



TENANT ADVISORY COUNCIL MONTHLY MEETING – AUGUST

August 26th, 2025 – 6:00-8:00pm

LOCATION

- In-person: New Market West Home Forward 135 SW Ash Street, Portland, OR 97204, 6th Floor Columbia Room Training Room
- Online: Microsoft Teams Meeting [Tenant Advisory Council Meeting | Meeting-Join | Microsoft Teams](#)

TAC MEMBERS PRESENT IN-PERSON

Frank Culbertson, Shawntae Barber, Marc Rumery, Carla Williams Frison, April Beck

TAC MEMBERS PRESENT ONLINE

Megan Sahim, Sarah Lawrence, Joanna Brands, Traci Van Zandt, Corpus Pacem, Ruthie Rhone, Debbie Blackmon, Tammi Bell, Margaret Rogers, Raven Smith, Estefania Lucio-Sanchez

TAC MEMBERS ABSENT

Seclenda Hadley, Zoe Latimer

HOME FORWARD STAFF PRESENT

Meg Kausch

MEETING NOTES CAPTURED BY

Megan Sahim, Meg Kausch

TAC August Meeting Notes

Opening

- TAC members were welcomed into the space, attendance for TAC members was noted and a note-taker and time-keeper were selected. TAC members were notified that co-chairs for the TAC would be selected, and roles would help support setting the agenda and facilitating the meeting space. Megan Sahim selected to take notes for the meeting, and Tammi Bell selected to keep time for the meeting space.
- TAC July Meeting Notes were reviewed and confirmed for public posting.

Conflict of Interest Policy Review – Facilitator: Meg Kausch

- TAC members were led through Conflict of Interest training as required by Home Forward leadership. Facilitator discussed through modules of Conflict of Interest and discussed potential conflicts of interest that TAC members may encounter, facilitator also directed individuals to reach out if they had questions about their conflict of interest.
- Conflict of Interest review was not completed during the allotted agenda time, so facilitator shared that TAC would return to completing the second portion of modules during the September meeting

TAC members and facilitator took a 10-minute break.

Group Agreements – Facilitator: Meg Kausch

- TAC members reviewed group agreements together and discussed through each bullet point to confirm keeping the same agreements or making modifications. TAC members provided feedback on agreements, sharing phrases and explanations for expanding each bullet point to provide clarity. TAC members also stated that summarizing each point and providing content warnings may facilitate continued safety in a shared discussion space. TAC members expressed confusion on how to incorporate content warnings moving forward with every topic that may arise, while other TAC members felt that it would be reasonable to assign a list of topics to be on a content warning list so that warnings can be provided ahead of topics. Facilitator agreed to providing additional information on content warnings moving forward.

Memorandum of Understanding – Facilitator: Meg Kausch

- Facilitator introduced Memorandum of Understanding (MOU) and the responsibility of TAC to the PHA Home Forward and of the PHA to the TAC. Facilitator explained why an MOU matters and briefly provided an introduction to the drafted document, clarifying what the role of the PHA is and clarifying what the role of TAC is.
- After briefly providing an overview of the MOU, facilitator introduced visuals for TAC engagement roadmap and examples of what other advisory boards are doing across the United States.

Closing – Facilitator: Meg Kausch

- Facilitator reminded TAC members that they would return to closing out Conflict of Interest modules, finalizing group agreements and continuing Memorandum of Understanding at the next TAC meeting on Tuesday, September 30th.

