

# COORDINATED HOUSELESS RESPONSE OFFICE (CHRO)

## Board of Directors Meeting Agenda

11:00 – 12:30 pm on Thursday, August 17th, 2023  
Deschutes Services Building, Allen Room (2nd floor), 1300 NW Wall St., Bend, OR

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**Click this link to access the meeting via Zoom:**

<https://us02web.zoom.us/j/81425690298?pwd=ZUpTYnVzTEhyVFd0V1FIZXBwMkVkdz09>

(Note that using this option may require you to download the Zoom app to your device.)

**To join by phone:** 253-205-0468 **Meeting ID:** 814 2569 0298 **Passcode:** 026276

### AGENDA

11:00 – 11:02	1. Introductions and Agenda Review	Chair Adair
11:02 - 11:05	2. Approval of Minutes <i>Attachments A &amp; B</i>	Chris Ogren
11:05 - 11:25	3. COIC Board Update	Tammy Baney
11:25 – 11:40	4. Bylaws Discussion <i>Attachment C</i>	Mickie Derting & Chris Ogren
11:40 – 11:55	5. Public Agency Roundtable Planning <i>Attachment D</i>	All
11:55 - 12:10	6. China Hat Update	Deputy Karpstein
12:15 – 12:25	7. Provider Update – REACH	Stacey Witte
12:25 – 12:30	8. Public Comment	
12:30	9. Other Items & Adjourn	



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please call (541) 388-6584 or send email to [erik.kropp@deschutes.org](mailto:erik.kropp@deschutes.org).

Condado de Deschutes alienta a las personas cualificadas con discapacidad a participar en sus programas y actividades. Esta evento/ubicación es accesible para personas con discapacidad. Si necesita hacer arreglos para hacer posible la participación, llame al (541) 388-6584 o envíe un correo electrónico a [erik.kropp@deschutes.org](mailto:erik.kropp@deschutes.org).

## COORDINATED HOUSELESS RESPONSE OFFICE (CHRO) Board of Director Working Session Minutes

11:00 – 12:30 pm on Thursday, July 20th, 2023  
Deschutes Services Building, Allen Room, 1300 NW Wall St., Bend, OR

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*Attendance: Commissioner Adair, Chair; Councilor Perkins, City of Bend; Councilor Blum, City of Sisters; Councilor Zwicker, City of Redmond; Mayor Richer, City of La Pine; Chris Ogren, Houseless Response Analyst; Erik Kropp, Deputy County Administrator; Tammy Baney, COIC Executive Director; Marissa Cummings, Deschutes County; Eric King, City Manager – City of Bend; Mickie Derting, City of Bend; Keith Witcosky, City Manager – City of Redmond; Anna Kaminski, Bend Bulletin; Kerry Prosser, City of Sisters; Linda Cline, City of Redmond; James Cook, Oasis Village; Angie Powers, Deschutes County; Max Krech, County Intern; Carissa Heinige, Deschutes County; Commissioner Chang, Deschutes County; Commissioner Debone, Deschutes County; Geoff Wullschlager, City Manager – City of La Pine; Gary Hewitt, Executive Director – St. Vincent De Paul Bend; Mary Winters, City of Bend; Ian Leitheiser, City of Bend; Janice Garceau, Deschutes County; Amy Fraley, City of Bend; Brook O’Keefe, City of Bend; Matt Stuart, City of Bend; Jessica Gamble, Home More Network; Mike Thomas, Community-member; Jill Martinson, Community-member.*

**1. Introductions and Agenda Review**

Chair Adair called the meeting to order at 11:02 am. Participants in the room introduced themselves.

**2. Approval of Minutes**

Chair Adair called for a correction to the minutes due to a transposition error.

**VOTE:** Vice-Chair Perkins motioned approval of the June minutes, pending edits. Councilor Zwicker seconded the motion. The motion passed unanimously. Mayor Richer was absent from the vote.

**3. Strategic Planning Discussion**

Councilors Perkins and Zwicker explained to the Board the outcomes from the Strategic Planning Subcommittee discussion earlier in the week. Councilor Perkins explained that nothing had been changed during the discussion. Councilor Zwicker explained the meeting was open to the public. Mayor Richer explained he was unable to attend the subcommittee meeting due to a schedule conflict. The group discussed minimal feedback on the proposed plan from the community, despite several outreach efforts from staff. Councilor Blum requested that acronyms in the plan be spelled out for clarity. Councilor Perkins requested that staff add a goal about supporting homelessness prevention in the

Strategic Plan. Staff agreed to implement the changes and send a final version to the Board prior to submission to the State.

**Vote:** Councilor Zwicker motioned approval of the Strategic Plan, pending edits. Councilor Blum seconded the motion. The motion passed unanimously.

#### **4. Governance Discussion**

Commissioner Adair introduced the governance discussion, with a focus on the CHRO bylaws. Commissioner Adair expressed an interest in having a representative of the HLC join the CHRO Board as a non-voting member. The rest of the Board agreed. The board directed staff to make the necessary changes to the bylaws.

Councilor Blum asked several clarifying questions about the bylaws, and noted that three different groups in the bylaws are referred to interchangeably. The board expressed a desire to call the advisory board the advisory committee to mitigate confusion. Councilor Blum also asked why management of the Office wasn't included in the bylaws. Councilor Zwicker explained these rules only apply to the Board, and rules for COIC and the CHRO's management will be defined in the future.

The group discussed advisory committee membership terms, and decided that term limits were unnecessary. They also decided upon staggered initial terms.

The board agreed to discuss changes made to the bylaws in the August CHRO Board Meeting.

Commissioner Adair brought a letter from the Governor to Deschutes County to the CHRO Board for a brief discussion and to ask for CHRO Board support. Board members expressed support for the County's letter. Commissioner Chang noted he didn't expect a formal request of the CHRO Board. Erik Kropp noted that what was shared with the CHRO Board was an internal draft that had not gone before the Commissioners yet. Erik noted that the letter would go before the Commissioners next week.

Councilor Perkins expressed a desire to hear an update about how each community's discussion went about transitioning the CHRO to COIC. Each board member shared that their respective council/commission was supportive of the transition. Tammy Baney said that the COIC Board would discuss the transition in their board meeting on August 3<sup>rd</sup>.

#### **5. County Heat & Smoke Thresholds**

Carissa Heinige and Marissa Cummings presented the CHRO Board with the County's response to emergency heat and smoke events. Carissa explained that the thresholds were based on previously identified standards in partnership with the National Weather Service, The Oregon Health Authority, The Forest Service, and The Oregon Department of Environmental Quality. Carissa explained that although the thresholds are clearly defined, that heat can impact individuals differently and people should seek help if they feel they need it.

Marissa identified some sites across the County that will be available to assist the community in a heat or smoke event. Marissa explained the process for getting sites operational in the event they are necessary. Commissioner asked if host sites were paid for operating. Marissa noted that they were not compensated at this time and staff were primarily volunteers.

## **6. Incident Command Concept**

Commissioner Debone introduced the concept of the CHRO utilizing an incident command model to address the homelessness crisis. Commissioner Debone explained that incident management systems are researched and studied, and have been identified as a best practice for responding to incidents, large and small. Commissioner Debone explained how the model operates, laying out several responsibilities: Command, Operations, Planning, Logistics, and Administration/Finance.

Councilor Perkins expressed concern over the proposal, noting that homelessness isn't an incident. Councilor Perkins asked where Commissioner Debone thought the CHRO would fit into the model. Commissioner Debone noted that he was advocating for a best practice at this point and wasn't trying to dictate how it would work. Commissioner Debone noted that the model is adaptable. Councilor Zwicker expressed that the important part of the discussion is that homelessness is a problem that a team of people are trying to solve, and not to let terminology get in the way of progress. Councilor Perkins asked if something like this had been proposed in the past. Tammy Baney noted that similar models have worked for other programs, but not necessarily for homelessness. Tammy said that staff could look back to past processes and ascertain how it could apply to the CHRO, noting that other organizations outside Deschutes County were involved in that process.

Councilor Perkins expressed concern with the current state of homelessness, noting that the situation is untenable and someone recently died while experiencing homelessness. Councilor Perkins suggested the CHRO convene an emergency roundtable with public agency partners to consider declaring a state of emergency on homelessness. Commissioner Adair noted that this type of meeting would be valuable. Councilor Blum asked what the expected outcomes

of the meeting are. Commissioner Adair responded that it would tell the governor that the CHRO has widespread support. The group agreed to have a planning meeting the following Thursday at 8 am.

**7. Provider Update – St. Vincent De Paul | Bend**

Gary Hewitt presented St. Vincent De Paul's program offerings to the CHRO Board. Gary explained how St. Vincent's newly opened tiny home village operates with 10 units and how they move clients from tiny homes into rental housing that they can support themselves in. In it's short time, the program has already graduated one client and has another one on the way.

**8. Public Comment**

No public comment

**Chair Adair adjourned the meeting at 12:36 pm.**

## COORDINATED HOUSELESS RESPONSE OFFICE (CHRO) Board of Director Working Session Minutes

8:00 – 8:30 am on Thursday, July 27th, 2023  
Virtually via Zoom

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*Attendance: Commissioner Adair, Chair; Councilor Perkins, City of Bend; Councilor Blum, City of Sisters; Councilor Zwicker, City of Redmond; Mayor Richer, City of La Pine; Chris Ogren, Houseless Response Analyst; Erik Kropp, Deputy County Administrator; Amy Fraley, City of Bend; Marissa Cummings, Deschutes County; Eric King, City Manager – City of Bend; Mickie Derting, City of Bend; Mike Thomas, Community-member; Chuck Hemingway, Community-member.*

### **1. Introductions and Agenda Review**

Vice-Chair Perkins opened the meeting and reviewed the agenda.

### **2. Planning for Meeting with Public Lands Partners**

Vice-Chair Perkins opened the conversation about planning for an emergency roundtable with public lands partners. The group discussed who should be invited to an initial roundtable meeting, and who may be appropriate to follow up with once the public landowning agencies had consensus defining the problem. Councilor Zwicker requested that law enforcement participate in the meetings, as well as other public lands agencies, like ODOT, the Forest Service, the BLM, and cities and the county.

The board agreed that the key part of the conversation would be focused on messaging. The group acknowledged that miscommunication has been a big concern and has created problems in the community in the past.

Commissioner Adair expressed a desire to hear more regular updates from providers to have a sense of what is going on in the community. Councilor Perkins asked if it would be possible to create a heat map of where homeless camps are located within Deschutes County. Councilor Perkins asked staff for feedback on the request. Chris Ogren mentioned that there could be pushback in the community about publicly identifying places where people camp for two reasons: 1) it could bring unwarranted harassment to places people are camping, 2) it essentially tells people where they can go to camp. Councilor Perkins understood the concerns but expressed a desire to get a better understanding of the nature and location of camps in Deschutes County. Chris noted he may be able to come up with a document, but it would likely be an internal document not intended for public distribution. Mayor Richer expressed a desire for a general

document that identifies general areas and general amount of people, the map doesn't have to be overly specific for the Board to have a better understanding.

The group agreed to set up an initial meeting with public lands agencies, with a follow up meeting with local providers and other interested parties to come at a later date.

**3. Other Items & Adjourn**

**Vice-Chair Perkins adjourned the meeting at 8:33 am.**

DRAFT



Deschutes County and Cities of Bend, La Pine, Redmond, and Sisters  
**DRAFT** Board Bylaws:

**Introduction**

Deschutes County and the Cities of Bend, La Pine, Redmond, and Sisters worked together to secure \$1 million in state funding via House Bill 4123 (HB4123) to pilot and operationalize a Deschutes County and Cities of Bend, La Pine, Redmond, and Sisters – Coordinated Houseless Response Office (Office) and were successful. The office was established to help streamline and complement the work of dozens of local organizations serving our regional houseless population enabling a community-wide approach to addressing houselessness under a shared set of principles, priorities, and strategies.

**Purpose of the Board under HB4123**

The Office’s Board of Directors (Board) is the governing body mandated by the State of Oregon that comprise of representatives from the governing body of each member government and with specific roles of each member to support the advisory committee and Office.

**IGA relationship**

The Intergovernmental Agreement (IGA) is between Deschutes County and the Cities of Bend, La Pine, Redmond, and Sisters. The Board will provide recommendations to parties of the agreement on various issues relating to homelessness in Deschutes County, including the creation of a countywide five-year strategic plan to address homelessness on a regional basis in Deschutes County.

**Authority**

The Board serves an advisory and liaison function, but does not manage the Office. Its role is to:

- Support the advisory committee and Office as per HB4123



- This support can take the form of financial support, resources, assistance, ensure sustainability, public engagement, partnerships
- Policy – solely general advice and consent functions.
- Five-year strategic plan
  - Provide input & direction
  - Approval and commitment
  - Political leadership in implementing
- Approve Office budget on a yearly basis
- Act as a liaison to the advisory committee
  - Appoint members of the advisory committee
  - Participate as able in advisory committee meetings
- Support and general guidance to entity holding the Office
- Serve as a liaison to their individual governing bodies and between their governing body and Board (example: weighted voting, financial, and/or in-kind contributions)
  - Represent the strategic plan and the Office to their governing body

### **Board Membership**

The Board is comprised of elected officials from each participating County and Cities as required by HB 4123.

- One (1) elected official from Deschutes County
- One (1) elected official from the City of Bend
- One (1) elected official from the City of La Pine
- One (1) elected official from the City of Redmond
- One (1) elected official from the City of Sisters

The Board composition can change with the approval of the voting Board members and with guidance from the Office and the entity holding the Office. An update to the bylaws and a vote on the amended bylaws will be necessary to proceed.

The governing body of the participating County and Cities shall each appoint one representative and an alternate from their elected body to serve on the Board. Notification of the appointments will be provided to the Office upon action of each of the parties.

## **Liaison to the Board**

Having a local Continuum of Care (CoC) as a liaison to the Board strategically aligns with HB4123 requirement to coordinate with a local CoC, a federally mandated and funded program. The Homeless Leadership Coalition (HLC) is the local CoC also known as OR-503 servicing Central Oregon. It is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness. (Source: [HUD Exchange](#))

- One (1) representative from the OR-503 Continuum of Care (non-voting)

The HLC will elect a representative and an alternate representative from their Governing Board to serve as the liaison.

## **Terms of Service**

All members will serve at the pleasure of their appointed Commission/Council/Board during the duration of the intergovernmental agreement.

## **Attendance Policy**

All Board members must be able to attend meetings regularly. When emergencies happen, Board members will communicate as soon as possible with the Office staff.

Prior notice must be given to the Office staff if a planned absence occurs. A Board member will no longer be able to serve on the Board if they fail to participate in any scheduled Board meetings for 90 days.

## **Meetings**

**Public Meetings.** The Board is a public body subject to the public meetings laws as stated in ORS 192.640. All meetings, other than executive sessions allowed by law, will be open to the public.

**Administrative Support for Public Meetings.** The Office shall establish a venue for the meetings, provide proper notice to members of the public, and prepare appropriate agenda background materials for the Board.

**Notice.** In addition to Board members, the Office will give notice of any meetings to interested persons and news media that have requested notice and general public notice, of the time and place for holding meetings.

**Regular Meetings.** The Board will meet monthly. Regular meetings may be canceled or changed to another specific place, date, and time as provided in the notices given for the meeting.

**Special Meetings.** Special Board meetings may be called by the Chair or any three members to the intergovernmental agreement when business needs to be transacted outside of the regular meeting schedule. Special meetings require public notice of not less than 24 hours prior to the commencement of the meeting.

**Voting Members.** The Chair will ask for the roll call of each party to the agreement at the beginning of the meeting to determine whether the representative, or alternate representative, will be a voting member for that party. In the event that both the representative and alternate representative are present, the representative will be the voting member.

**Quorum.** The majority of members to the Board will constitute a quorum for the transaction of all business at meetings.

**Minutes.** The Office will draft the minutes and distribute them to the Board for review and approval. Minutes will include the voting members present, other parties present, and will include motions, resolutions, and orders acted on by the Board during that meeting. The results of all votes shall be listed by each member of voting.

**Agendas.** Items may be placed on a meeting agenda by the Chair or any Board member. The agenda will be distributed by the Office at least 72

hours in advance of a regular meeting.

**Public Comment.** Each regular meeting will end with an opportunity for public comment, discussion, and input by guests and the general public.

## **Officers**

**Chair.** The Board Chair will act as the leader of the convened meeting and as a parliamentarian. The Chair will enforce Board directives, guidelines, and ensure that the meetings are held in accordance with the bylaws adopted by the Board. The Chair will participate in agenda setting (with guidance from the full Board) with the Vice Chair.

**Vice Chair.** In the absence of the Chair, the Vice Chair will assume the Chair's responsibilities. If neither the Chair nor Vice Chair is available for a publicly convened meeting, then the assembled quorum of the meeting shall select a temporary person to conduct the meeting.

**Election of Officers.** The Chair and Vice Chair shall be elected by the Board to serve in that capacity upon approval of the bylaws and serve until the last meeting of the calendar year. At the first meeting of each subsequent calendar year, the Chair and Vice Chair will be elected by the Board to serve in those capacities.

## **Advisory Committee**

**Description.** The Office's advisory committee will be comprised of 12-16 members appointed by the Board. Subcommittees may be created for efficiency. Members shall have subject-matter-expertise that align with the Office's strategic plan priority goals to be determined by the Board. Each member of the Advisory Committee will serve a two-year term, following a vote by the Board. Initial terms will be staggered to ensure the entire committee does not change in one year. The advisory committee shall meet monthly or as directed by the Board.

### **Distinction from Governance Board or Board of Directors.**

The role of the advisory committee is to provide current knowledge, critical

thinking, and analysis to increase the decision-maker's understanding of the issues. The advisory committee is not a decision-making body.

**Roles & Responsibilities.** The responsibilities of the advisory committee are to assist the Board in achieving the goals of the Office's strategic plan. These include:

- Provide input and recommendations on funding needs, partnerships, policy changes, and other actions that improve the homelessness service delivery system.
- Provide the Board with input on houselessness related legislation.
- Share information and identify emerging issues and trends within the homeless, recently housed, and at-risk of homelessness communities.
- Ensure that the Board is advancing goals, steering policy, and making informed decisions.
- Participate in and/or facilitate community engagement activities and events.
- Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations, and business interests to ensure the efficient and timely implementation of the Office's strategic plan.
- Provide information regarding the needs and other factors affecting the smooth implementation of the plan.
- Determine roadblocks affecting program implementation and recommend corrective measures to the Board.

### **Membership Categories**

- (1) representative from organizations with expertise in communications
- (1) representative from organizations with expertise in real estate
- (1) representative from Economic Development of Central Oregon (EDCO) and/or City Chamber of Commerce
- (1) representative from a faith-based organization
- (2) representatives from organizations that deliver direct services including case management, behavioral or mental health or addiction treatment
- (2) representatives from organizations that provide emergency housing/shelter services

- (1) representative from affordable housing developer
- (1) representative with lived experience
- (1) representative from federal or state land management agencies
- (1) representative from the medical system
- (1) representative from county or city law enforcement
- (2) at-large

### **Advisory Committee Terms**

- Staggered – with two year terms, beginning once the bylaws are ratified.
- Appointed by the voting members of the Board with guidance from the non-voting members the Office, and the entity holding the Office

### **Funds Granted through House Bill 4123**

These funds will be managed by the Office. Per HB 4123, eligible use of funds are as follows:

- Hire staff
- Communications & public engagement
- Community outreach and policy development
- Stipends for people with lived experience
- Technical assistance and capacity building including consultants
- Other expenses necessary to meet requirements
- If excess of funds available, eligible use:
  - To support the delivery of homeless services and shelters consistent with the Strategic Plan, including through contracts with service providers

### **Budget**

Annual budget to be approved by the Board. As required by HB 4123, the participating county and cities are to identify and set goals for addressing funding to support the Office's ongoing operations in the Office's five-year strategic plan.

# DESCHUTES COUNTY

## Unsheltered Individuals & Encampments

### Boots-on-the-ground Estimates

August 2023

