

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

Metro

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.)

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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 Montebianco 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.

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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