

# Benton County & City of Corvallis Home, Opportunity, Planning & Equity (HOPE) Advisory Committee



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## HOPE EXECUTIVE COMMITTEE PLANNING MEETING

**Meeting location:** Board of Commissioners Office, 205 NW 5<sup>th</sup> Street, Corvallis

***Tuesday, October 22, 2019***

***3 pm – 5 pm***

### AGENDA

- I. Welcome..... 3 pm
- II. Introductions
- III. Selection of Advisory Board Members
- IV. Logistics:
  - a. Meeting times, frequency, length
  - b. “Meeting Notes” posted within 7 business days in bylaws – revisit?
  - c. “HOPE” stands for Housing or Home?
- V. Adjourn..... 5 pm



# HOPE Executive Committee Meeting

## Draft Minutes

October 22, 2019 3 pm to 5 pm

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**Members Present:** Christina Jancila (Business Associate); Pegge McGuire (CSC); Charles Maughan (Corvallis City Council); Xan Augerot (Commissioner, Benton County), Jan Napack (Corvallis City Council)

**Guests:** Ari Wagner (Consultant)

**Staff Present:** Dawn Emerick (Health Department Director); Julie Arena (Benton County Health—Program Coordinator); Paula Felipe (Benton County Public Health, recorder).

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- I. **Welcome:** Julie Arena welcomed the executive committee members and explained that she asked Ari to provide input at any time during the meeting. Opening questions to consider during the introductions: What drew you to this work? Why are you here?
- II. **Introductions:**
- Julie Arena: Experience working in substance abuse treatment, public health, and communicable disease programs in California. She worked on state level Medicaid and block grant funding and is excited to now be working on the County level.
  - Jan Napack: wanted to move to county level. She is on the city council now and cares about these issues and looks forward to viewing it structurally and building something.
  - Christina Jancila: business and property owner in downtown Corvallis. Experience with social work and ASU graduate with specialty in planning, administration, and community. Favorite job was working in a homeless shelter. When she moved to Corvallis, she was shocked at the situation here and knew she had to help make it better.
  - Pegge McGuire: Director of community services consortium who grew up in Santa Barbara and saw lack of affordable housing. Has experience with civil rights organization and community action agency. Has worked on issues of homeless prevention and rapid housing thru state of Oregon, who maintains homeless management info system. It is a passion of hers and she cannot imagine not being at this table.
  - Paula Felipe: Works for Public Health as program assistant. Previous job working for Sheriff's Office in Crime Prevention Unit in Northern California and coordinated their first County Jail Mentoring Program. Has extensive training in substance abuse prevention and treatment program with Dr. S. Alex Stalcup.
  - Charles Maughan: Works on the Corvallis City Council. He has immersed himself into the community and worked for the local newspaper and almost became a deputy. He enjoys being active in the community and is politically active in county and state politics. He has relatives with lived experience of homelessness. Housing is a passion of his and the Mayor's and he looks forward to finding solutions.
  - Xan Augerot: Homelessness is an issue that is close to her heart. She lives in south Corvallis; and has seen the public face of folks on the street and has learned it is a more complex and challenging issue and she has become more aware of the homeless we don't see. She is eager to take on these issues and build on strategy and vision while bringing resources together to better address the needs of all who are on the spectrum of homelessness. She has high hopes for this endeavor. Xan is a Benton County Commissioner.
  - Dawn Emerick: Health department has an important role in this issue and we need to be a part of this. We aggressively supported this, and we are ready to work hard and be part of solution with

our resources and evidence-based perspectives. Excited to see this day come and thrilled to be part of it. Dawn has been in her position as Health Director since March 2019 and formerly worked as Clackamas County director and originally from Florida.

**III. Selection of Advisory Board Members:** Members were asked to think about what kind of culture do we want for this committee to help us be mindful during the selection process. Responses were:

- Respectful of others' opinions.
- Honor and respect others' lived experiences.
- Have an open mind to new ideas.
- Find out what worked and what didn't work so we can make change.
- Be honest and open minded and appreciate diversity.
- Listen respectfully to each other.
- Data driven, collaborative work to move forward with solutions.
- Compassion, open minded, brave, and aggressive.

Each applicant was carefully considered and ranked by a variety of considerations, such as sector/classification, lived experience, background experiences, references, attributes, geographic location, connection to community, written application.

#### **THE 16 APPROVED APPLICANTS WHO WERE SELECTED**

- **Florence Anderson:** Concerned community-minded citizen works with field based organization. Lives in Linn County. She researched ways to approach homelessness to assess needs of people. Has an impressive website.
- **Catharine Biscoe:** worked with Gleaners and has a lot of experience working in the community and has lived experience.
- **Karyle Butcher:** Very bright and reflective person who is involved and has connections to resources.
- **Bruce Butler:** New director working on coordinated care & Medicaid. He comes from Santa Clara County and has own insurance entity. Has ideas, creativity and resources.
- **Bryan Cotter:** EMT, fire department; works with homeless community responding to medical calls.
- **Anita Earl:** Participates in community and recommended by housing manager.
- **Joel Goodwin:** Recommended by law enforcement agency. He is an officer who interacts with public with respect and cares about helping people.
- **George Grosch:** He has been on city council; has challenging and new ideas with good perspective. Lives in Kings Valley with deep history of experience in Corvallis.
- **Nicole Hobbs:** Public health background and positive outlook.
- **Aleita Hass-Holcombe:** volunteer executive director; works at drop-in center. Ties to people in community. It is good to keep variety of perspectives informing the committee to work collaboratively together.
- **Jim Moorefield:** Great qualifications, good communicator with lots of experience and perspective. Semi-retired. Long-time community member with connections to community.
- **Andrea Myhre:** Long-time experience making headway in community in support of housing. Very experienced; good communicator.
- **Zachary Pierce:** Understands what challenges and problems are and brings good perspective and experience.

- **Debora Stevens:** Advocate of children with disabilities and has worked with school district.
- **Reece Stotsenberg:** Lived experience and passionate. Builder and contractor offered to build 12 tiny homes; has initiative, energetic, solution-oriented, hands-on, enthusiastic.
- **Danielle West:** Yes.

**Applicants who were not selected for the Advisory board position:**

- Brigetta Olson: (Already have someone from the same sector).
- Chris Butcher: (Already have members selected with lived experience).
- Dennis Epstein
- Jan Medlock
- Mark Shurman
- Jessie Harris
- Cynthia Merten
- David Jackson
- Dennis Jordan
- Don Prickel
- Gary Simon
- Linda Tucker
- Susan Kipper
- Jessie Harris

- IV. Logistics and other items:** Future meeting times, frequency, length: To be discussed and determined via email communication or a future meeting. **Note:** In the Bylaws, “meeting notes” are to be posted within 7 business days—will revisit that issue. Another issue: Should “HOPE” stand for Housing or Home?
- V. Feedback on first meeting of executive team:** Charles congratulated the committee for finalizing the selection of members and looks forward to working with everyone. Jan really enjoyed the process. Christina felt truly honored and humbled and thrilled to be part of this process. Pegge also felt thrilled and honored and said if this is any indication of the future, it will be amazing. The committee thanked Julie and Ari for their help and Dawn for her input and advice and Paula for the refreshments and taking minutes.
- VI. Next Steps:** Julie will draft an acceptance letter and create a back-up list in case any selected members cannot accept the position. She will notify members who were not selected by email. Also, bylaws will be reviewed: If a member should become volatile and not collaborative, how can the committee prevent a person from becoming disruptive to the process?
- VII. Adjournment** – Meeting was adjourned at 5:20 pm.

## HOPE Exec Committee Meeting Agenda 11/18/19

### Julie: Topics for discussion:

- I. **Bylaws:**
  - a. There is already a mechanism in Bylaws to remove Board members. Section III. Part 2. C. Terms of Service: “Advisory Board members appointed by the Executive Committee may have their appointments revoked at any time and at the sole discretion of the Executive Committee.”
  - b. Change the 7 business day requirement for publishing meeting notes to give time to review and approval.
  - c. The Bylaws include electing an Executive Committee chair: Section IV. A. Composition: “The Executive Committee will annually elect a Chair. The duties of the Chair are...”: direct the Executive committee meetings, and designate another Exec Committee member to direct the Exec meetings in their absence.
    - i. Do you want to leave that in the Bylaws?
    - ii. If so, what process do you want to use to select a chair?
- II. **Media Process**
  - a. Best way to talk about this with full board: easiest and simplest process is to funnel all media inquiries through Julie
  - b. Julie drafts initial response; Lili’a and Patrick review; Exec Committee (and 2 co-chairs?) review
  - c. Turnaround time is critical for giving input on media responses
  - d. Does the City and or County have established processes for their advisory groups in regards to working with media?
- III. **First full board meeting goals:**
  - a. Introductions – prior to meeting ask the members to be prepared to answer:
    - i. Why they wanted to be on the board?
    - ii. What they bring to this issue or hope to contribute?
    - iii. Keep in mind when listening to the other board members answers to these questions that they will be picking two co-chairs among them
  - b. Values discussion
  - c. Picking two co-chairs among the advisory board members?
  - d. Strategic planning process
  - e. Meeting frequency with full board – do we have thoughts on this yet?

### Ari: presentation of Bylaws and process for such a big group

- Ari going to put together a visual presentation of the Bylaws to help frame the planning. Any ideas about priorities or things to highlight? Or would prefer to see draft first, then comment?
- Does the exec team have any ideas they’d like to voice about the process that the full Board will use to make decisions? The process to select co-chairs?



# HOPE Executive Committee Meeting

## Draft Minutes

November 18, 2019 3 pm to 4 pm

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**Members Present:** Christina Jancila (Business Associate); Pegge McGuire (CSC); Xan Augerot (Commissioner, Benton County), Jan Napack (Corvallis City Council)

**Members Excused:** Charlies Maughan (Corvallis City Council)

**Guests:** Ari Wagner (Consultant)

**Staff Present:** Julie Arena (Benton County Health—Program Coordinator); Paula Felipe (Benton County Public Health, recorder).

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I. Welcome.

II. Bylaws:

- There is a mechanism to remove Board members. (Section III. Part 2 C. Terms of Service);
- The Board can extend the 7 day requirement on posting minutes to the website: The minutes shall be reviewed by members before posting.
- Meeting frequency: Bylaws say executive committee meets quarterly. In the long run that makes sense, but in the short term need to meet more frequently.
- A chair to the executive committee will be elected annually and a co-chair to serve in her or his absence. Charles Maughan expressed an interest in serving as chair. Discussion took place on his availability and ability to commit to serve as chair. One recalled past criticism when a representative was perceived without having specific authority to act. The chair would only run the executive committee.

**MOTION** made by Jan Napack to approve Charles Maughan to serve as chair of the HOPE Executive Committee or delegate someone in his absence. Xan Augerot seconded it. Discussion: Xan is happy to be a back-up person to consider if Charles cannot serve. It is appropriate to have a city representative as chair since we already have the coordinator and board member from the County. **MOTION passed unanimously.**

III. Media Process: After discussion, decision made to have all media requests funnel through Julie Arena, the Coordinator, and she will obtain input from Lili'a Neville, the County PIO and Dawn Emerick, the Health Department Director. Then Julie can draft the media release and send it to the Executive Committee for review.

- Media usually have tight turn-around times. Board members want a text message rather than an email if the message is urgent or a response is needed asap. Julie obtained their cell phone numbers and will send out a group text if she needs their response right away. She will use a subject line like Media Response for HOPE.
- Board members prefer to speak with one voice and personal opinions and experiences are sometimes asked for by the media. Board members would like Julie to put media guidelines/policy on the website along with the agenda and minutes. The media policy can include how we deal with media questions and what is expected.
- Xan would like to see HOPE's values statement on the website such as what kind of a culture do we want and how we are to treat one another.

- Not aware of City and County having an established process for their advisory groups in regards to working with the media. The tone and messaging is important. We should have an agreement among ourselves on rules of engagement and standards.
- Full board meetings are open to the public and the media is invited so you could be quoted as individuals. Julie will include in the media policy about personal quotes and send to members for review.
- A Church requested a 35-45 minute presentation from HOPE on their activities. Members feel it is too early to provide a lot of information since the full board has not met yet and still needs to select its chairpersons.

#### IV. First full board meeting goals.

- **Introductions and getting acquainted session:** Send some questions in advance of the meeting such as “Why they wanted to be on the board?” and “What they bring to this issue and hope to contribute?” Xan said it is important to have this process timed because one reply could be long so we have to budget our time. A wildcard question would go good, such as favorite book, movie, thanksgiving tradition—something spontaneous—that brings laughter too. So, two bullet points and one wildcard question to start the session. Julie will need to have a way to time the responses to allow for everyone to have their turn.
- **Values discussion:** Ari has a couple of thoughts for the large group. They could break into sessions of 4 and then come together as the large group to see if there are common themes. We could have five groups of four with tools to help engage each other. Feedback will help process for selecting the two co-chairs.
- **Co-chairs:** Right now we don’t know enough to make a selection for the co-chairs. We can put on agenda and ask what info they need to make that decision? Need a roster of members, one line bio for each member; ask what people are comfortable with sharing. What are qualities and responsibilities to have to be a chair? Send out a job description so people can be thinking about it—that will help. What are the expectations? A co-chair will be working with Julie and need to make a time commitment and work with the Executive committee.
- **Gap in Categories in membership.** Faith-based representation was missing in large group. Send out invites to the First Congregational Church ( Pastor Glen and Linda) first board meeting and give them a couple of days to think about it. Let them know we are looking for faith-based representation and what the expectations are and commitment time. Julie will review membership list and look for any more gaps in categories, such as school district and neighborhood associations. Ari reminded members there will be opportunities to work with ad hoc groups such as neighborhoods which will expand beyond the committee.
- **Meeting Frequency and Time:** Monthly is a good frequency. Christina likes this time—3 pm. Xan recalled a table that gauged what dates/times worked for everyone. It will always be a trade-off. Julie will ask for input from members about meeting frequency and times
- **Strategic planning process:** Need to discuss the bylaws and annual planning process. Identify what works, get input, set priorities, budget items, goals and objectives; refer to the 10 year plan and how this board will add to that—it is not starting from scratch. Opportunities to develop the plan and some might want to operationalize plan. Want people engaged, involved and empowered in the process. Need to communicate and get everyone on the same page. Julie and Ari can tag team the facilitation process at the first meeting. Have a powerpoint session on the bylaws. It is a lot of information for the first meeting. Sean put together a manual description of service providers to hand off to Julie—any material useful for the

meeting or should it be put on the website? A lot of valuable information. Julie can put together an executive summary of these materials for review. Might be too early for the group to assimilate it now. Christiana would like to review this information-Julie will send it to her. Ari will create a powerpoint presentation with goals as stated in Bylaws and strategies for moving forward. Let's make clear whether it is an advisory board or action board. What is board's role? Expectations can shift and some may want action. Key role is to advise the city and county. Some members are already involved in doing work and have input.

**V. Other Issues Raised.**

- Gap analysis needed. Want good data on the landscape that shows the various populations and needs, such as need for permanent support housing, help with payment, what kind of housing do we have and what is missing. Lane county hired a consultant group which helped develop and plan and obtained funding from the State. Would be good to look at algorithm to anticipate what is needed or some kind of formula to use. Julie will review what she already has.
- Referrals—who to call? Should there be a central hub like a 211 for people to call for referrals on housing issues? Now there is a website by the community consortium and info from DHS. Help people understand who they can call for assistance on housing. They can call April who can evaluate eligibility. Any social service provider can help refer people if they cannot find housing. There are housing placement advocates who can walk them through the process. Nice to get the most up to date information and get it out to the public.
- Julie announced that Medicaid funding in Oregon could become available for a host of issues such as drug addiction. Stakeholder feedback expected first part of 2020.

**VI. Next meeting:** The Executive Committee will meet on Monday, November 25, 2019 at 9 am to 10 am in the Board of Commissioners Office, 205 NW 5<sup>th</sup> Street, Corvallis

**VII. Adjournment** – Meeting was adjourned at 4:30 pm.





# HOPE Executive Committee Meeting

## Draft Minutes

November 25, 2019 9 am to 10 am

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**Members Present:** Christina Jancila (Business Associate); Pegge McGuire (CSC); Xan Augerot (Commissioner, Benton County), Jan Napack (Corvallis City Council)

**Members Excused:** Charlies Maughan (Corvallis City Council)

**Guests:** Ari Wagner (Consultant)

**Staff Present:** Julie Arena (Benton County Health—Program Coordinator); Paula Felipe (Benton County Public Health, recorder).

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- I. **Welcome:** *Charles could not attend this meeting, and Julie will reach out to him and ask about his availability for future meetings and for serving as chair.*
- II. **Co-Chairs Job Description.** Julie will provide all board members with job descriptions for the Chair and Co-Chair so everyone understands their responsibilities, what is expected, and time commitments, as expressed in the Bylaws. Comments from Executive Board members:
  - Jan suggested breaking up the job description block of text into categories, such as meeting duties; primary responsibilities, serving on the executive committee; running the advisory board meetings; setting agendas, and so forth.
  - Ari suggested we start with the primary duties and the role they play on executive committee, including values.
  - Christina felt members would appreciate getting the details in a job description as it is a learning curve for many.
  - Xan said it's good to include an excerpt from the bylaws that refers to the co-chairs so they see where it comes from.
  - Executive committee members are expected to attend the advisory board meeting;
  - Julie will send a draft of the job description to the executive members for review.
- III. **Powerpoint – Planning Overview - Ari**

This is a brief intro to the planning process and Ari would appreciate feedback.

- A brief intro to HOPE Bylaws followed by 'Our Vision and Values'.
- The advisory board has a broad sector representation. Structure includes chartering jurisdictions; Advisory Board; and Executive Committee. **Note:** The executive is part of the advisory Board—not two different bodies. It is one advisory board that has an Executive committee. Ari could make a visual of that and explain that two of those members (the chairs) have yet to be elected by the board.
- Functioning: Include Subcommittees and network groups such as ad hoc workgroups as deemed necessary by the board.
- Responsibilities: 1. Assess & Review; 2. Develop & Implement; 3. Evaluate Systems; 4. Report & Recommend. Discussion on the word "Implement:" This may raise some questions. We continue to discuss systems not services. Could provide a 'logic model' that shows this is where we start and this is the end game and includes goals we want to achieve and the little steps on how to achieve them.
- Goals: data-informed recommendations. Ari might consider putting this in a logic model after

this feedback. Could give examples of each one of these goals. Data-driven is an important piece.

- Planning Components: review work to date, including 10-year plan. Shawn Collins started this work. On resources, services, and needs, include people with pets.
- Report on recommendations and system improvements, which address gaps. Both the County and City managers will get regular updates, so they are in the loop as we move forward. The executive board can help advise Julie on when to reach out to the managers.
- Other planning components? Sample Planning Tool shows what we know and don't know...with a blue print for each.
- COMMENTS: Could use modelling to help promote understanding. Want to include the whole group initially and then can break into smaller groups for discussion and then return to share with larger group.
- Everyone has a different view: How best to collaborate and synthesize. Want to be strategic with a way to get everyone's input.
- Introduction and break into smaller groups and list kind of culture and values we want. Good way to start setting the tone and culture. Could have five groups of 4. It is a two-hour block of time so have 20 minutes intro and 20 minutes in small groups followed by a break. Xan said it's good to talk about the co-chairs early in the meeting so they can be thinking about it. We don't need to do the work and modelling yet. A get acquainted session with icebreaker and going over the bylaws and planning overview will fill up the first meeting.
- Good to receive materials in advance of the meeting to study and prepare.

- IV. **Discussion on the terms housing/home:** Different connotations on home and housing. We can change the name when the full board decides on a name. We will leave it for now and address it later.
- V. **Gap Analysis in Sector Representation:** Still need a faith-based sector. Julie spoke with representatives who said they would come to the first meeting. Also, still need a downtown business association? Workforce development? Someone from the school district and OSU? Oregon Department of Human Services? Neighborhood Association?
- VI. **Next steps.** Ari will work on bylaws; Julie will work on job description. They will send out a draft on Monday since Thanksgiving is a holiday. No need for executive meeting to meet again until the advisory meeting.
- VII. **Member Comments on "Foundational Knowledge:"** Pegge watched a news report on homelessness that was very informative including the continuum of types of homelessness; types of shelters; how many beds for adults; families with children; what needs can be met at the shelters. Focus on how to provide services but not how to prevent homelessness. It is good to have foundational knowledge on the spectrum of needs and resources available. But how do people fall into homelessness? What are the causes of homelessness? We need to look at the whole iceberg not just the tip. Let's find some educational presentations to inform members. We need to address immediate needs but also need to address how to turn off the faucet.
- VIII. **Next meeting:** The full HOPE Board meeting take place on December 9, 2019 from 2 pm to 4 pm in the Sunset Conference Room, 4077 SW Research Way, Corvallis. *A regular proposed date for the future is the 2<sup>nd</sup> Wednesday at 4 pm.*
- IX. **Adjournment** – Meeting was adjourned at 10:30 am.