

Yakima Valley Homeless Planning & Policy Council Meeting
Monday, December 12, 2016

Present: Lowel Krueger (Yakima Housing Authority); Sara Watkins & Joan Davenport (City of Yakima); Beth Dannhardt (Triumph Treatment); Annette Rodriguez & Rhonda Hauff (Yakima Neighborhood Health Services); Joan Souders (Grandview City Council / LV Homeless Collation); Janice Gonzales (NCAC); Steve Bernard & Josh Jackson (Rod's House); Kathy Tierney (NW Justice Project); Deborah Whitefoot (Yakama Nation Housing Authority); Teresa Carlson (WA DOC), Verlynn Best (Yakima Chamber of Commerce) Ellie Lambert

Call In: Andrea Reyes (Yakima County)

Staff: Avery Zogelman, Chris Wickenhagen, Crystal Testerman, and Jessica Hansen

Call to Order and Introductions Chairman, Lowel Krueger, called the December 12, 2016, Yakima Valley Homeless Planning & Policy Council Meeting to order at 3:10 p.m. at the Yakima County Conference Room (223 N 1st St Yakima, WA 98901)

Approval of Minutes Ms. Whitefoot (Yakama Nation Housing Authority) moved to approve the updated minutes of the November 8, 2016 meeting. Ms. Carlson (WA DOC) seconded. The motion passed.

Old Business

RFP Subcommittee

A letter was presented proposing to disband the RFP subcommittee. Ms. Watkins, City of Yakima, responded by suggesting that the RFP subcommittee not disband and continue to push the process forward to continue to get the funding out to the community. Ms. Davenport, City of Yakima, is questioning why the committee is disbanding and how a committee can disband itself when the HPPC appointed the committee.

Ms. Davenport moved to not disband the committee and that the HPPC keep the RFP committee. Ms. Whitefoot seconded.

Discussion - Ms. Tierney, NW Justice, responded to the motion stating that Ms. Tutsch, also with NW Justice and on the RFP subcommittee, wrote the letter and that it was written as a response due to the lack of commitment of staff participation. She stated that all of the people on this committee are busy and don't have the expertise to put the RFP together.

Ms. Hauff, YNHS, asked the YVCOG staff if there was a commitment from YVCOG to support the RFP process. Ms. Wickenhagen, YVCOG staff, said that it would depend on what that commitment is. Is the committee putting together a process and want assistance from staff or is the committee saying YVCOG staff create the RFP process?

Ms. Reyes, Yakima County and RFP subcommittee member, reported that the subcommittee worked extensively, for several months, on the RFP process that wasn't utilized. She would like clear guidance and an outline from the Executive Committee on what their expectation is.

Ms. Dannhardt, Triumph Treatment, wondered why the HPPC would ask the Executive Committee for clear guidance when the HPPC has the expertise and understanding of what needs should be addressed. She also wondered about the Homeless financial account and why there isn't clear guidance about financial reporting.

Ms. Tierney, NW Justice, stated that it seems as though things broke off because there had been a commitment of staff time to help draft a RFP but that person was pulled out.

Ms. Wickenhagen, YVCOG, reported that YVCOG would like to have the reinstatement of this RFP Subcommittee. YVCOG needs a clear direction from the HPPC on how to proceed. YVCOG still does not have control of the funding available and without a clear idea of what funding is available there is a constant roadblock. YVCOG will have control of the funding on January 1, 2017. Ms. Wickenhagen deducted funding for projects that have already been obligated in 2017.

Ms. Whitefoot, Yakama Nation, appreciated Ms. Wickenhagen's explanation, and felt as though it answered a lot of questions. She stated that without knowing what funding was available it made the RFP building process impossible.

Ms. Hauff, YNHS, stated that she was confused on how the RFP process would involve individual cities. Can this RFP process fit with city involvement or are two different processes being suggested?

Ms. Wickenhagen, YVCOG, responded that it is a process that would involve individual cities as well because YVCOG does not want to put an RFP out there, that providers respond to, that a city could then deny the project. For example, putting an RFP out for a shelter, that a city doesn't allow due to zoning, causing the RFP process to start all over again. The idea is to involve each city so projects are approved from the beginning so by the time the project goes out for RFP approval all vetting has been done and the project will be able to move forward.

Call for question: 2 abstentions; Motion Carried.

It was discussed that the subcommittee would decide who would be appointed to chair the committee.

Ms. Davenport, City of Yakima, requested that Crystal be the lead staff person to assist with the RFP subcommittee. Ms. Testerman, YVCOG, agreed.

*Emergency
Winter Shelters*

It was reported that the overflow shelter status was filled by six (6) on Saturday, December 10, 2016. Ms. Testerman, YVCOG, reported that up to this point current shelters have been able to maintain status with the assistance of hotel/motel vouchers that both YNHS and NCAC have been utilizing. Original contracts determined how to split out money for the shelters and when HPPC proposed to the Executive Committee to do a conditional extra \$130,000 it was committed for overflow and it would just be committed to current contracts. The commitment of 20 extra beds was in response to the City of Yakima's letter.

Ms. Watkins, City of Yakima, addressed the prior months approved minutes stating that the motion was to recommend to the Executive Board that filing fees revenue were earmarked for winter weather shelter and services needed for winter months. Ms. Watkins stated that if someone comes forward and says that if \$130,000 is appropriate for hotel/motel vouchers that it should go towards that. The idea was to keep the motion broad so whatever need arose that money could go towards that need.

Ms. Testerman stated that contacts need to go forward to the Executive Committee on December 19, 2016 and that in order to make funding available that the contacts need to be approved by the Executive Committee as they aren't scheduled to meet again for another month. It may delay the process.

Ms. Watkins, City of Yakima, understood that the current contracts have already been approved and that this additional funding would be amended to the current contracts in place

with NCAC and YNHS as supplemental funds. The HPPC Committee could recommend to the Executive Committee that they amend the current contracts to increase to amount of dollars needed.

Ms. Wickenhagen, YVCOG, explained that YVCOG's intention was to get contracts preapproved to ensure it was available when needed. Because YVCOG's Executive Committee only meets monthly YVCOG wanted to have contracts at least a month in advance.

Ms. Rodriguez, YNHS, suggested that hotel/motel Vouchers be on the line. She thinks it's too risky to only spend 10% on hotel/motel.

Ms. Hauff recommended putting an OR in the contract. In order to get some people housed and break those barriers it needs to be hotel/motel vouchers.

Ms. Davenport, City of Yakima, moved to remove the 20 beds and the additional shelter out of \$130,000 contract and move it all to hotel/motel vouchers. Ms. Dannhardt seconded.

Ms. Davenport amended the motion to clarify: The motion is to increase the funding by \$130,000 and to merge the hotel/motel and emergency shelter operation lines together so those funds can be used for either or. The amendment was accepted by Ms. Dannhardt. Motion carried.

Bylaw Revision

Ms. Testerman, YVCOG, reported that she took the list from last month's meeting and added it current bylaws. New bylaws are being shown in red. YVCOG is asking that the HPPC take action to move this document forward to the Executive Committee for approval. With Bylaws in place, the HPPC would then be able to move forward with appointing new members to vacancies on the board.

It was discussed that some additions still needed to be added to the Bylaw revision. For instance, it was agreed upon that language about the alternate member being allowed to vote and participate, the same as the primary member, needed to be added to the document. It was agreed upon that alternating locations throughout the lower valley be added to the Bylaws. Along with meetings in the lower valley the HPPC would always like to have available a dial in option.

Ms. Davenport, City of Yakima, moved to table the Bylaw amendments until February. She feels as though there are much more time sensitive issues that should be addressed and that this issue is one that can be placed on hold. Ms. Hauff, YNHS, seconded. Motion Carried.

Ms. Hauff, YNHS, reported that she brought Continuum of Care language and guidelines with her. She believes that it is important to go thru the Continuum of Care to make sure that some of the language is incorporated into the Bylaw language to keep messaging consistent.

Ms. Wickenhagen, YVCOG, stated that while she understands wanting to table the Bylaws she also wants to make the HPPC aware that the Executive Committee is questioning why it is taking so long for the HPPC to get anything completed. Ms. Wickenhagen suggested setting up a subcommittee to continue vetting out the Bylaws, bring it back to the committee for further review, and then approving the Bylaws rather than putting it on the back burner for the next several months.

Ms. Davenport, City of Yakima, accepts the amendment. She just doesn't understand why it's that pressing of an agenda item. Currently, there is a fully functional board and these Bylaws haven't even been in place for a year.

Ms. Souders, City of Grandview and the chair of the Lower Valley Homeless Collation, disputed that this is her 2 or 3rd meeting that she has attended and she would like to be on the board so that she isn't spending time, gas, and money to participate on a board that she's not a member of. She would like some type of validation that she should be there representing the lower valley.

Ms. Davenport, City of Yakima, moves to appoint Joan Souders (City of Grandview) to the HPPC board. Ms. Gonzales, NCAC, seconds. Motion Carried.

Ms. Hauff, YNHS, volunteers to chair a Bylaw subcommittee.

*100 Day
Challenge*

Ms. Testerman, YVCOG, reported that the 100-day challenge is over and that there is a celebration for it in Pasco on Tuesday. A couple of highlights are we started with approximately 26 unsheltered families and housed 14 families. The numbers aren't matching up but we currently have 6 that are still unsheltered. During this time, providers were able to start entering some of the homeless into the HMIS system and have a mini rollout of the coordinated entry system. YVCOG will be having a coordinated entry entity who could be handling the assessment and referral portion of coordinated entry.

Five-Year Plan

Ms. Wickenhagen, YVCOG, recommended taking to the Executive Committee and ask them to adopt, by reference, the 5-year plan that commerce has on file. YVCOG asked commerce to send the plan on file so we could print it, present it to the Executive Committee, and approve it. YVCOG then learned that the plan was a standalone plan and had been submitted by a staff person without having it approved by the HPPC or Executive Committee. YVCOG was under the impression that there was a 5-year plan on file that would be in compliance until 2017 and that turns out to be not the case.

A new 5-year plan was presented to the group that was made up of goals, ideas, and information that was presented at a strategic planning meeting. After the new plan was presented YVCOG received lots of questions and feedback from YNHS, Yakima County Homeless Network, Catholic Charities, along with several other agencies. Each question was put into another list that then referenced where the 5-year plan answers that question. Ms. Wickenhagen again announced to the group that she felt like the Executive Committee was wondering what is taking so long. If the strategic planning session was in March, then why hasn't the 5-year plan been completed yet? The Executive Committee would like to move forward with a 5-year plan. The new plan that was created, by staff, has already gone out to a public review.

Mr. Krueger, Yakima Housing Authority, reported that when he attended the Executive Committee meeting that he was expecting the Executive Committee to adopt the current document on file only to realize that the document on file was not the document that had previously been viewed by the HPPC. Once it was realized that the document was different than what had been shared the Executive Committee. The Executive Committee then asked the question why it was taking so long for the HPPC to put together a 5-year plan? The response was that in order to put forward a good workable plan, that wasn't simply an outline, that it needed to be complete prior to sharing it with the public. The understanding coming out of the meeting was that the 5-year plan needed to be completed but that the committee would reconvene to finish it.

Ms. Hauff, YNHS, stated that she appreciates the effort being put forth towards the plan but that the HPPC is here to help and to please use the HPPC. Ms. Hauff, does not believe that it is ready to submit and so she can't in good faith recommend that this plan move forward.

Mr. Krueger, Yakima Housing Authority, asked the HPPC what they would like to move forward with because currently there is something on file, do they want to use the old plan, or if the HPPC wants to move forward with the new plan being proposed.

Ms. Davenport, City of Yakima, reported that after having a joint meeting with Department of Commerce and YVCOG that she has a better understanding of what Commerce is looking for and like it was already previously stated in the meeting, Commerce solely files the plan. They don't read and review it but they simply file the plan. Ms. Davenport stated that she doesn't feel comfortable rushing to adopt this plan and she is apologetic to the Executive Committee if they don't understand the nuances of writing a plan and that the HPPC is good for right now.

Mr. Zoglman, YVCOG, stated that the HPPC is on the constant cycle. Each month the HPPC meets and states that the HPPC doesn't have a plan. Each meeting it is then agreed that a subcommittee should be created in order to complete the plan but nothing ends up developing and then at the next HPPC meeting a new issue arrives and there is still no plan except for staff created plans that the HPPC obviously don't support and does not want to have a staff driven plan. In the meantime, the Executive Committee is still wondering where a plan is.

Ms. Davenport, City of Yakima, moved that we tell the Executive Committee that the housing first is our interim working draft. We aren't asking them to adopt it but we are asking that they recognize our working draft and that the subcommittee will refine this and get it done. Ms. Souders seconded. Motion Carried.

New Business

Yakima Homeless Network

Ms. Rodriguez, YNHS and the Chair of the Yakima County Homeless Network, reported that the Yakima County Homeless Network meets on a monthly basis. They meet the second Thursday of every month for an executive meeting and then they meet on every third Thursday for the membership meeting. Each meeting is held at 9:00am at the YNHS Paddock Room. Each meeting the network discusses what current issues are affecting the service providers and what is happening in the area. Ms. Rodriguez handed out Homeless Memorial Flyers for an upcoming memorial event and recommends that anyone reach out to her with any names that should be on the homeless memorial list. Another upcoming event is Project Homeless Connect and she is asking for any volunteers to please come forward.

Lower Valley Homeless Collation

Ms. Souders, City of Grandview and the Chair of the Lower Valley Homeless Collation, visited opportunity village and she saw another small village of tiny homes in Oregon. She was very impressed and was able to speak with many of the homeless people living there and had nothing but positive reviews to report. The Lower Valley Homeless Collation is working on some small goals of providing hygiene centers, utilizing churches for day shelters and transitional housing for victims of domestic violence.

Contracts

Ms. Testerman, YVCOG, reported that both the CHG and ESG contracts were received. With the transition in place they believe CHG is \$10,000 and ESG is \$40,000 which will be presented for approval so contracts will be put in place and then will be amended in January after December invoices have been paid.

Ms. Reyes, Yakima County, moved to bring the contracts forward to the Executive Committee. Ms. Davenport, City of Yakima, seconded. Motion Carried.

Budget Update

Ms. Wickenhagen, YVCOG, presented to the HPPC what a draft budget for their review. She will be supplying all of the contracts and funding opportunities available for future meetings as soon as she receives more information from the County, and actual numbers.

Other Business

Public Comment None.

Announcements Ms. Davenport, City of Yakima, announced that tomorrow the City of Yakima will be having a Homeless Study session and she encourages that all providers come and participate in the meeting at 10am.

Adjourn Chairman Krueger adjourned the meeting at 4:55p.m.

Respectfully
submitted,



Lowel Krueger, Chairman

Date signed: 1/11/17

Attest:



Jessica Hansen, Office and Communications Specialist