

October 27, 2022: 4:00 – 6:00pm

Siskiyou Room of the Community Development and Engineering Building
51 Winburn Way

1. (4:00) **Approval of Minutes** (5 min)
September 22, 2022
2. (4:05) **Public Forum** (5 min)
3. (4:10) **Holiday Meeting Schedule Discussion** (15 min)
4. (4:25) **Annual Update to the Council Presentation** (40 min)
5. (5:05) **Update on the Jackson County Response Team (Cahoots)** (20 min)
Rich Rohde-Housing and Human Services Commissioner
6. (5:25) **Change from a Commission to a Committee Overview** (20 min)
7. (5:45) **Liaison Reports** (10 min)

Liaison Reports	
Council (Gina Duquenne)	Staff (Linda Reid)
SOU Liaison (Reese Rosenberg)	General Announcements/Local Housing
SOU program report (Chris Mahan)	Updates
8. (6:00) **Upcoming Agenda Items, Events, and Meetings**

Next Housing Commission Regular Meeting
TBD
9. (6:00) **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 1-800-735-9200), or by email at planning@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).



CITY OF ASHLAND

Ashland Housing and Human Services Commission

Draft Minutes
October 22, 2022

Call to Order

Vice Commission Chair Echo Fields called the Zoom meeting to order at 4:00pm.

Commissioners	Council Liaison
Rich Rohde	Gina Duquenne
Echo Fields / Vice-Chair	
#3 vacant	SOU Liaison
Linda Reppond / Chair-absent	Reese Rosenberg - Absent
Joy Fate	
Kathy Kali	Staff Present:
Heidi Parker-absent	Linda Reid, Housing Program Specialist
Chris Mahan	Brandon Goldman, Planning Manager
#9 vacant	

Approval of Minutes

Commissioners Rich Rohde/Joy Fate m/s to approve the minutes of July 28, 2022. Voice Vote: All Ayes. Motion passed

Public Forum - None

Overview of HPS questionnaire Results

The Commissioners reviewed the Open City Hall questionnaire results and discussed them. Some of the reactions were:

- That it was hard to know what to do with the written comments.
- Some Commissioners found the results encouraging.
- Some Commissioners felt that more information is needed by the public about the housing strategies, as they are complex,
- and about the what the city's housing program already does,
- and what City can and cannot control.

Housing Production Strategy Discussion and Recommendation

The Commissioners each provided their list of prioritized strategies. The individual priority strategies are tabulated in the table below. The commissioners discussed how best to structure a motion that reflected their common priorities.

Commissioners Joy Fate/Rich Rohde M/S The Commission recommends prioritizing the following nine strategic actions for inclusion in the Housing Production Strategy document, with the tier one (highest priorities) strategic actions including: Housing Trust Funds, Manufactured home protections and development of new manufactured homes, land trust and land bank. Second tier of recommended strategic actions to include, the construction excise tax and

disallowing single family development in multifamily zones. The third tier of strategic actions would include the creation of an urban renewal district, MUPTE, an increased capacity for construction of multifamily residential units. These strategic actions are put forward with the understanding that the Commission's priorities should not be construed as eliminating or diminishing the remaining strategies. Motion was approved unanimously.

CDBG CAPER Review and Recommendation

The Commission reviewed the CAPER. There were some questions, clarifications, and suggested revisions.

Commissioners Joy Fate/Rich Rohde M/S to approve the CAPER with the understanding that additional revisions will be completed before being submitted to HUD. Motion approved unanimously.

Cooling Shelter Debrief

Some commissioners expressed disappointment that the City Council has yet to adopt updated guidance for how and when a severe climate shelter will be called. Commissioners expressed a desire for a better process and to have a systematic regular volunteer recruitment process with training opportunities. Commissioners who were involved in organizing and staffing the emergency cooling shelter talked about the difficulties of trying to find a location and volunteers with such short notices. Commissioners and the Council Liaison agreed that there needs to be a designated individual for shelter, there needs to be a mechanism for recruiting and maintaining volunteers for shelter, such as a volunteer appreciation plan, and a regular location to hold the shelter. Commissioners also stated a preference for clear adopted thresholds for temperatures and conditions under which shelters will be called. Vice Chair of the Commission, Echo Fields, provided a link to a pbs documentary on one of the cooling shelters this summer.

<https://www.pbs.org/video/august-2022-ashland-cooling-shelter-history-ft-klamath-pw3i2/>

Liaison Reports

Housing and Human Services Commission will become a Sitting Advisory Committee and will still meet each month.

The next regular meeting in October will be an in person meeting and will take place in the Siskiyou Room of the Community Development building.

Next Housing Commission Regular Meeting

October 27, 2022

Adjournment: adjourned the meeting at 6:07p.m.

Respectfully submitted by Linda Reid

Memo

DATE: 10/27/2022
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Holiday Meeting Schedule

Every year the Housing and Human Services Commission members decide upon an alternate meeting schedule for the months of November and December as the Commission's regular meeting schedule conflicts with major holidays. The commission has several options:

- Schedule alternate meeting dates for both month's meetings
- Schedule an alternate meeting date for one month and skip meeting the other month (commissions are allowed to skip one meeting a year)
- Skip one month's meeting and schedule a longer meeting for the other month (possibly a retreat)



Memo

DATE: 10/27/2022

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Housing and Human Services Commission Annual Update to the City Council Discussion

The annual update to the council is scheduled for December 6th. Below is the framework for a memo using the suggestions from Commissioner Fields. It would be great if the Commission could take a few minutes to go over the narrative below and suggest changes, additions, and edits as the Commission deems necessary. The Commission should also select a commissioner to present the update at the virtual Council meeting.

Mayor and City Council,

The Housing and Human Services Commission is pleased to report on the work we have undertaken this year, and to provide a brief overview of the ongoing work which will be carried over in the next year.

- We continued **meeting via zoom** rather than in-person this year.
- **Housing Production Strategy** advisory group participation is ongoing; **community survey** to get public feedback on the “menu of strategies,” data will be used to inform EcoNW report, which should be going to council in mid to late April. The Commission also completed surveys and held a focus group with SOU students in May; online survey closed on Oct. 13 received 236 responses. [Perhaps briefly note that we have open ended comments]
- **Education and Outreach: Rent Burden** Forum, August 2022. Video. Was in person again. Turn out. Topics raised. Panelists.
- **Goal setting** meeting in Dec. 2021. review what we listed then; next goal setting meeting date TBA
- **Affordable Housing Trust Fund**

The City issued Requests for Proposals in January 2022 for both the CDBG program and for the Affordable Housing Trust funds. The Housing and Human Services Commission met in March to review and make recommendations regarding the applications received.

The Commission reviewed and made recommendations on a total of three CDBG funding requests and three Affordable Housing Trust Fund requests.

- **CDBG & CAPER [remember the consolidated plan too???**

In 2022 the H&HS Commission reviewed and approved the Annual Action Plan for the use of Community Development Block Grant funds as well as the Consolidated Annual Performance Evaluation Report, (CAPER) which reviewed the outcomes of projects undertaken with CDBG funding in the prior program year.

Affordable Housing and Homeless Goals

The Housing and Human Services Commission continues to discuss **the issues of homelessness and affordable housing options for those with the lowest incomes**. Say something about the **East Main** shelter; status of the **pallet shelters** now being stored?? Pallet shelters still in use at the UU Fellowship???

- **Emergency weather shelter event reports. Video clip from Keegan VanHook's segment. Presented at a Study Session to Council** in June, 2022.
- **Warming shelter events** were held on 23 days over the course of the winter season from 2021-2022. The shelters were staffed by community volunteers, included Housing and Human Services Commission members, and offered shelter to between 12-35 people each night. Difficulty from not having a stable, predictable site: one night at First Methodist, then at The Grove, then at Bellview Grange. Attendance numbers (approx.). **Cooling shelter** events was opened 11 times between June and mid-September at Ashland Branch Jackson County Library and at Pioneer Hall. Attendance numbers (approx.) Note what we HOPE the council/city manager will do to help regularize our activation, internal communication, coordination, and public information processes (see committee recommendations from 2021)

Memo

DATE: 10/27/2022
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Cahoots Model Program

SUMMARY

A Cahoots model of emergency mental and behavior health response has been developed in Southern Oregon. Commissioner Rich Rohde will provide the Commission with a brief update on the roll out of that program.



Memo

DATE: 10/27/2022

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Change from a Commission to a Committee

SUMMARY

The City council voted at the regular meeting on Sept. 20, 2022 to restructure (reduce and rename) advisory bodies reporting to the City Council. The Council adopted Resolution 2022-24 which outlines the powers duties, and policies for the newly created standing advisory and Management advisory committees. The sections of Resolution 2022-24 that pertain to the Housing and Human Services Committee are included below.

Commissions (continuing) – with specific areas of program discretion or policy implementation responsibility:

- Park and Recreation Commissions
- Planning Commission

Standing Advisory Committees – with continuing areas of Council advisory responsibility:

- Climate and Environment Policy Advisory Committee (CEPAC; combining Climate Policy and Conservation & Climate Outreach Commissions)
- Historic Preservation Advisory Committee (HPAC; to support historic dist. certifications)
- Housing & Human Services Advisory Committee (HHSAC)
- Public Arts Advisory Committee (PAAC)
- Social Equity and Racial Justice Advisory Committee (SERJAC)

Management Advisory Committees -A number of ad hoc management advisory committees can be established by City management to providing support technical assistance in the review and development of recommendations for the City Council and continuing commissions, including:

- Airport
- City Band
- System Development Charge (SDC)



- Transportation
- Trees and Urban Forest
- Wildfire Safety

Resolution 2022-24 (sections that pertain to the Housing and Human Services Committee)

SECTION 1. Procedure and Guidance for advisory committees to the City Council and City staff include the following:

A. Each advisory committee shall serve solely as an advisory body whose actions or recommendations shall not be considered as City policy or the establishing of City policy or as final decisions of the City and are therefore not subject to administrative or judicial appeal. Each advisory committee will provide service that does not conflict with the functioning of City departments or other government agency and shall have no executive or administrative powers or civil rights investigatory or enforcement authority. Attendance at an orientation or training session for standing advisory committee members, when offered, is required before they are permitted to further exercise voting rights at committee meetings. The City Manager will provide at least an annual orientation or training session update to all standing advisory committees and will be responsible for assigning City staff support for the work of the advisory committees. Except as otherwise expressly stated, standing advisory committees shall observe policies and meeting and conduct rules consistent with those set forth for commissions and boards 2 in AMC 2.10, Uniform Policies and Operating Procedures for Advisory Commissions and Boards, including its meeting and attendance, and code of ethics provisions.

B. Advisory committee members shall serve as individuals exercising their own best judgement and not as delegates for their respective organization or groups. Committees and their members are not official representatives of the City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of the City's policy or operational perspectives. Prior to speaking publicly on behalf of their respective advisory committee, members must secure the permission of their committee to represent the activities or recommendations of their committee.

C. A quorum of each standing advisory committee shall consist of more than one-half (1/2) of the total number of its current Council-confirmed voting members, but in no case fewer than three (3) members. Appointed voting and alternative members of a standing advisory committee may not name a substitute or alternate member to attend a meeting of their advisory committee on their behalf. Nonvoting ex-officio members, staff, and liaisons do not count toward the quorum. Appointed voting and alternate members of a standing advisory committee need not be physically present at a meeting if another means of attendance (e.g., telephonic, internet, etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions may require the affirmative vote of at least two-thirds of the members present. A voting or alternative member of a standing advisory committee should provide at least a 48-hour notice to both their committee's chairperson and the City Manager appointed ex-officio committee staff support member regarding any planned absence from a scheduled meeting of the advisory committee. In the event an unexpected or emergency absence, the member should notify their advisory committee's chairperson, or the appointed staff support individual within a reasonable time in advance of the meeting. If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than



adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting.

D. Standing advisory committees may request voluntary testimony but may not compel an individual or organization to appear before it or respond to questions.

E. Advisory bodies may consult with other city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the City Council or City Management. It will be the responsibility of advisory committee chairpersons to work or meet informally as needed to coordinate the activities or coordination of matters between their committee and other advisory committees. 3

F. Standing advisory committee members (voting, alternative and non-City staff ex-officio) will be appointed by the Mayor with the consent of the City Council. Council confirmed standing advisory committee appointments shall have three (3) year terms. Members of city commissions with corresponding responsibilities as the standing advisory committees will be invited by the City Recorder to confirm their interest in appointment by the Mayor without the necessity of submitting a formal new appointment application. New applicants must submit formal application with the City Recorder for Committee appointment. All regular terms commence with appointment and shall expire on April 30 of the third year. In the case that a new committee member is appointed to fill the remainder of a recently vacated voting position, the new member will be eligible for reappointment at the end of the partial term they are completing. The City Manager will appoint all ex-officio City staff support committee members. The Mayor, with City Council confirmation, will appoint Council liaisons to each of the standing advisory committees. Council liaisons shall be non-voting ex-officio members of the corresponding committees.

G. Standing advisory committees shall be governed by AMC 2.10 – Uniform Policies and Operating Procedures for Advisory Commission and Boards. Council liaisons will be assigned for standing advisory committees per AMC 2.04.100. Standing advisory committees will be reviewed by the City Council approximately every three years as to their assigned responsibilities, level of effectiveness and the need for their continued role and existence.

H. In keeping with the diversity, equity, and inclusion goals of the City of Ashland, efforts will be made to ensure that information regarding standing advisory committee vacancies and the application process is readily available and advisory committees are made up of residents that represent the diverse populations within the City. All committees shall assist the City of Ashland in ensuring that city programs related to the charge of the committee are equitable for all community members, including low-income, young people, persons of color, the elderly, and those living with disabilities. Standing advisory committees may have up to two additional non-voting, ex-officio student/youth members who are of high school or college age.

I. Unless otherwise stipulated below, voting and alternate standing advisory committee members will be comprised of individuals who reside within the City except one (1) member from each advisory committee may be an at-large member living within the City's urban growth boundary. Ex-officio members are not required to be residents within the City or the urban growth boundary. Voting and alternate members must be over eighteen (18) years of age.



J. All standing advisory committees serve at the pleasure of the City Council and shall deliver to the Council an annual report on their activities and accomplishments in the preceding year and provide to the Council for its approval the priorities and workplan for the succeeding year. Standing advisory committees are expected to work with and advise the City Management and City Attorney to insure their committee recommendations are aligned with City Council priorities and can be implemented within the City's resources and legal authority. Commissions transitioning under this resolution to become either standing advisory committees, or potentially to MAC status, are requested to complete any current work to develop recommendations for the City Council and advance them for consideration. These recommendations may advance either as a direct final report or presentation to the City Council or may be advanced to the corresponding advisory committee or City Manager for reporting to the City Council.

K. The City Attorney is directed to return to the City Council in a timely manner with any updates, changes, or deletions to the Ashland Municipal Code to establish the here identified standing advisory committees as replacements for their corresponding city commissions or boards and to establish them as "Regular" advisory bodies per AMC 2.04. SECTION 2. S

SECTION 2. Standing Advisory Committees to the City Council are established and responsible for the purposes indicated in the following:

C. Housing and Human Services Advisory Committee (HHSAC) A Housing and Human Services Advisory Committee (HHSAC) is established by the City Council. The mission of the HHSAC is to assess and make recommendations to the City for addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being. Members will be from a broad spectrum of citizens including individuals with a background in social services, unhoused and marginal income population services, economic and housing development, universal housing design, and elderly and disabled persons needs. The HHSAC will consist of nine (9) voting members, one (1) nonvoting ex-officio liaison from Southern Oregon University (SOU), and one (1) nonvoting ex-officio member appointed by the City Manager to provide housing program support. The HHSAC shall be responsible for assisting the City in the following:

- i. Assessing the making recommendations on the continuum of housing and human services needs of the community and funding strategies relating to housing and human services.
- ii. Advising the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children and families in Ashland, and other related human services programs.
- iii. Making recommendations to the City Council on Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and Housing Trust Fund and related allocations.
- iv. Assisting in identifying federal, state, county, and private funding for implementation of housing and human services programs.
- v. Fostering public knowledge of and support for official city housing and human services Programs.
- vi. Enhancing cooperation between the public and private sectors by promoting integrated approaches that provide suitable housing, a healthy living environment, and expanded economic opportunities for low and moderate-income persons.
- vii. Evaluate, reviewing, and recommending to the Planning Commission and City Council innovative land use strategies targeted to promote a broad variety of needed housing types.



viii. Monitoring housing discrimination complaints and corrective actions within the City and advising the City Council on potential measures to be taken to further equal opportunity to all persons to live in suitable housing facilities regardless of race, color, religion, sexual orientation, gender identity, national origin, source of income, or familial status.





ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees rev 12/13

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase “advocate(s) a political position” to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term “impartial” means equitable, fair, unbiased and dispassionate.

See the Secretary of State’s detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division	phone	503-986-1518
Secretary of State	fax	503-373-7414
255 Capitol St NE, Suite	tty	1-800-735-2900
Salem, OR 97310	web	www.oregonvotes.gov

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official’s candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official’s political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official’s availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body’s resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body’s position on such a resolution to the media
- include the governing body’s position or vote on such a resolution in a jurisdiction’s newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client’s political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours may:

- prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)

The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.

- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- as staff of an elected official, handle incoming calls about the official's availability for political events
- prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3)

A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- advocate a political position at any time. Elected officials are not considered a "public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity
A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees