



Poverty and Homelessness Board

Thursday, December 15, 2016

12:00 p.m. – 1:30 p.m.

Lane County Youth Services Serbu Campus, Carmichael Conference Room
2727 Martin Luther King Jr. Blvd. Eugene, OR

AGENDA

Time	Topic
11:45 a.m.	Arrival and Lunch
12:00 p.m.	Welcome and Introductions <input type="checkbox"/> Self-introduce with your name and organizational affiliation
12:05	Public Comment Individuals who plan to offer comment must sign in with name and contact information prior to beginning of the meeting.
12:15	Consent Agenda Approve Minutes of November 17, 2016 Accept Financials
12:20	<u>Committee Reports</u> ▪ Facilities/ Jacob Fox
12:25	Annual Homeless Point in Time Count/Pearl Wolfe <i>Info/Approval</i>
12:30	Focus Topic: Dusk to Dawn Winter Response for Homeless Singles and Families / <i>Roxann O'Brien, William Wise/Paul Neville SVDP</i> <i>Info/Discussion</i>
1:00	Completing Final PHB Governance Charter Changes Moving the Plan Forward: Next Steps Work Groups and Committee Formation <i>Steve Manela, Pearl Wolfe</i> <i>Info/approval</i>
1:30	Wrap up Summarize board decisions, assignments, and next steps
1:35	Planning the <i>next month's</i> Agenda What new business should the PHB consider at its January 19, 2017 Meeting? <u>Suggestions:</u>
1:40 p.m.	Adjourn

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.



helping people • changing lives

Poverty and Homelessness Board

Governance Charter

Eugene/ Springfield / Lane County, Oregon

Updated 12-8-15 12/15/16 Proposed Changes

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**Poverty and Homelessness Board
Governance Charter
Eugene/ Springfield / Lane County, Oregon
December 16, 2013**

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 Human Services Management Information System (HMIS).

HMIS ServicePoint's 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 homelessness, at-risk of homelessness and poverty in Lane County according to the HUD HMIS 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.

See Appendix for HMIS Policies and Procedures Manual

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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 ~~to select a board to act on behalf of the Continuum of Care for board selection.~~ The process must be reviewed, updated, and approved by the PHB at least once every 5 years;
- D. Annually update ~~a the~~ governance charter ~~which will include all procedures and policies.~~
- E. Establish performance targets appropriate for projects funded under the ESG and CoC grant programs and other anti-poverty programs serving low income persons. ~~Monitor subrecipient performance, evaluate outcomes, and take action against poor performers.~~
- 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. ~~Participate in~~ 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

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
 - v) At-Large Elected Official
 - b. The following four (5) members shall be representatives of community interest and 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) Local hospitals
 - vii) Victim Services Provider
 - viii) Other community interests to be determined upon need
 - c. The following four (5) members shall be democratically selected representatives of low income community representatives who are:
 - i) Homeless or formerly homeless individual.
 - ii) Homeless youth representative (age 16-24)
 - iii) A subrecipient agency of the Emergency Solutions Grants program (ESG).
 - iv) The remaining two representatives may include representation from such groups as:
 - non-profit supportive housing provider
 - non-profit affordable housing developer
 - social service representative
2. In addition to the Board members, six (6) 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 Health and Human Services or the director's designee.
 - b. The director of the Housing and Community Services 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. Others to be determined based on need.

B. PHB Selection/Election

1. The PHB will be comprised of 15 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* then 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. 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.
3. 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. The 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; ~~except that, of the members first appointed, two (2) shall serve for a term of one year, three (3) shall serve for a term of two years, and three (3) shall serve for a term of three years.~~

E. PHB Board Leadership

1. A Chair and Vice Chair will be elected by the PHB. 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 vice-chairperson shall assume the duties of the office of the chairperson.

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 are a resource to inform and/or participate in PHB activities and committees. The CoC will issue a public invitation for new members within the CoC's geographic area will occur 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 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 service providers, 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 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 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 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 of 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 aye 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 committee to be necessary.
2. Each permanent committee will consist of at least three members of the PHB.

3. The PHB chairperson shall appoint and charge a PHB member to be the Chairperson for each subcommittee.

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.

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V. EXECUTIVE COMMITTEE

A. Membership

The PHB Executive Committee membership shall consist of up to seven members, including: the chair and vice-chair, 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

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

V. 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

COORDINATED ENTRY

~~The PHB will approve reports re: the Homeless Coordinated Entry System. Under the CoC Program interim rule, each CoC must establish and operate a coordinated assessment system. Coordinated Entry ensures that homeless persons are matched with the right intervention, among all of the interventions available in the CoC, as quickly as possible. It standardizes the access and assessment process for all~~

~~clients and coordinates referrals across all providers in the CoC. When providers intake and assess clients using the same process, and when referrals are conducted with an understanding of all programs, including their offered services and bed availability, participants can be served with the most appropriate intervention and not with a "first come, first served" approach.~~

~~**See Appendix for Written Standards for Coordinated Entry System**~~

~~**VI. EMERGENCY SOLUTIONS GRANT (ESG) MONITORING**~~

~~**Background**~~

~~We are currently using ESG funds to provide emergency shelter, homeless prevention, and rapid re-housing to individuals and families. We currently fund two emergency shelter providers and two homeless prevention and rapid rehousing providers. We also use ESG funds to support our HMIS data collection system to have a clearer picture of demographics and outcomes measured. We use ESG funds in conjunction with Continuum of Care funds to create a more comprehensive continuum of housing and supportive services for individuals and families who are homeless or at risk of homelessness.~~

~~**ESG Monitoring**~~

~~Lane County follows the guidance of Oregon Housing and Community Services, as the ESG funder for the State of Oregon re: funding policies and procedures and the operation and administration of HMIS for ESG funded projects.~~

~~Lane County monitors ESG programs (sub-recipients) annually by reviewing participant files for program eligibility, provision of appropriate services and use of funds and by requiring back up documentation to invoices to monitor that funds are being used in accordance with ESG standards. Sub recipient staff are also interviewed re: program specific areas, i.e. income guidelines, eligible activities, eligible costs, assessment of direct service provision and overall fiscal accountability. ESG monitoring also includes reviewing for adherence to ESG performance standards and the corresponding outcome measures that are included in sub recipient contracts. ESG providers must participate in HMIS. Performance based reports are run from this system to evaluate program outcomes. Outcome measures for ESG programs include: 80% of households remain housed upon exit from Homeless Prevention Program services; 28% of households have employment income upon exit from program services; 95% have accuracy rate on HMIS data.~~

~~**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.

~~**See Appendix:**~~

- ~~• ***HMIS Policy & Procedures Manual***~~
- ~~• ***Written Standards for the Coordinated Entry System***~~
- ~~• ***CoC Policy and Procedures Manual Written Standards***~~

Poverty and Homelessness Board

Proposed Committees 12-15-16

1. Executive Committee

(includes Legislative, Advocacy & Public Awareness, Membership)

Members:	Staff:
Pat Walsh	Steve Manela
Dan Bryant	Pearl Wolfe
Kris McAlister	
Lucy Vinis (City of Eugene)	7th low income rep. member TBA
Pat Farr (Lane County)	
Sean VanGordon (City of Springfield)	

2. Shelter & Supportive Housing Development

(includes Human Services and Housing System)

Members:	Staff:
Lucy Vinis	Steve Manela
Pat Farr	Pearl Wolfe
Dan Bryant	
Janet Thorn	Erin Fifield
Kris McAlister	Stephanie Jennings
Shawn Murphy	
Jacob Fox	
Anne Williams	

3. RFP – Evaluation – HMIS

Members:	Staff:
Sean Van Gordon	Lisè Stuart
Kris McAlister	Program Services Coordinator FUSE
Pat Walsh	
Byron Trapp	
Jim Coey (City of Oakridge)	

Potential Work Groups – Ad Hoc

Employment

Members:	Staff:
John Radich	Robin Scott
David Heavirland	New Program Services Coordinator
Kristina Payne	WorkSource Lane Program Supervisor
Noreen Dunnells	
Paul Solomon	

Health Care - Future Ad Hoc Committee

Members:	Staff:
Poll PHB Members for interest	Program Services Coordinator FUSE
Ask:	
Susan Ban	
WhiteBird	
Lane County CHC	
Occupy Medical	
Peace Health	

Homeless Youth - Future Ad Hoc Committee

Members:	Staff:
Poll PHB Members for interest	
Ask:	
Looking Glass	
Hosea Youth Services	
15th Night	

Call for Volunteers



Lane County Street and Shelter Homeless Point in Time Count ***VOLUNTEER SIGN UP!***

Training Date:

Thursday, December 15, 2016

3:00-5:00 p.m.

Health & Human Services

Charnelton Room #258

151 W. 7th Avenue, Eugene

Homeless Point in Time Count Date:

Wednesday, January 25, 2017

- Help us complete surveys
- Every homeless person counts!!!

Contact: Community Alliance of Lane County

Office: 541-485-1755 / Michael Carrigan Cell: 541-844-4677

calcoffice@gmail.com

Lane County Human Services Pearl Wolfe: 541-682-4629

pearl.wolfe@co.lane.or.us



CALC

Community Alliance of Lane County

Educating and mobilizing for peace, human dignity and social, racial and economic justice.

Lane County 2017 Street and Shelter Homeless Point in Time Count **Volunteer Application**

***Shifts Occur on Wednesday, January 25, 2017
Hours 8:00 a.m. - 8:00 p.m.***

Please return application to: Michael Carrigan at calcpeace@gmail.com

Questions re: The Count, Contact Michael 541.485.1755, 541-844-4677

Name:												
Phone Number:	()		Email									
Date of Birth:			Driver's License #:									
Home Address:												
Emergency Contact Name:			Phone Number:	()								
Training information to be completed by office staff:												
Date Trained:			Trained By:									
Available times on <u>Wednesday, January 25th</u> between 8:00 a.m. to 8:00 p.m. <i>A minimum of 3 hour time blocks is requested.</i>												
Please circle the times you would like to serve. You are welcome to sign up for up to 8 hours.												
8:00 a.m.	9:00	10:00	11:00	12:00 p.m.	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
Have you ever been arrested or convicted of any crime: If yes, list charges and locations:												
I hereby certify that the information provided in my application is freely given, true, and complete. I understand that any false statements, answers, or any misleading information may be sufficient ground for immediate disqualification or dismissal at any time.												
Signature: _____										Date: _____		

Community Alliance of Lane County

Point in Time

Volunteer Confidentiality Agreement

INSTRUCTIONS: This statement shall be reviewed and signed by each Point in Time Count Volunteer of Community Alliance of Lane County.

Confidentiality is the preservation, in confidence, of all information concerning a Point in Time Count Participant which may be disclosed in gathering survey data.

Any information concerning specific participants is confidential. In addition, medical information which is gathered is confidential. In contrast, general information, policy statements, statistical material and similar information which is not identified with an individual client or family is not confidential.

Casual disclosures to other volunteers without a legitimate “need to know” or to family members or friends are not only harmful to the client’s privacy rights but are also illegal.

Under Oregon law, CALC may be legally liable for your actions which are within the course and scope of your duties as a volunteer. However, improper disclosure of confidential information could be considered not to be within the course and scope of your duties. As a result, CALC could refuse to defend you in any legal action which might be brought by a client for violating the client’s confidentiality.

Non-compliance with the above CALC privacy policies and State and Federal law may be cause for disciplinary action up to and including dismissal, and possible legal actions for violations of applicable regulations and laws

MY SIGNATURE BELOW CERTIFIES THAT I HAVE BEEN TRAINED ABOUT MAINTAINING CONFIDENTIALITY FOR THE POINT IN TIME COUNT, AND HAVE READ AND FULLY UNDERSTAND THE INFORMATION ABOVE. I FURTHER UNDERSTAND AND AGREE THAT, AS A VOLUNTEER FOR COMMUNITY ALLIANCE OF LANE COUNTY, I HAVE A DUTY TO ABIDE BY THE LAWS AND POLICIES GOVERNING THE PRESERVATION OF CONFIDENTIAL INFORMATION AND THAT I WILL ABIDE BY THOSE LAWS AND POLICIES. I ALSO UNDERSTAND THAT CONFIDENTIALITY EXTENDS INDEFINITELY BEYOND MY INVOLVEMENT WITH THE PROJECT. I UNDERSTAND THAT I AM REQUIRED TO PROMPTLY REPORT ALL VIOLATIONS OR SUSPECTED VIOLATIONS OF ANY CALC PRIVACY POLICY TO THE PROGRAM DIRECTOR.

Volunteer’s Signature

Date

(Printed Name)

Supervisor’s Signature

Date