

August 28, 2014: 4:00 – 7:00pm
Siskiyou Room – 51 Winburn Way

1. (4:00) **Approval of Minutes** (5 min)
June 26, 2014
2. (4:05) **Debrief of the Social Services Outreach meeting** (20 min)
3. (4:25) **Strategic Plan Next Steps** (20 min)
Linda Reid, Housing Program Specialist
4. (4:45) **Student Fair Housing-Question Review and Next Steps** (20 min)
5. (5:05) **Council Goal Review and Discussion** (20 min)
Pam Marsh
6. (5:25) **Goal discussion/brainstorming** (25 min)
7. (6:00) **Pizza Break and Dot Exercise** (30 min)
8. (6:30) **Goal prioritization and discussion** (20 min)
9. (6:50) **September 25, 2014 Meeting Agenda Items**
Commissioner items suggested (5 min)
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
10. (6.55) **Upcoming Events and Meetings**

Next Housing Commission Regular Meeting
4:30-6:30 PM; September 25, 2014 in the Siskiyou Room, Community Development building-51 Winburn Way
11. (7:00) **Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone is 1-800-735-2900). Notification 48 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).



**Ashland Housing and Human Services Commission
Draft Minutes June 26, 2014**

CALL TO ORDER

Chair Joshua Boettiger called the meeting to order at 4:34 in the Siskiyou Room at the Community Development and Engineering Offices located at 51 Winburn Way, Ashland OR 97520.

Commissioners Present:	Council Liaison
Joshua Boettiger	Pam Marsh, arrived at 5 pm
Heidi Parker	
Sue Crader	SOU Liaison
Michael Gutman	Andrew Ensslin
Regina Ayars	
Rich Rohde	Staff Present:
Coriann Matthews	Brandon Goldman, Housing Specialist
Gina DuQuenne, left at 5:30	Carolyn Schwendener, Admin Clerk
Commissioners Absent	
Connie Saldana	

Approval of Minutes

Rohde/Parker m/s to approve the minutes of the May 22, 2014 Housing and Human Services Commission with a meeting date correction. Voice Vote: All Ayes, minutes were approved with correction.

PUBLIC FORUM

Judy Kerstetter/1354 Quincy Street spoke regarding the dangers of using Roundup as a weed killer. Ms. Kerstetter told the Commission about three weeks ago she realized that her property owner was spraying glyphosate, which in her opinion is extremely toxic. Ms Kerstetter is an artist who paints with her door open and has become sick due to the frequent spraying within twelve feet of her door.

The Commissioners encouraged Ms Kerstetter to attend the Conservation Commission meeting as well as speak with the property owners and neighbors. Ms. Kerstetter had the idea to start a program offering meals to the homeless in exchange for them whacking down weeds. She would like to see the use of glyphosates banned within the City. She will give an update to the Commission at a future meeting.

Keith Haxton and Christy Wright from SOU Student Fair Housing campaign were present for the Student Fair Housing agenda topic.

Paul Shoemaker, communications and government affairs liaison with the Rogue Valley Association of Realtors was present to observe the meeting.

STRATEGIC PLAN UPDATE AND NEXT STEPS

Commissioner Saldana and Reid presented the Strategic Plan to the City Council at their June 3, 2014 meeting. The Council was very receptive and gave them the go ahead to move forward and draft the Strategic Plan. Reid conveyed the next step in the time line is to do a Community Outreach Event.

It was determined that sub-committees would be in order. The following topics were suggested for the sub committees.

- Brief history background
- Public outreach to stakeholders
- Outline of the goals
- Quantification of the goals and methodology for that.

At this time with Commissioners agreed to start with one sub-committee and then see what comes out of that meeting. The Commissioners who volunteered for the sub-committee are Parker, Rohde, Matthews and Boettiger. The deadline goal for the Strategic Plan is November of 2014 in order be completed before the RFP is issued for the social service grant money in January or February of 2015.

DISCUSSION: COMMUNITY OUTREACH MEETING FOR THE STRATEGIC PLAN

The Community outreach event is scheduled for July 24th from 4:30pm to 6:30pm in the Community Center located at 59 Winburn Way. Refreshments will be served.

Reid created a postcard mailer invitation. With the help of the Commissioners compiling names and addresses Reid will take responsibility to complete the mailing. Those invited will be grantees from past awards, community volunteer members, faith based communities, budget members; agencies who applied but have not received awards, etc. After the mailing Commissioner DuQuenne will follow up with a phone call.

Brandon Goldman will participate in the outreach event because Reid will be out of town during that time. It was determined that each Commissioner would be responsible for a round table in which the participants would have a list of specific questions in order to gather information. There will be two Commissioners at each table and focus will be on gaps and goal settings. Once the tables have completed their discussions then there will be a common presentation reviewing the information gathered.

Some suggested questions were;

- What was the application process like for you?
- What improvements would you make in the application process?
- How as the public presentation process?
- Fairness of the process?
- What are our community needs, where are the gaps? Where is there excess?

Ayars and Gina along with Reid will work together creating the lists of questions for the tables.

STUDENT FAIR HOUSING – NEXT STEPS

SOU Liaison Ensslin explained that at the last Commission meeting they discussed ways in which to get feedback from landlords as was requested by City Council. It was proposed that an alternative to hosting a public forum was to put together questions to bring forward to the landlords. When the questions are compiled they will take the survey to the Southern Oregon Rental Association as well as other groups.

The Commissioners reviewed and discussed Ensslin's questions he and Christy Wright had prepared.

Some of the recommendations to Ensslin were;

- Make the survey anonymous
- Change the title, don't use Fair Housing it implies they aren't providing fair housing
- Make the survey as short as possible so the applicant will complete it

- Don't use fill in the blank questions but check boxes which is easier to fill out
- Make the questions simple and specific
- Include more of an introduction to explain why they are taking the survey

Ensslin and Wright will complete the survey using the suggestions that the Commissioners made and bring it to the Housing and Human Services Goal Setting meeting on August 28th.

RENTAL REGISTRY UPDATE

Reid explained that it was recommended in a 2007 Rental Needs Analysis that the City have a rental registry in order to better track the rental stock in Ashland. Two years ago the City business license registry ordinance was updated to change the language around rentals. Previously landlords were only required to get a business license if they had six or more units. That ordinance has changed to read two or more units giving the City the opportunity to collect the information they were interested in gathering through a rental registry. Information regarding, how many bedrooms were available, were utilities included in the rent, vacancy rates, emergency contact information etc.

Reid acknowledged that at this time the City is not collecting any information but staff is working on making this happen. It would be beneficial to track that information year after year.

It was recognized that most landlords don't even realize they need to register or purchase a business license. Staff is looking at ways to notify the public. The Commissioners discussed ways in which to incentivize the landlords to purchase their business license and fill out the registry. A monetary discount was suggested.

LIAISON REPORTS DISCUSSION

Council – Marsh announced that at the next Council meeting they will be looking at Traveler's Accommodations in R-1 zones.

General Announcements – La Clinica mobile health van is now offering morning hours from 9:00 am to 12:00 pm and then 1:00 pm to 5:00pm on Tuesdays. They are really looking for more places for the summertime.

Commissioner Matthews announced she is no longer working at Community Works and will be starting employment with Southern Oregon Goodwill as a program specialist; she has a new email contact.

JULY 24, 2014 AGENDA ITEMS

Outreach Event – The Community outreach event is scheduled for July 24th from 4:30pm to 6:30pm in the Community Center located at 59 Winburn Way. Refreshments will be served.

Quorum Check – All Commissioners confirmed they will be present at the next meeting.

UPCOMING EVENTS AND MEETINGS

Housing and Human Services Commission Goal Setting meeting – August 28, 2014, from 4:00pm to 7:00pm in the Siskiyou Room of the Community Development Building located at 51 Winburn Way. Pizza and salad will be served.

ADJOURNMENT - The meeting was adjourned at 6:35p.m.

Respectfully submitted by Carolyn Schwendener

Round Table Discussion Questions

- How is the Ashland community benefitting from the grant awards?
- Are there efficiencies to be gained by awarding fewer organizations larger grants or are the smaller grants beneficial to organizations?
- What areas of service are adequately being met? Are there any areas of service which are lacking? Are there any areas which the funding should be targeted to? Should the criteria for award target particular community needs?
- If the City added a reporting requirement to determine how the funding is meeting priority needs and goals, what might that look like? Could this also help determine future priority needs over time?
- Should there be funding restrictions?

Round Table Discussion Responses

Table #1: Where is the money going?

Met: Healthcare/food

Gaps:

- Supportive services for housing
- Affordable housing/low-income
- Education/youth focus/prevention (*Foster youth/dysfunction)
- Transitional housing for; youth, D.V. women, mental health, developmentally disabled
- 2nd Chance Rentals
- Mental health services/crisis housing for addiction recovery, jcmh involvement
- Transportation=Sundays/later hours
- Home bound food services
- Permanent shelter/car camps
- Living-wage employment

Table #2: Large or small? Who makes decisions? Even small \$ helps. Leveraging \$1 collaborations help/flexibility-spread \$ out, can make huge impact/grateful

Reporting?

- Reasonable/helpful/should have accountability
- More than #'s
- Report waitlist/demand

Restrictions?

- No
- 501c3 only?

Table #3

Grantees Report to ~~City Council~~ HHS Commission

Accountability to report

Demographics

Adapt to needs arising

Consider timing-1 year vs. 2 (CDBG)

501c3 only?

Table #4

1.) Rent/Homeless Prevention

- Utilities
- Meds
- Safety net
- Basic Needs

Partnerships/Collaborations

- Medical benefits
- Reduces costs of safety checks, etc.
- Gives agencies leverage in \$
- Communication=City support
- Volunteers

Prioritize Food and make app have clear priorities

City spearheading involvement/care of community

2.) Small groups/grass roots have impact.

Not duplicate services.

Table # 5

Lots of food for those who can get to the agencies/churches/etc.

Lacking/Priorities/Goals:

- Home Bound food services
- Homeless Parking camp/permanent shelter
- Transportation (18-62)-hours limited
- Low-income housing (not necessarily “affordable”)
- Living Wage Employment

Table # 6

Benefits to community

1.) CW Ashland more people come in & feel safe, community education

- Outreach Advocacy
- Sexual assault, domestic violence, crisis line,
- Residents/students/Dunn house

CNPLS-Civil legal svcs to Ashland residents-family, domestic violence, immigration services (visa) Crime victims, violence against women advocacy, petition, housing, **cm summer matters?**,

work w/City attorney. Write ordinance, housing code enforcement, for pwd-representation w/SS hearings and state agencies, veterans have difficulty accessing services, housing.

Table #7

1. Planned parenthood-reproductive health
 - Testing & treatment for sexually transmitted diseases.
 - Reach clients w/confidentiality issues
 - Office visit: health education/risk assessment/resource/referral
2. Small grants have made a huge impact, no other health center have it.
 - Some agencies need local \$ to leverage other funds
 - Don't want to duplicate services-budget committee should assess
3. SVCS adequately met:
Impact on health care-La Clinica/CHC

Lacking:

- Affordable housing-2nd chance programs
 - Mental health-coordinate, more placement options
 - Addictions services
 - Transportation-need more frequent, later, and on Sundays
4. Reporting to see if we're meeting priorities. More than numbers ask for client stories
 - Commission ID strategic needs
 - What is a "service provided" subjective
 - Waitlist-time, #, id demand that can't be met
 5. Funding restrictions
 - Min or max amount?
 - This process is one of the most straightforward and easy, clear, concise.
 - Agencies valued for the work they do.

Table # 7

Current Benefits:

- On-Track: Many clients can't drive, so able to offer services here (DUII's)
- St. Vincent's: Help's bill paying, other diverse resources
- Community Health: Grant \$ creates capacity for health care services Ash.=grtst# of uninsured
- Cooperate w/other soc. Service agencies countywide.

Fewer Org's larger grants? Little bit to everyone?

- Every bit helps/Need=value judgment make as inclusive as possible/is there a 1-time grtr need? Combination of on-going & one-time need.
- Leveraging: Biggest bang for buck? Who do we throw under the bus?
- Don't leave out anyone, even if idealistic!
- Mission: ease hardship dynamic programs can have flexibility
- What would make a bigger difference if 4 agencies work to address one population's need? Sophie's choice!

Current Needs to Focus On?

- Agencies refer to each other/mental health needs=big hole in Ash.
- How do clients get to Jackson Co. M.H.? Transportation needs
- Mental health worker comes to Ash. Certain # of days/wk need more visibility re: needs.
- Reporting Requirement?
- Goal of addressing mental health issues=ok; med. Problems too specific
- Lack of "trustees" to help clients manage their affairs

Funding Restrictions?

- No/working on measurable outcomes

SS Grant Forum Questionnaire Responses

A. Respondent Information

Interested Citizen	1
Advocacy Group	1
Current Grantee	1
Non-Profit Service Provider	8
Social Service Provider	1
Elected/Appointed Official	

B. Application Process/Presentation

<i>1.) How would you rate the these items on a scale of 1 to 5 (1= easy and 5 = difficult)</i>	1	2	3	4	5
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The application process	1	2	2	2
The Presentation Process	1	2	1	3
Grant reporting	2	1	3	1

2.) What is the application process like for you? What do you like/dislike about it?

I heard that the process was easier due to the same form as United Way

It is clear straightforward & effective process. I've written many federal, state, foundation etc. grants & I greatly appreciate your process.*

Application process employs "standardize" format collaborating with other funders. The two year process is very helpful in planning.

Opportunity to add to specific Ashland grant would be very helpful

Be able to ask questions regarding opportunities that could be added during the time period of the grant

General application okay, Dislike program/logic model

N/A for food & friends with the City of Ashland, H&H services grant although we have been through the process with ?? & City of Medford

3.) Do you find the current grant application process efficient and effective for your organization?

Yes

*Yes, Please see comments in #2

Yes, I find the current grant application straightforward in soliciting information for decision makers.

Trying to obtain information fits with our current data structure

Fine

4.) What is the presentation process like for you? What do you like/dislike about it?

We did not receive notification of the presentation date. We were not the only ones who were not notified

Positive & I felt, as an agency, valued, & a partner in Ashland

Appreciate having the opportunity to do this presentation

The presentation is timed but questions are helpful in clarifying issues or questions.

Open discussion with non-profits leading to collaboration

Open discussions are very important

Fine

5.) Is the process of awarding grants efficient and effective for your organization?

yes

Absolutely

yes

yes, it is open to applicants to hear rational for decisions.

yes

yes
Fine

6.) Does the award process seem fair to you?

yes
yes
yes
yes
yes
yes

7.) Do you have any suggestions about how to improve the application and award process?

Not at this time
Not at this time
data
Publish clear objectives

C. Potential Grantee Questions

1.) Have you/your organization ever applied for a Social Service Grant from the City of Ashland?

Yes 6
No 2

2.) If you have not applied for a social service grant why not?

We need to do so to provide better integration
The stipulation that the applicant organization be a non-profit. Food & friends is tax exempt under RVCOG

D. Community Needs -Please rank the following needs in your community.

1=Very Low Need, 2= Low Need, 3=Moderate Need, 4=High Need, 5=Critical Need

	1	2	3	4	5
Low-Cost/affordable Housing in general			1	3	5
Services for Homeless populations			2	4	3
Services for Persons with Alcohol/drug addiction			2	7	
Services for Persons with Developmental Disabilities		2	2	5	
Services for Persons with Mental Illness	1		1	4	3
Services for seniors			5	4	
Services for youth			2	6	
Access to affordable health care		3	2	2	2
Legal assistance/advocacy		5	4	1	
Life Skills Training			4	5	1

Other: _____

Assistance for needy people facing an economic crisis-rent, utilities, Rx, etc.

1-
Transpor

E. Unmet Needs

Please provide us with a list of your opinions on unmet service needs or gaps in your community.

I think we have a population of people with autism and other disabilities that is growing
Transportation-low-income housing
The low income people who qualify for assistance is large. Could more financial assistance be given here
Mental Health and transportation
Mental Health and insurance help
Mental Health Services

Providing meals and a safety net service to homebound seniors who are at risk due to isolation

F. Additional Comments, Concerns or Suggestions

It's been great to network with other agencies

Please consider including eligibility for tax exempt human services organizations

G. Organization/Agency Contact Information (Optional)

St. Vincent de paul-I am just a plain vanilla volunteer. Not involved in the application process, but use ASSG funds to help mainly rent and utilities for home visit clients.

Community Works-Barbara Johnson-Director of victim services

St. Vincent de paul-Charlotte Dorsey Volunteer

Center for non-profit legal services-Debra Lee-ED

On-Track-Robin Stroh- Ashland DHS office

Community Health Center-William North-CEO

St. Vincent De Paul-Rich Hansen

Food & Friends Senior meals & meals on wheels/RVCOG-Evelyn Kinsella-Program manager

<p>Please check the box for your response to each statement.</p>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
The forum covered what I expected it to cover			1	3	3	
The forum's objective were clearly stated			1	3	3	
The forum's discussion questions were interesting				3	5	
The level of interactivity was appropriate for this topic				3	5	
The forum's format allowed for participant input				4	4	
The duration of the forum was right for me				6	2	
The pace of the form was right for me				6	2	