



**City Council Work Session Agenda
Wednesday, January 19, 2022
6:00 p.m. – Work Session**

Welcome! Civic Hall will be closed to the public. Until improvements of COVID cases in Yamhill County improve meetings will be held via Zoom and live broadcast ONLY.

*You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331,
Zipty Fiber 29 or webstream here:
www.mcm11.org/live*

*You may join online via Zoom:
<https://mcminnvilleoregon.zoom.us/j/87974432517?pwd=SzFBaHRkR3dUbmR2UU9mSURoY21UUT09>*

*Zoom ID: 879 7443 2517
Zoom Password: 377104*

*Or you can call in and listen via zoom: 1-253- 215- 8782
ID: 879 7443 2517*

6:00 PM – COUNCIL WORK SESSION – VIA ZOOM AND LIVE BROADCAST ONLY

1. CALL TO ORDER
2. YAMHILL COMMUNITY ACTION PARTNERSHIP (YCAP) PRESENTATION
3. PUBLIC MEETINGS PUBLIC RECORDS CITY COUNCIL TRAINING
4. ADJOURNMENT



Helping Families in Need in Yamhill County

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.

NATIONAL – COMMUNITY ACTION PARTNERSHIP

Community Action Partnership is a national, 501(c)3 nonprofit membership organization that provides technical assistance, training, and other resources to a network of more than 1,100 local, private, non-profit, and public agencies that work to alleviate and eliminate poverty.

The nation's Community Action Agencies embody our nation's spirit of hope, change people's lives, and improve communities. When national, state and local leaders tap into these agencies' experience, they can promote workable solutions that connect more families to opportunity – and make America a better place to live for everyone.

(National CAP, communityactionpartnership.com)

STATE – COMMUNITY ACTION PARTNERSHIP OF OREGON

Community Action Partnership of Oregon (CAPO) is the State Association for Oregon's 18 Community Action Agencies (CAAs).

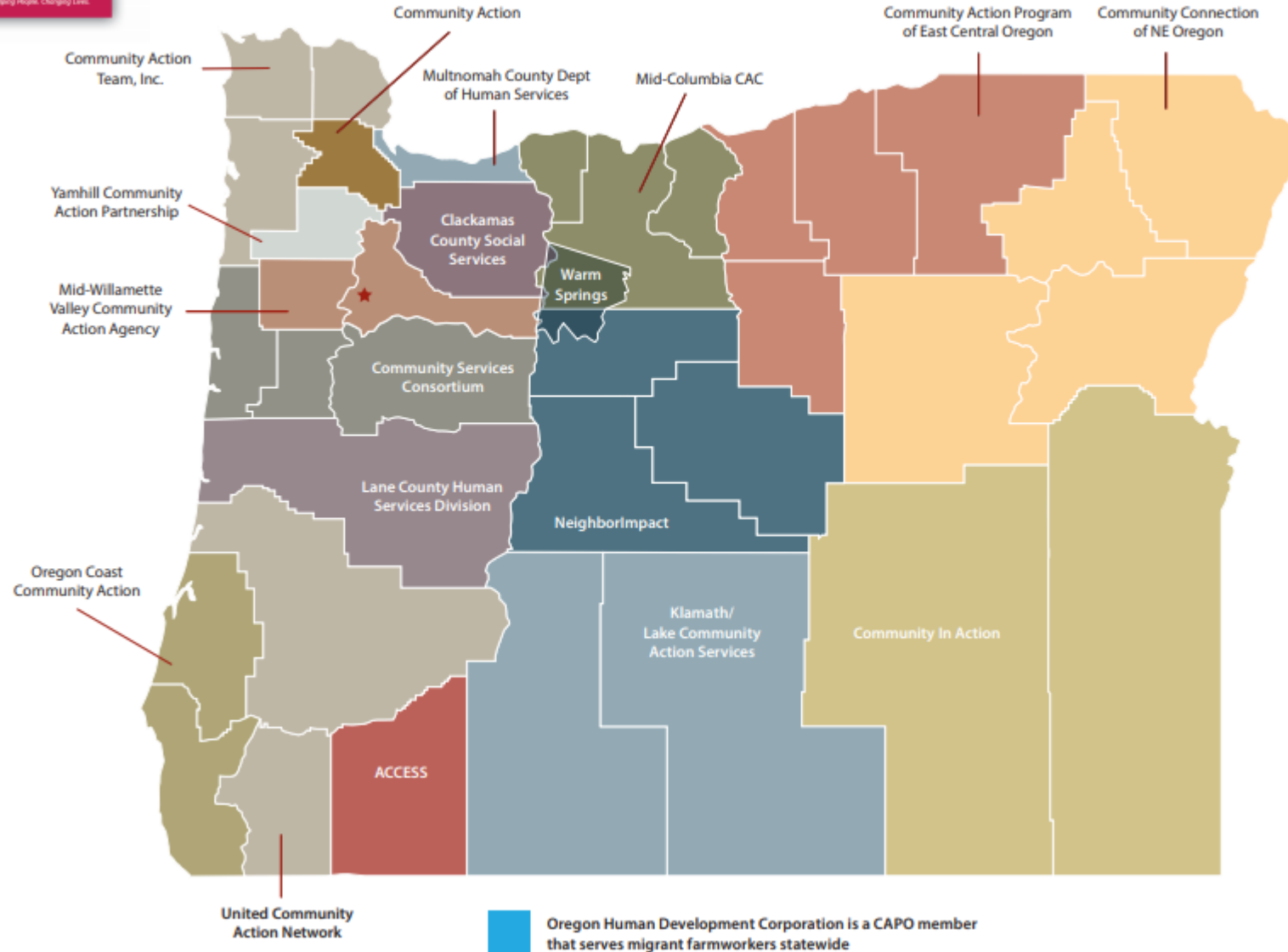
CAAs were the first social service agencies to welcome people with lower-incomes as Board members to help establish policies, design programs, and evaluate services intended to reduce or eliminate the causes and conditions of poverty.

Local CAAs offer a wide variety of programs that serve children, families, and seniors in low-income households. This community-based approach, in conjunction with the statewide network of CAPO members and resources, creates a unique and effective system for fighting poverty in Oregon.

(Community Action Partnership of Oregon, capooregon.org)



Community Action Partnership of Oregon



YAMHILL COUNTY ACTION PARTNERSHIP

“To advocate for and assist persons toward self-sufficiency.”

Yamhill Community Action Partnership (YCAP) was founded in 1980 when the population of Yamhill County surpassed 50,000. We assist the residents of Yamhill County, diligently focusing on four primary service categories: *Housing Stabilization, Energy Services, the regional Food Bank, and Youth Services.*

The following values serve as the foundation for our success and guide us in our service to our team, clients and communities. By committing to these agreements, we hold ourselves accountable to these standards in the spirit of sustainability and helping each other be our best.

COLLABORATION & ENGAGEMENT • RELATIONSHIPS & ENVIRONMENT • ACCOUNTABILITY & INTEGRITY

Our dedicated and caring staff is inspired every day by the stories of those who want a better life for themselves and their families, and ***we are honored to support our neighbors in need.***

(Yamhill County Action Partnership, yamhillcap.org)

HOUSING STABILIZATION OVERVIEW

- YCAP's housing programs will bring in more than \$8.9 million into Yamhill County during FY21-22.
- \$7 million in direct housing assistance to be distributed in FY21-22, almost six times the amount distributed (\$1,207,471) in FY20-21.
- COVID Rent Relief Funding Disbursed
- Coordinated Entry/Built for Zero
- Shelter Collaborative Expanded Partnerships
- Oregon Housing & Community Services Department & HUD Programs for individuals who are medically fragile, veterans, survivors of domestic violence, etc.



TURNKEY PROGRAM OF YAMHILL

Purpose: Extension of the successful emergency motel shelter project, to an established non congregate shelter program.

Timeline: Turnkey Program officially started on September 1, 2021. Estimated 3 yrs ops.

Current Status: Providence Health & Services owns the property, HAYC is the property manager. YCAP oversees the program with case managers onsite working with 83 program participants in 40 rooms. Additional funds are being sought so all 55 rooms can be utilized in future.



ANYDOOR PLACE (NAVIGATION CENTER)

Purpose: Combine two neighboring YCAP shelters into one facility that will continue to include overnight shelter, add a day center and space for onsite case managers and service partners. Expand existing efforts and fill known gaps in homeless services.

Timeline: The program will be operational by June 30, 2022.

Current Status: Review contracts and construction needs. Construction costs and first year of ops are secured. Seeking 3 years of ops funding through grants.



FOOD BANK AND ENERGY PROGRAM EXPANSION

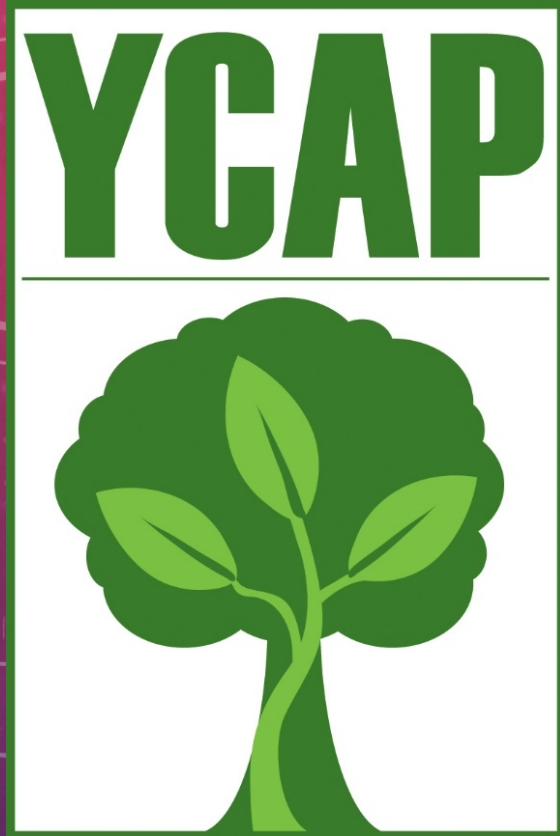
- New Refrigerated Truck and Forklift
- Distributing record amounts of food.
- Providing weekly food boxes for Turnkey Program and motel shelter families
- New program to pay water bills (LIHWA)
- Energy and Weatherization programs bringing in more than \$2.5 million into Yamhill County during 2021-2022.
- \$1.3 million in Direct Client Assistance will be available to pay energy bills for families in need.



YOUTH OUTREACH

- Newberg Drop-In reopened Sept 2020
- New Van
- Planned expansion into McMinnville
 - ✓ Drop-In Center location as been identified.
 - ✓ Funding as been secured to renovate and staff the space.
 - ✓ Pending in-kind lease agreement from Yamhill County Health and Human Services.





YAMHILL
COMMUNITY ACTION
PARTNERSHIP (YCAP)

YOUTH OUTREACH (YO)

SAFE SHELTER



Eligibility

Youth age 11-17
Homeless, runaway, or at-risk
Family crisis
Couch surfing
Prior occurrences or running away or homelessness

Services

Prevention
Short-Term Emergency Shelter
Case Management
Counseling/Mental Health Services
Family Mediation
Basic Needs (hygiene, food, clothes)

Goal: identify and secure safe, stable, long-term housing for youth who are runaway, homeless, or at-risk.



TRANSITIONAL LIVING PROGRAM (TLP)

Eligibility

Age 18-21

Homeless

No Significant Criminal History

Stable Mental Health



Services

Group Apartment Housing
Up to 18 Months

Case Management

Life Skills Development

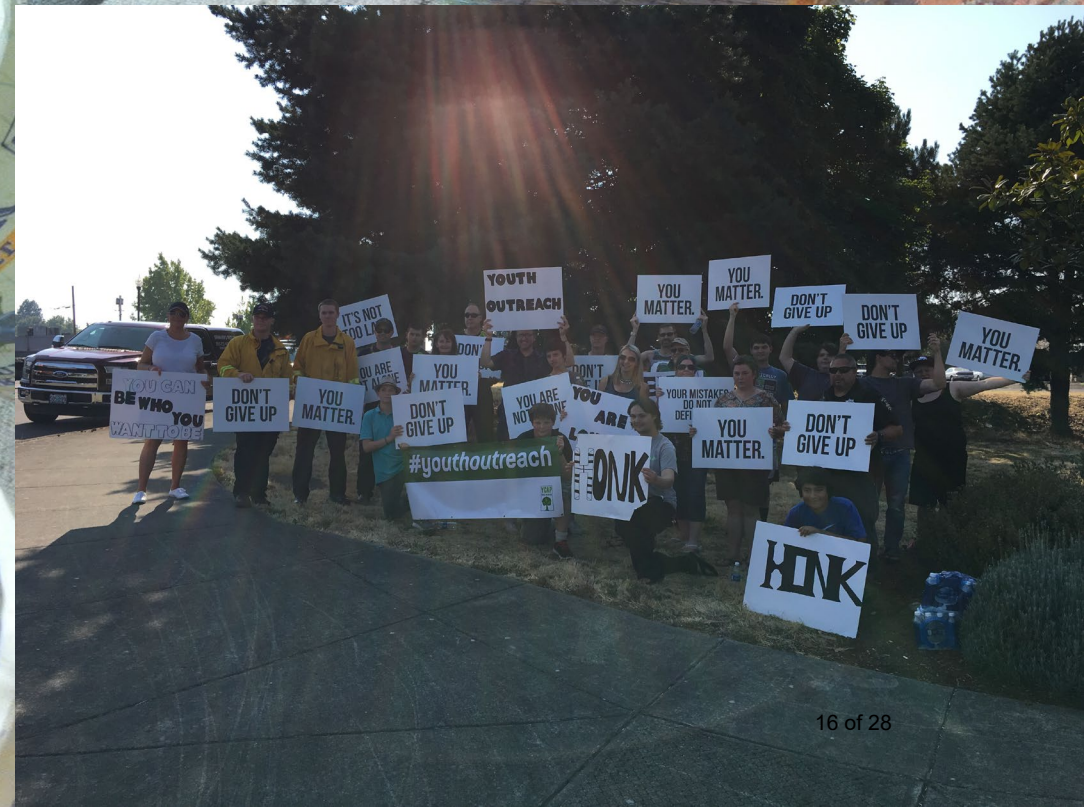
Counseling/Mental Health Services

Goal: shelter and support homeless youth transition into adulthood and develop self-sufficiency skills.

DROP-IN **CENTER**

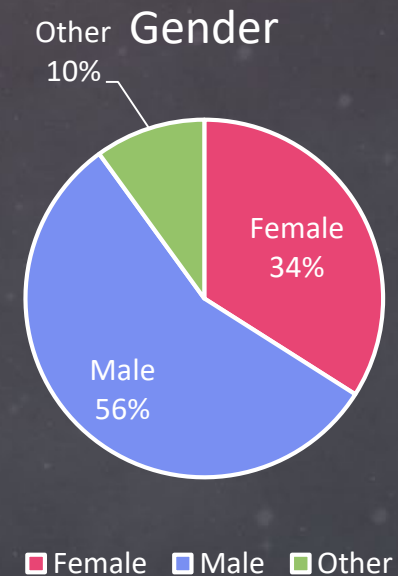
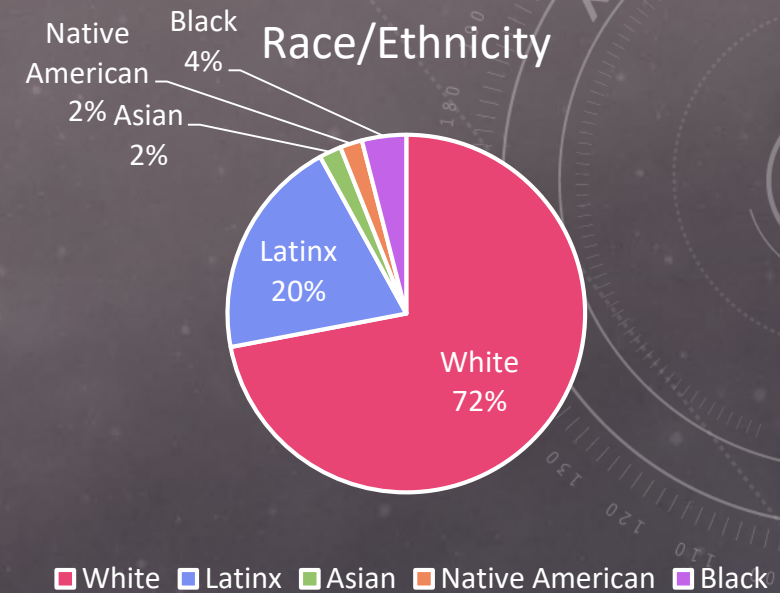
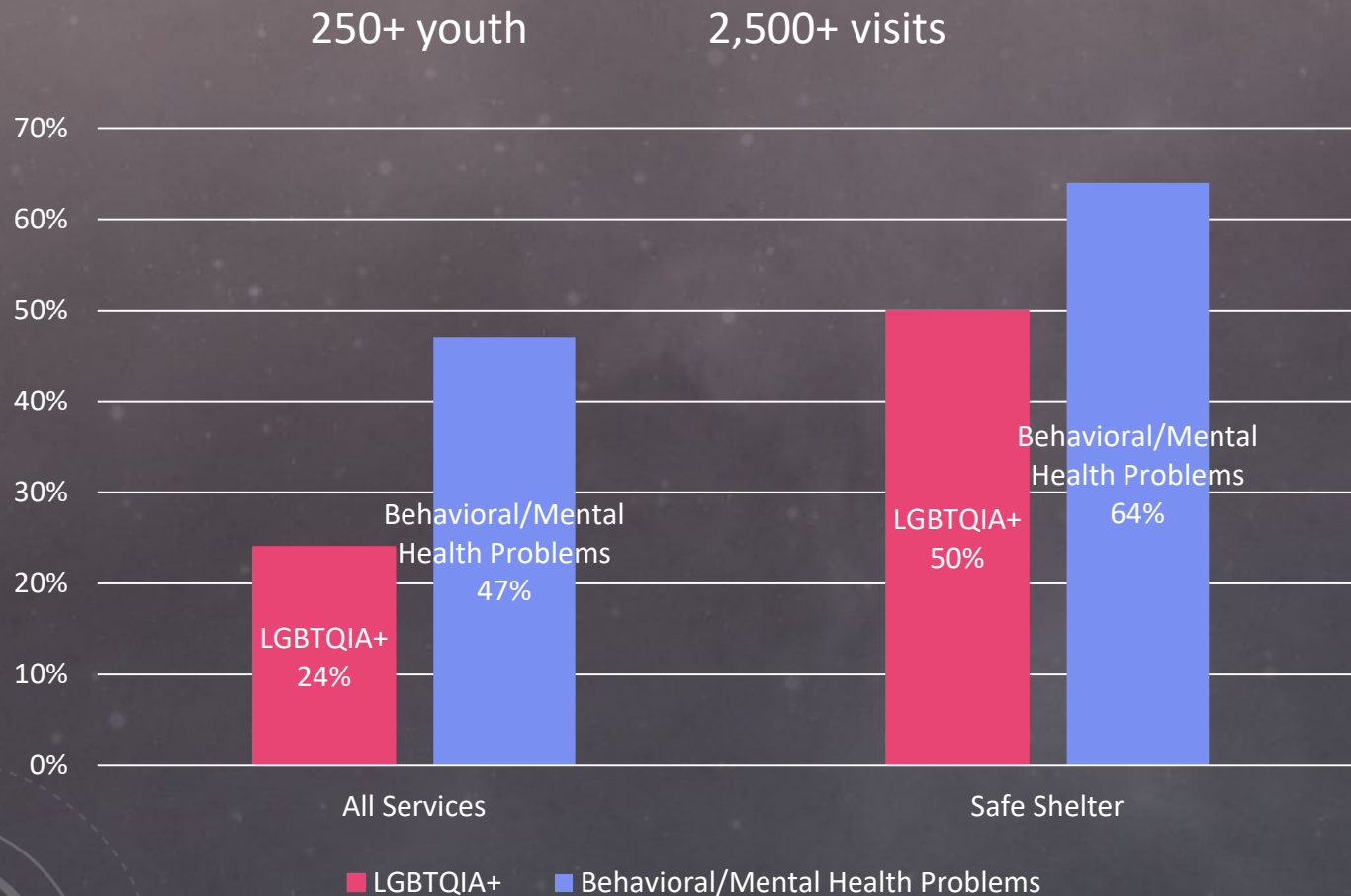
STREET OUTREACH
FREE MENTAL HEALTH SERVICES
BASIC NEEDS
JOB DEVELOPMENT
ACADEMIC SUPPORT
RECREATIONAL ACTIVITIES
GROUP ACTIVITIES

**GOAL: PROVIDE YOUTH 11-21 A SAFE PLACE TO HANG OUT,
PARTICIPATE IN ACTIVITIES WITH PEERS, AND RECEIVE SERVICES**





WHO COMES TO YO?



Thank you!

Amber Hansen-Moore (amberh@yamhillcap.org)

Drop-In Center

719 E 1st Street, Newberg

503-538-8023

QUESTIONS?



**City of
McMinnville**

ADMINISTRATION

Public Meetings and Public Records – A Primer

January 19, 2022

20 of 28

Public Meetings

- ORS 192.610 – 192.695
- Relevant Definitions:
 - “Governing Body” – members of public body with authority to make decisions for or recommendations to a public body
 - “Public Body” – includes the City and any board, department, commission, council, committee, or other advisory group
 - “Meeting” – convening of a governing body for which a quorum is required in order to make a decision or deliberate toward a decision
- Quorum of Council is four Councilors

Public Meetings (cont.)

- Meetings of the Council must be open to the public and people must be permitted to attend
 - Trainings are not “meetings” if no substantive issues discussed
 - Executive sessions are meetings that are closed to certain persons
- Decisions of the Council must be made during a public meeting
- Legal Requirements of a Public Meeting
 - Notice
 - Located within the City’s jurisdiction
 - Accessible location
 - Minutes

Public Meetings –

Communications Allowed Outside of a Meeting

- When a quorum (majority)
 - No communications to decide or deliberate toward a decision on any matter
 - Serial communications can create a quorum
 - Don't "Reply All"
- When not a quorum
 - Generally can discuss a matter
 - Except no *ex parte* communications on quasi-judicial matters
 - Best practice is to have discussions at the public meeting only
- When in doubt
 - Talk with staff
 - Avoid talking with other Councilors

Public Meetings – Types of Decisions

- Legislative
 - Sit in the role of policymaker
 - Widely-applicable policies
- Quasi-Judicial
 - Sit in role of judge
 - Evaluate facts and apply specific rules or policies
 - Concerns about *ex parte* contact outside of meeting
- Administrative
 - Internal workings of City or of Council
 - Example: voting for Chair/Vice Chair
 - Generally, not the type of decisions that require a Council vote

Public Records

- ORS 192.001–192.607
- Purpose
 - Informed public – what is the government doing?
 - Historic knowledge – how did our government get us here and why?
- What is a public record?
 - Prepared, owned, used, or retained by the City
 - Relates to any activity, transaction, or function of the City
 - Is necessary for the fiscal, legal, administrative, or historical policies, requirements, or needs of the City

Public Records (cont.)

- What is not a public record?
 - Extra copies of the same document
 - Messages on voicemail (if emailed, becomes a public record)
 - Spoken communication that is not recorded
 - Not relating to the conduct of City business
- Who is subject to the Public Records Law?
 - All public bodies
 - Includes Council and Committees of the City
- Cities must maintain all public records in accordance with state-mandated retention schedules
 - OAR 166-200-0200 – OAR 166-200-0405

Resources – Publications

- Oregon Attorney General's Public Records and Public Meetings Manual
 - https://www.doj.state.or.us/wp-content/uploads/2019/07/public_records_and_meetings_manual.pdf
- League of Oregon Cities' Elected Essentials Videos and Online Books
 - <https://www.orcities.org/education/training/elected-essentials>
 - <https://www.orcities.org/application/files/2515/7427/7942/LocalGovernmentBasics-Updated11-20-19web.pdf>
 - https://www.orcities.org/application/files/5615/7487/0571/2018_EE_Binder_-_Final.pdf

Resources – Staff

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