

October 26, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
 Clackamas County

**Approval of personal services contract with Homeless Solutions Coalition of Clackamas County, Inc. for the formation and growth of an advisory group and lived experience council. Contract value is \$367,306.50 for one year. Funding is through Supportive Housing Services funds. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	October 24, 2023 – Item briefed at Issues June 14, 2023 – Policy Session on Supportive Housing Services Spend Down Plan		
<b>Performance Clackamas</b>	1. This programming aligns with H3S’s Strategic Business Plan goal to increase self-sufficiency for our clients. 2. This funding aligns with the County’s Performance Clackamas goal to ensure safe, healthy, and secure communities.		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Vahid Brown, HCDD Deputy Director	<b>Contact Phone</b>	(971) 334-9870

**EXECUTIVE SUMMARY:** On behalf of the Housing and Community Development Division (HCDD), Health, Housing & Human Services requests approval of Contract #11284 with Homeless Solutions Coalition of Clackamas County (HSCCC), Inc for the formation and growth of an advisory group and lived experience council. The contract term is for one year and has a value of \$367,306.50.

During a Policy Session on June 14, 2023, the Board unanimously approved the spending plan for one-time carryover Supportive Housing Services Measure funds. The plan included a pilot program to convene and staff a restructured homeless services advisory group and lived experience council to inform the county’s efforts to end homelessness. This contract with HSCCC will implement that pilot program.

The HSCCC is a unique, county-wide, non-profit, community-based organization with the specific mission to convene multi-disciplinary partners for solutions-oriented conversations around homelessness.

The HSCCC will utilize the broad relationships and trust that they have already built with the county’s non-profit housing providers, local governments, law enforcement agencies, healthcare providers, education systems, local businesses, local faith-based organizations, and people experiencing homelessness.

A robust advisory body best suited to inform the county’s housing strategies on ending homelessness needs representation from all the perspectives in which the HSCCC has built strong relationships. Contracting with the HSCCC under a pilot program will allow the county to assess the effectiveness of contracting with an outside

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agency for further engagement to fully inform the delivery of homeless services.

Funding for this contract is provided through Supportive Housing Services Funds for one year.

**RECOMMENDATION:** Staff recommends the Board approve Contract #11284 with Homeless Solutions Coalition of Clackamas County, Inc. for the formation and growth of an advisory group and lived experience council to inform the delivery of homeless services.

Respectfully submitted,

*Rodney A. Cook*

Rodney A. Cook  
Director of Health, Housing & Human Services



**CLACKAMAS COUNTY**  
**PERSONAL SERVICES CONTRACT**  
**Contract #11284**

This Personal Services Contract (this “Contract”) is entered into between Homeless Solutions Coalition of Clackamas County, Inc. (“HSCCC”) (“Contractor”), and Clackamas County, a political subdivision of the State of Oregon (“County”) on behalf of Housing and Community Development Division (HCDD).

**ARTICLE I.**

- 1. Effective Date and Duration.** This Contract shall become effective upon signature of both parties. Unless earlier terminated or extended, this Contract shall expire on June 30, 2024.
- 2. Scope of Work.** Contractor shall provide the following personal services: formation and growth of an advisory group and lived experience council work, further described in **Exhibit A**, attached hereto and incorporated by this reference herein.
- 3. Consideration.** The County agrees to pay Contractor, from available and authorized funds, a sum not to exceed Three Hundred Sixty Seven Thousand Three Hundred and Six Dollars and Fifty Cents (\$367,306.50), for accomplishing the Work required by this Contract. Consideration rates are on a reimbursement basis in accordance with the budget set forth in **Exhibit C** and the terms and conditions of the Contract.
- 4. Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor. Payments shall be made in accordance with ORS 293.462 to Contractor following the County’s review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment. Reimbursement shall not occur until the County has a fully executed Contract.

Invoices shall reference the above Contract Number and be submitted to: HCDD-AP@clackamas.us

- 5. Travel and Other Expense.** Authorized:  Yes  No  
If travel expense reimbursement is authorized in this Contract, such expense shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference and found at: <https://www.clackamas.us/finance/terms.html>. Travel expense reimbursement is not in excess of the not to exceed consideration.

6. **Contract Documents.** This Contract consists of the following documents, which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, Exhibit A, and Exhibit C.

7. **Contractor and County Contacts.**

Contractor Administrator: Richard Howells Phone: (503)329-5170 Email: richard@hsgcc.org	County Administrator: Vahid Brown Phone: (971)334-9870 Email: vbrown@clackamas.us
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Payment information will be reported to the Internal Revenue Service (“IRS”) under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

**ARTICLE II.**

1. **ACCESS TO RECORDS.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
2. **AVAILABILITY OF FUTURE FUNDS.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.
3. **CAPTIONS.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
4. **COMPLIANCE WITH APPLICABLE LAW.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
5. **COUNTERPARTS.** This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
6. **GOVERNING LAW.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the

performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.

## **7. INDEMNITY, RESPONSIBILITY FOR DAMAGES.**

- a. **Indemnification of County.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Contract.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

- b. **Indemnification and Defense of Metro.** The Contractor agrees to indemnify, defend, save, and hold harmless Metro Regional Government ("Metro"), and its officers, elected officials, agents and employees from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Agreement.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of Metro, nor purport to act as legal representative of Metro, without first receiving from the Metro attorney's office authority to act as legal counsel for Metro, nor shall Contractor settle any claim on behalf of Metro without the approval of the Metro attorney's office. Metro may, at its election and expense, assume its own defense and settlement.

- 8. INDEPENDENT CONTRACTOR STATUS.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or

manner of Contractor’s performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.

- 9. INSURANCE.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required, and minimum coverage indicated below. The insurance requirement outlined below does not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following email address: [Housingservices@clackamas.us](mailto:Housingservices@clackamas.us) or emailed to the County Contract Analyst.

Required - Workers Compensation: Contractor shall comply with the statutory workers’ compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
<input checked="" type="checkbox"/> Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
<input checked="" type="checkbox"/> Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
<input checked="" type="checkbox"/> Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.
<input type="checkbox"/> Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

The policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

- 10. LIMITATION OF LIABILITIES.** This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated, therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent. Except for liability arising under or related to Article II, Section 13 or Section 20 neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

- 11. NOTICES.** Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators identified in Article 1, Section 6. If notice is sent to County, a copy shall also be sent to: Health, Housing and Human Services, Housing and Community Development Division, 2051 Kaen Road, Suite 239, Oregon City, OR 97045, or, [HousingServices@clackamas.us](mailto:HousingServices@clackamas.us). Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County's normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.
- 12. OWNERSHIP OF WORK PRODUCT.** All work product of Contractor that results from this Contract (the "Work Product") is the exclusive property of County. County and Contractor intend that such Work Product be deemed "work made for hire" of which County shall be deemed the author. If for any reason the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. Notwithstanding the above, County shall have no rights in any pre-existing Contractor intellectual property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor intellectual property for County use only.
- 13. REPRESENTATIONS AND WARRANTIES.** Contractor represents and warrants to County that (A) Contractor has the power and authority to enter into and perform this Contract; (B) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (C) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work; (D) Contractor is an independent contractor as defined in ORS 670.600; and (E) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.
- 14. SURVIVAL.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 6, 7, 10, 12, 13, 14, 15, 17, 20, 21, 25, 27, and 28, and all other rights and obligations which by their context are intended to survive. However, such expiration shall not extinguish or prejudice the County's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor performance that has not been cured.

- 15. SEVERABILITY.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- 16. SUBCONTRACTS AND ASSIGNMENTS.** Contractor shall not enter into any subcontracts for any of the Work required by this Contract or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this Article II, Sections 1, 7, 8, 13, 16 and 27 as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.
- 17. SUCCESSORS IN INTEREST.** The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- 18. TAX COMPLIANCE CERTIFICATION.** The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.
- 19. TERMINATIONS.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.
- Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the Work.
- 20. REMEDIES.** If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any



other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County as of the date of notice of termination, less any setoff to which the County is entitled.

- 21. NO THIRD PARTY BENEFICIARIES.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- 22. TIME IS OF THE ESSENCE.** Contractor agrees that time is of the essence in the performance of this Contract.
- 23. FOREIGN CONTRACTOR.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.
- 24. FORCE MAJEURE.** Neither County nor Contractor shall be held responsible for delay or default caused by events outside the County or Contractor's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.
- 25. WAIVER.** The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.
- 26. PUBLIC CONTRACTING REQUIREMENTS.** Pursuant to the public contracting requirements contained in Oregon Revised Statutes ("ORS") Chapter 279B.220 through 279B.235, Contractor shall:
  - a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
  - b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
  - c. Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
  - d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
  - e. As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.

- f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.

**27. NO ATTORNEY FEES.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys' fees and expenses.

**28. MERGER.** THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER REFERENCED THEREIN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, IS AN INDEPENDENT CONTRACTOR, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT, AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

**Homeless Solutions Coalition of Clackamas County, Inc.**

Richard Howells      9-27-23  
 Authorized Signature      Date

Richard Howells

Name / Title (Printed)

Vice-Chair, HSCCC Board

Oregon Business Registry #

85-3886436 / Oregon

Entity Type / State of Formation

**CLACKAMAS COUNTY**

Chair, Tootie Smith  
 Commissioner, Paul Savas  
 Commissioner, Martha Schrader  
 Commissioner, Mark Shull  
 Commissioner, Ben West

Tootie Smith, Chair      Date

Approved as to Form:

      09/28/2023  
 County Counsel      Date

## EXHIBIT A SCOPE OF WORK

### Community Advisory Group and Lived Experience Council Projects August 20, 2023

#### **Phase 1 (Staff recruitment, hiring and orientation) Sep. 2023 – Dec. 2023**

- Develop a collaborative partnership with key County staff, including agreements about objectives, meetings, mutual problem solving. Clarify key roles, especially the relationship between the Community Advisory Group (CAG) and the to-be-developed Executive Committee and the Continuum of Care (COC) Governing Board. Identify other committees that will interact with the Community Advisory Group.
- Selection Process:
  - Develop job descriptions for the *Lived Experience Council Lead* (LECL) and the *Community Advisory Group Lead* (CAGL).
  - Verify salary ranges needed to attract high quality candidates; adjust as needed.
  - Conduct recruitment and selection process through both standard HR practices and networking with stakeholders.
  - Select and then orient the LECL and CAGL positions.
    - Note: While we will attempt to hire both roles in the same timeframe, in practice this work may be staggered based on availability and/or difficulty of the hiring process.
- Develop Human Resource and other policies needed to support the work of new staff in the HSCCC environment.
- Manage key introductions between new HSCCC staff and key stakeholders in the County, on the HSCCC Board, and leaders of service providers.
- Establish a periodic reporting and evaluation process.

#### **Deliverables**

- Establish clear written process, protocols, and meeting cadence for communications between County Staff and the HSCCC Executive Team/staff.
- The LECL and CAGL are hired.
- New employee orientation is complete. Key relationships formed between the LECL/CAGL, County Staff, HSCCC Executive Team, HSCCC Board and other key stakeholders.
- All needed policies, procedures, and contracting protocols needed to support this work are established.

#### **Phase 2 (Program design and development) Jan. 2024 – Mar. 2024**

- **Community Advisory Group**. The CAG Lead, working with the HSCCC Executive Team and Executive Director, and in collaboration with County staff and leaders of city-based programs, will:
  - Develop foundational understanding about HUD, State of Oregon, and County requirements/rules/regulations relevant to this work. Ensure that composition and conduct of the advisory body will satisfy all requirements under HUD for

Continuum of Care, and the SHS Local Implementation Plan for the advisory structure of Supportive Housing Services implementation.

- If the County determines that the CAG is subject to public meeting laws, ensure that the CAG is compliant with these laws and requirements.
- Create a stakeholder map that represents parties and entities that should be aware of and linked to the work of the CAG.
- Plan for and schedule meetings with stakeholders who should be aware of, and possibly contribute to, the work of the CAG. Build key relationships and develop insights about how the CAG can strengthen the effectiveness of all homelessness related services in the county.
  - Actively engage and keep city elected officials and staff informed. Learn from them about their programs and initiatives. Surface their concerns and any gaps that can be addressed through the CAG process.
  - Within County government, identify programs and key leaders in all areas that touch homelessness: housing, health (including mental health), emergency services, etc. Participate in meetings and join networks such as the COC to stay abreast of these initiatives.
- Based on input from stakeholders, plan for and design the CAG process: location, frequency, length, and objectives of CAG meetings, meeting pre-work, meeting design, documentation of outcomes, publishing/communicating outcomes to all stakeholders regardless of whether they attended meetings.
- Confirm participants of the first meeting.
- Publicize information about the meeting.
- Identify need for subcommittees within the Community Advisory Group structure (such as CoC subcommittee).
- Identify selection process for the Community Advisory Group membership, including term limits and expected commitments.
- **Lived Experience Council (LEC)**. The LEC Lead, working with the HSCCC Executive Team and Executive Director, and in collaboration with County staff:
  - Outline the LEC program: objectives, orientation, training/development, team building.
  - Modify, if needed, expectations about hours worked/ month, compensation, etc.
  - Design and implement a recruitment process for selecting the five members of the pilot LEC. Note: recruitment may be more reliant on networking than routine HR methodology.
  - Establish the needed working environment for the LECL and LEC members: office or meeting space, IT/phones, etc.
  - Recruit LEC members.

#### **Deliverables**

- Both the CAG and LEC programs well developed and ready for launch.
- Key relationships with important stakeholders have been established.
- LEC members have been selected.

#### **Phase 3 (Program launch) Apr. 2024 – Jun. 2024**

- For the Community Advisory Group.
  - Create a design team for developing the meeting agenda and process.
    - Presentations by leaders who want feedback about plans.

- Dialogue with all participants about successes, needs, gaps, resources, etc.
  - How to engage people after the meeting about topics discussed.
- Conduct pre-planning with any who will formally present information and request feedback from the CAG. Ensure presenters understand the agenda and are ready for their part.
- Collaboratively design first CAG meeting, involving key members of the HSCCC, the County and the Executive Committee in finalizing plans.
- Finalize meeting participants.

- Attendees

<b>Organization (examples below)</b>	<b>Attendee/member (examples below)</b>
COC	Raina Smith-Roller
Clackamas Service Center	Jill Orr
OCPD	Homelessness Liaison Officer
Etc.	Etc.

- Invite attendees and publicize the meeting as needed.
  - Conduct 1<sup>st</sup> meeting.
  - With the design team, debrief the meeting, explore lessons learned, consider refinements to 2<sup>nd</sup> meeting.
  - Use key CAG learning to assist the HSCCC with development of the Caring Place and various HSCCC initiatives.
  - Communicate meeting highlights and outcomes to all stakeholders. Provide method for further engaging stakeholders and getting additional input.
  - Evaluation and reporting for Phase 3.
- For the Lived Experience Council.
  - Individualized assessment pointing to major strengths and areas for development. Coaching plan and agreements with each of the five members
  - Team building and training.
    - Charter for the team; purpose; goals
    - The role of the LEC.
    - Listening skills; how to give constructive feedback to team and to leaders of programs who present to the LEC and request feedback and suggestions.
    - Public speaking training for any who want to speak to community groups, cities, service providers and others about dealing with homelessness.
  - The LECL and possibly one or more member(s) attend CAG meeting.
  - Provide advice to the HSCCC as it develops the Caring Place and various HSCCC initiatives.
  - Publicize the mission and goals of the LEC and how stakeholders can receive services from this group.
    - Visits to programs and/or service provider events (laundry, service malls, etc.)
  - Evaluation and reporting for Phase 3.

**Deliverables**

- Both the CAG and LEC programs launched

- Both the CAG and LEC engaged with the community and are beginning to be known and utilized by the broader Clackamas County community.
- After Action Review or other form of evaluation conducted as a basis for assessing performance and progress.

**Phase 4 (Ongoing implementation of the CAG and LEC programs) Jul. 2024 – Jun. 2025**

- Continue implementing both these programs, working to strengthen homelessness services and contribute to making homelessness rare, brief, and nonrecurring.

**EXHIBIT C  
PERSONAL SERVICES CONTRACT  
BUDGET**

<b>HSCCC Budget FY 23/24</b>		
<b>Line Item Category</b>	<b>Notes</b>	<b>Funds Requested</b>
<b>Personnel</b>		
.50 FTE Executive Director - 50% of Salary	Assumes the ED salary of \$120,000. Spvr programs and staff.	\$60,000.00
1.0 FTE Advisory Group Lead (AGL) Salary	Salary range from \$56-84K	\$70,000.00
1.0 FTE Lived Experience Lead (LECL) Salary	Salary range from \$50-70K	\$60,000.00
Health Insurance	\$500/month for AGL and LECL; \$250/month for ED	\$15,000.00
<b>Sub Total</b>		<b>\$205,000.00</b>
Employer costs	Employer Costs = 10% of sub total for workers comp, medicare, other expenses.	\$20,500.00
5 PTE Lived Experience Council Participants	5 LEC Participants, 40 hrs/month @ \$25/hr	\$60,000.00
<b>Personnel Total:</b>		<b>\$285,500.00</b>
<b>Program Operations - Materials and Supplies</b>		
Mileage .655/mile	Assumes 100 miles/employee/month - annual cost based on rate of \$.655/mile	\$1,965.00
Devices - Phones -	2 phones at \$50 monthly cost (AGL & LECL)	\$1,200.00
IT Infrastructure (Laptops, printer, WiFi)	This infrastructure will support all personnel in this proposal. 2 Laptops for AGL & LECL at \$2000each, and Printer/supplies/WiFi at \$3500	\$5,500.00
Office rent & utilities	2.5 offices @ \$700/month	\$21,000.00
Office furnishings, desks, etc.	One-time charge of \$1500/office	\$3,750.00
Advisory Group Meeting Costs: rental of venue, equipment, materials, video, sound, etc.	This is for all costs associated with meetingsL publicity, venue, technology, equipment, etc.	\$10,000.00
<b>Program Operations - Materials and Supplies Subtotal:</b>		<b>\$43,415.00</b>
<b>Capacity Building</b>		
Selection process, background checks, orientation, training, education, certificaions, conferences, etc.	Estimate of \$2500/yr per employee (not including ED)	\$5,000.00
<b>Capacity Building Subtotal:</b>		<b>\$5,000.00</b>
<b>Indirect Administration</b>		
deMinimus (Administrative fees)	deMinimus (administrative) fees - 10% of budget	\$33,391.50
<b>Indirect Subtotal:</b>		<b>\$33,391.50</b>
<b>Budget Total</b>		<b>\$367,306.50</b>