

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **July 8th, 2021 7:00 pm** via Zoom.

POLICY ADVISORY BOARD MEETING MINUTES

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Cornelius	Rob Drake
Gaston	*David Meeker
King City	*Micah Paulsen
North Plains	*Trista Papen
Tigard	*Liz Newton
Tualatin	*Bridget Brooks
Washington Co.	Kathryn Harrington

*Denotes Primaries

OCD STAFF:

Jennie Proctor, Program Manager
Lauren Thomas, Administrative Specialist II
Ann Hawkins, Housing & Community Development Specialist
Natalie Williams, Housing & Community Development Specialist

GUESTS:

Teri Lenahan, Mayor of North Plains

RECOGNITION OF TERI LENAHAN FOR HER SERVICE ON THE POLICY ADVISORY BOARD

The PAB and OCD staff recognized Teri Lenahan for her service on the PAB. Teri served 6 years on the PAB as the primary representative for North Plains. Teri served as the PAB Chair for the last 2 years.

ELECTIONS

Elections were held for both the Chair and Vice-Chair positions. Stephanie Jones was elected Chair and Bridget Brooks was elected Vice-Chair. They will serve a two-year term to expire in July 2023.

Chair Stephanie Jones called the meeting to order at 7:24 pm.

1. **APPROVAL OF June 10, 2021 MINUTES**

Bridget Brooks MOVED TO APPROVE the June 10th, 2021 MINUTES. Micah Paulsen SECONDED. Motion CARRIED. (7 yes, 0 no, 1 abstain)

2. CDBG-CV SHOWER TRAILER RATING RESULTS

Jennie Proctor presented the rating results of the shower trailer application to the PAB. A single application was received for the Shower Trailer funding opportunity from Open Door Counseling Center. The PAB rated this application and it received an average score of 85. The original timeline is still on track for a project start date of August 1. After acquisition of the trailers, actual shower service could begin as soon as October 1, 2021.

Liz Newton asked if there will be a regular schedule for where the trailers will be so that people will know how to access them. She also voiced concern that South county would be left out of the services. Jennie stated that based on the application, one trailer would be stationed in the Western part of the county at a few locations. The second trailer would be used for the rest of the county including south county.

Micah Paulsen MOVED TO APPROVE the shower trailer application as submitted by Open Door Counseling Center. Bridget Brooks SECONDED. Motion CARRIED. (8 yes, 0 no)

3. MISCELLANEOUS AND ANNOUNCEMENTS

Ann Hawkins informed the PAB that OCD has revamped the HOME application. During last year's application cycle, the PAB had several comments about the flow of the questions and the scoring for the HOME application. Staff received input from several groups whose suggestions have been incorporated into the new draft of the HOME application. The revamped application will be brought to the PAB at the August 12th meeting for review and approval. The HOME workshop is scheduled for Thursday, August 26th so this will allow staff time to incorporate PAB recommendations and finalize any changes prior to opening the application.

Next month, staff will also bring before your board an item related to square footage costs for the HOME program.

Jennie reminded the PAB that the September meeting will be on the 3rd Thursday, September 16th, to accommodate the Public Hearing for the CAPER.

Chair Stephanie Jones adjourned the meeting at 8:00 pm.