

Meeting minutes

Meeting: Supportive Housing Services Oversight Committee
Date/time: Monday, May 23, 9:30 AM – 12:00 PM
Place: [Zoom](#) (Virtual)
Purpose: Regular committee business; learn more about Washington County's budgeting processes and discuss with jurisdiction; provide update on tri-county advisory body.

Member attendees

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

Absent members

Gabby Bates, Heather Brown, Clackamas County Commissioner Sonya Fischer, Felicita Monteblanco, City of Portland Commissioner Dan Ryan

Elected delegates

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

Metro

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

Facilitators

Allison Brown, JLA Public Involvement

Welcome and introductions

Co-chair Kathy Wai (she/her) and Co-chair Susan Emmons (she/her), welcomed the committee to the meeting and provided an overview of the agenda.

March meeting minutes were approved unanimously.

Conflict of interest declaration

Roserria Roberts was recently hired to work at Hacienda CDC.

Carter MacNichol is a board member at Transition Projects.

Armando Jimenez is now employed by Washington County and is board chair of Centro Cultural.

Jahed Sukhun left his position at the Muslim Education Trust but will continue with them on contracting work.

Public Comment

No verbal public comment was made during the meeting.

Ellen Johnson and Roserria Roberts asked that there be a response to the written comment from Tom Cussack.

Co-chair Emmons suggested that there be a change to the written public comment deadline from the Friday before the meeting to possibly the Wednesday before the meeting. This change would allow adequate time for review ahead of the meetings. She also suggested that Co-chairs and staff get back to the committee with a plan for responding to the points raised in the comment.

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Committee process & business: public official rules and petitions

Shane Abma (he/him), Metro Attorney, provided information on public official rules in Oregon and what members can and cannot do with respect to voter initiatives and petitions that are filed.

- Committee members can't say anything publicly in their role as a public official that opposes or promotes a voter initiative/measure.
- Elected officials can say whatever they'd like to but can't direct committee members to do anything for them.
- Public laptops and phones cannot be used to oppose or promote the measure.
- When committee members are on their own time, they can discuss whatever they'd like.
- Penalties are complaint driven. If a member receives a complaint and it goes forward, it is a personal/member liability. Metro cannot defend them.
- These rules apply to any political initiative including candidates.
- Members can reach out to Shane if they have questions.

Presentation and discussion: Washington County SHS FY23 budget process

Jes Larson (she/her), SHS Program Manager, Housing Authority of Washington County, joined the committee on screen. She provided a high level overview of where the County is at in their budgeting process for FY23 for the SHS program. She used a slide deck to illustrate her presentation. *Details for this portion of the meeting can be found in the final meeting record. Minutes will include portions of the presentation, discussion and questions not found in the slide deck. A summary of Jes' responses to questions are italicized.*

Ellen asked if the shelter system in Washington County now included shelter space for adults without children and if so, how many spaces exist?

- *Yes, 102 are for adults without children.*

Carter MacNichol asked if Jes would discuss how results and challenges they have faced so far in the county in the last nine months have informed their budgeting efforts for the upcoming year?

- *Yes, investments have been added based on challenges they've faced in the program. An example would be their training platform. With the big investments added to the delivery system in Washington County and therefor service organizations bringing on so many new case managers, many of whom needed training, Washington County chose to invest in a training platform.*

Jeremiah Rigsby asked whether in future years there will be a scale down in staffing?

- *It depends on the program. As there are more and more housing placements for permanent supportive housing, they will need more case managers for long-term work like retention work and supportive services. In the case of rapid re-housing programs, they're serving households for a more limited time and case managers will circle through caseloads of people. For that, they will reach a level of sustainable staffing. With outreach workers, once they reach 16 hires for throughout the county they won't need to continue to scale up.*

Carter asked what the \$750k reserve is?

- *There are two reserves and the IGA requires them for each county. One is a stabilization reserve and is a set amount in case there is an economic trigger that requires the use. The other is a program reserve meant for something like a bunch of rapid re-housing is needed in the locality due to mass fires.*



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Roserria asked about workforce support and when that comes into play with their program?

- *They have a workforce program waiting to receive proposals for that would involve training folks with lived experience of homelessness and housing insecurity to be housing workers within their system.*

Co-chair Wai said asked that a discussion take place in a future meeting about the outcomes for refugees.

Presentation and discussion: Metro FY23 Supportive Housing Services budget

Rachael Lembo (she/her), Finance Manager of Planning Development and Research Department, Metro, joined the members on screen. She used a slide deck to illustrate her presentation. *Details for this portion of the meeting can be found in the final meeting record. Minutes will include portions of the presentation, discussion and questions not found in the slide deck. A summary of Rachael's responses to questions are italicized.*

Dan Fowler said that the tax collection from City of Portland still looks high and asked whether they are going to be doing audits of the program?

- *A lot of money is being collected and there are really two different taxes, personal and business with different codes and procedures. Costs are in line with the budget they submitted to Metro. They are high prices but fair because Metro is paying for an excellent service. Auditing is being worked on. In April all the City did was process payments, with May it was the same and also lots of questions came in. After they get through the busy portion of the season they will establish an audit plan, and the bulk of process will occur in summer 2022.*

Carter asked about the difference between the \$225 million projected collection and the public expectation of \$250 million? Metro shows \$60m to WashCo, \$50m in WashCo presentation.

- *Once approved by voters the rulemaking process occurred and in that there was an issue of double taxation. Metro Council was clear that they didn't want to tax twice and so a new plan was established that required reduced estimates. Although Metro thinks tax collection this year will be at least \$200 million, it may get closer to \$250 million.*

Metro Councilor Christine Lewis said that she authored a budget note to go before Council that would prioritize recruitment for 4 FTE with Human Resources and directs the Planning, Development and Research Department to come back to Metro Council mid-year to identify any more FTE needs.

Committee process and business: Metro SHS financial update

Rachael Lembo (she/her), Finance Manager of Planning Development and Research Department, Metro, used a slide deck to illustrate her presentation. *Details for this portion of the meeting can be found in the final meeting record. Minutes will include portions of the presentation, discussion and questions not found in the slide deck. A summary of Rachael's responses to questions are italicized.*

Seth Lyon (he/him) asked if the bar charts that show disbursements made to counties are actuals dispersed? The loans offered to counties, are they reflected?

- *The bar chart on the financial report shows total tax distributions that have been made or are in process of being made in May. It doesn't include the loan to Clackamas County. They will be withholding some from Clackamas County disbursements over the next couple of months to pay back the loan.*

Break

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Tri-county planning body overview and update

Patricia Rojas (she/her), Regional Housing Director, Metro, presented about the Tri-County Planning Body. She used a slide deck to illustrate her presentation. *Details for this portion of the meeting can be found in the final meeting record. Minutes will include portions of the presentation, discussion and questions not found in the slide deck. A summary of Patricia's responses to questions are italicized.*

Ellen asked what the difference between the regional plan and local implementation plans and how they will be implemented by each county?

- *Local implementation plans are specific programmatic strategies and are localized; they're the bones of the structure. The regional plan is the connective tissue. It isn't meant to supplant, it's intended to elevate the local implementation plans and move into a regional system. Think of using common language, standards for data practices, best practices across counties, Regional Long-term Rent Assistance and more.*
- *Although the regional plan isn't intended to supplant local implementation plans, but should for whatever reason the regional plan require something to be changed then the IGA allows the counties to amend the LIPs to reflect changes made in the regional plan.*

Ellen asked where the focus of responsibility for policy decisions is and how does this committee oversee?

- *Local implementation plans are community informed and Patricia sees that as the best place to return to. The regional plan is about system alignment and a regional data framework for SHS. It's true that the question will come up and there will be opportunities to have those discussions.*

Co-chair Wai asked whether there would be an opportunity for SHS Oversight Committee members to be in virtual or physical room with the Tri-County Planning Body?

- *Yes, staff are expecting somewhat regular communication between the two.*

Next steps

Next business meeting is on July 25.

Meeting slides will be sent to members after the meeting.

"Wherever there is a human being, there is an opportunity for kindness." – Co-chair Wai

Adjourn

Adjourned at 12:00 pm.

Minutes respectfully submitted by Ash Elverfeld, Housing Program Assistant