

## Youth Experiencing Homelessness Advisory Committee (YEHAC) Charter

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| <b>Title</b>             | Youth Experiencing Homelessness Advisory Committee  |
| <b>Executive Sponsor</b> | The YEHAC is sponsored by Fairborz Pakseresht, Director, Oregon Department of Human Services  |
| <b>Background</b>        | <p>In 2011, with the legislative elimination of Oregon Commission on Children and Families, the Runaway and Homeless Youth (RHY) Program was assigned to the Oregon Department of Human Services (ODHS) in Child Welfare Programs.</p> <p>The 2013 Oregon State Legislature allocated additional funding to ODHS to assist in the expansion of the RHY Program and also passed legislation extending the service age limit from 18 to 21 years of age.</p> <p>In 2015, the Oregon State Legislature enacted HB 2232, which increased funding, narrowed the age limit for RHY services to through 20 and further defined the scope and priorities for state RHY funding. The bill also directed ODHS to appoint an advisory committee to provide guidance on policies and procedures. The Homeless Youth Advisory Committee (HYAC) was convened in 2015.</p> <p>In 2019, the RHY program continued to be administered through ODHS, but was moved within Self-Sufficiency Programs (SSP).</p> <p>In 2021, the Oregon State Legislature approved temporary Federal COVID-19 relief funds to assist RHY grant providers who faced service delivery challenges due to the global pandemic.</p> <p>In 2021, the Oregon State Legislature enacted HB 2544, which allowed temporary two-year increased funding to expand services with current grantees and begin a host home demonstration program. This bill also temporarily expanded service age limit to 24 years old.</p> <p>In 2022, following a recommendation from the HYAC, the program was renamed the Youth Experiencing Homelessness Program (YEHP) and the HYAC was subsequently renamed the Youth Experiencing Homelessness Advisory Council (YEHAC).</p> |
| <b>Purpose</b>           | <p>The purpose of this advisory committee shall be to advise the Oregon Department of Human Services with respect to policies and procedures, and assist in the coordination of statewide planning for delivery of services to youth experiencing homelessness and their families.</p> <p>The advisory committee shall meet with and advise the Department on a regular basis, provide the Department with information regarding the status of existing services, and</p>   |

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make recommendations for improvements and additional services (ORS 417.799(6)). Work of the advisory committee can include, but is not limited to:

- Recommendations toward the development of a statewide framework of shared goals and best practices aligned with the federal Framework to End Youth Homelessness.
- Define and work toward decreasing service gaps in every Oregon county using available knowledge and data.
- Collaboration and coordination with all entities that interact with at-risk and youth experiencing homelessness to create a network of accessible services.
- Determine ways in which to collect comprehensive data on youth experiencing homelessness.

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### Roles

#### Roles of ODHS to the Committee

- To administer the YEHAC as authorized in ORS 417.799(6).
- Schedule all regular Committee meetings and agendas with the YEHAC Co-Chair.
  - Geographic location for meetings will be in Salem, when permitted.
  - Distance-technology accommodations will be made.
  - Alternate meeting locations are determined and agreed upon by all members in attendance at the meeting preceding a venue change.
- Arrange all Committee meeting logistics and provide notetaking for all Committee meetings.
- Provide timely and accurate information to the YEHAC regarding policies and procedures, management updates, and any legislative issues that may directly or indirectly affect YEHAC programming.
- Provide timely and accurate updates to the YEHAC regarding YEH grantees.
- Respond to recommendations and suggestions from YEHAC members.
- Provide a written summary of the action items from each YEHAC meeting.

Roles of the Committee members include, but are not limited to:

- Attend meetings or send a representative who is knowledgeable and empowered to exercise the authority of the member.
  - If member is unable to attend or send representative, it is the responsibility of the member to review materials and send feedback prior to the meeting.
  - Review meeting notes or contact meeting facilitator for a briefing of missed meeting.
- Provide resources and efforts to develop recommendations and advise within the scope of this Charter.
- Provide advice, recommendations and decision making on strategies.
- Communicate the reasoning and rationale for recommendations of the Committee.

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| <b>Scope</b> | <p>The scope of duties by this Committee includes:</p> <ul style="list-style-type: none"> <li>• Develop and update an action plan to continue to move forward identified strategies.</li> <li>• Provide the Department with information regarding the status of existing services.</li> <li>• Make recommendations for improvements and additional services.</li> <li>• Make assessments based on data and services provided or needed within communities.</li> <li>• Advisory body to ODHS.</li> <li>• Meet at least quarterly.</li> <li>• Review charter annually.</li> <li>• Assistance in development of an annual report due on or before September 15 of each year to the interim Legislative Committees on Child Welfare.</li> </ul> |
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| <b>Governance</b> | <p>Guiding principles:</p> <ul style="list-style-type: none"> <li>• Ensure consistent and open communication.</li> <li>• The highest priority is services to Oregonian youth experiencing homelessness.</li> <li>• Collaboratively work together to explore issues and develop recommendations.</li> </ul> <p>Governance structure:</p> <ul style="list-style-type: none"> <li>• The officers of the YEHAC shall be two co-chairs – one an ODHS representative and the other a non-state agency representative. The non-ODHS co-chair shall be voted on and confirmed yearly by YEHAC members. Co-chair may serve for longer than one year if all parties agree.</li> <li>• Co-chairs shall work together to identify agendas and lead discussions at YEHAC meetings.</li> </ul> |
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| <b>Principals</b> | The committee will consist of fully engaged participants working collaboratively to achieve results that benefit runaway and homeless youth. |
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**Membership and Voting**

| <b>Agency / Representation</b>                                      | <b>Member Name</b>        |
|---|---------------------------|
| Oregon Department of Human Services – Self Sufficiency YEHP Program | Matt Rasmussen (co-chair) |
| Oregon Department of Human Services – Self Sufficiency              | Xochitl Esparza           |
| Oregon Alliance   | Royce Bowlin (co-chair)   |
| Oregon Department of Human Services – Child Welfare                 | Greg Thomas               |

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| Oregon Department of Education - McKinney-Vento Homeless Education Program    | Chris James              |
| Oregon Department of Education – Youth Development Division                   | Cord Bueker              |
| Oregon Housing and Community Services   | Jill Smith / Mike Savara |
| Oregon Health Authority – Adolescent & School Health Program                  | Mikah Rotman             |
| Oregon Youth Authority - CRU Strategic Implementation Manager                 | Greg Westbrook           |
| Higher Education Coordinating Commission – Office of Workforce Investments    | Jennifer Denning         |
| Multnomah County Joint Office of Homeless Services - Homeless Youth Continuum | Caitlin Campbell         |
| Ecumenical Ministries of Oregon - Second Home Initiative                      | Jennifer Pratt           |
| New Avenues for Youth / ALBA Collaborative (Multnomah Co.)                    | Sarah Nadeau             |
| HomePlate Youth Services (Washington Co.)                                     | Bridget Calfee           |
| Boys and Girls Aid (Washington Co.)   | Andrea Logan Sanders     |
| Mid-Willamette Valley Community Action Agency (Marion/Polk Co.)               | Tricia Frizzell          |
| Maslow Project (Jackson Co.)  | Fallon Stewart           |
| Hearts with a Mission (Jackson/Josephine Co.)                                 | Kevin Lamson             |
| J Bar J Youth Services (Deschutes/Crook/Jefferson Co.)                        | Deirdre Kasberger        |
| Native American Youth Association   | Naduah Wheeler           |

### Membership

- Members are formally requested by Oregon Department of Human Services (ODHS). Current members are encouraged to suggest potential new members.
- Member terms begin in January of each year and end following the final meeting of the calendar year. Member terms may be extended beyond one year.
- When a member cannot complete a term, they may suggest another person within their agency to fill their spot.
- If additional members are deemed to be necessary by the committee, this committee will submit recommendations on determine new membership based on a voting majority.

### Subject Matter Experts (SME)

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- Will be invited by committee as needed based on discussions occurring within the group.

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**Decision process**

- Recommendations and decisions are made by consensus of the majority of members.
  - Votes will be cast by all members in person or electronically within 1-week.
- Members are committed to participating in active listening and discussions that will guide the committee to understand the interests of all reach solutions and compromise.
- If consensus is not reached, the committee will determine how the final decision will be made.

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**Sub Committees**

Subcommittees may be formed as needed when a specified topic needs additional research and discussion relevant to a smaller group setting.

- Subcommittees will be voluntary in nature. However, there is a preference for those with subject matter expertise to be actively involved in a subcommittee that pertains to those topics.
- Subcommittees may meet in person, email, phone, or teleconference as agreed upon by subcommittee members.
- Subcommittees will present findings to the advisory committee for further discussion or decision making.

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**Agenda and minutes**

The committee as a whole is responsible for bringing forward agenda items

- ODHS will send out an agenda prior to each meeting
  - Members will contact the meeting facilitator to add agenda topics
- ODHS will send out meeting minutes, and/or will have available on the DHS RHY website, within two weeks after each held meeting

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**Authorized Signatures**

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Sponsor

ODHS-Office of Self-Sufficiency Programs

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Date

### 1. ELEMENTS OF A COMMITTEE CHARTER

An ideal board committee charter should include:

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1. The committee's charge or mission statement. This statement should define the committee's purpose, primary goals, and objectives.
2. Authority and responsibilities of the committee. This should clarify how members will work together to fulfill the goals and objectives of the committee as a whole.
3. Board composition, including guidelines for appointing committee members, the committee chair, and the committee officers. This should address any professional staff relationships, for example, if the chief financial officer and a designee will be staff to the finance committee.
4. When and how committee meetings will be held, how the meeting agendas will be handled, and how meeting minutes will be drafted, reviewed, and approved. This should include a quorum requirement for meetings.