

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: November 13, 2024 **Approx. Start Time:** 10:30 am **Approx. Length:** 30 minutes

Presentation Title: Homeless Services Advisory Structure, Bylaws and Members

Department: Health, Housing & Human Services (H3S)

Presenters: Rodney Cook, Director, and Vahid Brown, Housing & Community Development Deputy Director

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff seek Board approval to form and recruit members for the Community Homelessness Advisory Board.

EXECUTIVE SUMMARY:

In response to the Board's previous approval of a new homeless services advisory structure, staff have designed an addition to the County's Advisory Boards and Commissions: the Community Homelessness Advisory Board (CHAB). The purpose of the CHAB is to provide a diverse collection of expertise and advice to the Board on the County's homelessness response strategies.

The CHAB, along with the departmental Housing Services Advisory Group, will ensure broad community input and compliance with inclusivity requirements common in local, state and federal funding opportunities. Staff will seek Board feedback during this session in order to finish the bylaws and begin recruitment for the 10 members of the CHAB.

ADVISORY STRUCTURE

The Board held a Policy Session on February 7, 2024, to consider a proposal for a new homeless services advisory structure and a pilot contract with the Homeless Solutions Coalition of Clackamas County (HSCCC) for advisory group support. The Board approved of the advisory structure but requested that staff carry out a formal solicitation for advisory group support rather than entering into a pilot contract with HSCCC.

The approved advisory structure balances the need for high level, experienced recommendations and feedback while also ensuring that the development of plans, strategies, and funding allocations are informed by broad community input. To strike this balance, the Board approved of an advisory structure with two primary bodies:

1. An Executive Committee added as part of the County's Advisory Boards and Commissions (ABC) program.
 - a. Staff are proposing to rename this to the Community Homeless Advisory Board.
2. A Community Advisory Group.
 - a. Staff are proposing to rename this to the Housing Services Advisory Group.

Community Homelessness Advisory Board

Staff from H3S and Public & Government Affairs (PGA) have worked together on the formation of the new Community Homelessness Advisory Board (CHAB) as part of the County's existing ABC program. As with other ABCs, members of the CHAB will be appointed by the Board. Staff have drafted the attached set of bylaws (see Attachment 1) and are seeking Board input on key considerations before moving them forward for

County Counsel review and formal adoption by the Board at a later date. Staff are also seeking Board approval to form the CHAB and carry out recruitment for board members, with the intent to establish representation consistent with Attachment 2.

The CHAB will advise the Board on the County's homelessness response strategies with input from staff, the Housing Services Advisory Group, and other stakeholders. Members of the CHAB will be given clear expectations that their recommendations will be advisory in nature and will not direct staff or the Board. Rather, their feedback will be considered in department and BCC decision making on issues pertaining to homelessness. The CHAB will assist in the development of or provide recommendations for certain policy and plan documents, such as annual work plans and proposed budgets. The CHAB may also review programming, planning, outcomes, and fiscal information, act as a sounding board, ensure best practices, evaluate impact, and recommend improvements.

Housing Services Advisory Group

The Housing Services Advisory Group (HSAG) will be an advisory body to department leadership and the CHAB. It will be comprised of a broad group of community stakeholders and provide recommendations on decision points about program improvements, resource allocations, and goal setting. Members of this group will include homeless service providers, mental health and addictions providers, physical healthcare providers, law enforcement, the business community, school districts, rural and urban partner jurisdictions, the faith community, philanthropy, housing providers and developers, and others. To maintain compliance with HUD CoC requirements, a subgroup of the HSAG will be the CoC Steering Committee. There will also be a lived experience council as a second subgroup.

Since summer of 2023, staff have been convening a Multi-Agency Coordination Group (MAC Group) for interagency coordination as required under the Governor's Executive Orders on Homelessness (EO 23-02, 24-02). Membership of Clackamas County's MAC Group is shown in Attachment 3. The MAC Group has proven to be an effective and collaborative table for planning, implementing, and maintaining the new programs and services funded under the Emergency Orders. They are also responsible for ensuring that the integration of the new programming fits into the County's overall recovery-oriented homeless services system. These are similar functions to those contemplated for the HSAG. For this reason, H3S will formally transition the MAC Group to function as the HSAG and subsume the state's MAC Group compliance responsibility under its purview. The department will then review and adjust the group's membership, as needed, to meet the County's HSAG goals, and develop a formal charter to govern its activities.

H3S will also carry out the planned and approved solicitation for recruitment, convening, and facilitation support for the HSAG.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? Estimated to be \$200,000-\$400,000 per year, depending on final costs of recruitment, convening, and facilitation solicitation.

What is the funding source? Supportive Housing Services funds

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?
 - This item aligns with the following Department strategic priorities:
 - Assist individuals and families in need to be healthy and safe
 - Increase self-sufficiency
 - Increase community safety and health

- Continually improve the efficiency and effectiveness of services
- How does this item align with the County’s Performance Clackamas goals?
 - This item aligns with the following County strategic priorities:
 - Ensure safe, healthy and secure communities
 - Grow a vibrant economy
 - Build a strong infrastructure
 - Build public trust through good government

LEGAL/POLICY REQUIREMENTS:

Compliance with local, state, and federal funding generally requires the administration of programs and services to be informed by inclusive decision making bodies/processes.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The proposed advisory structure is intended to ensure broad community input and government participation in the stewardship of the County’s community response to homelessness.

OPTIONS:

1. Approve the Community Homelessness Advisory Board bylaws and direct staff to begin recruitment of members for appointment.
2. Direct staff to modify the bylaws and/or membership of the Community Homelessness Advisory Board.
3. Reject the Community Homelessness Advisory Board creation and direct staff to pause all related activities.

RECOMMENDATION: Staff recommend Option #1: Approve the Community Homelessness Advisory Board bylaws and direct staff to begin recruitment of members for appointment.

ATTACHMENTS:

- Attachment 1 – DRAFT Community Homelessness Advisory Board Bylaws
- Attachment 2 – Visual Representation of Advisory Structure
- Attachment 3 – Clackamas County MAC Group Membership

SUBMITTED BY:

Division Director/Head Approval _____
 Department Director/Head Approval _____
 County Administrator Approval _____

For information on this issue or copies of attachments, please contact _____ @ 503-_____
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Community Homelessness Advisory Board Bylaws

ARTICLE I

NAME. The name of the organization shall be the Community Homelessness Advisory Board.

ARTICLE II: Purpose

PURPOSE. The purpose of the Community Homelessness Advisory Board (CHAB) is to advise the Board of County Commissioners (Board) on the county's homelessness response strategies with input from staff, the Housing Services Advisory Group, and other stakeholders. Recommendations from Members of the CHAB are advisory in nature and will not direct staff or the Board. Rather, their feedback will be considered in department and Board decision making on issues pertaining to homelessness.

GOALS. The goals of the Community Homelessness Advisory Board are as follows:

- a. Act as an advisory body to the Board and county departments on matters of homelessness in Clackamas County.
- b. Assist in the development of or provide recommendations for certain policy and plan documents, such as annual work plans and proposed budgets.
- c. May review programmatic, planning, outcome, and fiscal updates from staff.
- d. May act as a sounding board to evaluate best practices and impact.
- e. May recommend improvements on programs and services that are presented to the CHAB for feedback and recommendations.
- f. May conduct outreach to the public to gather feedback on issues of homelessness as directed by staff or the Board.

ARTICLE III

MEMBERSHIP. Membership shall consist of 9 voting members and shall be as representative as possible of the geographic, demographic and philosophical entities of Clackamas County. Membership may also include one ex-officio (non-voting) member from the Board of County Commissioners.

Section 1: Appointment

- a. Members of the CHAB shall be selected from a pool of applicants solicited, received and appointed by the Clackamas County Board of County Commissioners. Membership in the CHAB shall be open to anyone 18 years of

age or older who is a resident, a property owner, or a designated representative of a business, corporation, or trust within Clackamas County.

- b. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. Membership will be granted upon signing the official membership register. All new members signing up will be required to show proof of eligibility.
- c. Members shall have an appointment term of three (3) years. Expiration dates for the terms shall be staggered so that no more than one-third of the members' terms will expire in any year. For this purpose, membership terms may initially be staggered for less than three (3) years. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the CHAB shall submit an application at least ninety (90) days prior to the expiration of their current term.

Section 2: Composition

Members of the CHAB shall include leaders in the community representative of the following sectors: law enforcement, health systems, behavioral health, housing services, education, the business community and the rural community as follows:

- a. At least one member of the CHAB shall be a person with present or past lived experience of homelessness or housing instability.
- b. At least one member of the CHAB shall be a leader from the health systems sector.
- c. At least one member of the CHAB shall be a leader in law enforcement.
- d. At least one member of the CHAB shall be a leader from the behavioral health sector.
- e. At least one member of the CHAB shall be a leader from the housing services sector.
- f. At least one member of the CHAB shall be a leader from the education sector.
- g. At least one member of the CHAB shall be a leader from a rural community.
- h. At least one member of the CHAB shall be a leader from an urban community.
- i. At least one member of the CHAB shall be a leader from the business community.

- j. A member of the Board of County Commissioners may be an ex-officio (non-voting) member of the CHAB.

ARTICLE V

OFFICERS. The officers of the CHAB shall include the following:

- a. **Chair.** The chair shall preside over all meetings of the (Name) and shall co-sign for all authorized expenditures, appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The chair shall act as an ex-officio member of all committees.
- b. **Vice-Chair.** The vice-chair shall aid the chairperson and perform the duties of the chair in their absence or disability. The vice-chair may also co-sign for authorized expenditures in the event the chair or treasurer is absent.
- c. Other officers here.

The CHAB Liaison shall provide the county's Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The first election shall be held at the first meeting of the CHAB. After the first election, the election of officers of the CHAB shall be held in conjunction with the annual meeting. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The chairperson shall not vote for an officer except in the event of a tie when the chairperson shall cast the deciding vote. Proxy votes shall not be allowed.

TERM OF OFFICE. The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

VACANCIES. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the Board of County Commissioners. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

ARTICLE VI

MEETINGS. Meetings of the CHAB shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be held no less than twice per year, with the annual meeting being held once per year for the purpose of electing officers and such other business as deemed necessary.

The chair may call special meetings at any time upon the request of two (2) of the officers or any five (5) members of the CHAB. The time and location shall be

determined by the Chair. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be sent to the Public and Government Affairs web team to be posted online after they are approved.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the CHAB to transact business. A quorum consists of a majority of all members of the CHAB, not just those present. A vacancy on the board does not affect the quorum requirements. The CHAB can take official action only with the affirmative vote of a majority of all members.

RECORDS. All records of the CHAB shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VII

HEARING PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the (Name). The chair shall be guided by these principles in deciding any procedural questions. The chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The CHAB may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

COMMITTEES. The CHAB may create committees as required to promote the purposes and objectives of the CHAB. A chair for each committee shall be selected by the CHAB chair.

ARTICLE IX

DISSOLUTION. The CHAB shall be considered inactive if it fails to meet the requirements of these bylaws. An inactive shall be dissolved and will no longer be recognized by the Board of County Commissioners. Should the CHAB be dissolved, funds provided to the CHAB by the county shall be returned to the county upon dissolution of the CHAB. Other funds, if any, shall be provided to a non-profit organization, preferably within the (Name) area. This organization shall be selected by the CHAB membership in attendance at the final meeting.

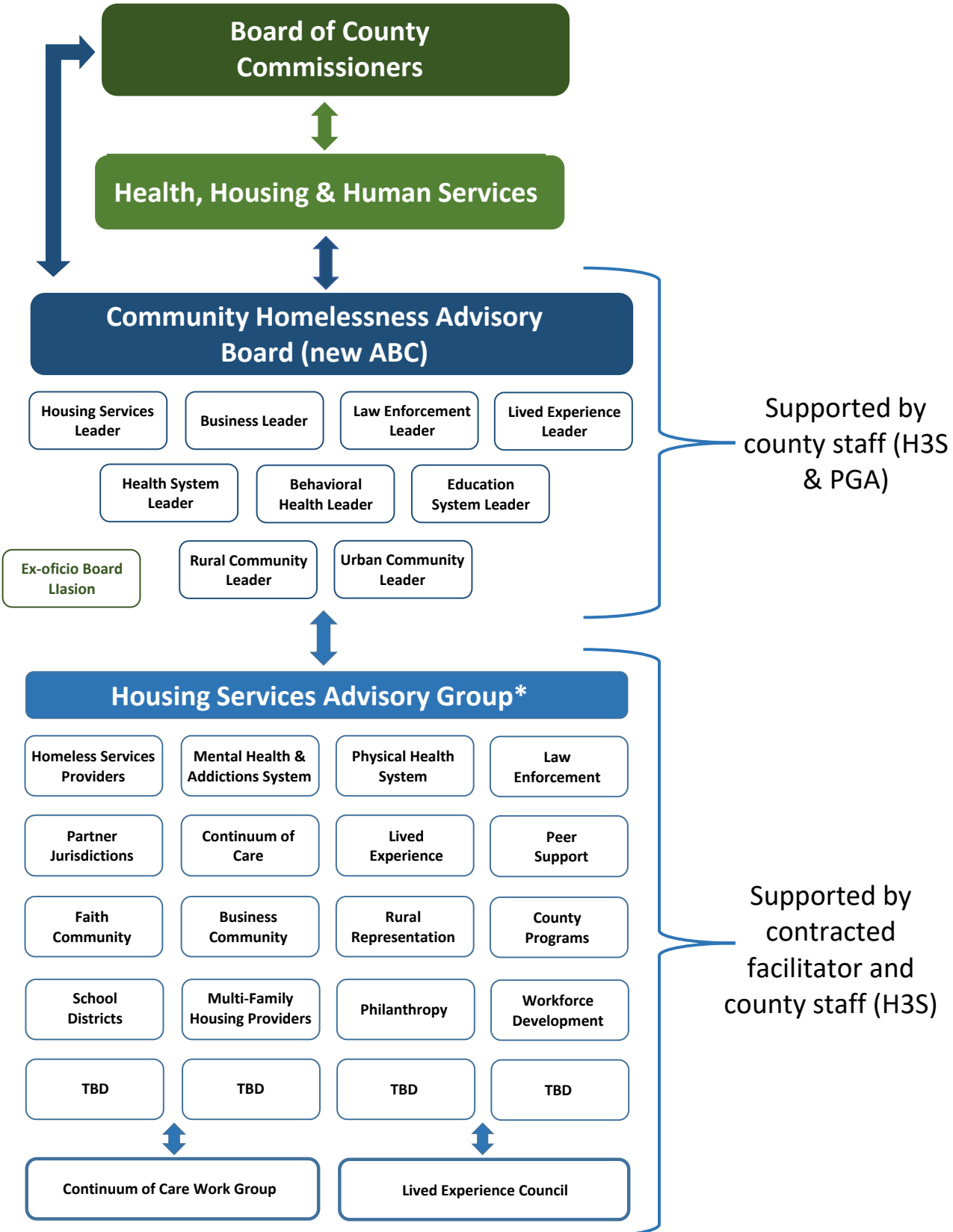
ARTICLE X

AMENDMENTS. These by laws may be amended. Proposed amendments shall be submitted to the county counsel for approval. Upon approval of the county counsel, the proposed amendments shall be approved by the members of the CHAB. However, the

amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the chairperson.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the CHAB.

DRAFT



*Fulfills HUD CoC governance requirements

Clackamas County MAC Group Membership

Name	Organization/Title
Community Partners	
Melissa Erlbaum	Clackamas Women's Services, Executive Director
Corrie Etheridge	Northwest Family Services, Program Manager
Bridget Daisy	Clackamas Workforce Partnerships, Executive Director
Guy Batiste	Resident with Lived Experience
Jeremy Koehler	Health Share, Director of Integrated Services
Kendra Pennington	Trillium, Community Outreach and Engagement Manager
Nunpa Two Foxes Singing	AntFarm, Executive Director
Peter Tompkins-Rosenblatt	Northwest Housing Alternatives, Program Manager
Cara Hash	Oregon Department of Human Services, Regional Director
Nicki Turk	Cascade AIDS Project, Case Manager
County Staff	
Adam Brown	Health, Housing & Human Services, Deputy Director
Vahid Brown	Housing & Community Development Division, Deputy Director
Brenda Durbin	Social Services Division, Division Director
Mary Rumbaugh	Behavioral Health Division, Division Director
Bill Stewart	District Attorney's Office, Deputy District Attorney
Marcus Mendoza	Sheriff's Office, Lieutenant
Tonia Holowetzki	Public & Government Affairs, Director
Daniel Nibouar	Disaster Management, Director
Deyvin Molina	Housing Authority, Housing Services Manager