



Homeless Services Masterplan Subcommittee Meeting Agenda

Siskiyou Room, Community Development and Engineering Building, 51 Winburn Way
Wednesday April 24, 2024 * 5:30 – 7:30 p.m.

AGENDA

CALL TO ORDER: 5:30 p.m., Meeting held in person (no Zoom option this time)

1. Welcome & Agenda Review (5:30–5:35 p.m.)

2. Public Forum and Announcements (5:35–5:40 p.m.)

Up to 5 minutes allotted for public comment.

3. Approval of Minutes (5:40–5:45 p.m.)

4. Work/Product Updates via Draft Outline for Report (5:45–6:45 p.m.)

Where we are now, what's left to do, and by when

a. Introduction

Plan to use some of the information already written

b. The Players

Plan to use information from [staff presentation](#)

c. Money Map

Review [example](#) and provide input for staff to complete (action item)

d. Data

Intent, progress, and additional thoughts

e. Services Inventory

Status of what's been collected, needs to be compiled, and plans for SWOT.
Reflections on the experience. (action item)

f. Community Perspectives

Final questionnaires, outreach methods, and suggestions (action item)

- Business
- Education
- People Experiencing Homelessness
- Front-line Staff
- General Population

g. Regional Coordination

What exists and plans for completing SWOT

h. Conclusions

i. Appendices

5. Overall Reflections on Draft Report (6:45–7:00 p.m.)



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6. Council Liaisons (7:00–7:15 p.m.)

- a. Latest City Actions
- b. Communication updates to members of City Council

7. Debrief (7:15–7:30 p.m.)

- a. Subcommittee Members' Survey Results
- b. Agenda Items for Next Time

8. ADJOURNMENT: 7:30 PM

Next Meeting Dates: Tuesday, May 14 and Wednesday, May 22

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. 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 1).



Homeless Services Masterplan Subcommittee Meeting Agenda

Timeline (revised 4/4/24)

Date	Meeting	Topics	Follow-up Tasks
2/28	Subcommittee	Understanding the players addressing homelessness	
		Subcommittee Approach, Tasks, and Timeline	Share with HHSAC and City Council
		Assignments to complete Service Inventory	Gather information
		Communications with HHSAC and City Council	Provide written materials
	HHSAC	Subcommittee Approach, Tasks, and Timeline	
	City Council	Subcommittee Approach, Tasks, and Timeline	
3/12	Subcommittee	The Responsibilities of a Continuum of Care (CoC)	Gather additional information
		Final preparations for Program/Service Inventory work	Gather information
3/27	Subcommittee	Updates on Program/Services Inventory and data gathering	Continue to gather information
		Determine which subpopulations to engage in providing community perspectives and who will engage each population	
		Develop engagement plans for each subpopulation	
		Communications with HHSAC and City Council	Provide written materials
3/28	HHSAC	Community Engagement plans	
4/1	City Council	Community Engagement plans	
4/9	Subcommittee	Finalize questions/tools for each subpopulation	Prepare tools. Set up mechanisms, promote opportunities
		Review progress on Services Inventory	Confirm deadline 4/12



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Date	Meeting	Topics	Follow-up Tasks
		Review CoC information; discuss strengths, weaknesses, and potential opportunities	Collect any additional information
4/24	Subcommittee	Review Services Inventory and identify barriers to accessing services	Prepare for SWOT
		Data presentation – part 1	
		Update on Community Input process	Confirm deadline 5/7
5/14	Subcommittee	Review public input; identify themes	Prepare summary
		Data presentation – part 2	
5/22	Subcommittee	Services Inventory SWOT Analysis	
		Review summary of Community Input; affirm community perspectives, themes, and priorities	
6/11	Subcommittee	Review draft report, including framework for money map. Suggest revisions.	Finalize report
		Discuss format for reporting to HHSAC and City Council	Prepare for reporting to HHSAC and Council
6/26	Subcommittee	Review final report	Final adjustments
		Confirm plans for reporting to HHSAC and City Council	Final preparations
tba	HHSAC	Subcommittee Report	
tba	City Council	Subcommittee Report	



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Updated Timeline																							
Component		Information		Who		PROGRESS-->																	
						28-Feb	HHSAC	3/5 City Council	12-Mar	27-Mar	3/28 HHSAC	4/1 City Council	9-Apr	24-Apr	14-May	22-May	11-Jun	26-Jun	TBA HHSAC	TBA Council			
The Players Addressing Homelessness	Name, purpose (role or mission statement), major functions, type of governing body or authority, geographic area served (city or cities, county or counties, state, nation)	Staff	PRESENTATION: The Players Addressing Homelessness																				
The Responsibilities of a Continuum of Care (CoC)	<ul style="list-style-type: none"> Organization Planning Coordinated Entry System Homeless Management Information System Reports to HUD Project Monitoring Local Funding Competition Annual Consolidated Plan Informing Local Jurisdictions 	CoC						PRESENTATION & DISCUSSION: Responsibilities of a CoC DISCUSSION: Identify info. to gather about OR-502					REVIEW & SWOT ANALYSIS of the Local CoC										
Services Inventory	<ul style="list-style-type: none"> Homeless Services Matrix - Information about programs/services addressing homelessness in or affecting Ashland Other (non-homeless) Services Matrix Barriers to Accessing Services 	<ul style="list-style-type: none"> 4 people 5 people 3 people Staff All 	<ul style="list-style-type: none"> assign SO/SSO assign ES/TH assign PH 						Update on Service Inventory progress				Update on Service Inventory progress (due by 4/12)	PRESENTATION: Services Inventory		SWOT ANALYSIS of Services Inventory							
Data about People and Programs	<ul style="list-style-type: none"> HMS Data School McKinney-Vento Data Jackson Co. Housing Authority First Responders Emergency Departments Affordable Housing Inventory 	<ul style="list-style-type: none"> Jan Staff Staff Echo Echo Staff 							Update on data collection progress				Update on data collection progress	PRESENTATION: Data (part 1)	PRESENTATION: Data (part 2)	ANALYSIS: Data							
Outline for Money Map	<ul style="list-style-type: none"> Government Funding - Sources, purpose, and most current allocation Major Program Budgets - Annual budget by source (government, foundations, 	<ul style="list-style-type: none"> Staff TBA 																		PRESENTATION: Draft Money Map			
Community Perspectives	See list of various populations in Approach, Tasks, and Timelines document	Group Members							Decide on populations, who will do outreach, and how to reach each pop.				Finalize community outreach plans, communications, and survey tools	Update on community input progress	Review public input highlights	PRESENTATION & DISCUSSION: Community input / findings							
Communications with HHSAC and City Council	Plan communications with the Health & Human Services Advisory Commission and City Council	All	Decide content and format for reporting to HHSAC and City Council	Provide HHSAC w/ HMPS Approach, Tasks & Timeline	3/5 - Provide Council w/ HMPS Approach, Tasks & Timeline				Decide content and format for reporting to HHSAC and City Council	3/28 - Share plans for community outreach with HHSAC	4/1 - Study Session - Share plans for community outreach with City Council									Review draft report. Suggest revisions. Discuss format for reporting to HHSAC and City Council	Review final report and plans for sharing with HHSAC and City Council	Share final report with HHSAC	Share final report with City Council

Last updated 4/4/24

