

MEMORANDUM

TO: Clackamas County Board of County Commissioners (BCC)  
FROM: Rodney Cook, Director, Health, Housing & Human Services  
RE: Supportive Housing Services Executive Committee Appointments  
DATE: April 2, 2024

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**REQUEST:** Health, Housing & Human Services is requesting Board of County Commissioners approval of appointments to represent Clackamas County on the Supportive Housing Services Executive Committee.

**BACKGROUND:** The Supportive Housing Services (SHS) Intergovernmental Agreement (IGA) between Clackamas County and Metro establishes various groups to oversee the administration of SHS funding and programs. This includes the Financial Review Team (Section 6.2), Executive Committee (Section 8.1), Regional Oversight Committee (Section 8.2), and the Tri-County Planning Body (Section 8.3).

The Executive Committee is a staff-level body whose membership includes four representatives from each county and Metro. It is “comprised of at least one individual each with program, policy, legal, and finance expertise, as well as familiarity with the terms of the Agreement and with the SHS program, generally.” The role and functions of the Executive Committee are to “address ongoing and specific program implementation and improvement needs.”

Any county or Metro may call for an Executive Committee meeting, and the committee may meet as often as needed to respond to issues. The Executive Committee has been meeting as often as monthly since the IGA was executed, with informal membership from each county representing each of the four areas of relevant expertise.

Health, Housing & Human Services would like to formalize Clackamas County’s Executive Committee representatives with Board approval. The recommended representatives are:

- Program: Vahid Brown, Deputy Director, Housing & Community Development Division;
- Policy: Emily Klepper, Senior Policy Advisor, County Administration;
- Legal: Andrew Naylor, Senior Legal Counsel, County Counsel; and
- Finance: Adam Brown, Deputy Director, Health, Housing & Human Services.

**RECOMMENDATION:** Staff respectfully recommends the Board of County Commissioners approve the Clackamas County representatives to the Metro Supportive Housing Services Executive Committee.

Respectfully Submitted,

Rodney Cook  
Director, Health, Housing & Human Services