



Poverty and Homelessness Board

Executive Committee Meeting

November 17, 2022

12:00 p.m. – 1:30 p.m.

This is a remote meeting. Please join from your computer, tablet or smartphone:

<https://us06web.zoom.us/j/88687549300?pwd=ZTFIcm8zeUorUUE3Ymg0azYxL1RhUT09>

Meeting ID: 886 8754 9300 Passcode: 227047 One tap mobile: +12532158782,,88687549300#

To watch live or later, visit: <https://lanecounty.ompnetwork.org/>

AGENDA

Topic		
1.	<u>Welcome and Agenda Review/</u> Kris McAlister, Chair Member Check In	5 min
2.	<u>Consent Agenda/</u> Chair <ul style="list-style-type: none"> Approve Minutes from July 21, 2022 Executive Committee meeting Accept October Statement Financial Dashboard and Financials 	5 min
3.	<u>Jurisdictional Updates</u> <ul style="list-style-type: none"> Lane County Cottage Grove Other Communities Eugene Springfield Eugene Chamber of Commerce Workgroups 	20 min
4.	<u>Unified Funding Agency (UFA) /</u> Amanda Borta <ul style="list-style-type: none"> UFA Information Questions to Answer for full PHB? 	20 min
5.	<u>2023 Point in Time (PIT) Count Methodology/</u> Carly Walker <ul style="list-style-type: none"> Proposed PIT Count Methodology Feedback on Methodology 	20 min
6.	<u>Plan for December All Member Agenda/</u> Karen Saxe <ul style="list-style-type: none"> VOTES <ul style="list-style-type: none"> ★ Nominations for Chair - Due to Kate by Nov 25 ★ Youth Leadership Board TH/RRH Referral Prioritization ★ New PHB members for three seats ★ 2022 PIT Count Methodology UFA Discussion Deep Dive into Financials - Lyn Oliver PIT Count Update & Planning Cold Weather Response <ul style="list-style-type: none"> ★ Update ★ Needs Site-Based PSH Update 	15 min
8.	<u>Wrap Up/ Next Meeting</u> Summarize board decisions, assignments/action items, next steps, and next month's meeting agenda. <i>Next Meetings:</i> December 15, 2022 - All Member - In person at Harris Hall January 19, 2023 - Executive Committee	5 min
9.	<u>Adjournment</u> <i>The Poverty and Homeless Board 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.</i>	

Unified Funding Agency- Summary

Lane County Continuum of Care OR-500

What is it?

UFA is a designation from the Dept. of Housing and Urban Development (HUD) under the Continuum of Care program that allows the Collaborative Applicant to receive and distribute funding for all projects under a **single entity and single grant agreement**.

This gives the Collaborative Applicant (CA) additional autonomy to make decisions about how funds should best be allocated among projects in the community as well as additional responsibility to monitor funds and project performance.

What are the benefits?

- CA gains ability to **move funds across all projects** within the grant, excluding Planning. Currently, funds can only be moved across projects through a reallocation during the annual competition.
- Subject to CoC oversight, the **UFA can disperse funds between and among projects** as long as shifts total less than 10%, *without amendment*.
- **Increase community flexibility** to reallocate funds in response to changing conditions and further avoids forfeiting unspent funds.
- CoC can set a **single operating start date** for all CoC grants and create uniform grant cycle.
- **Match can be provided collectively** for one single grant, rather than for each individual project.
- **UFA may access additional funding** – typically 3% of Final Pro Rate Need – for costs associated with fiscal control, accounting, and monitoring. Estimated that 3% would be approximately \$120,500 in UFA costs (requires match).
- **One Annual Performance Report** per *project type* must be submitted, rather than one per project.

What are the challenges?

- Some additional responsibility for financial and programmatic monitoring and increased administrative workload for CA/UFA
- Aligning grant dates can be an upfront challenge, but worthwhile long-term
- UFA required to monitor more intensively at least annually
- May need additional funding in order to equitably provide for administrative costs to co-applicants becoming Lane County subrecipients.

What needs to occur for Lane County CoC to be eligible?

- Requires support from all current applicants (Lane County, Homes for Good, and SVdP)
- Need to develop operating guidelines and policies/procedures for UFA that provide for CoC oversight.
- Ensure all Lane County monitoring and fiscal oversight policies are in place.
- CoC Board approval is required.

- Must have both the capacity and the Written Standards to carry out the additional duties delegated to a UFA stated in 24 CFR 578.11 of the CoC Program Interim Rule
- Recommended that a subcommittee or workgroup review qualifications, policies and procedures and make recommendation to the full Board.

How do we apply?

- CoCs can apply for UFA designation during the CoC Registration process. At that time, the CoC must provide required documentation, demonstrating all requirements of UFA are met.
- Registration is released on the second Tuesday of January and is due the first Thursday of March.
- UFA status must be applied for each year during the CoC Registration.

Lane County Poverty and Homelessness Board (PHB) Chair and Vice-Chair Role Descriptions

The PHB Chair and Vice-Chair are elected by the PHB voting member seats for a period of one year or until a successor has been elected. Currently the votes occurs annually in December.

The Chair and Vice-Chair are entitled to vote on all issues where a conflict of interest does not exist.

Role of the PHB Chair:

- Prioritize the required actions, processes, workgroups and discussions as the board of the local Continuum of Care and Community Action.
- Provide feedback and ideas to staff regarding PHB agenda items and ways to progress the strategic plan.
- Facilitate all the PHB meetings in accordance with Robert's Rules of Order, including ensuring a balance is struck between time-keeping and space for discussions.
- Enforce observance of the PHB Charter.
- Decide all questions of order.
- Offer for consideration all motions regularly made.
- Apportion duties of the PHB members.
- Call special meetings in collaboration with staff.
- Appoint necessary subcommittees in collaboration with staff.
- Attend chairs meeting (currently monthly), PHB Executive Committee (bi-monthly) meeting and PHB meeting (bi-monthly) on a regular basis.

Role of the PHB Vice-Chair

- Assume the role of the Chair in the event the Chair is unable to fulfill the role.
- Attends chairs meeting (currently monthly), PHB Executive Committee (bi-monthly) meeting and PHB meeting (bi-monthly) on a regular basis.
- If two Vice-Chairs are elected, one will focus on initiatives to reduce homelessness, the other will focus on initiatives to reduce poverty.

Chair and Vice-Chair Time Commitment and Needed Skills

- Approximately three hours on average per month, including Chair meetings (1 hour), PHB meeting (1.5 hours), and ad hoc discussions, special meetings.
- Is a current PHB voting member who reliably attends PHB meetings.
- Interest in approaching homelessness in a systemic, big picture way through the PHB.
- Possesses tact, diplomacy and powers of persuasion.
- Familiar with the PHB structure and Charter.
- Has relevant knowledge regarding Lane County Homelessness and/or Community Service agencies and program.
- Has experience facilitating meetings and using Robert's Rules of Order.
- Utilizes a collaborative approach to working with Lane County staff and PHB members.
- People with lived experience of homelessness, people of color, Veterans, people who identify as 2SLGBTQ+ and people with disabilities are all encouraged to serve in these roles.