



# Poverty and Homelessness Board

## All Member Meeting

Thursday, February 16, 2023

12:00 p.m. – 1:30 p.m.

Harris Hall, 125 E 8th Avenue, Eugene

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

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

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## AGENDA

Topic		
1.	<u>Welcome and Agenda Review/</u> Brittany Quick-Warner, Chair Member Check In and Quick Updates	2 min
2.	<u>Land Acknowledgement/</u> Chair	3 min
3.	<u>Public Comment</u> <i>Individuals who plan to offer comment must indicate they wish to give public comment in the chat box, with name</i>	5 min
4.	<u>Follow-up from Previous Meeting and Consent Agenda/</u> Chair <ul style="list-style-type: none"> <li>▪ Approve Minutes from December 15, 2022 All Member meeting</li> <li>▪ Accept January 2023 Statement Financial Dashboard and Financials</li> </ul>	5 min
5.	<u>VOTE on PHB Charter Amendments</u> <ul style="list-style-type: none"> <li>▪ PHB Charter Amendments - To Adopt the Practice of two Vice-Chairs</li> </ul>	5 min
6.	<u>VOTE on Proposed Policies /</u> James Ewell and Amanda Borta <ul style="list-style-type: none"> <li>▪ Coordinated Entry Lateral Transfer Policy - Recommended Policy from the CE Stakeholder Committee</li> <li>▪ PHB Member Lived Expertise of Homelessness Stipend Policy - Recommended by LEAGUE</li> </ul>	5 min
7.	<u>VOTE to Approve Committee Membership</u> <ul style="list-style-type: none"> <li>▪ Coordinated Entry System Member Candidate - James Ewell, Outreach &amp; Coordinated Entry Supervisor Miya Longsworth - New Member Candidate</li> </ul>	5 min
8.	<u>Committee Updates/</u> Chair <ul style="list-style-type: none"> <li>▪ <u>CE Stakeholder</u> - Katharine Ryan</li> <li>▪ <u>Healthcare</u> - Dr. Willy Foster</li> <li>▪ <u>LEAGUE</u> - Julie Lambert</li> <li>▪ <u>Youth Homeless Solutions</u> - Susan Lopez</li> <li>▪ <u>Youth Executive Committee</u> - Mattias Smith</li> </ul>	15 min
9.	<u>Coordinated Entry Assessment Prioritization Survey Results &amp; Next Steps /</u> Katharine Ryan <ul style="list-style-type: none"> <li>▪ <i>Presentation/ Discussion</i></li> </ul>	10 min
10.	<u>Governor's Emergency Declaration Due to Homelessness/</u> Kate Budd, Housing Manager <ul style="list-style-type: none"> <li>▪ Update and Planning</li> <li>▪ Needs</li> </ul>	30 min
11.	<u>Wrap Up/Next Meeting</u> Reminder: A Narrative of additional PHB Related Updates was provided in the meeting packet. Summarize board decisions, assignments/action items, next steps, and next month's meeting agenda.  <i>Next Meetings:     March 16, 2023 Executive Committee                            April 20, 2023 All Member</i>	5 min
12.	<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>	



*helping people • changing lives* .....

## Poverty and Homelessness Board

### Governance Charter

## Eugene/Springfield/Lane County, Oregon

Updated 202/1628/231

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# **Poverty and Homelessness Board Governance Charter Eugene/Springfield/Lane County, Oregon**

## **Acronyms:**

- Annual Homeless Assessment Report (AHAR)
- Continuum of Care (CoC)
- Emergency Solutions Grant (ESG)
- Homeless Management Information System (HMIS)
- Housing Inventory Chart (HIC)
- Human Services Commission (HSC)
- Human Services Division (HSD)
- Point in Time Count (PIT)
- Poverty and Homelessness Board (PHB)

## **POVERTY and HOMELESSNESS BOARD PURPOSE**

The Poverty and Homelessness Board (PHB) meets both the requirements of the HUD Continuum of Care Board and the Community Action Agency. The PHB Governance Charter and organizational structure is required for all funds governed by the Continuum of Care title IV McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 and the Continuum of Care Program Interim Rule. The PHB Governance Charter and organizational structure is also required for all funds governed by Community Action Agencies, Chapter 319yy, Section 17b-885 and Sec. 17b-887.

Through a public process and Continuum of Care member participation, it was determined that Lane County be designated as the Continuum of Care (CoC) to serve as the Collaborative Applicant to operate the Continuum of Care. Lane County was also designated an Administrator of the Homeless Management Information System (HMIS) to review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for the HMIS.

HMIS ServicePoint enhances Service Provider collaboration, service delivery, and data collection capabilities. The mission of ServicePoint HMIS Project is to be an integrated network of homeless, prevention and other service providers that use a central database to collect, track and report uniform information on client needs and services. The HMIS lead agency ensures that it administers HMIS in compliance with HUD requirements.

HMIS documents the demographics of people experiencing homelessness, at-risk of homelessness, and poverty in Lane County according to the HUD HMIS Data Standards. It is then the goal of the project to identify patterns in the utilization of assistance and document the effectiveness of the services for the client. This will be accomplished through analysis of data that is gathered from the actual experiences of persons who are homeless or at-risk of homelessness and the service providers who assist them in shelters, homeless assistance programs, prevention programs, and basic needs services throughout the County.

The PHB shall serve the geographic area of the **Eugene/Springfield/Lane County, Oregon** to:

- Promote community-wide commitment to the goal of ending homelessness and assisting low-income individuals to meet their basic needs and achieve self-sufficiency.
- Promote access to and effective use of mainstream programs.
- Plan systematically for and evaluate programs, including actions to develop information as to the

problems and causes of homelessness and poverty in the community, to determine how much and how effectively assistance is being provided to deal with those problems and causes, and to establish priorities among projects, activities, and areas as needed for the best and most efficient use of resources.

## **I. PHB BOARD ROLES AND RESPONSIBILITIES**

- A. Designate Lane County as Continuum of Care Collaborative Applicant to prepare and oversee the development and submission of an annual application for CoC program funds and to operate the CoC.
- B. Conduct year-round Continuum of Care planning of homeless and homeless prevention housing and services in conjunction with Emergency Solutions Grant (ESG) recipients in the geographic area.
- C. Adopt and follow a written process for board selection. The process must be reviewed, updated, and approved by the PHB at least once every 5 years;
- D. Annually update the governance charter.
- E. Establish performance targets appropriate for projects funded under the ESG and CoC grant programs and other anti-poverty programs serving low income persons.
- F. Establish and operate a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- G. Assure the coordination and implementation of a housing and service system for homeless and low income citizens that promote self-sufficiency.
- H. Designate Lane County as the administrator for the Homeless Management Information System (HMIS). Review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for HMIS.
- I. Plan for and conduct a Point-in-Time Count of homeless persons that is conducted at least biannually.
- J. Review an annual gaps analysis that is conducted of both homeless and low income citizens' needs and services.
- K. Develop program and financial priorities for the distribution of public funds.
- L. Assure a collaborative, fair, and transparent process for developing priorities for projects to be submitted in grant applications to funders.
- M. Review the efficiency and effectiveness of funding expenditures for funded activities.
- N. Monitor implementation of the CoC and ongoing alignment with vision, goals and strategies.
- O. Delegate activities and oversee committees, work groups and task forces as appropriate.
- P. Review customer satisfaction data related to funded programs.
- Q. Review a community assessment every three years, including key findings and develop or modify the PHB strategic plan accordingly.

## **II. PHB MEMBERSHIP**

### **A. Board Composition**

In accordance with 42 U.S. Code § 9910, the Poverty and Homelessness Board shall be a tri-partite board composed of one third elected officials (holding office on the date of selection); one third representatives of low-income individuals and families; one third members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served. The PHB shall include community representatives within the geographic area who are:

1. Appointed representatives from local government entities:
  - a. The following five (5) members from local governmental entities shall be elected officials or their designees, one each, designated by Lane County and the Cities of Eugene and Springfield, a rural Lane County elected official, and an at-large elected official. If there is more than one applicant for the rural Lane County elected official position or at-large elected official, a nominee will be selected by the PHB Board and forwarded to the Board of County Commissioners for approval.

Appointments are encouraged to include elected officials or designees that serve on the regional policy boards for human services, housing, and employment. Elected officials' positions may be filled by the elected official or their designee and either the elected official or their designee will have full membership authority, including the ability to vote.

- i) City of Eugene
  - ii) City of Springfield
  - iii) Lane County
  - iv) Rural Lane County Elected Official
  - v) At-Large Elected Official
- b. The following five (5) members shall be representatives of community interest or may include representation from such groups as:
- i) Law enforcement
  - ii) Philanthropic sector
  - iii) Faith-based organizations
  - iv) Education (public schools, colleges or university)
  - v) Business
  - vi) Healthcare
  - vii) Victim Services
  - viii) Other community interests to be determined upon need
- c. The following five (5) members shall be democratically selected representatives of low-income community representatives who are:
- i) Minimum of two (2) homeless or formerly homeless individuals, at least one of which shall be a homeless or formerly homeless youth representative.
  - ii) A subrecipient agency of the Emergency Solutions Grants program (ESG).
  - iii) The remaining representative may include representation from such groups as:
    - Non-profit supportive housing provider
    - Non-profit affordable housing developer
    - Social or direct service representative
2. In addition to the Board members, up to seven (7) Ex-Officio participants would be invited to attend meetings and participate in the discussion representing these stakeholders and may include representation from such groups as:
- a. The director of the Oregon Department of Human Services District 5 or the director's designee.
  - b. The director of the Public Housing Agency of Lane County or the director's designee.
  - c. The director of the Workforce Partnership or the director's designee.
  - d. The director of the U.S. Department of Veterans Affairs, Behavioral Health Recovery & Reintegration or the director's designee.
  - e. The director of the St. Vincent de Paul or their designee.
  - f. The director of an emergency shelter or their designee.
  - g. Representative(s) of a Coordinated Care Organization serving Lane County.
  - h. Others to be determined upon need.

## B. PHB Selection/Election

1. The PHB will be comprised of 165 voting members. Other than those members that are appointed by the governmental entities *as set forth in Section II.A.1 above*, there will be an annual call for nominations from the public to fill any vacancies existing on the board. The Lane County Board of

Commissioners will approve new members to fill such vacancies by majority vote. Vacancies may be filled immediately or through the annual nominating process.

2. On any matter that is to be voted on by Voting Members, a Voting Member may vote in person or by proxy, and such proxy may be granted in writing, by means of Electronic Transmission or as otherwise permitted by Applicable Law. Every proxy shall be revocable in the discretion of the Voting Member executing it unless otherwise provided in such proxy; provided, that such right to revocation shall not invalidate or otherwise affect actions taken under such proxy prior to such revocation.
3. For good cause, such as missing two consecutive regular PHB meetings without notice or explanation, a letter will be sent to the member requesting clarification of membership status. The PHB may recommend to the Board of Commissioners that the member's position be declared vacant and a replacement be selected. Such appointments shall be for the duration of the unexpired term.
4. In the event that a member is unable to complete his/her term on the PHB, the Board shall be notified as soon as possible for appropriate consideration and action. Any newly appointed member shall serve the remainder of the original term.

#### C. PHB Conflict of Interest

1. No PHB voting board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents (per the CoC Rule, 24 CFR 578.95).
2. In accordance with ORS Chapter 244, no PHB or subcommittee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the PHB as mandated by ORS 244.120.
3. Board members and Ex-Officio members are to sign a copy of the PHB's Conflict of Interest form annually and submit it to Lane County staff.

#### D. PHB Board Terms

Elected representatives shall serve for a term of one year, which terms shall begin within thirty days after the beginning of the calendar year. Community and Citizen Members shall serve for terms of three years.

#### E. PHB Board Leadership

1. A Chair ~~and up to two~~ and Vice Chairs will be elected by a majority vote of PHB voting members (electronic voting is allowable). The term of office shall be one year or until a successor has been elected. In the case of a vacancy occurring in the office of chairperson or vice chairperson, the PHB shall fill the position by election at its regular meeting.
2. It shall be the duty of the chairperson to preside at all meetings of the PHB; to enforce observation of the Charter; to decide all questions of order; to offer for consideration all motions regularly made; to apportion duties of the members of the PHB; to call all special meetings; to appoint all necessary subcommittees; the chair is entitled to vote on all issues.
3. In the absence of the chairperson, ~~the~~ a vice-chairperson shall assume the duties of the office of the chairperson.
4. It is a goal that board chairs will not serve more than three (3) consecutive years, in order to facilitate more opportunities for leadership.

### III. BROADER CoC MEMBERSHIP

Beyond the PHB membership, the Continuum of Care Interim Rule requires a description of the CoC membership beyond the board. This area highlights the broader CoC membership. These stakeholders bring their expertise with homeless subpopulations and systems and are a resource to inform and/or participate in PHB activities and committees. The CoC will issue a public invitation for new members to join the CoC within the CoC's geographic area at least annually.

The broader CoC membership consists of relevant representatives from the geographic area of Eugene, Springfield, and Lane County, Oregon to carry out the responsibilities set forth by the CoC Program Interim Rule. The CoC actively seeks out participation from a variety of groups and experiences for both the PHB's workgroups and committees. The following are examples of organizations and individuals to comprise the broader CoC membership to include: mental health and substance abuse providers, hospitals, health care, universities, affordable housing developers, law enforcement, homeless and formerly homeless persons, veterans, nonprofit homeless providers, victim services, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, and social service providers.

#### **IV. PHB MEETINGS**

The PHB shall:

- A. Conduct at least quarterly public meetings; a third of the voting PHB membership shall constitute a quorum for the transaction of business.
- B. Provide prior reasonable notice of PHB meetings and such notices shall be published on the Lane County website. Each meeting shall have on its agenda the opportunity for members of the public to provide input and comment.
- C. Review and approve the minutes and consider recommendations from such committees established as provided in Section II.E. above, including such meetings as may be necessary to conduct the business of CoC Operations, CoC Planning, and HMIS Governance.
  1. The PHB shall hold regular meetings or as needed (with a minimum of four meetings per year). These will, to the degree possible, be the same time, day, and place. The PHB may meet more frequently during the budget process.
  2. Special meetings of the PHB may be called by the chair, or in the absence of the chair, ~~the~~a vice-chair, or a majority of the PHB.
  3. All meetings of the PHB shall comply with the Public Meeting Law as set forth in ORS 192.610 through 192.710. The PHB is responsible for compliance with the law, including but not limited to the requirements of notice and written minutes of meetings.
  4. A quorum for the purpose of doing business shall be a third of the voting PHB membership.
  5. All meetings shall be conducted in accordance with Robert's Rules of Order.
  6. Each member of the PHB shall be entitled to one vote on all issues at meetings at which the member is present, except as provided in section II.C.1 and II.C.2 (Conflict of Interest), and no proxy votes shall be allowed. All actions of the PHB shall require the affirmative vote one third, regardless of any vacancies.
  7. Input from non-voting members of the PHB shall be gathered during discussion and not via any process that could be confused by the public as an official vote, such as hand raising or a verbal ye or no.

#### **D. PHB Committees**

The PHB shall create committees as necessary to accomplish its purpose, roles, and responsibilities. The PHB Chairperson may serve as an ex-officio member of all committees. At least one Board Member shall serve on each standing committee. Committee meetings shall be scheduled by the Committee Chairperson. The responsibilities of Committee Chairpersons include convening and presiding over meetings, developing meeting agendas, identification and recruitment of members from the public to ensure wide community representation, and providing reports to the PHB as requested.

1. The PHB shall have the power to create subcommittees, both permanent, functional, and ad-hoc, in numbers and with responsibilities believed by the PHB and committee to be necessary.
2. Each permanent committee will consist of at least three members of the PHB, with the exception of any committees specifically designated for those with lived experience of homelessness.



3. Subcommittee Chairs do not need to be full members of the Poverty and Homelessness Board.
4. Committee members with full membership authority may nominate individuals with expertise related to the committee focus to join the committee. Nominees shall complete a simple application or provide a resume to document this expertise. Through discussion, the committee will select nominees to recommend for addition to the committee. Final nominee(s) will be brought before the full PHB board for approval.

## **V. EXECUTIVE COMMITTEE**

### **A. Membership**

The PHB Executive Committee membership shall consist of up to seven members, including: the chair and vice-chair(s), three elected officials (one from each jurisdiction), two low-income representatives and two community members. The Executive Committee shall meet as often as deemed necessary.

### **B. Meetings**

All meetings of the PHB shall comply with the Public Meeting Law as set forth in ORS 192.610 through 192.710. The PHB is responsible for compliance with the law, including but not limited to the requirements of notice and written minutes of meetings.

### **C. Duties of the Executive Committee:**

1. Review and approve agenda for full board meeting.
2. Act in the PHB full board's name when urgent matters require immediate action. The Executive Committee will inform all Board members of such actions.
3. Monitor the implementation of the PHB Strategic Plan.
4. Review and approve state and federal reports and grant applications related to PHB programs.
5. Review and comment on relevant legislation.

### **D. Quorum**

1. A majority of members of the Executive Committee shall constitute a quorum.

## **VI. PHB REPORTS**

The PHB shall approve the following reports and documents prior to releasing such reports and documents to the community:

- A. CoC Program Grant Project Priority List
- B. Annual Report on homeless services needs and gaps
- C. Annual Point In Time Count (PIT)
- D. Annual Housing Inventory Chart (HIC)
- E. Annual Homeless Assessment Report (AHAR)
- F. Homeless Coordinated Entry System

## **VII. AMENDMENT TO CHARTER**

This Governance Charter may be amended or repealed or new rules adopted by two-thirds vote of the members at any regular or special meeting called for that purpose at which a quorum is present and with the approval of the County Board of Commissioners. Written notice of such proposed amendment, and the nature of, shall have given to the membership at least 10 days prior to the date of the meeting at which the amendments are to be considered.

## Coordinated Entry Later Transfer Policy and Procedure

### **Purpose:**

For households enrolled in an RRH or PSH program, there may be situations that arise where transferring the household to another respective RRH or PSH program is beneficial for the client and providers involved.

### **A. Transferring Between PSH Projects**

\*Eligible reasons for transfer:

1. The client is being exited from a project based or site based PSH (MLK Commons, The Nel, Keystone, etc.) and no option to rehouse within that program is available.
2. Current PSH project closing. In the event of a current PSH project closing, the CoC has the responsibility to assist the project in securing placements for all enrolled participants in order to not exit enrolled households to homelessness.
3. Emergency Transfer Request- Domestic Violence or other safety concern identified. The program the household is currently enrolled in will follow Emergency Transfer Request protocols, with transfer to another project only applying with site based projects or in cases where the current project is unable to identify a new unit.
4. Household matches more appropriately with a different PSH program that focuses on their specific population (Veterans, Households experiencing an I/DD, etc.) This only applies to projects that have a specific prioritization population mentioned in their contract. All other PSH projects are expected to be able to serve all populations with the same level of expertise.
5. Client is enrolled in a site based project and has specific geographic location request that falls outside of the area the site based project is located.
6. Client's unit is lost due to natural disaster and another unit within the same program is not available.
7. Other reasons for transfer to be considered at the discretion of Lane County Coordinated Entry.

*\*Meeting eligibility requirements does not guarantee approval of transfer. Approval is contingent on program availability and household meeting project's eligibility requirements.*

Requesting a transfer:

- Clients or program staff seeking a transfer will discuss request with their case manager at the program they are currently enrolled.

- Staff from program the client is currently enrolled in will submit a “Lateral Transfer Request” form to Lane County Coordinated Entry Supervisor and discuss situation in Case Conferencing to explore alternative options. **Client can initiate request themselves by either using the same form or contacting Lane Coordinated Entry staff directly.**
- “Lateral Transfer Request” will include the following information:
  - Names of all household members to be considered for transfer
  - If applicable, the date household will lose current program enrollment.
  - Which eligible reason(s) for transfer does the client qualify under (1-6)?
  - Specifically, how does the client qualify under this eligible reason(s)?
  - What has the provider already done to support the client in remaining in the current program?
  - A brief summary regarding the household’s strengths, challenges and potential barriers to housing success.
  - If client was exited from previous PSH program due to violent behavior, a clear safety plan will need to be included with request
- The request for transfer will be sent to all parties involved for review.

#### Reviewing of transfer requests:

- All parties involved with the clients’ case, **including the client themselves**, will be sent the “Lateral Transfer Request” form for review by the Lane County Coordinated Entry Supervisor.
- Any property management related conditions that must be met (payment of damages, reasonable accommodation request, etc.) for the household to be housed with a new program, will be reviewed with relevant parties. This applies primarily to Homes for Good owned sites like MLK Commons, The Nel and Keystone **as households with property management related conditions can be barred from transfer between those sites due to them having the same property management company.**
- Transfers will be approved by Lane County if client meets one of the eligible reasons for referral and meets eligibility criteria for new housing program.
- In situations where a household is being transferred between Homes for Good properties, Homes for Good will be consulted prior to approval of transfer. If Homes for Good denies transfer request, client will be provided agency specific grievance information.

#### If transfer request is approved:

- Staff from program client is currently enrolled in will let client know of potential transfer and determine if they are interested in doing so.

- If the client approves transfer, staff from project that client is currently enrolled in will coordinate with staff from project they will be transferred to ensure a “warm handoff” and transfer of file information.
- Lane County Coordinated Entry staff will send a project referral in HMIS to document lateral transfer was approved.
- Transfers between projects will take priority over new referrals from the Centralized Waiting List to ensure enrolled households are able to maintain project entry. If multiple transfers are being requested, transfers will be granted based on date and time Lane County received the Lateral Transfer Request form.

If transfer request is not approved, client will be provided grievance policy information for the agency that denied request.

## B. Transferring from an RRH project to a PSH Project

\*Eligible reasons for transfer:

1. The service needs of the household are beyond what can be offered via RRH and are likely to be better addressed by a PSH level program. These factors must be in place for transfer to eligible:

- Household(s) must have met all requirements for chronic homelessness when entering the RRH program.
- Household has been provided the minimum RRH supports, service needs are not being met and are needs that could be served via PSH.
- ~~Household has been in RRH for at least on year.~~
- Household’s must have a PSH range VI-SPDAT score (8 or above) either at the time of RRH enrollment or after conducting an updated assessment.

2. Other reasons for transfer to be considered at the discretion of Lane County Coordinated Entry.

*\*Meeting eligibility requirements does not guarantee approval of transfer. Approval is contingent on program availability and household meeting project’s eligibility requirements.*

Requesting a transfer:

- Staff from program the client is currently enrolled in will submit a “Lateral Transfer Request” form to Lane County Coordinated Entry Supervisor and discuss situation in Case Conferencing to explore alternative options. Client can initiate request themselves by either using the same form or contacting Lane Coordinated Entry staff directly.
- “Lateral Transfer Request” will include the following information:

- Names of all household members to be considered for transfer
- If applicable, the date household will lose current program enrollment.
- What are the specific service needs the household has that are not being met by the RRH program?
- Head of Household's most recent VI-SPDAT score.
- What has the provider already done to support the client in remaining in the current program?
- An updated stable housing plan that includes names of providers engaged in supporting the household.
- A brief summary regarding the household's strengths, challenges and potential barriers to housing success.
- ~~The client is not to be made aware of potential transfer until after request has been approved.~~
- The request for transfer will be sent to all parties involved, including the client, for review.

#### Reviewing of transfer requests:

- All parties (i.e. current program, program to receive transfer, property management company, Lane County Coordinated Entry team etc.) involved with the clients' case will be sent the "Lateral Transfer Request" form for review by the Lane County Coordinated Entry Supervisor.
- Any property management related conditions that must be met (payment of damages, reasonable accommodation request, etc.) for the household to be housed with a new program, will be reviewed with relevant parties. This applies primarily to Homes for Good owned sites like MLK Commons, The Nel and Keystone.
- Transfers will be approved by Lane County if client meets one of the eligible reasons for referral and meets eligibility criteria for new housing program.

#### If transfer request is approved:

- Staff from program client is currently enrolled in will let client know of potential transfer and determine if they are interested in doing so.
- If the client approves transfer, staff from project that client is currently enrolled in will coordinate with staff from project they will be transferred to ensure a "warm handoff" and transfer of file information.
- Lane County Coordinated Entry staff will send a project referral in HMIS to document lateral transfer was approved.
- Approved transfers will be processed in a timely manner based on PSH availability and need. For instance, if a household is currently housed in an RRH program and is not at imminent risk of return to homelessness, a literally homeless household from the CWL may be prioritized for referral.

If transfer request is not approved, client will be provided grievance policy information for the agency that denied request.

### **C. Transferring Between RRH Projects**

Currently, the only eligible reason to transfer between RRH projects is in the event of one project closing. These situations will be screened for eligibility by Lane County staff prior to approval.



## LEAGUE STIPEND POLICY 2023

Individuals who are established as voting members of the Lived Experience Advisory Group (LEAGUE) may receive a monthly stipend to compensate for their time and commitment to the work, as well as alleviate barriers to participation, such as transportation or cost of technology.

### Eligibility

The stipend is optional, however each member will automatically receive the stipend once they enroll (see *Enrollment* below) as a member, unless they choose to opt-out. Opting out can occur at any time by submitting a written opt-out request.

Stipends are provided to LEAGUE members with active participation in the Continuum of Care only. Members must have attended *at least one meeting* the previous month to receive a stipend for that month. Meetings can be any official committee or Board meeting of the CoC\*, including:

- LEAGUE
- Poverty and Homelessness Board
- Executive Committee
- Healthcare Committee
- Coordinated Entry Stakeholder Group
- Ad-hoc CoC Committee
- Ad-hoc Request for Proposal Review Panels

\*Please note, young people with lived experience who are members of the Youth Homelessness Solutions Workgroup and Youth Action Board receive stipends separately as part of the Youth Homelessness Demonstration Program – See *YHDP Stipend Policy*.

### Stipend Payment

LEAGUE members will be able to choose between receiving a set monthly amount (\$75) by check, or receiving a monthly bus pass (\$50 value) in lieu of a monetary stipend. The stipend, monetary or in-kind, will be provided regardless of the amount of meetings attended, as long as the member has attended at least one meeting. Lane County will be responsible for tracking which members attend at least one meeting in order to determine who is eligible for a stipend each month.

### Enrollment

Once confirmed as a LEAGUE member, each individual will need to submit an enrollment form to begin receiving stipends. The enrollment form will provide the individual's name, contact information, a W-9 or Social Security Number, and preferred form of stipend, in order to process payment. The form will also have the member indicate if they would like the stipend mailed or available for pick up. Once enrolled, stipends will continue until the member completes an opt-out form to cease payments, is no longer a member of LEAGUE, or otherwise has not attended meetings for at least 3 months. Should the individual's status change (e.g. attends meetings once again), they may complete a new Enrollment form.

**February 16, 2023**

## **Poverty and Homelessness Board (PHB) Update**

### Continuum of Care Update

#### CoC Awards – Supplemental NOFO to address Unsheltered Homelessness –

Staff: Amanda Borta

On February 2<sup>nd</sup>, HUD announced \$315 million in awards to 46 CoCs across 30 states to address unsheltered and rural homelessness. Unfortunately, **Eugene/Springfield, Lane County OR-500 CoC was not awarded under this announcement.** As a reminder, this was a supplemental NOFO opportunity for *additional* funding specifically to address unsheltered homelessness. The HUD press release indicates a second announcement may be made, along with an announcement regarding HUD Stability Vouchers, for which Homes for Good also applied in the fall of 2022. We will communicate out if and when any further awards are made by HUD. Read the funding announcement [here](#) and the fact sheet [here](#).

In reviewing the awards, it appears large metro areas were awarded the Unsheltered funds, while Balance of State CoCs received the Rural set aside. This was anticipated based on the scoring criteria. As a reminder, Lane County was not eligible for the rural set aside (did not qualify as rural under HUD definition).

HUD has not yet released awards for the regular annual FY22 Continuum of Care competition.

#### FY23 Competition - CoC Registration- Staff: Amanda Borta

CoC Registration process for the HUD FY23 CoC Competition opened on January 13<sup>th</sup> and will close on March 2<sup>nd</sup>. HUD requires each CoC's designated Collaborative Applicant (Lane County) to register in advance of applying for funding available under the FY CoC Program Competition. Lane County will complete this step. No action is required of individual agencies or project applicants at this time. As discussed at previous PHB meetings, the Lane County CoC will register as usual for FY23 and will postpone registration as a Unified Funding Agency until we have discussed this option further. Registration will be submitted by February 17<sup>th</sup>.

#### FY23 Competition – Local Evaluation Process – Staff: Amanda Borta

Lane County, on behalf of the CoC, implements an evaluation process for all projects applying for renewal in the upcoming CoC competition. In order for a project to apply for renewal, the CoC will require all projects to submit a local application for evaluation to determine renewal status. The evaluation process helps ensure a high standard of quality for renewal applicants, and may also be used to make ranking and funding decisions at the local level. Projects are evaluated on project performance, grant expenditure, populations served, data quality, racial equity, commitment to Housing First, and involvement of people with lived experience.

The Evaluation process for FY23 is being developed within the ad-hoc CoC Committee of the PHB. Members include Katharine Ryan, Bob Cerince, Martha Bryson, Richard Self, Tracy Bishop, and Peter Chavannes. Lane County CoC Lead and HMIS staff attend. This group began meeting in February to update the Evaluation tool for FY23, as well as overall Competition policies. We anticipate the Evaluation process will occur between March-May. Full timeline will be posted once approved.



## Lane County and Built For Zero

### Housing Stabilization/Homelessness Prevention

Lane County is partnering with Built For Zero to create a Housing Stabilization workgroup. The kick-off workgroup also includes Siuslaw Outreach Services and Laurel Hill Center and Catholic Community Services as our provider partners. Working together, we aim to create sustainable models for prevention that can lower the number of individuals entering into the homelessness system and enable households to work toward self-sufficiency.

Lane County would receive funding directly to support with:

- Facilitation of local group and creation of core leadership and workgroup
- Moving action items forward and engagement in meetings
- Data analysis and additional data collection, including Environmental Scan and Inflow Analysis
- Engagement and recruitment of individuals with lived experience
- Monthly and quarterly reporting to BFZ, PHB, and other County stakeholders
- Creation of a coordinated Prevention approach

Provider partners would receive funding directly to support with:

- Engagement in meetings
- Data analysis and additional data collection
- Engagement and recruitment of individuals with lived experience
- Stipends for individuals with lived experience
- Collaborate to support a coordinated Prevention approach

This funding will provide support for the first year, and we plan to engage in a second year with the Housing Stabilization workgroup. In the first year, our goals are to:

- Establish and sustain a core prevention leadership team
- Engage and appropriately compensate individuals with lived experience
- Analyze qualitative and quantitative data to understand if our model is working (preventing homelessness)

### Interested?

If you would like to be a part of this cohort work as a prevention provider or individual with lived at-risk of homelessness experience, please contact- Brianna Rogers at [Brianna.rogers@lanecountyor.gov](mailto:Brianna.rogers@lanecountyor.gov)

### PHB Philanthropy Seat Update: Staff Lead – Diana Alldredge

- The Philanthropy Seat on the Poverty and Homelessness Board is currently open until 5pm on Thursday, February 24. More information can be found on the [PHB web page](#).
- Please let Diana Alldredge know if you know someone who may be interested.

### PHB Quarter Two Strategic Plan Update: Staff Lead - Kate Budd

- See attached strategic plan update.

**PHB/HSC Re-imagining Process Update: Staff Lead – Kate Budd**

- Jan. – Feb. '23: Interview respondents and open survey
  - Staff from Uncommon Solutions are actively meeting with select HSC and PHB members to solicit feedback.
  - A survey will be released in the next month to gain feedback on initial recommendations.
- March '23: Analyze interview and survey data
- April – May '23: Develop report, including recommendations

# FY2022-2023 PHB Strategic Plan - Q2

Goal	Strategy	Outcome Description	PHB Committee	Metric	Metric Progress	Lead Person	Notes on 2022-2023 Progress	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>1.1</b>	<b>Increase Shelter and Alternative Shelter Beds</b>										
1.1	a	Disseminate information to community based organizations related to upcoming Capacity Building Grant RFP focused on one-time costs for items needed to be secured, technology, staff trainings, consultancy services, etc.	Shelter Stakeholder Committee	Over 15 different agencies apply for funding.	All contracts are executed.	Maria Cortez	<b>Q1:</b> 13 Agencies awarded Capacity Building Grants and nine agencies awarded Technology Capacity Building Grants in FY23.	X	No	No	No
1.1	b	Shelter Stakeholders to support continued creation and on-going efforts of the City of Eugene Safe Sleep Sites, including the following sites: 310/410 Garfield, Everyone Village, Rosa, and Chase Commons, by strategizing how available stakeholder resources and broader community based resources can offer a collaborative wrap-around approach.	Shelter Stakeholder Committee	Two additional wrap around supports (e.g., Recovery Meetings, DHS mobile site) integrated into at least one safe sleep site.	Committee on hiatus	Shelter Stakeholder Committee					
1.1	c	Identify space, resources and opportunities for collaborative support to create an additional 13 shelter beds.	Shelter Stakeholder Committee	13 Shelter Beds	Committee on hiatus	Shelter Stakeholder Committee	<b>Q2:</b> Mainstream Housing received 10 additional pallet shelters and a bathroom/shower structure to increase the size of their village. Targeted to people with Developmental/Intellectual Disabilities. The site is currently being developed.		X		
1.1	d	Support implementation and on-going efforts of the Lane County Navigation Center and Shankle Brooklyn Street Shelter, which will provide up to 87 additional low-barrier emergency shelter beds, by strategizing how available stakeholder resources and broader community based resources can offer a wrap-around approach.	Shelter Stakeholder Committee	Open the Nav Center and Shankle Brooklyn St. Shelter. Connect three new partners with the facilities.	Both Shelters open.	Maria Cortez	<b>Q1:</b> The Navigation Center opened in mid-September. -The Shankle Brooklyn St. Shelter opened in mid-October. - Funding awarded through OR Housing and Community Services for culturally relevant Peer and behavioral health services. An RFP will be released next quarter. <b>Q2:</b> RFP for Nav Center BH Supports is open and due end of Jan 23. <b>Q2:</b> State has paused the culturally relevant funding.	X	X		
1.1	e	Increase the number of safe places that prioritize people based on medical need.	Healthcare Committee	Add one new program.	Reviewing Need for medical respite.	Healthcare Committee	<b>Q1:</b> Health committee is exploring locations for a potential respite site with partners. <b>Q2:</b> Exploring various data sources to determine the overall need.	X	X		
<b>1.2</b>	<b>Improve safety of and accessibility to facilities that support people experiencing homelessness.</b>										
1.2	a	Develop a set of recommendations for how safe sleep places can better meet the needs of individuals with medical needs	Healthcare Committee	Final Document	Committee is focus on medical respite.	Healthcare Committee					
1.2	b	Increase shelter accessibility for people with high need by creating three new partnerships between health/BH care providers and shelter/sanctioned shelter alternatives.	Healthcare Committee	3 new partnerships	Committee is focus on medical respite.	Healthcare Committee					
1.2	c	Create one on-demand transportation option such as RideSource, taxi, and bike share are accessible to people in Safe Sleep areas.	Healthcare Committee	One new transport option	Committee is focus on medical respite.	Healthcare Committee					

# FY2022-2023 PHB Strategic Plan - Q2

Goal	Strategy	Outcome Description	PHB Committee	Metric	Metric Progress	Lead Person	Notes on 2022-2023 Progress	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>2.1 Increase opportunities for households to move to permanent housing.</b>											
2.1	a	Create 25 new TH/Rapid Re-housing program spots for youth utilizing the YHDP grant.	Youth Homelessness Services Workgroup	Lane County Contract to serve 25 new TH/RRH households.	Contracts are executed for the TH/RRH programs to serve 74 new households.	Kirstin London	<b>Q1:</b> DevNW and Lookingglass have been awarded TH/RRH program contracts through YHDP funding. DevNW programming will begin in Q2 and serve 50 households, Lookingglass programming will begin in Q3 and serve 24 households. <b>Q2:</b> Dev NW has begun serving households. Looking Glass launches their housing project.	X	X		
<b>3.1 Reduce homelessness among youth in Lane County by 25% through the Collaborative Community Plan.</b>											
3.1	a	Develop a homeless diversion program for families and unaccompanied youth in conjunction with the school districts (i.e. periodic homeless, precariously housed, doubled up) using the YHDP funds. Identify flexible funding to address critical barriers to stabilization. Serve at least 30 youth headed-households.	Youth Homelessness Solutions Workgroup	One Diversion Program	The Host Home contract has been executed and homes are actively being recruited.	Kirstin London	<b>Q1:</b> A Home for Every Child has been awarded YHDP funding to create a Host Homes program for youth. <b>Q2:</b> The Host Home contract has been executed and homes are actively being recruited. Host Homes began accepting referrals on January 2, 2023	X	X		
3.1	b	Increase supportive services to youth by three programs in order to identify unaccompanied youth and young adults experiencing literal homelessness or at imminent risk of homelessness and connect them to appropriate resources to maintain or attain stabilization.	Youth Homelessness Solutions Workgroup	3 Supportive Services Programs	Lookingglass Outreach & Access program	Kirstin London	<b>Q1:</b> Lookingglass have been awarded a Supportive Services program contract through YHDP funding. <b>Q2:</b> Looking Glass outreach contract has been executed and program has begun.	X	X		
<b>4.1 Increase employment opportunities, education, and employment and training activities for participants who are in poverty, and/or homeless with special needs.</b>											
4.1	a	Two Work Group members will participate on the Eugene Area Chamber of Commerce Business Leadership Taskforce subgroup working with employers, employment providers, and shelter providers to increase pathways to employment for those who are unhoused but sheltered.	Employment Work Group	Two Workgroup members engage in Chamber meeting.	The Employment workgroup has paused and all members are invited to attend the Chamber meeting	Employment/ Chamber Work Group	<b>Q 1 and 2:</b> The Employment workgroup has folded into the Chamber's Business Leaders Taskforce.	X	X		

# FY2022-2023 PHB Strategic Plan - Q2

Goal	Strategy	Outcome Description	PHB Committee	Metric	Metric Progress	Lead Person	Notes on 2022-2023 Progress	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>5.1</b>	<b>Advocate for support to reduce poverty and homelessness.</b>										
5.1	a	LEAGUE will contribute to increasing public awareness around the experiences of homelessness. Action Steps to be determined.	LEAGUE		LEAGUE has focused on building membership through public awareness.	Oregon Housing Alliance, Association of Oregon Counties, League of OR cities, OR opportunity network, Housing Policy Board	<b>Q1, Q2:</b> LEAGUE will continue discussing possible action steps in this area. Q2 has been largely focused on building membership of LEAGUE to have capacity to take on additional action steps.	X	X		
5.1	b	LEAGUE will identify advocacy opportunities and create a public policy agenda that aligns with the values of the Continuum of Care, including Housing First, Permanent Housing, decriminalization, and person-centered services.	LEAGUE	Public policy agenda created. 2 advocacy opportunities for members.	Criminalization of Homelessness is one policy area.	Lane County, City of Eugene, City of Springfield	<b>Q1:</b> LEAGUE facilitated a panel discussion with various law enforcement and related stakeholders (i.e. police, public works, facilities, parks, etc.) to gain a better understanding of the current approaches in working with the homeless population, advocate for decriminalization, and determine next steps for public policy advocacy in this area.	X			
5.1	c	LEAGUE will do one activity to advocate for a Homeless Bill of Rights that recognizes the rights and responsibilities of individuals experiencing homelessness in Lane County.	LEAGUE	One activity	Will complete in Q3	Lane County, City of Eugene, City of Springfield					
5.1	d	Plan a recommendation to tie legislature to employment as part of the homelessness solution.	Employment Work Group	Meet with elected official to share legislative recommendation.	The Employment workgroup has paused and all members are invited to attend the Chamber meeting	Employment/ Chamber Work Group	<b>Q1:</b> Employment workgroup has folded into the Chambers Business Leaders Taskforce.				
5.1	e	LEAGUE will do one activity to advocate for an improved rental system that includes streamlined application processes (e.g. "One App" approach), tenant protections, landlord advocacy, and strategic use of vacant units in Lane County.	LEAGUE	One Activity	One Activity	LEAGUE Members	Sign the petition for the City of Eugene to reduce the cap on rent increases. <b>Q1:</b> LEAGUE members discussed the City of Eugene Renter Protections Process and proposed changes to renter protections at the July meeting. Members reviewed information and were encouraged to participate in public hearings as plans move forward.	X			
5.1	f	Identify and execute one tangible way to support the City of Eugene in their efforts to create 500 Safe Sleep sites.	Shelter Stakeholder Committee	One activity	Lane County provided restroom and pallet shelters to Safe Sleep Sites	Shelter Stakeholder Committee	<b>Q2:</b> The Chase Commons safe sleep site is in development to host an additional 18 pallet shelters and a bathroom/shower structure purchased by Lane County. This site will serve medically fragile adults. <b>Q2:</b> Lane County temporarily extended invitation to providers including Safe Sleep Sites to refer individuals to the Navigation Center.		X		

# FY2022-2023 PHB Strategic Plan - Q2

Goal	Strategy	Outcome Description	PHB Committee	Metric	Metric Progress	Lead Person	Notes on 2022-2023 Progress	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>6.1</b>	<b>Improve equity within Coordinated Entry and the Shelter System</b>										
6.1	a	Create and adopt an new/updated housing assessment tool that more accurately assesses vulnerability of those accessing coordinated entry.	Coordinated Entry Stakeholder Committee	Updated & adopted CE assessment tool	Exploring other assessment tools.	James Ewell	<b>Q1:</b> Reviewed a number of assessment tools used in different communities and the U of O capstone class CE project's recommendation regarding the CE assessment. <b>Q2:</b> The CE stakeholder committee reviewed the MAP (Matching for Appropriate Placement) assessment tool and decided they wanted to move forward with using an adapted version that accounts for local factors. Committee will continue assessment tool development next quarter.	X	X		
6.1	b	After the new assessment tool is implemented, create and adopt a continuous quality improvement loop policy to assess progression toward equity via the housing assessment.	Coordinated Entry Stakeholder Committee	Assess the demographics of people who are eligible for RRH/PH programs within 6 months.	Working on new assessment tool	James Ewell					
6.1	c	Increase cultural awareness within the shelter sites to create welcoming environments for all historically marginalized communities.	Shelter Stakeholder Committee	Create one emergency shelter policy.	Committee on hiatus	Maria Cortez					
<b>6.2</b>	<b>Ensure Coordinated Entry allows those deemed most vulnerable access to all resources they qualify to receive.</b>										
6.2	a	Eliminate use of "buckets" of separate Centralized Wait Lists for PSH and RRH. Have one list and make available housing resources available to all who are eligible.	Coordinated Entry Stakeholder Committee	Updated CE policy.	Drafting CE written standards	Jame Ewell	<b>Q2:</b> Initial steps were taken regarding drafting of new Coordinated Entry written standards outlining changes to Centralized Waiting List.	X	X		
6.2	b	Create and adopt a "dynamic prioritization" policy for Coordinated Entry referrals. Fully implement case conferencing as one piece of the determination of Coordinated Entry referral rather than VI-SDPAT score.	Coordinated Entry Stakeholder Committee	Updated CE policy.	Education Provided about DP	Jame Ewell	<b>Q2:</b> CE committee received a presentation from Built For Zero regarding case conferencing and Dynamic Prioritization. Case Conferencing meetings continued to occur this quarter.	X	X		
6.2	c	LEAGUE will participate in system mapping exercise to visualize the experience of individuals as they move through the system currently, as well as what a more ideal system would look like with CE improvements. LEAGUE will advise the CE Stakeholder Group on CE improvements through formal recommendations and participation as members on that group.	LEAGUE	System Map	System Mapping exercise take occurred.	Amanda Borta	<b>Q1:</b> LEAGUE created a system map on the Miro board.	X			
6.2	d	Add at least two additional coordinated entry access points in Lane County.	Coordinated Entry Stakeholder Committee	Two new Front Door Assessment sites	(2 new FDA Access points) Lookingglass Outreach & HIV Alliance East & South Lane County Outreach	James Ewell	<b>Q1:</b> The new YHDP Lookingglass outreach will provide FDA (Front Door Assessments) and Mainstream housing will be providing FDA's for people with I/DD. <b>Q2:</b> Additionally, HIV Alliance will provide FDA's via their newly contracted street outreach project in rural areas of East and South Lane County. <b>Q2:</b> A Coordinated Entry Intern position was created, which will serve as a "roving assessor" to address barriers faced by clients trying to access brick and mortar Front Door Sites	X	X		

# FY2022-2023 PHB Strategic Plan - Q2

Goal	Strategy	Outcome Description	PHB Committee	Metric	Metric Progress	Lead Person	Notes on 2022-2023 Progress	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>7.1 Improve care coordination at discharge from institutions (hospital, jail, behavioral health hospital)</b>											
7.1	a	Providing a respectful and understanding approach to care for people without homes and reduce the stigma people without homes experience when accessing the healthcare system. As part of this goal it is important to increase accountability by giving people experiencing homelessness and advocates opportunities to communicate if they do not feel the tenants of this agreement are being upheld.	Healthcare Committee	Create an agreement between healthcare providers and people who are houseless.	Conducted surveys of shelters.	Healthcare Committee	<b>Q2:</b> Surveyed emergency shelters to better understand what they are able to accommodate in terms of medical needs, behavioral health systems, as well as supports if any that are provided (wheelchair, wound care, ADLs, etc.)	X	X		
7.1	b	Coordinating discharge plans to the most appropriate and safest location possible.	Healthcare Committee	Discharge Planning document for healthcare providers/social workers, etc.	Focus on coordination of discharge care.	Healthcare Committee	<b>Q2:</b> Met with CCOS on creating a standard report of CCO members that would be based off HBNL/Collective Medical planning/evaluation of medical respite efforts	X	X		
7.1	c	Develop systems to better support individuals experiencing homelessness who are discharging from the hospital in: i. Establishing primary care (if not otherwise established) ii. Accessing appropriate medications prescribed as part of both a specific hospitalization and other ongoing treatment plans iii. Attending all recommended Primary Care, Behavioral Health, and Specialty visits iv. Following all other recommendations for treatment	Healthcare Committee	Revised discharge planning	Reviewing potential funding mechanisms for a formal medical respite model.	Healthcare Committee	<b>Q2:</b> Met with CCOs to discuss possible routes for billing THW services to Medicaid in medical respite and shelter settings. Reviewed different funding mechanisms for medical respite. Reviewed referral process for the health focused shelters (PeaceHealth Pallet Shelters & SMR)	X	X		
7.1	d	Add two outreach staff who are able to follow up with people in the community after discharge.	Healthcare Committee	Two outreach staff	Removed from committee work plan.	Healthcare Committee					
<b>8.1 Clarify Governance and Future Planning for PHB.</b>											
8.1	a	Establish the process and expectations for developing a three-year Poverty and Homelessness Board plan.	Executive Committee	Create process & expectations.	Will begin once the re-imaging is completed.	Kate Budd - post consultant process					
8.1	b	Add metrics and accountability tracking to the one year strategic plan.	Executive Committee	Updated Plan with metrics	Metrics have been incorporated into strategic plan.	Kate Budd	<b>Q1:</b> Completed	X			
8.1	c	Review and clearly define the role of the PHB through a review of the governance charter.	Executive Committee	Revised governance charter.	Charter Amendment Needs Identified	Consultant work	<b>Q2:</b> The HSC/PHB Reimagining process consultant agreement is executed and the work will take place Jan 23- May 23. <b>Q2:</b> The PHB members identified amendment opportunities for the PHB Charter.		X		
8.1	d	Review committees and workgroups across the community to identify PHB subcommittee overlap, streamline focus areas and develop/strengthen partnerships.	Executive Committee	Updated PHB structure	Consultant Agreement Executed	Consultant work	<b>Q2:</b> The HSC/PHB Reimagining process consultant agreement is executed and the work will take place Jan 23- May 23.		X		