate whether your business is woman or minority-owned.
- Description of your approach to strategic planning
- Description of your approach to Diversity, Equity, and Inclusion analysis and recommendations
- Suggested project timeline with major tasks and milestones. Include your understanding of the work to be performed, estimated hours, and other pertinent information.
- Sample Project Work Plan
- Project budget by line item

Proposals will be scored based on the following criteria:



Vendor Qualification (Maximum 10 points)

- Consultant has the qualifications necessary to successfully complete the scope of work
- Consultant has prior experience working on similar projects
- Consultant has prior experience working with Continuum of Care or Community Action Agency advisory boards

Written Proposal (Maximum 20 points)

- The proposal demonstrates an understanding of the project objectives and desired results
- The proposal illustrates an approach to the scope of work that will likely lead to the successful development of an actionable strategic plan that does not duplicate existing community plans.
- The proposal includes a detailed plan and rationale to recommend diversity, equity, and inclusion goals within the Strategic Plan
- The proposal illustrates the consultant's ability to successfully execute the proposed approach
- The proposal includes an appropriate process to interact with PHB members and relevant stakeholders

Work Plan (Maximum 10 points)

- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work
- The proposal includes a detailed timeline for each stage
- The work can be completed within the project timeline

Budget (Maximum 10 points)

- The proposal includes a detailed budget for each stage of the scope of work
- Proposed costs are reasonable