



# Homeless Services Masterplan Subcommittee Meeting Agenda

Siskiyou Room, Community Development and Engineering Building, 51 Winburn Way  
Tuesday, February 13, 2024 \* 5:30 – 7:30 p.m.

## AGENDA

**CALL TO ORDER:** 5:30 p.m., Meeting held in person or join virtually via Zoom at  
<https://zoom.us/j/94625801696?pwd=RC96MEEwOVFaUFM3NDIzMGMdsSXhCUT09>  
Passcode: 694702

- 1. Welcome & Agenda Review (5:30–5:35 p.m.)**
- 2. Public Forum (5:35–5:40 p.m.)** Up to 5 minutes allotted for public comment.
- 3. Future Meeting Dates (5:40–5:50 p.m.)**
  - a. Fourth Tuesday Committee Member Meeting Conflict & Options
  - b. Discussion and Decision
- 4. Subcommittee Membership (5:50–6:00 p.m.)**
  - a. Should the subcommittee include a representative from the Parks Commission?
  - b. If so, should the Parks Commission representative be a voting member?
- 5. Defining the Problem (6:00–6:45 p.m.)**
  - a. Small Group Discussion:
    - i. From your vantage point, how do you define the scope of the problem in Ashland?
    - ii. How do you understand the Council directive to “define the scope of the problem in Ashland?”
  - b. Sharing of Perspectives
- 6. Roadmap (6:45–7:15 p.m.)**
  - a. Review and adopt or amend the proposed roadmap and timeline
  - b. How we will identify areas of interest for members to contribute (gathering data, organizing community meetings, drafting portions of the report, etc.)
- 7. Debrief (7:15–7:30 p.m.)**
  - a. What went well at tonight’s meeting?
  - b. Suggestions for future meetings
- 8. ADJOURNMENT:** 7:30 PM



# Homeless Services Masterplan Subcommittee

## Meeting Agenda

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email [linda.reid@ashland.or.us](mailto:linda.reid@ashland.or.us). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

**Next Meeting Date: TBD**

**Homeless Master Plan Subcommittee charge:** Develop a document (plan) that outlines the City's role in providing and supporting resources and services that address the issues of homelessness in the Ashland Community. The objectives of the Plan are to

- 1) produce a roadmap of the homeless response system, and
- 2) identify local strengths, weaknesses, and performance gaps

to better inform and plan for the City's investments of limited resources to address issues of homelessness in the Ashland Community.

Subcommittee Actions will include:

- An assessment of the current homeless response system (including the Continuum of Care (CoC) and suggest some options for improvements.
- Engaging community members in providing feedback about the City's role in providing and supporting resources to address issues of homelessness.

Other areas of assessment may include an inventory of the following, by sub-population for both Ashland and the region.

- Affordable housing
- Permanent supportive housing
- Rapid rehousing
- Transitional housing, and\
- Shelter beds

# Memo

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DATE: February 13, 2024

TO: Homeless Services Masterplan Subcommittee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Meeting Date Conflict

One member and one staff liaison have meeting date conflicts for the Meeting scheduled for the 4<sup>th</sup> Tuesday of every month.

- Would the committee like to continue with the same schedule knowing that two individuals cannot attend regularly?
- Would the committee like to look at rescheduling the second meeting of the month to the Fourth Monday or Fourth Tuesday of the month?
- Would the committee like to look at a different date for the second meeting of the month?

## Planning Department

20 East Main Street  
Ashland, Oregon 97520  
[ashland.or.us](http://ashland.or.us)

Tel: 541.488.5300  
Fax: 541.552.2059  
TTY: 800.735.2900



# Memo

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DATE: February 13, 2024  
TO: Homeless Services Masterplan Subcommittee  
FROM: Linda Reid, Housing Program Manager  
DEPT: Planning  
RE: Request for Appointment

The Homeless Services Master plan Subcommittee has received a request for appointment from a member of the Parks Commission.

Does the HSMS agree that the Parks representative should be a voting member?

## Background:

The formation of the ad-hoc homeless master planning committee was initiated with urgency to address pressing issues within our community. Due to the swift nature of its creation, the standard procedures for appointments and defining the scope of membership (voting vs. non-voting) were not applied as they might in a more traditional committee structure. However, one of the goals of this subcommittee is to consolidate insights from a broad spectrum of stakeholders to guide the HHSAC in making informed recommendations to the Council.

To address the emergent issues effectively, the City Council appointed two members directly to the group, the HHSAC appointed three members, both actions occurring outside of the traditional application process. This approach was deemed necessary to expedite the committee's formation and ensure that a wide array of perspectives was represented. In a similar vein, the appointment of a Parks Commissioner by the APRC to this subcommittee follows this precedent. Just as the Council and HHSAC made direct appointments to ensure representation from key areas, the APRC's

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decision to appoint a member without an application process is aligned with the pragmatic approach we've taken to form this committee urgently.

Given the committee's mandate, it seems necessary to be as inclusive to diverse perspectives as can be accommodated given the timeframe, including representation from the APRC, especially considering the relevance of parks properties in homeless services for meal distribution, restroom access, and the impacts of camping or other uses.

The subcommittee has exercised the authority to decide on the voting rights of its members, this should include newly appointed Commissioner Bachman. Staff does not believe that this appointment requires further review by the HHSAC, but rather, believes that it is within the subcommittee's jurisdiction to determine the nature of his participation. As you know the subcommittee determined that Councilors would not be voting members as they would be final decision makers, whereas HHSAC members would be permitted to vote on recommendations. As the APRC will not be a final decision maker on the HHSAC's recommendation, it would seem reasonable to allow Commissioner Bachman to vote, although that is a decision of the group.

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# Memo

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DATE: February 13, 2024  
TO: Homeless Services Masterplan Subcommittee  
FROM: Linda Reid, Housing Program Manager  
DEPT: Planning  
RE: Defining the Problem Small Group Discussion

For the Small Group discussion exercise, please break out into five groups of three. Please try to pair up with committee members you do not already know.

In your groups you will have two questions to discuss:

- From your vantage point, how do you define the scope of the problem in Ashland?
- How do you understand the Council directive to “define the scope of the problem in Ashland?”

In your groups you will have fifteen minutes to discuss each question. At the end of the discussion each group will have the opportunity to summarize their discussions and report back to the larger group. You do not need to take notes and you are welcome to select a spokesperson for your group.

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DATE: February 13, 2024

TO: Homeless Services Masterplan Subcommittee

FROM: Linda Reid, Housing Program Manager

DEPT: Planning

RE: Roadmap Review and Discussion

Please review the draft roadmap framework below. Be prepared to suggest any additions or changes to the draft framework for group consideration.

## **UNDERSTANDING THE LANDSCAPE**

1. Language: Terms and Acronyms
2. Major Players and Their Roles, Resources, & Responsibilities re: Homelessness
  - a. Government
    - i. Federal
    - ii. State
    - iii. County
    - iv. City
  - b. Coalitions, Task Forces, and Committees
    - i. Jackson County Continuum of Care (CoC)
    - ii. Homeless Task Force
    - iii. .
  - c. Agencies and Organizations
    - i. ACCESS
    - ii. OHRA
    - iii. .

## **THE RESPONSIBILITIES OF A COC**

1. Planning & Partnerships
  - a. Needs Assessment
  - b. Homeless Response (strategic plan)
2. Coordinated Entry System
3. Data Management
  - a. Homeless Management Information System

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- b. Reporting to HUD
  - i. Point-In-Time Count (PIT, sheltered and unsheltered)
  - ii. Housing Inventory Count (HIC)
  - iii. Longitudinal Systems Analysis (LSA)
  - iv. System Performance Measures (SPMs)
  - v. Annual Performance Report (APR)
- 4. Evaluation of HUD-funded Programs
- 5. Priorities for HUD Funding Locally
- 6. Annual CoC Consolidated Plan
- 7. Informing Consolidated Plans of Local Jurisdictions

## DATA / METRICS

- 1. Numbers and Demographics (age, gender, race and ethnicity, etc.)
  - a. People experiencing homelessness.
  - b. People assessed through the Coordinated Entry System
  - c. People served by homeless services (outreach, shelter, transitional housing, permanent housing)
  - d. People served by ancillary services (e.g., food banks, emergency department)
  - e. Households and individuals moved into permanent housing.
  - f. Households and individuals retain permanent housing.
- 2. Subpopulations
  - a. Veterans
  - b. Families with Minor Children
  - c. K-12 students experiencing homelessness and housing insecurity.
  - d. Fleeing Domestic Violence
  - e. Experiencing Chronic Homelessness
- 3. Other Information
  - a. Health Insurance
  - b.
- 4. Housing / Bed Inventory for Jackson County by City and Operator (2023 now, and 2024 when available)
  - a. Shelter
  - b. Transitional Housing

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- c. Permanent Housing
  - Note: add unit counts and populations served for each
  - Note: identify which projects use HMIS or equivalent DV database
  - Note: request occupancy rates for each ES and TH that uses HMIS or equivalent DV database
- 5. Affordable Housing Inventory for Jackson County by City and Operator
  - Note: include year started, duration, and year of expiration
- 6. Services / Resource Inventory
  - d. Services exclusively for people experiencing homelessness.
  - e. Mainstream services.
    - Note: gather from 211 and other resource listings
    - Note: identify barriers to accessing services (e.g., location/transportation, social security card, home address or proof of residency)

## COMMUNITY PERSPECTIVES

- 1. Questions / Topics of Inquiry (tentative)
  - a. What is the problem?
  - b. What is the City of Ashland's role?
  - c. Who else should have a role? And what is that role?
- 2. Representation
  - a. Community Sectors
    - i. Businesses
    - ii. Non-profit organizations
    - iii. Faith-based organizations
    - iv. Law Enforcement
    - v. Healthcare (mental, physical, behavioral)
    - vi. Education (early learning, k-12, higher education)
    - vii. Public Housing Authority
    - viii. Affordable housing developers
    - ix. Employment and workforce programs
    - x. .
  - b. Individual Representation
    - i. People experiencing homelessness now

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- ii. People who have experienced homelessness in the past
  - iii. Diversity in racial and ethnic backgrounds
  - iv. Diversity in ages / age groups
  - v. Diversity in gender identity and sexual orientation
  - vi. Diversity in political viewpoints
  - vii. Diversity in income levels
  - viii. Diversity in residency in Ashland (new residents, long-term)
  - ix. Diversity in household composition (singles, couples, families)
  - x. .
- c. Process (TBD)

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## TIMELINE (Preliminary)

Week of	Activities	Who	Product
<b>2/12-18</b>	2/13 - HMPS mtg.	HMPS	Landscape & Adopt Roadmap
2/19-25	Data gathering		
<b>2/26-3/3</b>	2/27 - HMPS mtg.	HMPS	Responsibilities of a CoC
3/4-10	Data gathering, prep for Community Survey		
<b>3/11-17</b>	3/12 - HMPS mtg.	HMPS	Interview w/CoC; approve community survey plans
3/18-24	CoC analysis, data preparation		
<b>3/25-31</b>	3/26 - HMPS mtg.	HMPS	Data Overview; preliminary findings on CoC
4/1-7	Prep for Community Survey		
<b>4/8-14</b>	4/9 - HMPS mtg.	HMPS	Final Community Survey Plan
4/14-21	Implement Community Survey		
<b>4/22-28</b>	4/23 - HMPS mtg.	HMPS	Interim update on Community Survey
4/29-5/5	Complete and compile Community Survey results		
5/6-12	1 <sup>st</sup> draft of report		
<b>5/13-19</b>	5/14 - HMPS mtg.	HMPS	Review Community Survey findings and 1 <sup>st</sup> draft of report
5/20-26	Continue refining report		
<b>5/27-6/2</b>	5/28 - HMPS mtg.	HMPS	Review revised report and confirm recommendations
6/3-9	Refine report		
<b>6/10-16</b>	6/11 Last HMPS mtg.	HMPS	Approve final report
6/17-23	6/18 Presentation to City Council		

HMPS = Homeless Master Plan Subcommittee

HHSC = Housing & Human Services Committee

Pending: Dates for reporting to H&HS and City Council

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