

Agenda



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Meeting: Supportive Housing Services Oversight Committee Meeting
Date: December 5, 2022
Time: 9:00 a.m. to 1:00 p.m.
Place: Virtual meeting ([Zoom link](#))
Purpose: Metro tax collection and disbursement update; annual report presentations from Clackamas, Multnomah, and Washington counties.

9:00 a.m. Welcome and introductions
9:15 a.m. Conflict of Interest declaration
9:20 a.m. Public comment
9:30 a.m. Metro tax collections update
9:40 a.m. Presentation: Metro framing for annual presentations
9:50 a.m. Presentation and discussion: Washington County annual report
10:40 a.m. Break
10:50 a.m. Presentation and discussion: Multnomah County annual report
11:40 a.m. Break
11:50 a.m. Presentation and discussion: Clackamas County annual report
12:40 p.m. Next steps: New members, co-chair selection, and expectations for January
1:00 p.m. Adjourn

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ការគោរពសិទ្ធិពលរដ្ឋរបស់ ។ សំរាប់ព័ត៌មានអំពីកម្មវិធីសិទ្ធិពលរដ្ឋរបស់ Metro ឬដើម្បីទទួលបានកម្មប្រតិបត្តិការរើសអើងសម្រាប់សេចក្តីណែនាំ www.oregonmetro.gov/civilrights។ បើលោកអ្នកត្រូវការអ្នកបកប្រែភាសានៅពេលអង្គប្រជុំសាធារណៈ សូមទូរស័ព្ទមកលេខ 503-797-1700 (ម៉ោង 8 ព្រឹកដល់ម៉ោង 5 ល្ងាច ថ្ងៃធ្វើការ) ប្រាំពីរថ្ងៃ មុនថ្ងៃប្រជុំដើម្បីអាចឲ្យគេសម្រួលតាមសំណើរបស់លោកអ្នក ។

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Meeting minutes

Meeting: Supportive Housing Services Oversight Committee
Date/time: Monday, October 24, 2022, 9:30 AM – 12:30 PM
Place: Zoom (Virtual)
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.

Member attendees

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

Absent members

Gabby Bates, Heather Brown, Ellen Johnson, Jahed Sukhun

Elected delegates

Clackamas County Commissioner Sonya Fischer, Washington County Chair Kathryn Harrington, Multnomah County Commissioner Susheela Jayapal, Metro Councilor Christine Lewis

Absent elected delegates

City of Portland Commissioner Dan Ryan

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Shane Abma, 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 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 Susan Emmons (she/her) welcomed the committee to the meeting and shared a story of a community member receiving long-term rent assistance.

Ben Duncan (he/him), Facilitator from Kearns and West, facilitated a round of introductions of staff and committee members. He also provided details on how the Zoom meeting works and the day's agenda.

Co-chair Kathy Wai (she/her) led the group through a vote to approve the September meeting minutes. The minutes were approved unanimously.

Conflict of interest declaration

Jenny Lee (she/her) works at the Coalition of Communities of Color and they are working on contract and partnership with Housing Authority of Clackamas County that could inform implementation in the future.

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Carter MacNichol (he/him) is a board member at Transition Projects and they're a contractor with the Joint Office of Homeless Services. Carter doesn't receive financial compensation as a board member.

Dan Fowler (he/him) is Chair of the Homeless Solutions Coalition of Clackamas County and they do not receive SHS funding. There is no financial compensation for him.

Public Comment

No verbal public comment was made during the meeting.

Reviewing ground agreements

Co-chair Wai introduced the agenda item to revisit group agreements and guidelines. The group agreements and guidelines were shared in a PowerPoint.

Ben asked if there were any suggestions for changes.

Roserria Roberts (she/her) proposed a change from "BIPOC folks or folks with targeted identities often didn't have the privilege to assume best intentions in a white dominant space" to "BIPOC folks or folks with targeted identities often didn't/don't have the privilege to assume best intentions in a white dominant space."

There was a discussion regarding whether the role of ex-officio members and participation expectations in meetings needed to be updated or clarified with the group agreements. Ex-officio members in the room and voting members of the committee made comments.

In conclusion, no change to group agreements was made regarding ex-officio member participation. Instead the group decided to continue in the same spirit of welcoming participation when relevant to the discussion and is expected.

There was a thumbs up agreement to only change the language Roserria proposed previously.

Committee consensus methods

Ben stated that this agenda item is meant to reaffirm the previous choice to have a more organic and casual style of decision making.

He recommended a modified consensus method with thumb votes. Thumbs up equals yes, I'm comfortable with this; sideways thumb means you're willing to move forward but not all the way there and would like to discuss further; thumbs down means you're not willing to move forward.

The goal would be to get everyone to a space where they feel good enough to move forward.

The decision was made to continue to practice modified consensus using the thumb method and to continue following meeting protocols for committee recommendations.

Ben stated that a redesign of the method could occur in time as needed.

Discussion: Clarifying displacement / supplanting of SHS funds

Shane Abma (he/him), Attorney, Metro, joined the meeting to provide information on the anti-displacement section of the SHS measure. He notes that the term 'supplant' isn't used in the intergovernmental agreement (IGA) or the measure, even though he's heard people use that term. He continued to say that the anti-displacement language was meant to be additive and the intention of it was so that counties couldn't reduce their supportive housing funding from county general funds (relative to fiscal year 2019-2020) and replace it with Metro SHS measure funds. During the IGA process negotiations they all agreed that as long as the county general funds weren't reduced,

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they'd be in compliance with the anti-displacement requirement. He cautioned the use of 'supplant' and reminded the committee that it's not in the measure, IGAs or Metro code.

Shane added that there is another provision saying that Metro SHS dollars can't be used outside of the Metro region and therefore Clackamas and Washington County couldn't take the Metro dollars and use them outside of the Metro boundary. He said that generally tax dollars can't be spent outside of the taxing jurisdiction.

Carter asked why fiscal year 2019-2020 was used as the base year?

Shane responded that when the measure passed that time frame wasn't used, but dollars were rushing in from the federal government simultaneously early in the pandemic and was inflating county budgets. During the IGA negotiation process, the parties all agreed to look only at the county general fund dollars because they don't control what the federal and state give them in future years. However, they did agree that if they do receive opportunities for state or federal funds in future years, they should continue to make a reasonable, good faith effort to continue to seek those other funds.

Adam Brown (he/him), Housing Authority of Clackamas County, said that there's a section in the annual report where each jurisdiction will outline their resources allocated to homeless services and other areas, and it will be clear and transparent for everyone to see.

Vote on public comment about regional long-term rent assistance

Ben opened this portion of the agenda and reminded the committee of the process that was followed with Tom Cusack's public comments on the Regional Long-term Rent Assistance (RLRA) program. They were shared with the committee, Metro responded, and discussion occurred in the committee as to how to move forward with a response as a committee to the comments. He also shared with them that since then, Tom sent public comment to the Tri-County Planning Body (TCPB). Ben said that the TCPB has received his public comment regarding RLRA and will be taking on RLRA as a group topic. He asked if there was further action needed from this committee.

Co-chair Emmons said they should feel reassured the comment and RLRA policy is being taken on by the TCPB and asked staff to let Ellen Johnson know of the updates since she wasn't present for this meeting.

Break occurred

Annual report process

Patricia Rojas (she/her), Regional Director, Metro, shared excitement that the committee gets to dive into the meat of their oversight role with the annual review process. She used a slide deck to illustrate the annual report process. It included the committee's role for annual reporting and a timeline for the annual review and production process between this meeting and March 2023.

Steve Rudman (he/him), co-chair of the Affordable Housing Bond Oversight Committee and member of the TCPB, shared his experience with the Bond Oversight Committee annual review process. Their committee drafted a letter to Metro Council along with the annual report that included recommendations for the Council to consider implementing in the future for the program. So far the Council has accepted and agreed with their recommendations.

Jenny, who is also a member of the Affordable Housing Bond Oversight Committee, also spoke to her positive experience of collaboration with Metro staff in providing the information the committee asked for in order to do proper oversight.

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Nui Bezaire (she/her), SHS Manager, Metro, reviewed the main areas of the annual report and provided a review of the activity Ben would be asking members to participate in on a Jamboard.

Roserria referenced page 4 of the report outline and was concerned about culturally-specific organizations not being disaggregated by which culture they are serving.

Patricia said that's something Metro should be able to provide. She clarified that disaggregation by race is used to help us understand who is being served by race and ethnicity. And that counties could share information about culturally-specific system capacity by communities they represent and serve.

Dan asked if the counties or Metro would be sharing data on inflow, the number of people entering the homeless services system?

Patricia said that the counties will likely speak to at some level through the Built for Zero work in the regional coordination area of their annual reports and include Point In Time numbers.

Dan wants to show the public the full picture of what's going on in the region with homelessness and said that inflow is part of that story.

Patricia affirmed that there's a story to tell about what we're seeing in the community and why and added that some of that is done through raw numbers and some is letting people know what the dynamics of inflow and outflow are - which can happen in the reports. Inflow is likely going to come up in the TCPB, as it's more of a systems level policy question, but the story can be incorporated into the annual reports.

Seth Lyons (he/him) said that technology is better than it's ever been in order to count folks experiencing homelessness. He said that we can say for example, we housed 300 people; but wouldn't it be better to say we housed 20% of folks experiencing homelessness? He sees a gap in sharing with the public the full picture total of people experiencing homelessness and SHS fund impact.

Patricia replied that she thinks all the jurisdictions agree that it's important to tell that story and we need to work towards improving and sharing that context out.

Washington County Chair Kathryn Harrington stated that the dollars were not approved by voters to solve all of homelessness and it requires participation beyond government.

Patricia said that the SHS measure will not solve the systemic root causes of homelessness.

Seth added that while it's true it won't solve them, we can say that it solves for some category of the big picture and here are the problems it's solving for. He said we should be able to articulate which population and percentage of the population it's serving, for example, the 5,000 households number.

Members then participated in a prioritization activity on a Jamboard (virtual whiteboard) to determine which annual report areas they'd like the counties to prioritize in their presentations to the committee in December.

The prioritized in this order: investment areas and impact/outcomes; evaluation/quality improvement; provider capacity and expansion; equity analysis; SHS/Affordable Housing Bond alignment updates and data reporting; financial report; regional coordination of access to services between partner jurisdictions.

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Jeremiah Rigsby (he/him) asked about the impact of the committee and whether the job is just to hear reports out or if the committee can make an impact and influence change.

Patricia replied with a yes. She gave the example from the Affordable Housing Bond Committee: they thought that cooling units needed to be included in the Bond buildings in response to the numerous heatwave deaths. They also asked for integration and alignment with SHS and PSH. The Council agreed with them and that changed Affordable Housing Bond funding and programing.

Jeremiah also wondered how to respond to political issues and how the committee can stay informed and if Metro has a role to play with that.

Dan appreciated that everyone had a chance to speak in the meeting. He also hopes to see mental health system tied more into SHS.

Patricia said that the TCPB will be working on systems-alignment.

Co-chair Emmons said that between the counties and Metro, there are multiple communications teams. She asked what role they're playing around creating a counternarrative to the false understandings in the public of homelessness and the work of the SHS funds. She said there is a need for better communication.

Co-chair Wai said that members may be champions for the work as well and wondered what that could look like. Besides the co-chairs doing presentation rollout to the Metro Council and county boards, could members of the committee do their own outreach to community at town halls, etc?

Jeremiah supports the town hall idea from Co-chair Wai but wants to be sure first that the SHS work is actually being done right and wonders if the oversight committee can be real about that.

Metro financial update

Rachael Lembo (she/her), Finance Manager for Metro's housing programs, joined the meeting to provide a financial update. Highlights were that the SHS program had a budget amendment go to Metro Council to add three new positions to support the high-level data framework and sharing agreement, and also the work of the TCPB.

Metro collected \$50M and disbursed \$45M in Q1 of FY23. She compared this fiscal year to last fiscal year and explained that September collections were higher than July/August because it's an estimated payment due date month. She sees that the collection is on a more steady pace.

Next steps

Nui shared that staff will share member feedback with the counties to guide their annual report presentations based on the Jamboard activity.

Additionally, she updated that Metro has started drafting its own annual summary of its own work and that it will be added to the Executive Summary that staff will draft for the committee over the next two months.

Lastly, she updated the committee that they will not have Year 2 Q1 presentations or a summary slide due to the intense focus on the annual reports right now. The committee will still get the Q1 reports.

Co-chairs Wai and Emmons thanked Ben for his facilitation and said they appreciated hearing everyone's voices today.

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Adjourn

Adjourned at 12:17 p.m.

Minutes respectfully submitted by Ash Elverfeld, Housing Program Assistant

Meeting minutes

Meeting: Supportive Housing Services Oversight Committee
Date/time: Monday, November 14, 2022, 9:30 AM – 12:00 PM
Place: Zoom (Virtual)
Purpose: Provide additional information about Metro’s upcoming summary for its own work in FY21-22; discuss the oversight committee’s role related to the annual report process; and provide overview of tools to support the committee in their review of the annual reports, including guidance on financial review.

Member attendees

Co-chair Susan Emmons (she/her), Dan Fowler (he/him), Armando Jimenez (he/him), Seth Lyon (he/him), Carter MacNichol (he/him), Felicita Monteblanco (she/her), Jeremiah Rigsby (he/him)

Absent members

Ellen Johnson (she/her), Jenny Lee (she/her), Roserria Roberts (she/her), Dr. Mandrill Taylor (he/him), Co-chair Kathy Wai (she/her)

Elected delegates

Clackamas County Commissioner Sonya Fischer (she/her), Washington County Chair Kathryn Harrington (she/her), Multnomah County Commissioner Susheela Jayapal (she/her), Metro Councilor Christine Lewis (she/her)

Absent elected delegates

City of Portland Commissioner Dan Ryan

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Nui Bezaire (she/her), Ash Elverfeld (they/she), Breanna Hudson (she/her), Rachael Lembo (she/her), Patricia Rojas (she/her)

Facilitator

Ben Duncan (he/him), Kearns & West

Details for this meeting can also be found in the final meeting record due to the reliance 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 Susan Emmons welcomed the committee to the meeting and noted that co-chair Kathy Wai was unable to attend the meeting due to a work conflict.

Ben Duncan, Facilitator from Kearns and West, facilitated a round of introductions of staff and committee members. He also provided details on how the Zoom meeting works and the day’s agenda.

Co-chair Emmons lead the group through a vote to approve the October meeting minutes. The minutes were approved unanimously. (Later in the meeting it was determined that there wasn’t a quorum, so the minutes require a revote at the next meeting.)

Meeting minutes

Conflict of interest declaration

Carter MacNichol is a board member at Transition Projects who receives funding from the Supportive Housing Services Fund.

Dan Fowler is Chair of the Homeless Solutions Coalition of Clackamas County and they do not receive Supportive Housing Services (SHS) funding but may in the future.

Public Comment

No verbal public comment was made during the meeting.

Update on Metro's SHS team annual summary

Nui Bezaire, Supportive Housing Services Manager, Metro, stated that Metro will provide a summary update on Metro's internal program covering FY 2021-2022. It will come in the first January meeting.

Carter MacNichol is looking forward to the summary and wants to see a report of the City of Portland's tax collection and how that's going.

Dan Fowler is also looking forward to the summary and added to Carter's request to see actual versus planned FTE at City of Portland.

Presentation and discussion: Cycle of oversight

Patricia Rojas, Regional Housing Director, Metro, used a slide deck to share a presentation with the goal of providing a deeper understanding and clarity of the annual report process.

The presentation covered:

- Role and duties of oversight
- Differentiation between Tri-County Planning Body (TCPB) and SHS Oversight Committee
- Differentiation between Local Implementation Plans (LIP) and Regional Plan
- Cycle of oversight at a high level: review and recommend LIP's to Metro Council, monitor financial progress, review annual reports from counties, develop annual report, present report to governing bodies and make recommendations, and then moves back to the beginning.
- Annual report process and timeline overview for FY21-22 report: October 2022 to March 2023

Nui reviewed what it means to review for consistency with LIPs and regional goals; assess performance, challenges and outcomes; monitor financial aspects of program; and compare reports to template requirements.

Some discussion took place between members and Rachael Lembo (she/her), Metro Planning, Research and Development Finance Manager, over tax collection and volatility of the market creating challenges for predicting future collection amounts. Carter expressed concern about the amounts held in contingencies.

Break 10:58-11:08

Presentation and discussion: Cycle of oversight, continued

Patricia continued the cycle of oversight presentation and reviewed optional paths that the committee could take if they have recommendations to Metro Council, to the Counties and Metro SHS staff, and to the TCPB after their annual review.

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Felicita MontebLANCO shared thanks for the presentation and thought that members who couldn't attend the meeting should watch it because of its helpfulness. She also asked what would happen if hypothetically there was one member who thought a change needed to happen to an LIP but the others didn't, how does the decision get made as a group?

Staff replied that the committee uses modified consensus with a goal to reach consensus as much as possible and if it isn't, a majority vote is used. A dissenting vote would be recorded with the option for the member to share about why they were a dissenting vote.

Co-chair Emmons responded to the presentation and commented that she sees the LIPs as very fundamental documents that are unlikely to change. She sees the committee, for example, instead asking to see more in a particular reporting area what challenges the counties are facing, and how the programming is rolling out rather than making an LIP amendment.

Dan shared that he sees a challenge in helping the public understand the annual review because it covers July to June instead of the calendar year. He pondered how to respond to that challenge and thinks the language used in the annual regional report will require particularly thoughtful drafting.

A brief discussion took place about communication about the fund to the public. Patricia affirmed that the annual report is both a reporting and communications tool for the committee.

Dan raised a question about how the committee can communicate out and what the difference is between for example, Dan Fowler the citizen, Dan Fowler the committee member, Dan Fowler on behalf of the committee, et cetera.

Ben said that we will revisit in the future.

Ben reviewed the decision-making process for the committee also laid out in the slide deck.

Next steps

Nui shared several updates.

- The December meeting was extended upon reviewing the agenda with co-chairs and realizing there wouldn't be enough time for county presentations and Q&A otherwise.
- A co-chair nomination request will be sent to the committee by email.
- For the three member seats to be filled for Clackamas and Washington counties, staff are in the process of finishing the recruitment and there will be more of an update on the status of that in an upcoming meeting.

Carter expressed appreciation for the guidance tool that was shared by staff.

Ben shared that they would be voting on the October minutes again at the next meeting since there wasn't a quorum earlier in the meeting.

Co-chair Emmons said that she imagines like her, many friends, family and colleagues may be asking members why so many people are living outside and what's going on with it. She thought it would be good to share historical context as the committee goes to the counties and Metro to review progress. She shared that she was the chair of the Housing and Community Development Commission for Multnomah County from 1992 to 1995 and they were required to do a comprehensive housing affordability report, similar oversight work to this committee. In 1993 they found that there was a shortage of 10,000 30% AMI or lower units; in 2002 there was a shortage of 20,000; and by 2009 it rose to 30,000 units for Multnomah County alone. She was illustrating that these challenges have been decades in the making and that the homelessness crisis didn't happen overnight. She also expressed thanks to anyone listening in that may be doing work on the ground.

Meeting minutes



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Washington County Chair, Kathryn Harrington, thanked Metro staff for communications that have been going out and said the individual stories have been helpful.

Adjourn

Adjourned at 11:55 a.m.

Minutes respectfully submitted by Ash Elverfeld, Housing Program Assistant

Memo



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Date: December 5, 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 October 2022 is enclosed with this memo.

In November, the Metro Council approved a budget amendment which established a new Housing Department for the Supportive Housing Services and Affordable Housing Bond programs. This structural change will provide dedicated strategic leadership to the work of these programs. This decreased the SHS budget by \$76,929 due to the elimination of costs previously shared with the Planning, Development and Research department, and is reflected in the enclosed financial report.

First quarter financial reports were received by the counties in November and expenses will be included in the November financial update (next month).

Tax Collection and Disbursement Summary

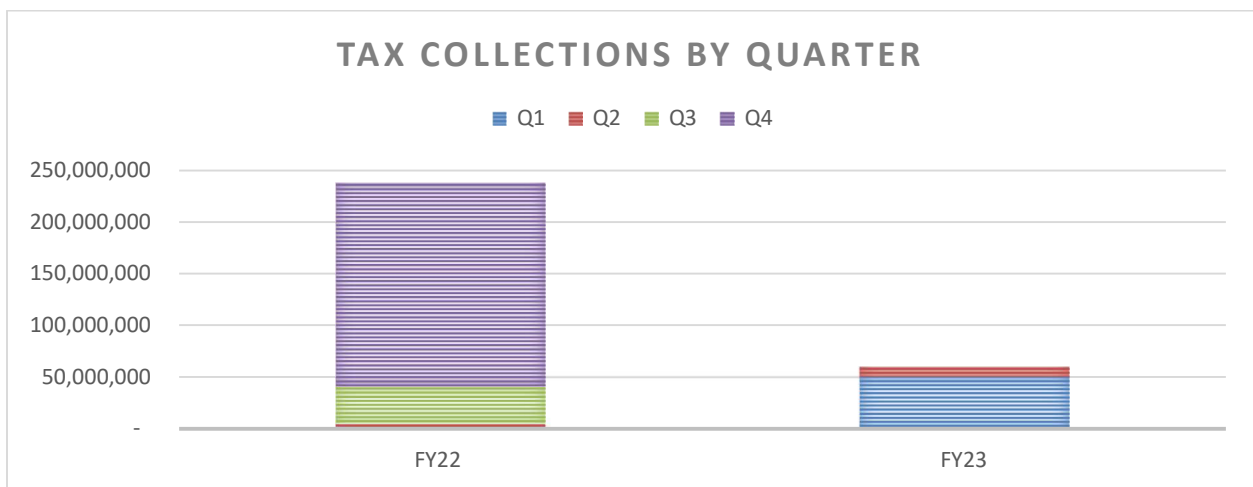
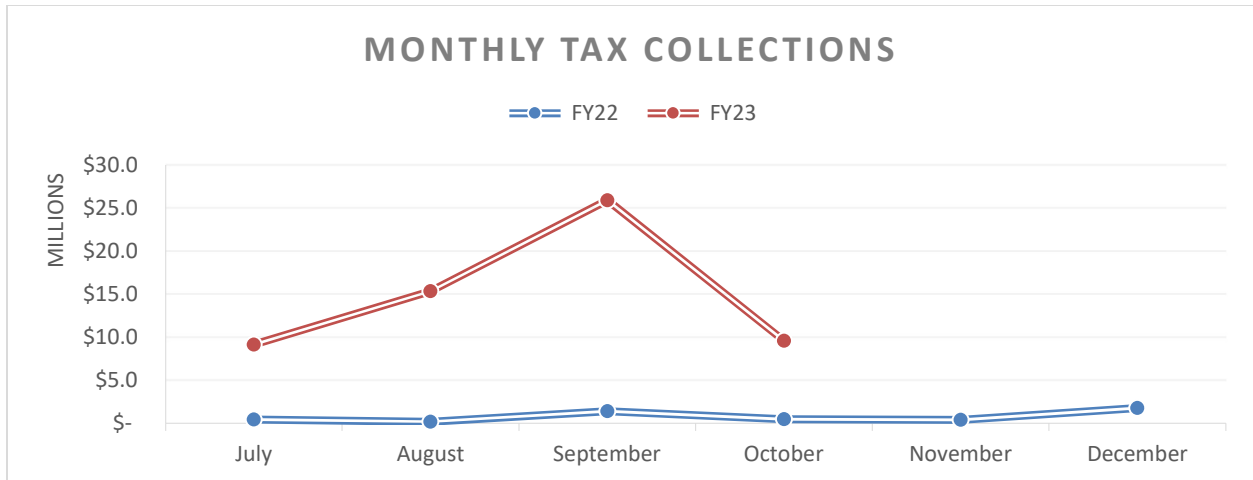
FY23 tax collection and disbursement figures on a cash basis are included below.

Total Tax Collected this FY	\$59,971,721
Total Disbursed to County Partners this FY	\$53,253,711

Tax Collections

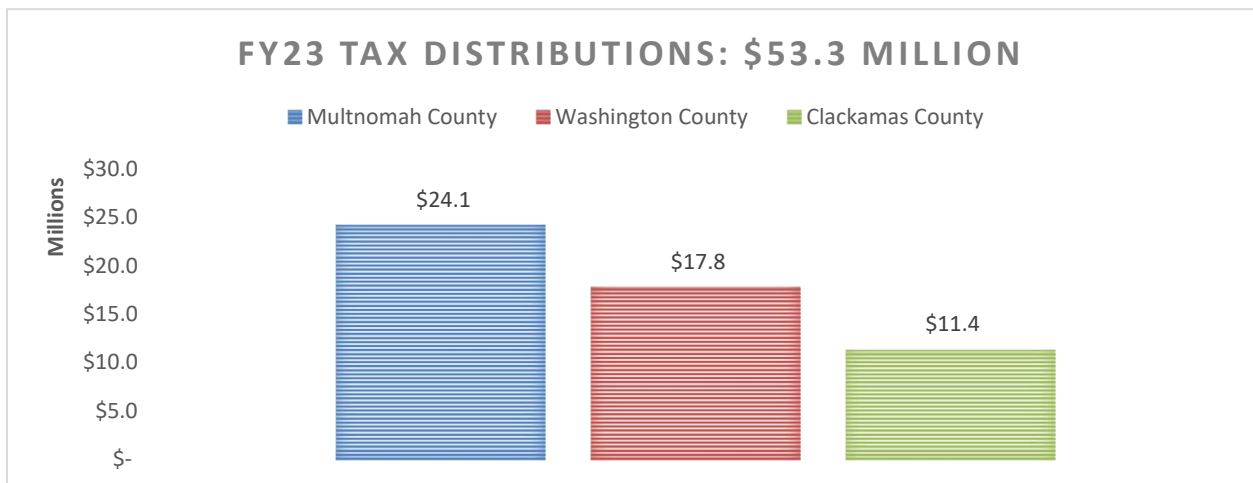
The charts below show tax collections by month and by quarter in FY23 compared to those in FY22.

Tax year 2021 returns from taxpayers who filed for extensions were due in October. Some of these returns came with payments, others resulted in refunds. We expect we'll continue to receive tax year 2021 returns for the next few months as the tax administrator continues to process initial returns, extensions and amended returns.



Tax Disbursements

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



Metro Supportive Housing Services Fund

Financial Report

FY22-23, October 2022

	Annual Budget	July-October Actuals	Variance Under / (Over)	% of Budget	Comments
Revenues					
Business Income Tax	112,500,000	24,149,536	88,350,464	21%	
Personal Income Tax	112,500,000	21,522,709	90,977,291	19%	
Interest Earnings	281,250	159,336	121,914	57%	
Total Revenues	225,281,250	45,831,580	179,449,670	20%	
Expenditures					
Personnel Services	1,350,160	234,406	1,115,754	17%	11.1 FTE
Materials and Services	216,196,561	1,331,634	214,864,927	1%	see detail below
Transfers-E	13,861,913	609,020	13,252,893	4%	cost allocation plan, debt service
Total Expenditures	231,408,634	2,175,060	229,233,574	1%	
Contingency	9,265,617	-	9,265,617		
Change in Fund Balance	(15,393,001)	43,656,520	(59,049,521)		
Beginning Fund Balance	15,393,001	177,201,219	(161,808,218)		
Ending Fund Balance	-	220,857,739	(220,857,739)		
Materials and Services detail:					
Tax Collection Costs	14,436,666	1,224,766	13,211,900	8%	
County Partners Expenses*	200,302,355	(0)	200,302,355	0%	
Other	1,457,540	106,868	1,350,672	7%	
Materials and Services total	216,196,561	1,331,634	214,864,927	1%	

*County Partners Expenses above is based on county quarterly financial reports, not the amount Metro disbursed to them. Tax collection and disbursement figures on a cash basis are included below.

Total Tax Collected this FY	59,972,221	
Total Disbursed to County Partners this FY	53,253,711	<i>Reflects tax collections and disbursements (on a cash basis) from July - October 2022 tax collection period.</i>

Metro Supportive Housing Services Program

Annual Reports by County , FY 21-22

[Clackamas County](#)

[Multnomah County](#)

[Washington County](#)



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

Supportive housing services - Regional oversight committee

Supplemental material – Overview of regional SHS work

Due to time constraints, the three counties will not be giving an update on regional coordination work they have accomplished during the first year of the SHS program during the oversight committee meeting on December 5th, 2022.

Members can find more information about that work through the recording and materials for the October Tri-County Planning Body (TCPB) meeting.

Recording: <https://vimeo.com/760015020>

Meeting packet: <https://www.oregonmetro.gov/events/supportive-housing-services-tri-county-planning-body-meeting/2022-10-12> (available at the bottom of the page)

Supportive Housing Services – Regional Oversight Committee

Committee member questions and answers from Metro staff

Dec 5, 2022 meeting packet

Metro staff regularly receive questions from oversight committee members. To ensure transparency and access for the entire committee and the public, questions and responses will be included in meeting packets. Some questions may be edited for clarity.

1. How are county partners working to accelerate the lease-up process? What are major barriers for households being able to move into permanent housing, especially PSH?

County partners have taken several approaches to ensuring that households can find and secure permanent housing as quickly as possible. This has included working with Metro to develop a regional long-term rent assistance program designed to remove barriers like a lack of funds for deposits, lack of available units that rent at the established fair market rate, and extensive paperwork and identification requirements, to name a few. Counties are also working to launch landlord mitigation strategies as part of the RLRA program, which include landlord guarantees. They will also be piloting and expanding landlord recruitment this year.

Counties have also used creative strategies to accelerate pathways to permanent housing. Washington County held a large community event that was a “one stop shop” for clients to learn about housing options and get connected to housing solutions. They have also hired a landlord liaison coordinator whose focus is to help shorten the time between issuing a voucher and lease signing. Multnomah county started the Move-in Multnomah program, which has landlord recruitment strategies built in such as one year of guaranteed rent. Check out past quarterly reports and the annual reports for additional details on these strategies. Clackamas County has shared that they have an internal quality improvement process for RLRA that focuses on streamlining the client experience and removing barriers to lease-up.

Barriers to leasing up still remain. In addition to a decades-long shortfall of available affordable housing units, one of the biggest barriers, especially at the start of the FY22-23 program year, is maintaining needed staffing levels. While staffing shortages are being experienced across fields nationally, this is particularly true for direct services staff like case managers and housing navigators. All three counties have faced significant provider staff turnover, which has impacted the ability to support clients in finding and securing housing. This can have a greater impact on households that need time-intensive supports (such as Population A) during and after the housing placement process.

2. (For Multnomah County) Site based SH with RLRA seems like good idea. How many units in FY22? How many planned for FY 23?

Annual reports include information on SHS project-based support. Multnomah County, in its local implementation plan, committed SHS to providing the services and/or rent assistance funding for the Metro and Portland affordable housing bond projects. In its Quarter 4 report for FY21-22, Multnomah County indicated that SHS provided site-based assistance to 214 PSH units. According to Multnomah County's FY22-23 annual workplan, they intend to commit site-based SHS support to 674 units.

Questions about reporting templates:

3. Please explain the choice of FY 19-20 as the base year for the “non-displacement: calculation. If there is a reduction, what is the basis of Metro’s evaluation to grant a “waiver”?

Using FY19-20 as the base year for non-displacement of county partner general funds is a requirement of the IGA at Section 5.5.1.2 . Metro will review county requests for waivers and will grant them depending on the context and circumstances that led to the reduction, including but not limited to the amount of the reduction, the reason for reduction(s) and whether Metro was made aware of reductions prior to annual reporting. The intent in setting a baseline of funding was to understand the amount of dedicated funding for homeless services in each county prior to the passage of the Supportive Housing Services Measure. After FY19-20, our community saw a large influx of federal COVID relief funds which were time limited in nature and therefore not included in the baseline. The FY19-20 fiscal year is a more accurate reflection of the funding dedicated to homeless services prior to SHS. There may be situations that result in a reduction in baseline funding that could be considered for a waiver. For example, a county partner may request a waiver for reductions in baseline funding that are due to uncontrollable external forces such as state or federal funding cuts.

4. Why 45 days to submit quarterly reports? The data should be collected live and should come to us in 30 days?

The IGA requires (Section 7.1.2) quarterly reports to be submitted to Metro no later than 45 days after the end of the quarter. Data gathering and entry requires staff training and support. Data is reviewed for accuracy which demands time and capacity from our partners. The due dates required by the IGA reflect the time and capacity needed to gather and report accurate data. County partners and Metro are actively working on improving data collection and reporting practices.

5. Somewhere we should see the results as compared to the goals stated in the work plan and the LIP

Quarterly reports include reporting on progress toward annual goals. The outcomes reporting includes some of this information, counties report on shelter and outreach goals in a chart included in the template, and there is a requirement to report on qualitative goals in the narrative section. Metro staff also present progress to goals

quarterly and share those slides with the oversight committee. Progress towards LIP goals is incorporated into the annual report process.

There were a few questions in the Questions and Answers document for the October meeting that were pending responses from counties. Those questions are included here, with the responses:

6. **(Multnomah County) 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?**

Response from the Joint Office of Homeless Services: In order to address the housing barriers to placing Native American and Indigenous peoples in permanent homes we must acknowledge and address through our work the continuing role that structural and institutional racism play. Eliminating these disparities requires an understanding of how historical and current structural, institutional and personal racism shape the experiences and opportunities of Native American and Indigenous people in our community. JOHS requires that services be delivered in a manner that addresses disparities - individual contractors and the homeless services system as a whole are accountable for equitable access to the services provided. We also partner with culturally specific organizations including NARA NW and NAYA who provide Culturally Responsive and Culturally Specific Services. These organizations are best positioned to serve Native American and Indigenous people because of the trust that they have built in their communities. These partnerships also help to eliminate structural barriers and provide a sense of safety and belonging that leads to better outcomes for people experiencing racism and discrimination when obtaining permanent housing.

JOHS is working through the best ways to continue to support these partnerships and bring on new organizations that can support placing Native American and Indigenous people into housing. Additionally, we've launched several advisory committees at the Joint Office that will bring additional voices/perspectives to uplift solutions and strategies for supporting Native American and Indigenous communities.

7. **(Multnomah County) 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?**

As a reminder, the coordinated assessment tool is the purview of the local HUD homelessness continuum of care. SHS requires investments to be prioritized for Population A but does not require a prioritization tool. Resource/service prioritization within a county follows that county's processes locally established by the continuum of care.

Response from the Joint Office of Homeless Services: JOHS is working with two consultants - Focus Strategies and C4 Innovations, to revise the coordinated access

process and to create a new assessment tool to be more responsive, effective and culturally appropriate especially for Black, Indigenous and other People of Color, and other historically marginalized communities. C4 engaged with providers and with people who have lived experience of homelessness in a culturally responsive and culturally specific feedback process. C4 and Focus Strategies used this feedback to develop an initial draft of a new assessment with new prioritization questions and policies. This draft was shared with JOHS staff for initial review and will be brought to the Family Coordinated Access and Adult Coordinated Access meetings for their feedback before the JOHS office finalizes the next steps to pilot the new coordinated access tool.

The intent is for the tool to prioritize those who are most impacted by systems of oppression that create housing barriers.

8. **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.**

Update: Metro is working with county partners on a response to this question.

9. **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, i.e. not given out as a housing resource to an individual or family.**

Update: Metro is working with county partners on a response to this question.



November 29, 2022

Members of the SHS Regional Oversight Committee,

As we enter year two of the ten-year Supportive Housing Services measure, the HereTogether coalition remains engaged and invested in the long term success of the measure and the vision it promised: a region where everyone has a safe, secure place to call home.

Upon reading the first quarter progress reports for FY 22-23, we have the following recommendations, which we hope you will consider as you exercise your critical oversight role.

Investing the resources at scale: It is often noted that the SHS measure is a landmark investment in supportive housing services. However, achieving historic results requires spending the funds in a timely manner that is aligned with public expectations. The following recommendations are aimed to improve transparency and establish clear expectations and requirements.

- **Carryover funds:** No county came close to spending the revenue collected in year one. While this is understandable given the timing of collections and the work necessary to scale up programs, that does not negate the need to address the large carryover balances. We encourage the Oversight Committee to develop a clear set of expectations for how counties spend carryover funds.
- **Report on budget to actuals:** The quarterly reports should include a budget to actuals with a detailed spending plan for the year to ensure the counties are on track. FY 22/23 Q1 spending is well below 25% of the annual program budget for each county: [Washington](#) has spent 10% of its annual program budget, [Multnomah](#) has spent 7%, and [Clackamas](#) just 3%. We urge the Oversight Committee to request a detailed spending plan as part of the Q2 report so corrective action can be taken, if necessary, to allocate budgeted program dollars and meet annual budget goals.
- **Budget updates:** Metro provided the counties with a revenue projection of \$180 million in December 2021. Metro provided an updated forecast in February 2022, which was \$45 million more than the December 2021 forecast. Without a process for updating budgets with new revenue projections, the anticipated increased revenue will accumulate as a carryover balance. We are advocating for a more proactive approach that seeks to get more assistance and services delivered with available funds.

Reporting templates: We appreciate the new reporting template that aligns outcome and financial metrics across the counties. We're advocating for two additional changes:

- Along with progress per quarter, each chart should include the annual goals for that category so stakeholders and the public can measure progress.
- Categories in the financial report should align with metrics in the data report for ease of understanding what services were provided from each funding area.

Local Implementation Planning Committees: Each county convened a committee of stakeholders to draft the initial Local Implementation Plans. The original vision was for those committees to meet annually to provide input on LIP updates and annual work plans, which did not appear to have substantively happened in year 2. We urge the Oversight Committee to set the expectation that the annual plans, starting with the upcoming year 3 plan, will be developed in consultation with a local implementation committee with meaningful opportunities for engagement as outlined in the SHS ballot measure.

Thank you for your important work and your consideration.

Sincerely,

Cole Merkel and Angela Martin
Co-Directors
HereTogether
cole@heretogetheroregon.org
angela@heretogetheroregon.org

December 1, 2022

To: Metro SHS Oversight Committee

FM: Tom Cusack

Subject: Recommendation to Improve Transparency and Utility of County Annual and Quarterly SHS Reporting.

I have done a preliminary review of the annual reports submitted by the counties as well as for the 1st quarter FY 2023.

I have four initial recommendations for consideration at your December 5, 2022 meeting.

1. Posting of data in CSV/Excel formats.

The PDF formats of these reports include multiple required tables that make it difficult to compare and combine data to see similarities and differences. This includes program counts and percentages, AND financial reports.

Metro likely receives these reports in CSV or Excel format and routinely posts other data on its [RLIS Discovery](#) OPEN DATA web site.

RECOMMENDATION 1: All of the tables included in the quarterly and annual reports should be posted on a timely basis as CSV/Excel OPEN data on Metro's website.

2. Make Per Unit Costs Transparent; Include Unit Months Leased for the Regional Long Range Assistance Program.

Quarterly and annual reports include counts of RLRA leased, but because the MONTHS leased are not included it is impossible to know what the monthly/annual per unit costs are for RLRA. Housing authorities are very familiar with UML from their administration of the HUD voucher program so there is nothing novel about this reporting. The RLRA table entries also uses terms that can confuse like "enrolled" and "issued" when the **key metric is UNIT MONTHS LEASED**. UML data would also be useful to evaluate the costs of short term and Rapid Rehousing housing programs.

RECOMMENDATION 2: Include unit months leased in the RLRA, short term, and Rapid Rehousing data reported in the quarterly and annual reports.

3. The quarterly reports do not appear to include any information about assistance to the chronic homeless who represent a significant share of unsheltered homeless in PIT counts. IF \$200 million annually is spent without a significant reduction in PIT counts the public may lose confidence that the SHS is reaching the street/camping population that is a major public concern.

RECOMMENDATION 3: In each quarterly report in the Priority Population Disaggregation table include data on the breakout of Population A, including the number of chronically homeless households and individuals served.

4. Spend Down Plan NOT Included in Clackamas and Washington county posted submissions.

Multnomah county appears to be the only county that included a spend down plan as required by IGA section 5.5.2.1. (This was included in the 1st QTR FY 2023 financial report).

RECOMMENDATION 4: Ensure that the annual plan and quarterly plans provide the spend down plan required by the IGA and post those in CSV/Excel formats on the Metro OPEN DATA website..