



# City of Longview

1525 Broadway  
Longview, WA 98632  
www.ci.longview.wa.us

## Agenda

### Homeless Housing Taskforce

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Monday, November 20, 2023

2:30 PM

Training Room, 2<sup>nd</sup> Floor, City Hall

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#### HYBRID MEETING DETAILS

23-001738 Please click the link below to join the webinar: <https://us02web.zoom.us/j/84015494317>  
+1 253 215 8782 US (Tacoma); +1 253 205 0468 US  
Webinar ID: 840 1549 4317

#### CALL TO ORDER

#### ROLL CALL

#### MINUTES

23-001739 Minutes from October 16, 2023

#### NEW BUSINESS

23-001740 Establish Bylaws

#### UNFINISHED BUSINESS

23-001741 5 Year Plan

- review priority goals
  - Increase access to affordable/low-income housing
  - Establish and maintain existing shelter options
  - Increase access to behavioral health services
  - Maintain a crisis response system
  - Increase prevention and education opportunities

23-001742 Poverty Simulation / Bridges out of Poverty

- goal date
- special meeting
- assign tasks

#### PUBLIC COMMENTS

#### BOARD MEMBER COMMENTS

#### ADJOURNMENT

**CITY OF LONGVIEW**  
**Homeless Housing Taskforce Minutes**  
**October 16, 2023**

**1. Call to Order**

The meeting was called to order at 2:33 pm.

**2. Roll Call**

Present: Ruth Kendall, Dian Cooper, Steven Boyer, Gena James, Shannon McClain, Rob Painter Johnson, Lauren Princehouse, Tim Watson

Nonvoting: Kayce Settlemier, Kenny Robinson, Nancy Vandehey

Not Present: Connie Lantz

Introductions around the room were shared.

Kris Swanson shared a brief background on how we got here today. The taskforce is made up of stakeholders from our community to establish a 5 year plan. This taskforce is not limited to Hope Village.

**3. Public Comment**

None

**4. New Business**

• **Elect Chair and CoChair**

Kayce Settlemier opened the floor to nominations for Chair.

Rob Painter Johnson nominated Ruth Kendall, seconded by Tim Watson.

Ruth Kendall nominated Dian Cooper, seconded by Tim Watson.

Kayce called for a hand vote. Ruth Kendall received 5 votes.

**Rob Painter Johnson, seconded by Lauren Princehouse, made a motion to appoint Ruth Kendall as Chair.**

Kayce Settlemier opened the floor to nominations for CoChair.

Ruth Kendall nominated Dian Cooper, seconded by Tim Watson.

**Rob Painter Johnson, seconded by Lauren Princehouse, made a motion to appoint Dian Cooper as CoChair.**

• **5 year homeless plan discussion**

An open discussion was had on how to create a 5 year plan for the City of Longview including:

- How to gather information?
- First define the problem then determine why is this a problem.
- What numbers to include?
- What are the barriers to housing?
- Costs of keeping a person in housing vs finding housing after being homeless

It was determined that initially the best course of action would be to model our plan after an existing plan. Kayce has been working on merging the Cowlitz County and Chelan Douglas plans. She will continue to do so and work with a subcommittee to bring back to the group.

Subcommittee members will be Dian Cooper, Ruth Kendall and Shannon McClain with Kayce Settlemier as the staff support.

- **Determine monthly meeting time**

It was agreed that the 3<sup>rd</sup> Monday at 2:30 pm for 1 hour worked nicely for the group. January and February meetings will need to be shifted due to holidays.

**5. Board Member Comments**

The board discussed some challenges on looking at these issues. Bridges out of Poverty training was brought up as a possible training tool.

**6. Adjournment**

The meeting was adjourned at 3:52 pm. The next meeting will be November 20<sup>th</sup> at 2:30.



# City of Longview

## Agenda Summary

### **Establish Bylaws**

#### Attachments:

1. HHTF\_Bylaws\_Draft

## **BYLAWS FOR THE LONGVIEW HOMELESS HOUSING TASK FORCE**

1. The Homeless Housing Task Force is to provide input into the ongoing development of a five-year homeless housing plan to address homelessness in Cowlitz County as required by RCW 43.185C.160. The Task Force has no more than 9 members consisting of representation meeting the requirements outlined in RCW 43.185C.160. Membership should include representatives of the counties, cities, towns, housing authorities, civic and faith organizations, schools, community networks, human services providers, law enforcement personnel, criminal justice personnel, including prosecutors, probation officers, and jail administrators, substance abuse treatment providers, mental health care providers, emergency health care providers, businesses, real estate professionals, an at large representative of the community, and one City Council representative. Members are appointed by City Council.
2. The position of Chair and Vice Chair were elected at the October 16, 2023 meeting for the remaining year and 2024. Thereafter, will be elected at the first meeting in January. In the event that either position becomes vacant, the remaining members shall, at the next regular meeting, elect a new officer to serve for the unexpired term until the following January
3. Regular meetings shall be held on the third Monday at 2:30 p.m., of each month in a meeting room at the Longview City Hall with a virtual option.
4. Special meetings shall be held when called by the Chair, at such time and place as shall be set by the presiding officer calling the Special Meeting.
5. A member may attend and participate at a meeting by use of a speakerphone or by some more contemporary communication mode such as zoom or video conference. This attendance and participation requires clear two-way communication: the member on the phone line or video/internet connection must hear and perhaps see what is happening at the meeting and can also be heard and perhaps be seen by those present at the meeting. This can be considered to be attendance at the meeting, and the physically-absent member counts towards a quorum.
6. Any member who has three unexcused absences during the calendar year or two unexcused absences in a row, of a regularly scheduled meeting, must provide a sufficient explanation of the absences or be subject to recommendation for removal from the Homeless Housing Task Force.
7. All members including officers shall have a vote in ruling on any business.

*Adopted, Regular Meeting  
XXXXXX, XX, 2023  
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*Bylaws for the Longview Homeless Task Force*

8. The assigned Administrative Assistant shall be the Custodian of Records and shall keep official records of all minutes and business transacted by the Homeless Housing Task Force. Such records shall be available for inspection by the public at all reasonable times.
9. A majority vote of all members of the Homeless Housing Task Force shall be necessary to pass any motion, except as required by law or ordinance.
10. Where not otherwise specified by these rules, the meetings of the Homeless Housing Task Force and the manner of conducting business shall be governed by Roberts Rules of Order, Revised.
11. These rules may be altered, amended, revised or supplemented from time to time by a majority vote of all members of the Homeless Housing Task Force. Any such alteration, amendment, revision or supplement shall be in writing and shall be filed with the Custodian of Records following its passage by the Homeless Housing Task Force.

*Adopted, Regular Meeting  
February 22, 2022  
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