



THE JOINT OFFICE OF HOMELESS SERVICES

***Community Budget
Advisory Committee***

January 13, 2025 meeting



Joint Office of
Homeless Services

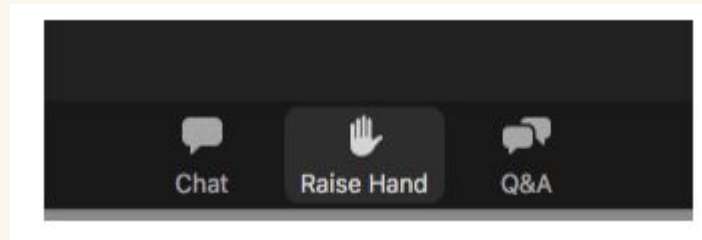
Meeting Agenda

All times are estimates...

- 4:00 Welcome and agenda review
- 4:04 Extended Introductions of CBAC members
- 4:22 Quick overview of meeting guidelines, attendance expectations,
Public meeting key points and Modified consensus decision making
- 4:25 Approve 12/16/2024 meeting minutes
- 4:28 CBAC Chair selection
- 4:40 What is the CBAC Recommendations Letter? Purpose and review
- 5:00 Break!
- 5:10 Review of Budget Process timeline
- 5:15 What is a Program Offer? Purpose, structure, and how to read/review
- 5:35 Future meetings: plan and scheduling
- 5:50 Next Steps and Closing

Zoom - Webinar

- Utilizing Zoom webinar, as CBAC is a Public Meeting
- Non-CBAC member attendees can watch the meeting, and can use Zoom's Q&A feature to enter comments (questions may not be answered in real-time, but we can follow up if you provide your email address)
- Online CBAC member participants can use the Chat, but it is not visible to attendees



Welcome!!

- Name
- Pronouns
- Any connections or affiliations you wish to share (brief)

Check in Questions (can respond to either or both!)

- Please briefly share why you are a member of the JOHS CBAC?
- What's your favorite thing about Multnomah County/Portland area?

Meeting Guidelines

1. We make ourselves comfortable
2. We respect and listen to each other
3. We make space for different participation levels and styles
4. We move up, and we move back
5. We recognize our own social positionality
6. We differentiate between opinion and informed knowledge
7. We speak from our own experience
8. We differentiate between safety and comfort
9. We choose to respectfully interrupt oppression

CBAC Attendance

1. Please prioritize attendance
 - a. This helps ensure we meet quorum (50%+1 of members) and respects the time and effort of the other committee members
2. Things do come up; however. Please inform Bill or the CBAC Chair (selected today) if you can't make a meeting
3. Unexcused absences (not informing JOHS or the Chair prior to or shortly following a meeting) create challenges.
 - a. Three or more in calendar year will be interpreted as a resignation from the committee

Main Points: Public Meetings

1. The general public can attend CBAC meetings. No requirement to accept public testimony
2. Gatherings or communications with 6 or more CBAC members (current quorum) constitute a public meeting
 - a. Avoid CBAC deliberations outside of formal meetings
 - b. Email threads and shared documents also apply to public meeting rules
 - i. Which is why JOHS sends emails as “BCC”
3. Written material related to the CBAC - including emails and handwritten notes - are considered public documents

Modified Consensus Process

"Fist to Five" Consensus Decision Making



Approval of Minutes

Use Modified Consensus to approve the minutes from the
12/16/2024 JOHS CBAC Meeting

CBAC Chair: Duties

The CBAC Chair is a one-year term, and provides general support and leadership for the committee through (incomplete list):

- Helping create a positive committee experience for CBAC members
- Collaborative agenda planning with JOHS
- Co-facilitation of CBAC meetings with JOHS
- Helping coordinate the collaborative writing of CBAC recommendations letter
- Point of contact for CBAC members
- Helping address committee concerns, including with JOHS or within the committee
- Present/co-present CBAC recommendations to Board of County Commissioners

CBAC Chair: Selection Process

- Committee members can nominate themselves to be a candidate for Chair
- Each nominee will have a couple of minutes to share why they want to be Chair and what they will bring to the position
 - There will be time for 1-2 questions for each nominee
- CBAC members will then be asked to select their choice for Chair
 - Will use votes per nominee, or 'roll-call' style vote if 3 or more nominees (note: individual votes will be recorded in the minutes)
- Nominee with the most votes will become Chair, effective immediately
- In the event of a tie, the top nominees can re-present themselves, take questions, and the committee will redo the voting process

What is the Recommendations Letter?

- The CBAC's primary "product"
- A narrative document that provides the Board of County Commissioners your reflection and recommendations on the JOHS budget
- Common Sections:
 - Executive Summary
 - Process
 - Emerging Issues & Changes
 - Budget Feedback
 - Program Offer Recommendations
 - Acknowledgements

Recommendations Letter for FY2026

Letter should reflect the consensus opinion of the full CBAC

- If consensus cannot be reached, then the letter can include 'majority' and 'minority' opinions

Ideas for the JOHS CBAC Recommendations Letter:

- Reflections on timeline of budget process
- How budget reflects equity goals or considerations
- Budget adherence to Homelessness Response Action Plan (HRAP) and SHS Local Implementation Plan (LIP)
- How any budget contractions reflect Chair's directives and/or JOHS values
- Comments on the CBAC improvement process

Recommendations Letter for FY2026

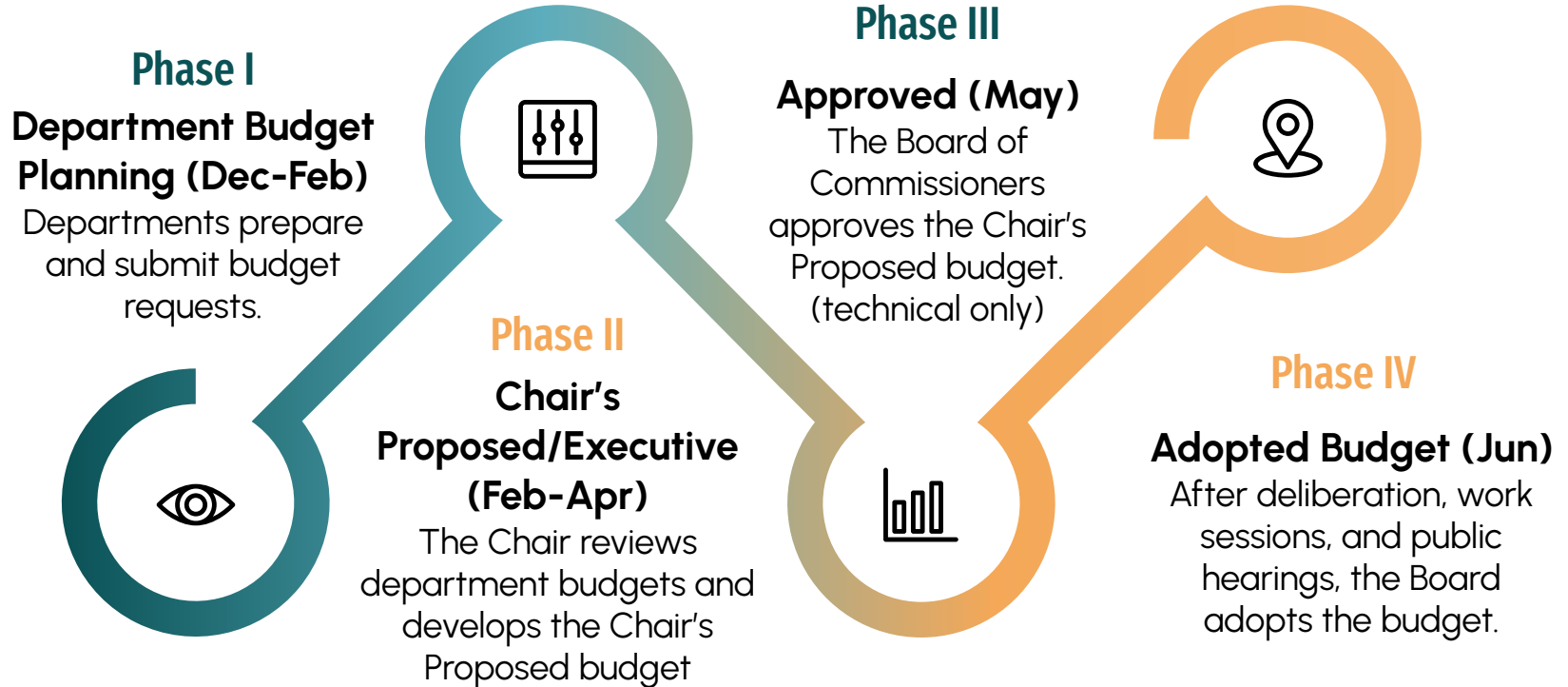
After the meeting, CBAC to receive:

- Recommendations Letter template
- Sample of Recommendation letters from other CBACs to serve as examples

Break!!

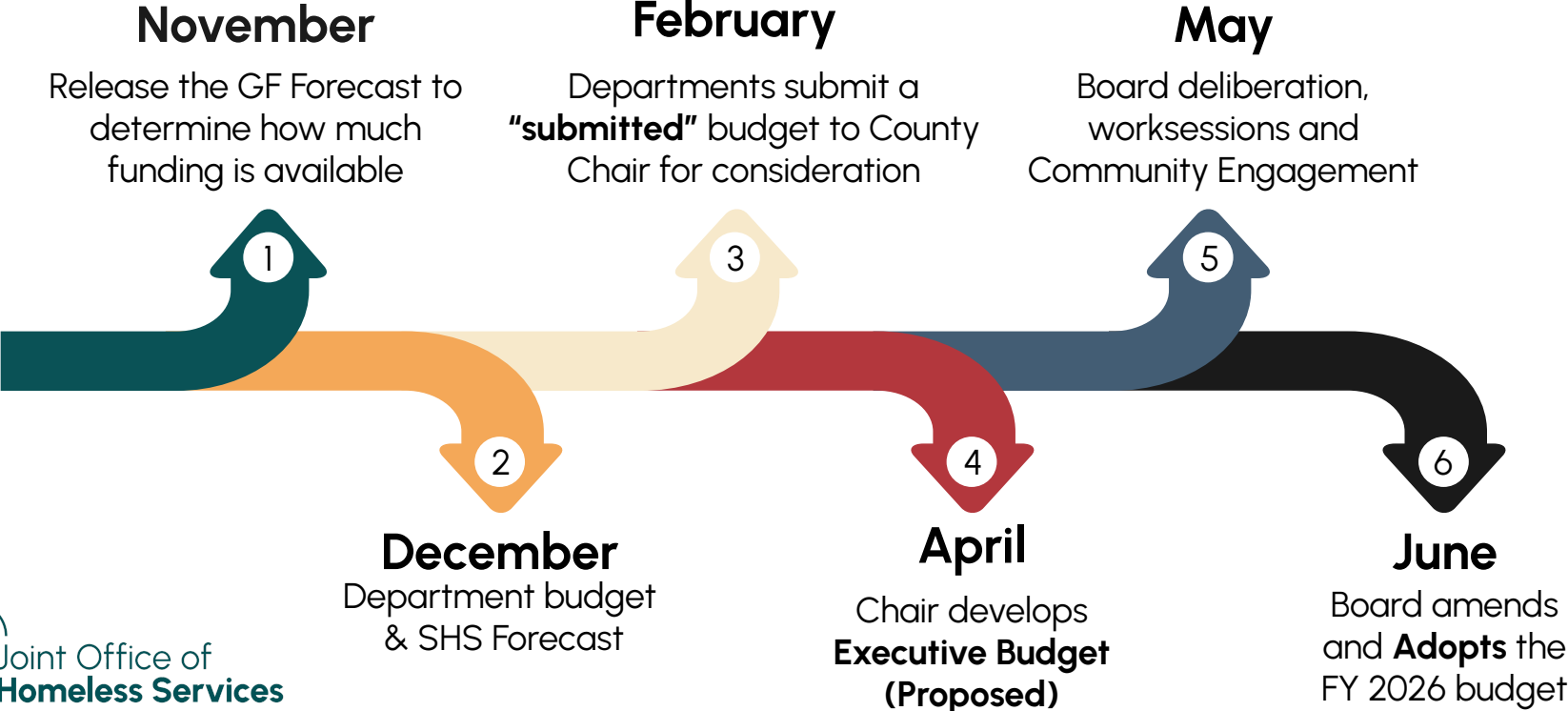
10:00

County Budget Process



County Budget Process (cont.)

Note: Departments have their own internal budget process within the larger countywide process.



Budget Calendar - Major Milestones

Key Countywide Dates

- November 19 - General Fund Forecast
- December 6 - Central Budget Big Release of Budget Materials
- December 9 - Metro releases five-year forecast report in SHSOC
- February 14 - Department Budget Due to Central Budget Office
- February 21 - Program Offers Posted Online
- March 14 - Department CBAC's letter to the Chair
- April 24 - Chair's Proposed Budget Released
- June 12 - County Budget Adoption

What's a Program Offer?

- The way County Departments request funding
 - “... help to break down department divisions into more manageable, nuanced packages that allow the Board to add or cut specific services.”
- They include program descriptions, budgets, and key performance data for a set of services
- Also used to help the public understand and assess County operations
 - They should be written in plain language and be easily understandable
- NEW for FY2026: no Executive Summary section

Program Offer: What to look for?

- Do you understand what the program does and who it serves?
- How does it fit into the department strategies?
- What does success look like?
- Have there been major changes?
- How is it funded?

Program Offers at JOHS

Program Offers are groupings of related funded services, but may have variations in outcomes and other metrics

Example from FY2025:

Program Offer #30200 Safety off the Streets - Adult Shelter ([link](#))

- Many, but not all of the congregate emergency shelters
- Several day centers
- Many, but not all of the non-congregate shelters

JOHS CBAC: The next several meetings...

(Dates tentative, pending committee approval)

- **TODAY:** welcome! Review of recommendations letter, program offers
- **January 27:** Racial Equity Lens Tool (review and use), SHS Local Implementation Plan Q & A
- **February 10:** Homelessness Response Action Plan Q & A, planning the CBAC recommendations development process
- **February 24:** Review and discuss JOHS Transmittal Letter and proposed budget, continued process review
- **March 3:** Drafting CBAC Recommendations letter
- **March 10:** Finalizing CBAC Recommendations letter

** CBAC Recommendations Letter Due March 14, 2025 **

Proposal: CBAC Meetings

1. Continue to meet Mondays
2. Switch start time to 5pm
3. Meet in person, with hybrid attendance options
 - a. What part of the community is accessible to folks for an in-person meeting? The easiest locations are the Multnomah Bldg or Libraries
4. Assuming we can anticipate quorum for the following meeting dates, the CBAC will meet:
 - a. January 27
 - b. February 10
 - c. February 24
 - d. March 3
 - e. March 10

Open Discussion / Next Steps

- Sending draft of everyone's bios... you can offer edits through 1/17/25
- Planning to connect new members with returning members for support/questions
- JOHS to set a series of 'office hours' for questions, etc... look for invites soon
- CBAC Code changes: 1st reading 1/23 & 2nd Reading 1/30
- New CBAC members approved 1/30



Joint Office of
Homeless Services