



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Agenda

Meeting: Supportive Housing Services Oversight Committee Meeting
Date: October 24, 2022
Time: 9:30 a.m. to 12:30 p.m.
Place: Virtual meeting ([Zoom link](#))
Purpose: Reviewing committee ground agreements and decision-making process; discussion about displacement of SHS funds from Metro Office of Metro Attorney; vote on public comment about regional long-term rent assistance; reviewing annual report process; and Metro tax collection and disbursement update.

9:30 a.m.	Welcome and introductions
9:45 a.m.	Conflict of Interest declaration
9:50 a.m.	Public comment
10:00 a.m.	Reviewing ground agreements
10:15 a.m.	Committee consensus methods
10:30 a.m.	Discussion: Clarifying displacement / supplanting of SHS funds
11:00 a.m.	Vote on public comment about regional long-term rent assistance
11:10 a.m.	Break
11:20 a.m.	Presentation and discussion: Annual report process
12:05 p.m.	Metro financial update
12:15 p.m.	Next steps
12:30 p.m.	Adjourn

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600 NE Grand Ave.
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Meeting minutes

Meeting: Supportive Housing Services Oversight Committee
Date/time: Monday, September 26, 2022, 9:30 AM – 12:00 PM
Place: Zoom (Virtual)
Purpose: Presentation of quarter 4 reports; presentation and discussion of county work plans and budgets for FY22-23; and updates on committee membership and recruitment for 2023 term.

Member attendees

Co-chair Susan Emmons, Dan Fowler, Armando Jimenez, Ellen Johnson, Jenny Lee, Seth Lyon, Carter MacNichol, Felicita Monteblanco, Jeremiah Rigsby, Dr. Mandrill Taylor, Co-chair Kathy Wai

Absent members

Gabby Bates, Heather Brown, Roserria Roberts, Jahed Sukhun

Elected delegates

Clackamas County Commissioner Sonya Fischer Washington County Chair Kathryn Harrington, Multnomah County Commissioner Susheela Jayapal, Metro Councilor Christine Lewis, City of Portland Commissioner Dan Ryan

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Nui Bezaire, Ash Elverfeld, Breanna Hudson, Rachael Lembo, Patricia Rojas

Facilitator

Ben Duncan, Kearns & West

Details for this meeting can also be found in the final meeting record due to the reliance in the meeting on slide decks that are included in the record. Minutes may include portions of the slide deck material but focus primarily on discussion and questions not found in the slide deck. A summary of County and Metro staff responses to member questions are italicized.

Welcome and introductions

Co-chair Kathy Wai (she/her) welcomed the committee to the meeting and introduced Ben Duncan (he/him), the new committee facilitator from Kearns & West.

Ben shared that he will also be facilitating the Tri-County Planning Body and the Regional Affordable Housing Bond committee as well.

Co-chair Emmons (she/her) introduced herself and also facilitated member introductions to Ben.

Ben discouraged the use of the chat function in Zoom and members gave a thumbs up in agreement to this proposal.

Co-chair Wai reviewed ground agreements briefly and let members know that the group would be revisiting those with Ben in the future.

July meeting minutes were approved.



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Meeting minutes

Conflict of interest declaration

Jenny Lee (she/her) works at the Coalition of Communities of Color and they are partnering with Unite Oregon to support work of the Housing Authority of Clackamas County.

Carter MacNichol (he/him) is a board member at Transition Projects and they're a contractor with the Joint Office of Homeless Services.

Dan Fowler (he/him) is Chair of the Homeless Solutions Coalition of Clackamas County and they may at some point receive SHS funding.

Public Comment

No verbal public comment was made during the meeting.

A written public comment was received and included in the meeting packet.

Quarter 4 regional summary

Co-chair Wai introduced this agenda item and asked Nui Bezaire (she/her), Supportive Housing Services Program Manager, Metro, to provide a regional overview of quarters one to four based on the progress reports received from the counties.

Carter and Ellen Johnson (she/her) expressed that they felt it was too late to be discussing quarter four progress given that work plans and budgets have already been established by the counties.

Co-chair Emmons suggested moving forward with the agenda as drafted.

Nui used a slide deck to present a brief version of the Q4 summary that was also included in the meeting packet.

Rachael Lembo (she/her), Finance Manager, Planning Development and Research Department, Metro, joined the meeting and provided an overview of the tax collections from last year- a total of \$239.5 million. She also reviewed the disbursement of funds to the jurisdictional partners and the Metro allocation. In FY22-23 the estimated tax collection is projected to be about \$225M.

Clackamas County Commissioner Sonya Fischer (she/her) shared that while Clackamas County didn't use the SHS money until they received it, their overall success in the County using other dollars was significant.

County work plans and budgets for FY22-23

Co-chair Emmons introduced this portion of the agenda. She also shared a brief story of running into a Street Roots vendor at her local grocery store who was housed with an SHS voucher and the vendor shared that it had transformed her life. She proposed that as the group looks at the numbers Nui compressed and the work plans to remember that there are people diligently working on housing problems and having success.

Washington County Chair Kathryn Harrington (she/her) asked what the goals or criteria that the oversight committee is using to make its oversight judgments or recommendations? Ben replied that this question will be carried forward.

Clackamas County staff members were introduced: Adam Brown (he/him), Deputy Director for Clackamas County Department of Health, Housing and Human Services, and Vahid Brown (he/him), Housing and Supportive Housing Services Manager.

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Vahid used a slide deck to review their annual work plan regional metric goals and budget for FY22-23.

The members then engaged with County staff for a period of question and answers.

Staff responses to member questions will be italicized.

Carter asked about the \$32M total budget and if that reflects carryover funds unspent from last year?

That \$32.2M was based on the most recent projection of collection at that time. It has now exceeded that, as seen in Rachael's presentation earlier in the meeting. They will use the prior year's collections as the cash flow and funding for current year activities, which will be the pattern for Clackamas County into the future. They will be doing a supplemental budget in the near future to account for the additional revenues over the projected number for the fiscal year.

Carter's second question referred to the work plan having mentioned shifting resources to other parts of the County and using SHS funding to backfill, and if that understanding is correct—doesn't the SHS measure prohibit against that?

Vahid replied that Clackamas County has agreed to not displace any existing funding commitments from local funding to supportive housing services within the county. The reallocation or movement of funds that is being referenced is all resources available to address homelessness in the county prior to SHS measure funding. The bulk of the need in Clackamas was in the rural part of the county and geographically half of the county that the Metro SHS Fund doesn't allow funding to. They are reallocating state and federal funds to where possible to serve the needs of rural folks not served by SHS measure funding. There is no net funding decrease. They're looking at using SHS measure funds for those parts of the county that are in Metro jurisdiction, perhaps redirecting non-geographically restricted funds to those portions of the county. The overall county SHS budget has increased.

Ellen asked if SHS program funds are used in their Continuum of Care (CoC) planning and outlays? Or are the programs run separately? Does Clackamas County run two separate homeless programs? She thinks they should be using their funds in a way that dovetails to coordinate with their CoC planning and that the HUD system analysis is useful to determine how effective their SHS funding is in addressing homelessness.

Vahid replied to the initial question Ellen asked several clarifying questions. None of Vahid's replies satisfied Ellen's line of questioning.

Due to the communication breakdown, Ben asked that they revisit the question in writing given the lack of resolve.

Dr. Taylor liked seeing behavioral health alignment highlights in their plan and hopes to see more funding in the cities for behavioral health specialists and peer supports, because without capacity the efforts breakdown.

Co-chair Emmons said that members have struggled to see baseline funding for Clackamas County prior to SHS and so there's concern that SHS funds are being used to backfill programs in Clackamas County. As a committee they want to see that the county is going forward with new programming.

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Adam replied that he is 100% certain there hasn't been a displacement of funds from the homeless services system of care in the county. They are going through a process of organizational restructuring to consolidate their various housing services system resources to be under one organizational division because they had been administered across the department.

Ben told the committee that staff will follow-up to show documentation of what Adam described.

Felicita Montebalanco asked if they are giving cash to culturally specific organizations and not just technical assistance to increase their capacity?

Vahid said yes.

Washington County staff members joined the meeting to present on their annual work plan and budget through a slide show presentation: Jessi Adams (she/her), Capacity Programs Supervisor, and Jes Larson (she/her), Supportive Housing Services Manager.

The members then engaged with County staff for a period of question and answer.

Staff responses to member questions will be italicized.

Co-chair Wai asked how the County is meeting the needs for folks who need transportation to services, especially those in the more rural areas?

Jessi said they provide transportation passes and also that outreach workers can provide rides. For shelter siting they consider proximity and access to transit.

Jes added that SHS funds are limited to urbanized portions of the county, so they use SHS funds for inside the Metro boundary and outside of that they use other funding.

Ellen asked in relation to the change in their local implementation plan (LIP) in the first year, when they plan to level up spending between Population A and Population B? The concern being that it will be too far down the road and not in alignment with the SHS priorities. Is there a plan to track by population?

Jes said yes, they delayed Population B programming in the first year. In year two they have leveled up for Population B. Their shelter and outreach programs are serving both populations. She said that rapid rehousing was the program that they planned on adding mid-way through the first year but had to delay and launch at the beginning of year two, which they have begun.

Ellen also asked if CoC is separate than SHS and covers both urban and rural areas?

Jes said they see the CoC is a whole system, and that the vast majority is SHS funding but they also have Federal, State, County General and Local Safety Auction Levy funding. In the County, they're in midst of integrating the previous CoC program that was about a \$4.5M budget and making sure that it tells a story of what they think will become a \$70M program when built out fully. They're in the middle of that transformation and their Road Home Plan hasn't been updated to tell this full story yet. They're embarking on a year's worth of work to update that material. In their CoC NOFA application, it references the whole of their investments.

In reply to Jes, Ellen said that she thinks all counties should be following that model of program incorporation.

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Dr. Taylor likes the stories they highlighted in relation to success of mental health and addiction support in the presentation. He said that it's one thing for an individual to find sobriety and it's another thing to see a system help sustain it. Following, he asked what are their goals and priorities around behavioral health alignment? What are their strategies to ensure better alignment with behavioral health?

Jessi said they see that as key to all of their work and it will be integrated into everything they do. Staff will be trained in behavioral health first aid and crisis intervention as well as trauma informed care. Behavioral health services will be co-located, built into access centers.

Yesenia Delgado (she/her), SHS Manager, and Shannon Singleton (she/her), Interim Director, Joint Office of Homeless Services, Multnomah County joined the committee to present their annual SHS work plan.

No questions or comments came from members.

Co-chair announcement from Kathy Wai

Co-chair Wai announced that while she has served as the co-chair since the inception of the committee, she will step down in January 2023 but stay on as a member of the committee. She said they'd be looking to the group for the next co-chair and offered a conversation to whomever may be interested.

Updates and next steps: Member recruitment and October meeting

Staff announced there is a recruitment starting for a member representing Clackamas County and also one for Washington County. Members are encouraged to reach out to networks so there is a diverse applicant pool. Applications open Tuesday, September 26.

In regards to the Regional Long-term Rent Assistance (RLRA) public comment, Patricia Rojas (she/her), Regional Housing Director, Metro, thanked Tom Cusack for submitting it. She said that public comment space is a time for the public to be heard and not necessarily a space for the committee to respond. Staff responded in collaboration with counties and staff involved in developing the RLRA framework. She said that the Tri-County Planning Body (TCPB) is more of a policy recommendation oriented committee and that this is an oversight of LIPs. She said that the TCPB develops a regional plan and long-term rent assistance is specifically called out as a regional area of focus for them.

Ellen proposed recommending the comment to the TCPB.

Co-chair Emmons felt the responses in the packet from staff were sufficient and didn't feel a referral was needed because the commentor has the option to send it to the TCPB too.

Co-chair Wai supports where Co-chair Emmons was coming from and that as co-chairs they need to bring more context into the oversight committee of the charter. Her general sense was that folks weren't ready to entertain an action today. She would like more time and information about the TCPB and charter before determining whether to move forward.

Dan said he is process oriented and wants the public to know they're heard. He said he believes the commentor has been heard and doesn't mean they need to agree or disagree. There's been a response and it doesn't mean it's the last response. He said that even if they recommend the TCPB hears the comment, it doesn't mean they need to take it up. He would like to refer it to them.

Adjourn at 11:59 a.m.

Minutes respectfully submitted by Ash Elverfeld, Housing Program Assistant

Supportive housing services – Regional oversight committee

Committee member questions and answers from Metro staff

October 17th, 2022**1. Of the people placed in housing in 21/22, how many were chronically homeless?**

In SHS reporting, “Population A” closely aligns with people experiencing chronic homelessness.¹ In the first program year, reporting templates were not yet finalized, so data is reported somewhat differently across the counties. However, we did get Population A data from some counties in their progress reports and know that all counties served primarily Population A clients in the first year. Based on Q4 progress reports, it appears that of the 1,639 total people housed, **1,437 of those (about 88%) were Population A clients.**

Starting July 1, 2022, counties will be providing quarterly reports on the new templates, which include separate data reports for Population A and Population B.

2. In the future, will we be tracking by name? Will we track whether people remain in that same permanent housing one year later? Two years? Three, etc.?

In Summer 2020 a stakeholder advisory group developed the SHS values and regional outcome metrics, which were incorporated into the [SHS Work Plan](#) that was approved by Metro Council. Section 5.2 of the Work Plan includes a metric on housing retention, which reports on whether households placed into permanent housing stayed in permanent housing one year later, and each year thereafter.

In their annual reporting, county partners will report on the housing retention metric; however, for the 21/22 annual report, nearly all households placed had not yet been housed for a full year by the end of June 2022. We should expect to see meaningful reporting on this metric for the 22/23 report. In the meantime, we expect updates from county partners on client success in permanent housing.

Regarding tracking by name, the HMIS database does track clients by name – in fact, much of the database is client records that include service history and utilization, among other things. For client privacy, de-identified and/or aggregate data is what is often used in reporting for HUD and other programs. By-name data lists are often used in provider case conferencing and in initiatives such as Built for Zero, of which all three counties are participants.

3. Is it a requirement for SHS programming to align with each county’s homelessness Continuum of Care? How are counties aligning with their CoC’s?

It is not an explicit requirement of SHS for county partners to integrate with their local homelessness (Housing and Urban Development - HUD) continuum of care; however, SHS is meant to strengthen and expand existing systems. The ability to integrate with

¹ Population A is defined in Section 4.2 of the Metro SHS Work Plan, and is defined as: “Extremely low-income; AND has one or more disabling conditions; AND is experiencing or at imminent risk of experiencing long-term or frequent episodes of literal homelessness.”

local homeless systems of care within the first year is difficult when the lead entity implementing SHS is not the same as the lead entity implementing the local HUD continuum of care. In the case of Clackamas and Washington counties, the lead departments implementing SHS are not the same as those implementing the HUD CoC. In the case of Multnomah county, the Joint Office implements both SHS and the CoC, and has leveraged services infrastructure it has built for the CoC and is using/expanding it for SHS implementation. Both Clackamas and Washington counties have set goals to better align and integrate with their HUD CoCs in the coming years. All three counties have taken a step towards this alignment by leveraging the HUD CoC HMIS database to use for SHS client tracking.

4. I still would like to have a discussion with the group about how we get from where we are to a first-year report to the Metro Council and Counties.

We plan to discuss the annual report process and timeline in October's meeting. There are some good practices in the Affordable Housing Bond committee that we can learn from and replicate.

5. Can we receive slide decks before meetings so we can follow along?

Thank you. We will share this feedback and do our best to get slides in advance whenever possible.

6. Clackamas County fell substantially short of its goals for navigation/placements, SH case management, and RLRA. What happens when a county falls short, especially WAY short, of its goals?

Whereas the LIP is a high-level framework that doesn't frequently change, the annual work plan is an operational tool required by the SHS IGA that helps us all understand how a county intends to advance LIP goals year by year. Unlike the LIP, county annual work plans are designed to be flexible and change as necessary. There are many reasons why SHS goals may seem to or actually fall short, especially in the first year. The first step is for us to ask questions and consider the responses. Staff reviews the circumstances with the county and determines if any problem solving needs to happen.

Problem solving methods vary and are responsive to the nature of the issue. It is important for the oversight committee to be informed and understand why implementation is working the way it is. Quarterly report briefings with the oversight committee are designed for these types of questions to be surfaced and discussed. Staff takes feedback from the oversight committee into consideration when making a determination on the appropriate action to address the concern. There may be valid reasons that justify a shortfall in goals and spending. For example, if a shortfall is due to a lack of staffing driven by hiring challenges, Metro may decide that the appropriate next step is to keep an eye on and monitor the issue moving forward, and provide support to the county as necessary. On the other hand, there may be times where actions need to be taken to remediate the situation. The IGA incorporates a tool called a

“Corrective Action Plan” that is designed to establish a plan to remediate performance or operational issues. Metro staff considers the issue and circumstances and determines if a corrective action plan needs to be put into place. If a plan is needed, Metro would work with the county to develop a plan that works. How Metro addresses an issue is dependent on the issue and what is needed.

- 7. Clackamas County budget was pretty clear in presenting how they were spending money on each “Regional Metric”. The other counties were not. I understand there will be a consistent format going forward which will be helpful. The counties need to report spending consistently.**

Programmatic and fiscal reporting tools have been developed. New reporting templates will be implemented in the first quarter of FY 22-23, which would be the Q1 report due November 15, 2022. These templates will include consistent financial reporting, including consistent programmatic budget categories.

- 8. I still need to be convinced that Clackamas did not shift resources and backfill with PSH funds. Has your staff explored this?**

There is no evidence of displacement at this time. Staff is engaging Clackamas on this question and will follow up with findings or additional conversations with Clackamas as appropriate. Counties are still in the process of finalizing financials for the last fiscal year. More information regarding this question will be included in the annual financial report, which will indicate whether there were overall reductions (according to how the IGA defines this) in SHS allocations from the baseline year(s) to the current year.

- 9. Is Metro staff doing any analysis of these results? I do not think the committee necessarily has the analytic skills to evaluate and make meaningful comment about these budgets and the performance of the Counties relative to the Metro Work Plan and our charge.**

Metro staff is happy to further discuss any analysis requested by the committee. Metro staff plan to implement program evaluation in program year 3, as required by the Metro Council-approved SHS work plan. Metro staff review reports to make sure progress is happening and works with counties to mitigate issues as necessary. Quarterly reporting is designed for us to understand how programmatic progress is being made and assure that county expenditures are in line with what counties have proposed in annual work plans and spend down plans. We can ask counties to explicitly address this type of question in presentations.

- 10. We will need to see some reporting from Metro on how funds were spent in FY 22. And it would be good to understand the FY23 budget as well.**

Metro finance manager, Rachael, will continue to provide monthly financial reports and regular updates on Metro’s administrative investments. Metro staff will prepare an annual executive summary that addresses Metro investments including progress in establishing and growing an SHS team as part of the annual report process.

11. This information about funds going to the Counties was presented to us in May.**FY23 Proposed Expense**

- 95% to County partners: \$200.3 million
 - Multnomah County: \$90.8 million
 - Washington County: \$66.8 million
 - Clackamas County: \$42.7 million
- Start-up debt: \$12.0 million (final payment)

I think only Multnomah showed a budget reflecting these numbers. Clackamas was about \$10 m less; Washington is about \$12 million less. Is there an explanation?

The new financial template that has been developed should provide more clarity on questions like this in the future. The counties are planning to resubmit budgets on the new Metro template. Budgets were developed from Metro projections from December 2021. The SHS Financial Review Team is looking into this and will make sure this question is answered.

12. SURPLUS FUNDS. Clackamas County indicated they plan to use last year's surplus (\$42 million) as cash flow for this year's expenditures, and that they plan to do that going forward. I think (but it wasn't entirely clear) that Multnomah and Washington counties plan to use their excess for "strategic investments". Though the numbers they showed for these strategic investments didn't match the carryover amounts they have already received in cash. Is this addressed in MOU's? Between the three counties, unspent money from last FY exceeds \$150 million. How that money is used is a material matter. Is there any guidance from Metro on this? I would appreciate Metro's perspective on that. This does not seem to be the intent of the program and it is troubling to me.

Every county will use rollover to fund next year's investments and activities. Some counties may roll out new strategic initiatives and all will continue to build reserve levels, as required by the IGA. Reserves are an important best practice to mitigate potential economic downturns. Counties, as you know, also set their own budgets with their own local finance and program experts informing the uses of rollover funds. Our role in oversight includes making sure that budgets are consistent with the IGAs and the local implementation plans.

13. Is there an agreed upon definition of what is considered "Permanent Supportive Housing", "Supportive Shelter"?

There are definitions for Permanent Supportive Housing/PSH (unit+ long term rent assistance+ ongoing services) and "permanent housing" which refers to leasing

someone up into a housing unit. A placement into permanent housing can include, but is not limited to PSH. For example, it can also include a placement into a unit that uses Rapid Re-Housing rent assistance and services. Supportive Shelter is not an SHS term.

14. Washington County “changed their goals” for FY 22. Was this a unilateral decision by Washington County? Is this permitted by the MOU? Seems like this might have been communicated to us.

Correct. Work plans are operational tools established between Metro and the counties to help us all understand and track LIP progress. Counties develop annual work plans based on their county budget processes and Metro approves the annual work plan. Counties can make changes to work plans for a variety of reasons with approval from Metro. Washington County informed the SHSOC of the change in their quarter 3 progress report.

15. I sent two emails on 9/13/22 with comments about 4th Quarter reports and work plans. Some, but not most of the questions/comments were addressed yesterday.

Please let us know if there are outstanding questions from the 9/13 submission.

16. Each county has unspent SHS funds from FY22, partially attributable to funds budgeted but unspent and partially attributable to revenues exceeding expectations. Please identify (a) funds budgeted for but unspent; and (b) funds unspent because of higher revenue than expected; please identify how the funds budgeted for but unspent had been intended to be spent; please describe how the total carryover (a+b) has been allocated for FY 2023.

This question has been sent to county partners, and Metro staff will work with them to determine the appropriate way to respond.

17. Please describe funding allocated for the Regional Longterm Rent Assistance (RLRA) program by each of the three counties including: SHS funding allocated to RLRA; RLRA already committed out to external partners; any RLRA not yet committed; and RLRA that has been committed but not spent, ie not given out as a housing resource to an individual or family.

This question has been sent to county partners and Metro staff will work with them to determine the appropriate way to respond. Starting in quarter 1 of fiscal year 22-23, financial reporting will include reporting specifically on long-term rent assistance.

Questions for Multnomah County

Supportive Housing Service (SHS) dollars are making a significant racial justice impact for Black people experiencing homelessness, with 24% of housing placements being for Black people. The data shows significantly less success in housing placements for Native American/Indigenous people, despite the fact that they are even more disproportionately represented in the homeless population, especially the chronically homeless population.



600 NE Grand Ave.
Portland, OR 97232-2736
oregonmetro.gov

18. What are the barriers to housing placements for NA/I people experiencing houselessness, and what are the specific strategies that the Joint Office of Homeless Services (JOHS) is employing to address this?

This question has been sent to Multnomah County and Metro staff will work with them to provide additional detail. It is likely that some of this will be covered in Multnomah County's annual report.

19. Please describe changes that are being made to the housing assessment tool. What is the purpose of the changes, and who or what will be prioritized differently as a result?

This question has been sent to Multnomah County and Metro staff will work with them to determine the appropriate way to respond; however, the coordinated assessment tool is the purview of the local homelessness continuum of care. SHS requires investments to be prioritized for Population A. Resource/service prioritization within a county follows that county's locally established processes.

Supportive housing services - Regional oversight committee

Comparison of group agreements

October 17th, 2022

This document compares meeting guidelines that were adopted by the oversight committee in December 2020 (the full meeting guidelines are [available online](#)) and meeting group agreements that were used for a series of committee retreats from November 2021 to January 2022.

The guidelines and meeting agreements have been compared for similarities, which have been highlighted in green in the table below.

In the October business meeting, members will review the meeting guidelines, and agree on any additional agreements from the group agreements or elsewhere that they would like to add to the meeting guidelines. The updated guidelines will then be adopted by the committee starting their following meeting.

Meeting guidelines	Group agreements
Arrive on time and prepared.	We aren't looking for perfection.
Share the air – only one person will speak at a time, and we will allow others to speak once before we speak twice.	WAIT: why am I talking/why aren't I talking.
Express our own views or those of our constituents; don't speak for others at the table.	You are the author of your own story.
Listen carefully and keep an open mind.	Impact vs intention: Intention is important, but we attend to impact first.
Respect the views and opinions of others, and refrain from personal attacks, both within and outside of meetings.	BIPOC folks or folks with targeted identities often didn't have the privilege to assume best intentions in a white dominant space.
Avoid side conversations.	Invited to speak in draft- thought doesn't need to be fully formed.
Focus questions and comments on the subject at hand and stick to the agenda.	We are all learners and teachers.
When discussing the past, link the past to the current discussion constructively.	Expertise isn't privileged over lived experience and wisdom.
Seek to find common ground with each other and consider the needs and concerns of the local community and the larger region.	Liberation and healing are possible.
Turn off or put cell phones on silent mode. Focus on full engagement in the meeting, and refrain from conducting other work during meetings as much as possible.	Expect non-closure.
Notify committee chairperson and Metro staff of any media inquiries and refer requests for official statements or viewpoints to Metro. Committee members will not speak to media on behalf of the committee or Metro, but rather only on their own behalf.	

Supportive housing services - Regional oversight committee

Annual review process and timeline

October 17th, 2022

The oversight committee will receive the supportive housing services (SHS) annual reports from Clackamas, Multnomah, and Washington Counties in early November 2022¹. The annual reports, based on reporting elements and templates developed by Metro staff with feedback from the oversight committee, will contain programmatic and financial progress, outcomes, successes, and challenges over the first program year.

The purpose of the Regional Oversight Committee is to provide independent program oversight on behalf of the Metro Council to ensure that investments achieve regional goals and desired outcomes and to ensure transparency and accountability in Supportive Housing Services Program activities and outcomes.

The committee will:

- Evaluate Local Implementation Plans, recommend changes as necessary to achieve program goals and guiding principles, and make recommendations to Metro Council for approval;
- Accept and review annual reports for consistency with approved Local Implementation Plans and regional goals;
- Monitor financial aspects of program administration, including review of program expenditures; and
- Provide annual reports and presentations to Metro Council and Clackamas, Multnomah and Washington County Boards of Commissioners assessing performance, challenges and outcomes.

To ensure that these steps happen in a timely fashion, Metro staff propose the following timeline:

- October 2022: Annual report process overview, discussion and refinement. Committee provides input on annual report presentation.
- November 2022: Committee reviews annual reports and sends questions to Metro and County staff prior to December 5th committee meeting.
- December 2022: Counties present annual reports to committee.
- December 2022 – February 2023: With the guidance and input of the committee, Metro staff create executive summary report.
 - January 2023: Metro staff convene 1-2 facilitated conversation(s) with the committee to guide content for the SHSOC annual report, highlights, challenges, opportunities, and recommendations.
 - February 2023: Key themes get incorporated into a letter from the committee to the jurisdictional governing bodies. Committee review of draft and provides final recommendations for edits.
- March 2023: Report is finalized/released. Co-chairs and staff co-present the report to the jurisdictional bodies (county boards and Metro Council)

¹ These reports are due to Metro staff by October 31, 2022. Staff will do an initial review for completion and send the reports to the committee as soon as possible.

Supportive housing services - Regional oversight committee

Draft calendar, November 2022 to December 2023

This calendar may change as new topics or priorities arise for the committee.

Month	Report(s) due	Potential topics (<i>limit to 2-3 per meeting</i>)
November 2022	Q1 report – 11/15	- Additional prep for the annual report process - Metro financial update
December 2022		- Annual report presentations from counties - Metro financial update, including finance projections (15-20 minutes)
January 2023 (2 meetings)		- 1 st meeting: Overflow from December; annual report prep; Q1 presentations - 2 nd meeting: Annual report prep; Metro 1 st year presentation - Metro financial update
February 2023	Q2 report – 2/15	- Annual report prep (drafts) - Metro financial update
March 2023		- Q2 presentations - Metro financial update
April 2023	Work plan – 4/15	- Metro SHS budget presentation (15-20 minutes)
May 2023	Q3 report – 5/15	- Work plan presentations - County investment strategies - Metro financial update
June 2023	County budgets – flexible due date	- Q3 presentations - Metro financial update
July 2023		- County budget presentations - Metro financial update
August 2023	Q4 report – 8/15	- Metro tax collection update
September 2023		- Q4 presentations - Metro financial update
October 2023	Annual report – 10/31	- Metro financial update
November 2023	Q1 report – 11/15	- <i>Potentially no meeting, given the Thanksgiving holiday</i>
December 2023 (2 meetings)		- Annual report presentations from counties - Finance projections (15-20 minutes)

Topics not yet scheduled:

- *Informational meeting for regional coordination*
- *Site visits and other in-person opportunities (please note: there can be maximum of 3 members per visit)*
- *Tri-county planning body regional plan*

Memo

Date: October 24, 2022
 To: Supportive Housing Services Oversight Committee
 From: Rachael Lembo, Finance Manager
 Subject: FY23 Financial Update

This financial update is designed to provide the information necessary for the SHS Oversight Committee to monitor financial aspects of program administration.

Financial Report

The FY23 financial report through September 2022 is enclosed with this memo.

In September, the Metro Council approved a budget amendment to add three new positions to the SHS program, increasing FTE from 8.7 to 11.7. The new positions will provide leadership and coordination with county partners and the Tri-County Planning Body on the SHS Regional Plan and the formalization of an SHS data framework and data sharing agreement. This increased the SHS budget by \$287,164, funded by the SHS contingency, and is reflected in the enclosed financial report.

Tax Collection and Disbursement Summary

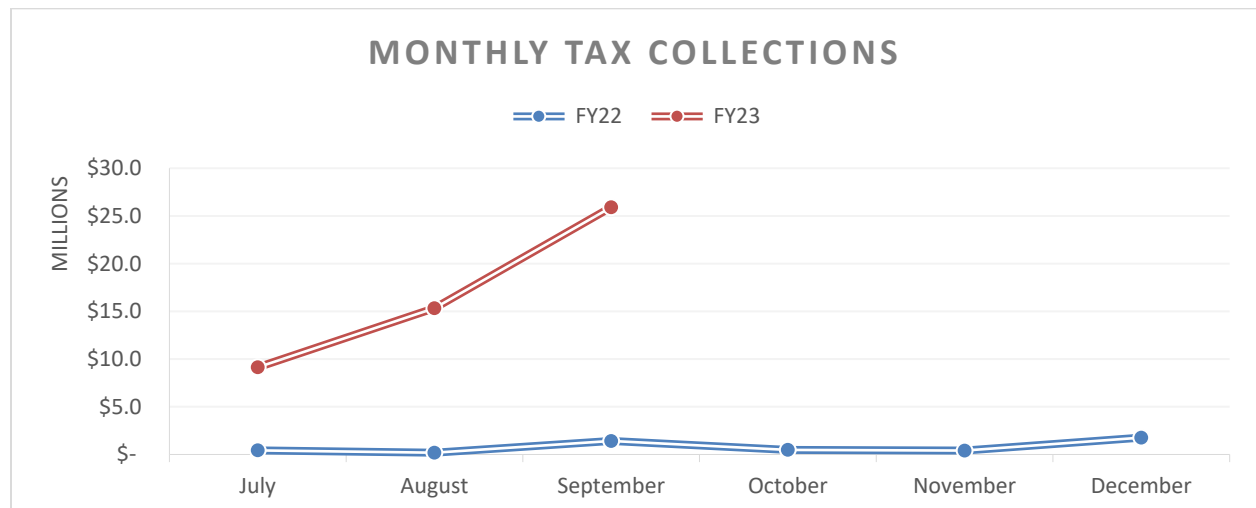
FY23 tax collection and disbursement figures on a cash basis are included below.

Total Tax Collected this FY	\$50,377,127
Total Disbursed to County Partners this FY	\$45,088,847

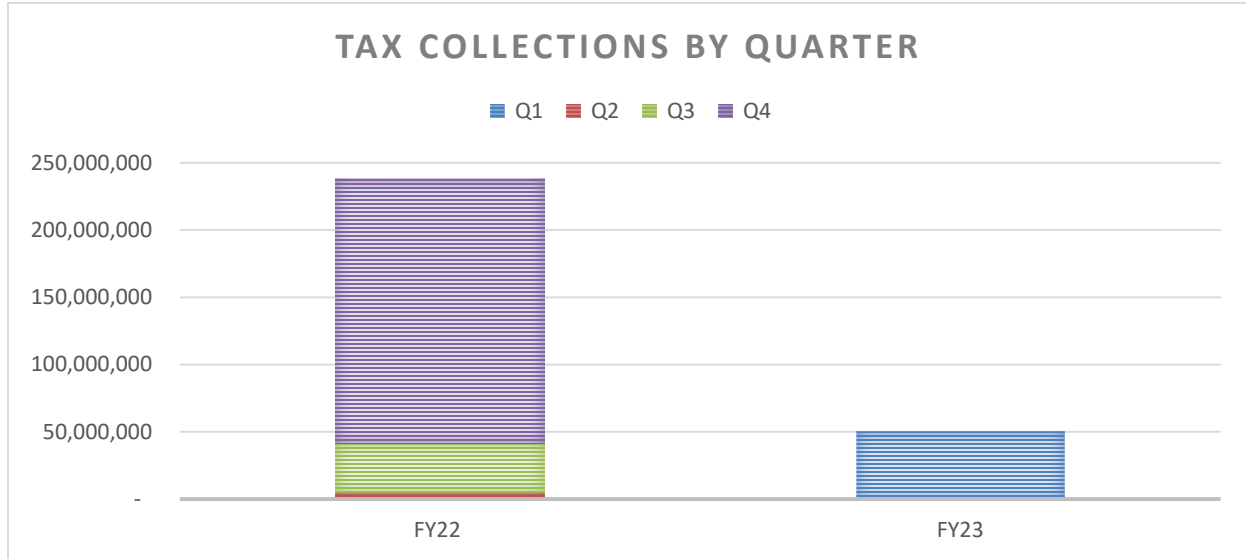
Tax Collections

The charts below show tax collections by month and by quarter in FY23 compared to those in FY22.

The increase in collections in September is expected, as September is a quarterly estimate due date for both personal and business tax filers.

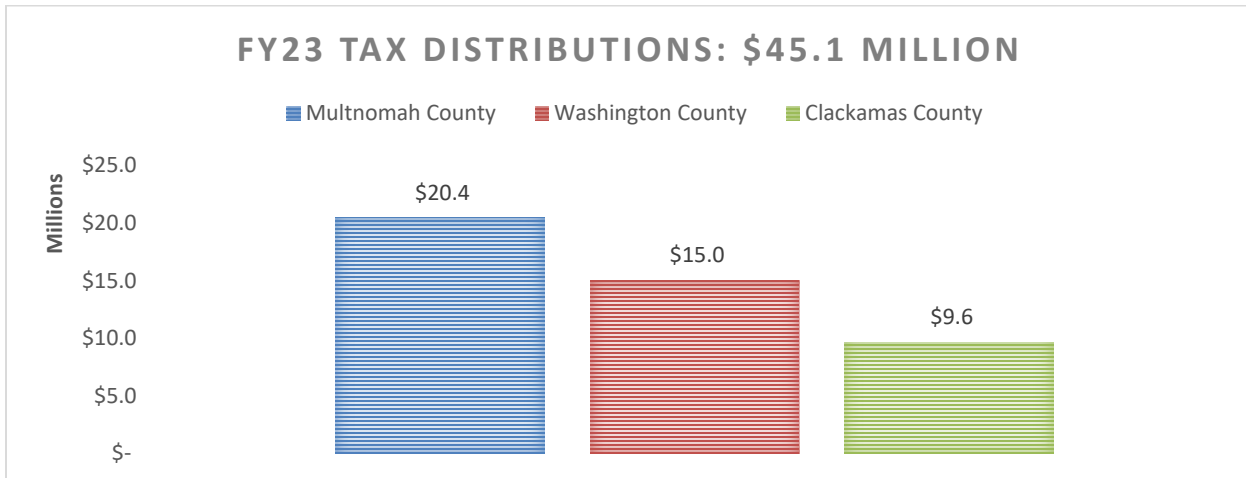


Collections for the first quarter of FY23 are higher than quarters 1-3 of FY22 combined. This is due to required withholding and estimated payments for tax year 2022, as well as tax year 2021 payments still being received. This is not unexpected in the first year of a tax, and we will continue to see tax year 2021 payments in the coming months.



Tax Disbursements

The chart below shows tax disbursements to the county partners in FY23.



Metro Supportive Housing Services Fund

Financial Report

FY22-23, September 2022

	Annual Budget	July-September Actuals	Variance Under / (Over)	% of Budget	Comments
Revenues					
Business Income Tax	112,500,000	9,875,973	102,624,027	9%	
Personal Income Tax	112,500,000	9,884,016	102,615,984	9%	
Interest Earnings	281,250	78,480	202,770	28%	
Total Revenues	225,281,250	19,838,470	205,442,780	9%	
Expenditures					
Personnel Services	1,427,089	161,590	1,265,499	11%	11.7 FTE
Materials and Services	216,196,561	68,401	216,128,160	0%	see detail below
Transfers-E	13,861,913	456,765	13,405,148	3%	cost allocation plan, debt service
Total Expenditures	231,485,563	686,756	230,798,807	0%	
Contingency	9,188,688	-	9,188,688		
Change in Fund Balance	(15,393,001)	19,151,713	(34,544,714)		
Beginning Fund Balance	15,393,001	177,201,219	(161,808,218)		
Ending Fund Balance	-	196,352,933	(196,352,933)		
Materials and Services detail:					
Tax Collection Costs	14,436,666	1,482	14,435,184	0%	
County Partners Expenses*	200,302,355	(0)	200,302,355	0%	
Other	1,457,540	66,919	1,390,621	5%	
Materials and Services total	216,196,561	68,401	216,128,160	0%	

*Unlike previous financial reports, the above shows actual partner expenses for the FY (updated quarterly based on county financial reports), as opposed to the amount Metro disbursed to them. Tax collection and disbursement figures on a cash basis are included below.

Total Tax Collected this FY	50,377,127	<i>Reflects tax collections and disbursements (on a cash basis) from July - September 2022 tax collection</i>
Total Disbursed to County Partners this FY	45,088,847	<i>period.</i>

Supportive housing services - Regional oversight committee

Chairperson position description

The chairperson(s) for the SHS regional oversight committee work with staff to support and provide guidance on content and ideas to meet the committee goals, improve committee processes, support decision making procedures, and help develop agendas and the work program of the committee.

Responsibilities

Responsibilities include but may not be limited to:

- Allows facilitator to lead discussions and keep the group to time/task
- Participates in and may lead some committee discussions, and leads committee in forming committee recommendations
- In collaboration with facilitator and staff, develops meeting agenda content and strategies to meet the Oversight Committee goals
- Helps lead (with support of facilitator) committee decision making processes
- Reviews meeting deliverables prepared by support staff
- Prepares (with staff support) framing or guidance memos/letters to the committee
- In collaboration with staff, presents annual reports and presentations to Metro Council and County Boards
- May speak on behalf of the Committee to public requests for comment
- Develops and maintains relationships with committee members
- Attends meeting planning and debrief meetings as scheduled

Commitment

Approximately 8 to 10 hours **per month**, broken down into the following:

- **Oversight committee meetings monthly or as scheduled:** 2 1/2 hours
- **Debrief of committee meeting:** 1 hour
- **Agenda planning and run through prior to meeting:** 2 to 3 hours
- **Read packets, respond to emails from staff:** 3 hours

The commitment will vary if there is no meeting in a particular month. Additionally, we expect that the commitment will increase 10-15 hours from January to March to account for the annual report review and presentations.

Priorities for co-chair recruitment FY22-23

- Lives or works in Clackamas or Washington County
- Commits to and/or exemplifies the values of the supportive housing services program
- Identifies as BIPOC
- Has experience providing supportive housing services (homeless/housing services)
- Has lived experience of homelessness and/or housing instability