



600 NE Grand Ave.  
Portland, OR 97232-2736  
oregonmetro.gov

## **Metro housing department**

Application for Metro housing committees:

[Affordable housing bond oversight committee](#)

[Supportive housing services oversight committee](#)

[Supportive housing services tri-county planning body](#)

The **Metro housing department** seeks applicants on a **rolling basis** for its three committees, described below. This form provides information about the Metro housing department's committees and the application process.

Applications will be accepted using [this online form](#).

**Please email [housing@oregonmetro.gov](mailto:housing@oregonmetro.gov) or call 503-517-6893 with any questions and/or for help with other formats such as print or assistance by phone, or other help with filling out this application.**

If you need a communication aid, sign language interpreter or other accommodation in the application process, call 503-797-1890, five business days in advance.

### **Metro housing department**

Metro's housing team supports regional policy, funding and program efforts to meet peoples' needs for safe, stable housing. Metro provides oversight, accountability and program implementation support for two voter-funded initiatives designed to address our region's housing crisis. The work is carried out in collaboration with local cities, counties and housing authorities across the Metro region.

#### **Metro affordable housing bond**

The Metro affordable housing bond program was approved by voters in November 2018 and will support more than \$653 million in investments to expand access to affordable housing in greater Portland. Funds are distributed to seven implementing jurisdictions (Clackamas, Multnomah and Washington counties, and the cities of Beaverton, Gresham, Hillsboro and Portland) and support investments in affordable housing development projects led by public housing authorities, as well as competitive funding awards to private/nonprofit community development organizations. Bond funds will support the creation of affordable homes for 12,000 people across the region including immigrants, people of color, seniors, veterans, working families and people with disabilities.

More information about the affordable housing bond program and implementation progress to date is available on the Metro website at [www.oregonmetro.gov/housing](http://www.oregonmetro.gov/housing).

#### **Metro supportive housing services fund**

The Metro supportive housing services fund was by voters in May 2020 and funds supportive housing and programs that serve people experiencing homelessness or at risk of losing their housing across the region. The fund is guided by a commitment to lead with racial equity by especially meeting the needs of Black, Indigenous and People of Color (BIPOC), as these groups are disproportionately impacted by housing instability and houselessness at higher rates than others. The regional supportive housing services fund directly funds Clackamas, Multnomah and Washington Counties, paying for new and expanded services to invest in local strategies and service providers to meet the supportive housing needs. These include:

- Emergency services such as outreach and shelter
- Help getting into housing and help paying rent
- Advocacy and case management
- Services related to mental health, physical health, language and culture, education, employment, addiction and recovery, tenant rights and other service needs in their communities.

More information about the supportive housing services fund and progress to date is available on the Metro website at <https://www.oregonmetro.gov/public-projects/supportive-housing-services>.

## **Committee descriptions**

The Metro housing department currently supports three active housing committees: two oversight committees that oversee the implementation of the affordable housing bond and supportive housing services fund, respectively; and one planning body that provides regional policy recommendations for the supportive housing services fund.

### Affordable housing bond oversight committee

The purpose of affordable housing bond oversight committee is to provide program oversight on behalf of the Metro Council to ensure that investments achieve regional goals and desired outcomes and to ensure transparency and accountability in Program activities and outcomes.

The Oversight Committee is charged with the following duties:

- a) Evaluate Metro's and each Local Implementation Partner's implementation strategies for alignment with the Guiding Principles and to ensure each local implementation strategy contains a clear plan to achieve the local share of Unit Production Targets;
- b) Recommend implementation strategies for approval by the Metro Council;
- c) Monitor financial aspects of program administration, including program expenditures;
- d) Provide an annual report and presentation to Metro Council assessing program performance, challenges and outcomes; and
- e) Recommend changes, as necessary, to implementation strategies to achieve Unit Production Targets and adhere to the Guiding Principles.

More information about the affordable housing bond oversight committee, including current members, is available at <https://www.oregonmetro.gov/public-projects/affordable-homes-greater-portland/oversight>.

#### Supportive housing services regional oversight committee

The Supportive housing services regional oversight committee ensures transparent oversight of the regional fund by reviewing program implementation for consistency with measure requirements, regional program values and guidelines, and ensures that taxpayer funds are used responsibly.

The committee is charged with the following duties:

- a) Evaluate County plans and recommend changes as necessary to ensure consistency with program goals and guiding principles, and make recommendations to Metro Council for approval;
- b) Accept and review annual reports for consistency with approved local plans;
- c) Monitors financial aspects of the regional program administration, including review of expenditures; and
- d) Provide yearly reports and presentations to Metro Council and Clackamas, Multnomah and Washington County Boards of Commissioners evaluating program performance, challenges and outcomes.

More information about the supportive housing services oversight committee, including current members, is available at <https://www.oregonmetro.gov/public-projects/supportive-housing-services/oversight>.

#### Supportive housing services tri-county planning body

Metro and its partners created the supportive housing services tri-county planning body to help coordinate and improve services across the whole region. The committee helps create goals, strategies, metrics and a regional investment fund to address homelessness across the region. The group does not replace community-centered work but helps to regionalize local efforts so that the program be as effective as possible by coordinating across the region.

The group is working to:

- a) Develop a regional plan with strategies, metrics and goals as identified in the SHS workplan and the counties' implementation plans;
- b) Review proposals from the counties with strategies and financial investments that advance regional goals and outcomes;
- c) Provide guidance and recommendations to the counties on the implementation of strategies to achieve regional goals and outcomes; and
- d) Approve and monitor financial investments by county partners from the regional investment fund.

- e) Provide guidance on using SHS values at a regional level.
- f) Monitor and provide guidance on the implementation of the regional plan.

Particular areas of focus are: regional capacity (strategies to strengthen regional supportive housing capacity); systems alignment (strategies to coordinate and integrate housing and homeless service systems, as well as other systems serving people experiencing homelessness); and standards and metrics (establishing systems to collect, report on and evaluate data at the regional level that demonstrates progress toward regional goals and metrics, the impact of specific program types, regional system indicators to measure changes in the population experiencing homelessness, consistency in program evaluation standards and procedures, standards for culturally responsive services, and standardized data definitions, data collection methods and quality control).

More information about the tri-county planning body, including current members, is available at <https://www.oregonmetro.gov/public-projects/supportive-housing-services/regional-coordination>.

## Membership

All three committees include representation from across greater Portland, with the goal of representing a diversity of perspectives and experiences. There is particular emphasis on representation from the following groups:

- People who have experienced homelessness and/or very low-incomes
- Black, Indigenous, and People of Color and other marginalized communities
- Culturally responsive and culturally specific service providers
- Representatives from business, faith and philanthropic areas
- People who do housing and homelessness services, who routinely engage with unsheltered people
- People who work in housing development and finance and housing policy
- People working in health and behavioral health, especially culturally specific healthcare
- Representation ensuring geographic diversity

## Expected commitment

- Attend 2-3 hour meetings, online or in-person (currently only the tri-county planning body hosts hybrid meetings; the other two committees are online-only). Average meeting frequency for each committee is listed below. *While most meetings will occur once per month per committee, there will be times where more than one meeting a month is required.*
  - Affordable housing bond oversight committee: 7 to 9 meetings per year
  - Supportive housing services oversight committee: Monthly, with additional meetings as needed
  - Tri-county planning body: Monthly, with additional meetings as needed

- Regular meeting attendance is expected.
- Spend an additional 1-2 hours preparing for each meeting.
- Apply the values and agreements adopted by each committee and the Metro housing department, as found in the respective charters:
  - Affordable housing bond oversight committee charter
  - Supportive housing services oversight committee charter
  - Tri-county planning body charter
- Serve a two-year term.

## **Resources to help support participation**

Resources are available to help support participation, and will be made available to members as requested. These include but are not limited to:

- Childcare during meetings
- Computer to use during meetings
- Improved internet access
- Help with Zoom and related support
- Stipends for participation
- Travel expenses to Metro (when gatherings are safe)
- Interpretation/translation

Please see Attachment A for more information and a sample request form.

## **Application process**

Applications will be accepted using [this online form](#).

**Please email [housing@oregonmetro.gov](mailto:housing@oregonmetro.gov) or call 503-517-6893 with any questions and/or for help with other formats such as print or assistance by phone, or other help with filling out this application.**

Applications will be reviewed as positions become available on the committees. Applicants who are chosen to advance to the second round of screening will be contacted by Metro housing staff via email and / or phone.

If you need a communication aid, sign language interpreter or other accommodation in the application process, call 503-797-1890, five business days in advance.

All applications will be kept on file for one year and reviewed as vacancies are filled. If it has been more than one year, applications will be considered inactive, and that applicant must submit a new application to be considered.



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#### **Attachments**

- Attachment A: Form reducing barriers to participation
- Attachment B: Affordable housing bond oversight committee charter
- Attachment C: Supportive housing services oversight committee charter
- Attachment D: Tri-county planning body charter

# Financial Support to Reduce Participation Barriers for Metro Oversight Committee Members



December 2020

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**Metro is committed to ensuring Oversight Committee meetings are inclusive and accessible for all members. Stipends and other supports are available for committee members to address any challenges that may prevent members from fully participating in meetings and other obligations of the role.**

Metro is committed to breaking down social, historical and institutional barriers that exclude Black, Indigenous, People of Color and other marginalized people from meaningful participation in our decision-making processes. Goal 3 of Metro's Diversity Action Plan calls for engaging people who reflect the diversity of the region to shape decision-making, programs and policy. One action toward that goal is to reduce any barriers to attending and participating in committee meetings to help ensure inclusive membership and broad perspectives in the transparency and accountability work of Metro's oversight committees.

**This commitment extends to the independent community oversight committees that provide transparency and accountability on Metro's investment measures, including:**

- The Zoo Bond oversight committee
- The oversight committees for the 2006 and 2019 Parks and Nature bond, and Parks operating levy
- The Affordable Housing Bond oversight committee
- The Supportive Housing Services measure oversight committee

**The following guidance on reducing barriers to participation applies to all active and future Metro-seated oversight committees:**

1. Oversight committee members may request financial support to enable full committee participation:
  - childcare stipend
  - transportation stipend
  - internet service stipend
2. Financial support can be arranged to address additional participation needs according to the particular services and device needs of a committee member:
  - translation and/or interpretation services
  - ADA accommodation
  - technological device support
  - other supports as needed and described

# Financial Support to Reduce Participation Barriers for Metro Oversight Committee Members



December 2020

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**To request the aforementioned resources:**

Name\_\_\_\_\_

Oversight committee\_\_\_\_\_

**I am requesting financial support for the following meeting access barriers:** (Check as many boxes below that apply. Standard stipend amounts listed can be adjusted according to need.)

- ☐ childcare stipend (\$40 per meeting)
- ☐ transportation stipend (\$25 per meeting)
- ☐ internet service stipend (\$25 per meeting)
- ☐ translation and/or interpretation services, please describe particular need:

\_\_\_\_\_

- ☐ ADA accommodation, please describe particular need:

\_\_\_\_\_

- ☐ technological device support, please describe particular need:

\_\_\_\_\_

- ☐ other barrier mitigation support, please describe particular need:

\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

Please return this form with a [W-9](#) to Metro staff members who support your oversight committee. They will respond directly to make arrangements for your stipends and support according to your request.



## Committee Charter

### Background on the 2018 Metro Housing Bond

On November 6, 2018, the Metro area voters approved Measure 26-199 authorizing Metro to issue general obligation bonds in the amount of \$652.8 million to fund affordable housing. The primary goal of Metro's Affordable Housing Bond Measure program (the "Program") is create at least **3,900 new affordable homes**, of which:

- At least 1,600 homes will be affordable to households making 30% of area median income (AMI) or below;
- At least 1,950 homes will be sized for families, with 2 or more bedrooms; and
- No more than 10 percent of homes will be provided for households making 61-80% of AMI.

In its efforts to achieve the Program unit production targets referenced above, Metro is guided by four principles (the "Guiding Principles"):

- 1. Lead with racial equity.** Ensure that racial equity considerations guide and are integrated throughout all aspects of Program implementation, including community engagement, project location prioritization, tenant screening and marketing, resident and/or supportive services, and inclusive workforce strategies.
- 2. Create opportunity for those in need.** Ensure that Program investments serve people currently left behind in the region's housing market, especially: communities of color, families with children and multiple generations, people living with disabilities, seniors, veterans, households experiencing or at risk of homelessness, and households at risk of displacement. Incorporate commitments for tracking and reporting on Program outcomes for people of color and other historically marginalized groups.
- 3. Create opportunity throughout the region.** Ensure that Program investments are distributed across the region to (a) expand affordable housing options in neighborhoods that have not historically included sufficient supply of affordable homes, (b) increase access to transportation, employment, education, nutrition, parks and natural areas, and (c) help prevent displacement in changing neighborhoods where communities of color live today.
- 4. Ensure long-term benefits and good use of public dollars.** Provide for community oversight to ensure transparency and accountability in Program activities and outcomes. Ensure financially sound investments in affordable, high quality homes. Allow flexibility and efficiency to respond to local needs and opportunities, and to create immediate affordable housing opportunities for those in need.

The Housing Bond Program is guided by regional goals and oversight, but implemented by the Local Implementation Partners, who are best positioned to respond to community affordable housing needs. Successful implementation requires flexibility for local jurisdictions to create and nimbly pursue strategies that respond to local community priorities and market contexts. Government agencies that are eligible to become Local Implementation Partners include counties, public housing authorities, and cities with populations over 50,000 that receive and administer their own federal Community Development Block Grant (CDBG) funding.

### [Affordable Housing Community Oversight Committee Authorizing Ordinance](#)

The Metro Council established the Affordable Housing Community Oversight Committee ((Oversight Committee) on January 31, 2019, by amending Metro Code Chapter 2.19 via Ordinance 19-1430.

### [Oversight Committee's Purpose and Authority](#)

The purpose of Oversight Committee is to provide program oversight on behalf of the Metro Council to ensure that investments achieve regional goals and desired outcomes and to ensure transparency and accountability in Program activities and outcomes.

The Oversight Committee will be charged with the following duties:

- Evaluate Metro's and each Local Implementation Partner's implementation strategies for alignment with the Guiding Principles and to ensure each local implementation strategy contains a clear plan to achieve the local share of Unit Production Targets;
- Recommend implementation strategies for approval by the Metro Council;
- Monitor financial aspects of program administration, including program expenditures;
- Provide an annual report and presentation to Metro Council assessing program performance, challenges and outcomes; and
- Recommend changes, as necessary, to implementation strategies to achieve Unit Production Targets and adhere to the Guiding Principles.

### [Committee Membership](#)

The Oversight Committee will be composed of no fewer than 7 and no more than 15 members, to be appointed by the Metro Council President subject to Metro Council confirmation. The Committee's members represent a diversity of perspectives, geographic familiarity, demographics, and technical expertise, including finance, housing development, housing policy and experience working with impacted communities. The Metro Council President will designate at least one (1) member to serve as Chairperson of the Committee or may elect to designate two (2) members to serve as co-Chairpersons of the Committee. Oversight Committee members will not be compensated for the services.

- **Terms of service:** Five (5) of the initial Committee members will be appointed to serve a one (1) year term, and may be reappointed to serve up to two (2) additional 2-year terms. All other Committee members will be appointed to serve two-year terms, and may be reappointed to serve up to two (2) additional 2-year terms. The Committee will be dissolved on July 1, 2028, or upon the issuance of a final report by the Committee after all funds authorized by the Affordable Housing Bond Measure 26-199 have been spent, whichever is earlier.
- **Attendance:** The Committee will meet no fewer than four times a year. In the interest of maintaining continuity in discussions, members commit to attending all meetings unless they are prevented from doing so by reasonable excuse. Committee members will notify staff ahead of meetings if they are unable to be present, and will read materials and request briefings from staff on the information presented, deliberations and outcomes of the meeting. The Committee will not use alternates or proxies.

### Chairperson(s) Roles

Responsibilities of the Oversight Committee Chairperson(s) include:

- Allows facilitator to lead discussions and keep the group to time/task.
- Participates in committee discussions and forming committee recommendations.
- Starts and ends meetings on time unless the group agrees to extend the meeting time.
- Provides guidance (if needed) on content and ideas to meet the Oversight Committee goals.
- Encourages consensus decision making.
- Leads discussions when all attempts at reaching consensus have been exhausted.
- May speak for the Committee in any public requests for comment.
- Participates in development of meeting agendas, in coordination with Metro staff and facilitator.

### Facilitator Role

As necessary, a facilitator may be used. The facilitator's role includes the following responsibilities:

- Draft meeting agendas and compile meeting materials in coordination with Metro staff.
- Facilitator has no stake in the outcome of the meeting.
- Does not evaluate or contribute content ideas.
- Keeps the group focused on the agreed upon time/task.
- Makes suggestions about alternative methods and procedures to achieve consensus.
- Encourages participation from all group members.
- Helps the Oversight Committee find solutions that meet everyone's needs.

## Meeting Protocols

### Meeting Guidelines

All participants agree to act in good faith in all aspects of decision making. This includes being honest and refraining from any actions or undertakings that will undermine or threaten the process in any manner. This also includes behavior outside of meetings. Expectations include:

- Arrive on time and prepared.
- Share the air – only one person will speak at a time, and we will allow others to speak once before we speak twice.
- Express our own views or those of our constituents; don't speak for others at the table.
- Listen carefully, and keep an open mind.
- Respect the views and opinions of others, and refrain from personal attacks, both within and outside of meetings.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.
- When discussing the past, link the past to the current discussion constructively.
- Seek to find common ground with each other and consider the needs and concerns of the local community and the larger region.
- Turn off or put cell phones on silent mode.
- Notify Committee Chairperson and Metro Staff of any media inquiries and refer requests for official statements or viewpoints to Metro. Steering Committee members will not speak to media on behalf of the Committee or Metro, but rather only on their own behalf.

### Committee Recommendations

The primary recommendations that the Oversight Committee will make are on Implementation Strategies, but other recommendations could be required.

- The presence of a majority of Committee members will constitute a quorum for Committee recommendations.
- The Committee will strive to make recommendations by consensus, understanding that recommendations to Metro Council are strengthened by high levels of agreement. Consensus is defined as the point where all members agree on an option they are willing to forward as a recommendation. Committee recommendations will be understood as the most viable approach for the overall program, even if they do not achieve each individual member's personal preference.
- If a consensus cannot be reached, then a **3/4 majority** of the members present will be required for an outcome to be represented as a recommendation of Committee. If this level

of agreement cannot be reached, then there will be no recommendation from the committee and all perspectives will be forwarded for consideration by the decision makers.

- Decisions will be respected as final to avoid backtracking, unless the committee as a whole agrees there is sufficient new information to reconsider a previous decision.

### Metro Roles and Responsibilities

- Metro Council will make all final decisions regarding the approval or modification of implementation plans, taking into consideration committee recommendations.
- Metro staff will provide key policy and program information and context as needed to the Committee. Metro will provide the facilities and support staff necessary to conduct the meeting and support the activities of the Oversight Committee.

### Public Comment

- While the primary purpose of the committee meetings is to provide a forum for the deliberation of the Committee, meetings will be open to the public for observation.
- As needed, up to a total of ten minutes of each meeting will be reserved for public comment. This amount may be extended by the Chairperson, in consultation with the committee, if needed and if time allows. Those who wish to provide comment should check in with Metro staff before the start of the meeting. The length of individual comments should be limited based on the number of individuals who wish to address the committee but should be no more than three minutes.
- Interested members of the public are encouraged to provide more thorough comments in writing. All written comments will be circulated to each member of the committee.

## **ADDENDUM B**

### **REGIONAL OVERSIGHT COMMITTEE CHARTER**

#### **Background on the Supportive Housing Services Program**

On May 19, 2020, voters in the greater Portland region approved a measure to raise money for supportive housing services for people experiencing homelessness or at risk of experiencing homelessness. Community members and leaders from around the region developed the measure to provide the much-needed housing and wraparound services to effectively and permanently elevate people out of homelessness.

The ballot measure will fund a new Supportive Housing Services Program that will provide services for as many as 5,000 people experiencing prolonged homelessness with complex disabilities, and as many as 10,000 households experiencing short-term homelessness or at risk of homelessness. The program is guided by a commitment to lead with racial equity by especially meeting the needs of Black, Indigenous and people of color who are disproportionately impacted by housing instability and homelessness.

Implementation of the program will be guided by the following principles:

- Strive toward stable housing for all;
- Lead with racial equity and work toward racial justice;
- Fund proven solutions;
- Leverage existing capacity and resources;
- Innovate: evolve systems to improve;
- Demonstrate outcomes and impact with stable housing solutions;
- Ensure transparent oversight and accountability;
- Center people with lived experience, meet them where they are and support their self-determination and well-being;
- Embrace regionalism: with shared learning and collaboration to support systems coordination and integration; and
- Lift up local experience: lead with the expertise of local agencies and community organizations addressing homelessness and housing insecurity.

The Supportive Housing Services Program is guided by regional goals and oversight but implemented by Local Implementation Partners who are best positioned to respond to community needs. The program will directly fund Clackamas, Multnomah and Washington counties to invest in local strategies to meet the supportive housing and service needs in their communities.

#### **Regional Oversight Committee Authorizing Ordinance**

The Metro Council established the Regional Oversight Committee on 11, 19, 2020 by amending Metro Code Chapter 2.19.270 via Ordinance No. 20-1453.

#### **Regional Oversight Committee's Purpose and Authority**

The purpose of the Regional Oversight Committee is to provide independent program oversight on behalf of the Metro Council to ensure that investments achieve regional goals and desired outcomes and to ensure transparency and accountability in Supportive Housing Services Program activities and outcomes.

The committee is charged with the following duties:

- Evaluate Local Implementation Plans, recommend changes as necessary to achieve program goals and guiding principles, and make recommendations to Metro Council for approval;
- Accept and review annual reports for consistency with approved Local Implementation Plans and regional goals;
- Monitor financial aspects of program administration, including review of program expenditures; and
- Provide annual reports and presentations to Metro Council and Clackamas, Multnomah and Washington County Boards of Commissioners assessing performance, challenges and outcomes.

### **Committee Membership**

The committee is composed of 15 voting members (5 members each from Clackamas, Multnomah and Washington counties), appointed by the Metro Council President subject to Metro Council confirmation.

Committee membership represents a diversity of perspectives, geography, demographics, and personal and professional experience, including people with lived experience of homelessness or housing instability from across the region. Committee members serve as independent representatives of the community contributing their experiences and expertise to the oversight work. Members do not represent any specific organizations, jurisdictions or other entities.

The Metro Council President will designate at least one member to serve as chairperson of the committee or may elect to designate two members to serve as co-chairpersons of the committee.

- **Terms of service:** Nine of the initial committee members will be appointed to serve a one-year term and may be reappointed to serve up to two additional two-year terms. All other committee members will be appointed to serve two-year terms and may be reappointed to serve up to two additional two-year terms. The committee will be dissolved in 2031 or upon the issuance of a final report by the committee after all funds authorized by Ballot Measure 26-210 have been spent, whichever is earlier.
- **Attendance:** The committee will meet no fewer than four times a year. Meetings will be more frequent in the first year, and at least quarterly throughout program implementation. In the interest of maintaining continuity in discussions, members commit to attending all meetings unless they are prevented from doing so by reasonable excuse. Committee members will notify staff ahead of meetings if they are unable to be present, and will read materials and request briefings from staff on the information presented, deliberations and outcomes of the meeting. The committee will not use alternates or proxies.

## **Chairperson(s) Role**

Chairperson(s) may be selected by the Metro Council President to support and provide guidance on content and ideas to meet the committee goals, support decision making procedures, and help develop agendas and the work program of the committee.

## **Metro Council and Staff Roles**

Metro Council will appoint committee members, receive committee recommendations and annual review reports to inform Local Implementation Plan approval and policy decisions. Metro staff will facilitate the work program of the committee, provide policy and program information and context as needed to the committee, and work in coordination with programmatic staff from Implementing Partner jurisdictions.

## **Elected Delegate Role**

Elected delegates representing partnering jurisdictions will be present to the oversight and accountability work to receive feedback and direction from the committee relevant to program implementation outcomes, and transfer knowledge and communication directly to their respective jurisdictions. One representative from each of the following jurisdictions will participate on the committee as non-voting delegates:

- Metro Council
- Clackamas County Board of Commissioners
- Multnomah County Board of Commissioners
- Washington County Board of Commissioners
- Portland City Council

## **Accountability**

All committee meetings and materials will be available and accessible to the public, and appropriate notice will be given to inform all interested parties of the time, place and agenda of each meeting.

Committee members are considered public officials under Oregon law and are responsible for complying with provisions in Oregon law, including:

- **Use of position:** Committee members are prohibited from using or attempting to use their position (including access to confidential information obtained through their position) to obtain a financial benefit for themselves, for a relative or for a business with which the member or relative is associated.
- **Conflicts of interest:** Committee members must publicly announce any potential or actual conflicts of interest on each occasion that they are met with the conflict. A conflict of interest occurs when a member's official actions on the committee could or would result in a financial benefit or detriment to themselves, a relative or a business with which the member or relative is associated. In the case of an actual conflict of interest, committee members must refrain from participating in any discussion or taking any action on the issue.



- **Restrictions on political activity:** Committee members may not engage in campaign-related political activity during committee meetings or while working in an official capacity as a committee member. Restricted activities include promoting or opposing candidates, ballot measures or political committees.
- **Public records and meetings:** Committee members are subject to the provisions of Oregon Public Records and Meetings Law. All committee meetings and records shall be open and available to the public. This includes discussions of committee business by email or in gatherings of a quorum of committee members outside of regular committee meetings.

# Tri-County Planning Body Charter

## BACKGROUND

In May 2020, voters in Multnomah, Clackamas, and Washington counties approved the [Metro Supportive Housing Services Measure 26-210 \(the Measure\)](#). Through the passage of this measure, Metro's new Supportive Housing Services (SHS) Program will aim to reduce rates of chronic and short-term homelessness and address racial disparities within the homelessness service continuum across the Tri-County region.

This program brings a groundbreaking level of regional coordination and scale to address this region wide challenge. Multnomah, Clackamas and Washington Counties developed local implementation plans (Plans) which are high level framework documents. Plans were developed through inclusive engagement that centered people with lived experience of homelessness and BIPOC communities, were informed by engagement with community and local practitioners, incorporated an analysis of local conditions and needs, and included an equity analysis to create the framework for programmatic strategies and investments. Plans were endorsed by local advisory bodies, boards of county commissioners, the SHS Regional Oversight Committee and approved by Metro Council.

The local implementation plans support a local response specific to the needs of each county. The Measure also contemplated a regional dimension of the SHS program and incorporated the Tri-County Planning Body (TCPB) to strengthen coordination and alignment of program implementation across the Metro region. The purpose of the TCPB is not to supplant the community-centered work that informed the Plans, but rather to strengthen the effectiveness of the Plans by helping the counties regionalize the appropriate aspects of the SHS program.

## SHS GUIDING PRINCIPLES

Metro's adopted SHS Work Plan incorporates values developed by the SHS stakeholder advisory committee. The following values outlined in the SHS Work Plan are incorporated into all local implementation plans and guide the program implementation at all levels:

- Strive toward stable housing for all
- Lead with racial equity and work toward racial justice
- Fund proven solutions
- Leverage existing capacity and resources
- Innovate: evolve systems to improve
- Demonstrate outcomes and impact with stable housing solutions
- Ensure transparent oversight and accountability
- Center people with lived experience, meet them where they are, and support their self-determination and well-being
- Embrace regionalism: with shared learning and collaboration to support systems coordination and integration
- Lift up local experience: lead with the expertise of local agencies and community organizations addressing homelessness and housing insecurity

## TRI-COUNTY PLANNING BODY PURPOSE AND AUTHORITY

The Measure recognized the regional nature of the SHS program and called for the creation of a Tri-County Planning Body *responsible for developing and implementing a tri-county initiative that will be responsible for identifying regional goals, strategies, and outcome metrics related to addressing homelessness in the region*. The TCPB will be created and supported administratively by Metro. The TCPB's regional plan and ongoing role will be to guide the investments of the Regional Investment Fund (RIF) to support the counties and Metro in achieving SHS program alignment, coordination and outcomes at a regional level. To the extent aligned with the counties Plans, this may include supporting

- *Regional capacity*: strategies to strengthen regional supportive housing capacity, including but not limited to, supporting the development and implementation of a regional model of long-term rental assistance program, aligning SHS resources with the regional affordable housing bond and other sources, and expanding system capacity for culturally specific housing and services;

- *Systems alignment*: strategies to coordinate and integrate housing and homeless service systems, as well as other systems serving people experiencing homelessness, including the healthcare, education, workforce and criminal justice systems;
- *Standards and metrics*: establishing systems to collect, report on and evaluate data at the regional level that demonstrates progress toward regional goals and metrics, the impact of specific program types, regional system indicators to measure changes in the population experiencing homelessness, consistency in program evaluation standards and procedures, standards for culturally responsive services, and standardized data definitions, data collection methods and quality control.

Additionally, the SHS Work Plan incorporated the following regional goals and outcomes. These goals are reflected in LIP's and will be incorporated into the Regional Plan to support implementation and coordination at a regional scale:

A. Housing stability Measurable goals:

- Housing equity is advanced by providing access to services and housing for Black, Indigenous and people of color at greater rates than Black, Indigenous and people of color experiencing homelessness
- Housing equity is advanced with housing stability outcomes (retention rates) for Black, Indigenous and people of color that are equal or better than housing stability outcomes for non-Hispanic whites
- The disparate rate of Black, Indigenous and people of color experiencing chronic homelessness is significantly reduced

Outcome metrics:

- Number of supportive housing units created and total capacity, compared to households in need of supportive housing. This will measure change in supportive housing system capacity and need over time
- Number of households experiencing housing instability or homelessness compared to households placed into stable housing each year. This will measure programmatic inflow and outflow

- Number of housing placements and homelessness preventions, by housing intervention type (e.g. supportive housing, rapid rehousing) and priority population type. This will measure people being served
- Housing retention rates. This will measure if housing stability is achieved with supportive housing
- 'Length of homelessness' and 'returns to homelessness'. These will measure how effectively the system is meeting the need over time
- Funds and services leveraged through coordination with capital investments and other service systems such as healthcare, employment and criminal justice. This will measure leveraged impact of funding in each county.

## B. Equitable service delivery

Measurable goals:

- Increase culturally specific organization capacity with increased investments and expanded organizational reach for culturally specific organizations and programs
- All supportive housing services providers work to build anti-racist, gender-affirming systems with regionally established, culturally responsive policies, standards and technical assistance.

Outcome metrics:

- Scale of investments made through culturally specific service providers to measure increased capacity over time
- Rates of pay for direct service roles and distribution of pay from lowest to highest paid staff by agency to measure equitable pay and livable wages
- Diversity of staff by race, ethnicity, sexual orientation, gender identity, disability status and lived experience.

## C. Engagement and decision-making

Measurable goals

- Black, Indigenous and people of color are overrepresented on all decision-making and advisory bodies

- Black, Indigenous and people of color and people with lived experience are engaged disproportionately to inform program design and decision making

Outcome metrics:

- Percent of all advisory and oversight committee members who identify as Black, Indigenous and people of color or as having lived experience of housing instability or homelessness.

## **TCPB RESPONSIBILITIES**

1. Develop a Regional Plan for approval by the Regional Oversight Committee that incorporates regional strategies, metrics, and goals as identified in Metro SHS Workplan and the counties' Local Implementation Plans.
2. Review proposals from the counties that outline programmatic strategies and financial investments from within the Regional Investment Fund that advance regional goals, strategies and outcome metrics
3. Provide guidance and recommendations to the counties on the implementation of strategies to achieve regional goals and outcomes
4. Approve and monitor financial investments by the County Local Implementation Partner from the Regional Investment Fund
5. Provide guidance on the operationalization of SHS values at the regional level
6. Monitor and provide guidance on the implementation of the Regional Plan

## **COMMITTEE MEMBERSHIP**

The TCPB consists of 17 members. Consistent with the SHS measure, section 6(4), membership shall represent the following perspectives (the use of the plural does not mean that more than one person representing each perspective must be on the committee, and one individual may represent multiple perspectives):

- People with lived experience of homelessness and/or extreme poverty
- People from Black, Indigenous and people of color and other marginalized communities
- Culturally responsive and culturally specific service providers

- Elected officials, or their representatives, from the counties and cities participating in the regional affordable housing bond.
- Representatives from the business, faith and philanthropic sectors
- Representatives of county/city agencies responsible for implementing housing and homelessness services, and that routinely engage with unsheltered people
- Representatives from health and behavioral health who have expertise serving those with health conditions, mental health and/or substance use from culturally responsive and culturally specific service providers
- Representation ensuring geographic diversity

#### **ESTABLISHING AND MANAGING MEMBERSHIP:**

Metro staff will lead a recruitment process for TCPB membership. County staff will review applications and recommend candidates in collaboration with Metro staff to submit a final list of candidates for approval. Metro Council will appoint and codify the committee.

This process will be replicated in the recruitment, selection and appointment of future members.

#### **TERMS OF SERVICE**

Eight of the initial committee members will be appointed to serve a one-year term and may be reappointed to serve up to two additional two-year terms. Nine committee members will be appointed to serve two-year terms and may be reappointed to serve up to two additional two-year terms. The committee will be dissolved in 2031 or upon the issuance of a final report by the committee after all funds authorized by Ballot Measure 26-210 have been spent, whichever is earlier.

#### **EXPECTATIONS OF MEMBERSHIP**

- TCPB meetings will take place on a monthly basis through June 30, 2023. Starting July 1, 2023, the meeting schedule will be revisited and adjusted as necessary on an annual basis.

- Regular attendance is required. Members may miss up to two meetings in each fiscal year. A member may be removed from the TCPB if a third meeting is missed within a fiscal year.
- Members are expected to apply SHS values in their participation on the TCPB.

### **CHAIRPERSON(S) ROLE**

Chairperson(s) to support and provide guidance on content and ideas to meet the committee goals, support decision making procedures, and help develop agendas and the work program of the committee. Chairperson(s) will not be an elected official or staff person from the Counties.

### **ELECTED MEMBERS**

Jurisdictional elected members of the TCPB will participate as a general member, and transfer knowledge and communication directly to their respective jurisdictions. One representative from each of the following jurisdictions will serve on the committee as voting members:

- Metro Council
- Clackamas County Board of Commissioners
- Multnomah County Board of Commissioners
- Washington County Board of Commissioners

### **TCPB JURISDICTIONAL LEADERSHIP TEAM**

The jurisdictional leadership team (JLT) will be composed of staff from of the Counties and Metro. Membership includes but is not limited to:

- Program staff
- Elected official staff or government relations (as needed)
- Legal staff (as needed)
- Finance staff (as needed)



JLT Responsibilities include:

- Develop the content for agendas and meeting materials in collaboration with co-chairs
- Respond to direction and guidance provided by the TCPB
- Lead the development of policies and strategies to advance regional coordination for consideration by TCPB
- Participate in subcommittees as necessary
- Act as liaison to jurisdictional leadership
- Provide leadership and stewardship on the implementation of the Regional Plan

#### **METRO COUNCIL AND STAFF ROLE**

- Metro staff will provide ongoing staffing, facilitation, and logistical support to convene the TCPB and support its planning and coordination efforts.
- Metro staff will convene and participate in the JLT meetings
- Metro staff will provide implementation and fiscal updates to the Regional Oversight Committee and Metro Council as part of the quarterly reporting process
- Metro Council will appoint the TCPB membership
- Metro Council will provide oversight and accountability to assure consistency between implementation and the Tri-County Plan.
- Metro Council will approve the TCPB charter and any future amendments

#### **COUNTY BOARD AND STAFF ROLE**

County/Local Implementation Partners will:

- Develop proposals that effectively meet the regional goals, strategies, and outcome metrics identified by the TCPB in the Regional Plan
- Within one year of the adoption of the Regional Plan, and as needed thereafter, each county will bring forward any necessary amendments to its

Local Implementation Plan that incorporate relevant regional goals, strategies, and outcomes measures

- County staff will participate in the TCPB jurisdictional leadership committee
- County staff will provide fiscal and programmatic Regional Plan updates as part of the quarterly reporting process
- Each County will administer a separate Regional Strategy Implementation Fund equal to 5% of the annual program funds and invested in furtherance of the Tri-County Plan.
- County boards of commissioners will approve the TCPB charter and any future amendments




#### **ACCOUNTABILITY**

All TCPB meetings and materials will be available and accessible to the public, and appropriate notice will be given to inform all interested parties of the time, place and agenda of each meeting. Committee members are considered public officials under Oregon law and are responsible for complying with provisions in Oregon law, including:

- Use of position: Committee members are prohibited from using or attempting to use their position (including access to confidential information obtained through their position) to obtain a financial benefit for themselves, for a relative or for a business with which the member or relative is associated.
- Conflicts of interest: Committee members must publicly announce any potential or actual conflicts of interest on each occasion that they are met with the conflict. A conflict of interest occurs when a member's official actions on the committee could or would result in a financial benefit or detriment to themselves, a relative or a business with which the member or relative is associated. In the case of an actual conflict of interest, committee members must refrain from participating in any discussion or taking any action on the issue.

#### **DECISION MAKING**

**Decision Making Method:** Modified consensus is the goal for decision making; we achieve this by using the *Thumb vote* method described in the chart below. Each member may cast one vote per decision. Following the process outlined below, the majority vote decides the decision.

THUMB VOTE CHART	
	<b>A thumb up vote means</b> “Yes. I support the decision and support moving forward with the proposed action.”
	<b>A sideways thumb vote means</b> “Yes. I support the decision, but with hesitation or caution; I support moving forward with the proposed action.” The voter is given the opportunity for more discussion if needed.
	<b>A thumb down vote means</b> “No. I oppose this decision and have significant concerns about moving forward with the proposed action.” The voter is given the opportunity to explain their concerns and propose an alternative solution.

This charter will be reviewed on an annual basis and updated as necessary. Amendments to this charter may be made with the approval of the governing boards of Multnomah, Washington and Clackamas Counties and Metro Council.

### Relevant Contextual Documents

1. SHS Measure
2. IGA
3. LIP's

### History of Charter Revisions

DATE	CHARTER REVISION	COMMENTS

