

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
December 19, 2016

CALL TO ORDER

John Hodkinson Vice Chairman, called the December 19, 2016 meeting of the YVCOG Executive Committee to order at 1:50pm

ROLL CALL &  
INTRODUCTIONS

Members present: John Hodkinson, Rand Elliot, Dan Olson, Janice Gonzales, Mario Martinez and Maureen Adkison.

Members Absent:

Call in: Jim Restucci

YVCOG staff present: Larry Mattson, Tami Hayward, Jessica Hansen, Chris Wickenhagen, Mike Shuttleworth and Crystal Testerman

Others present: Joan Davenport (City of Yakima); Sara Watkins (City of Yakima) Rhonda Hauff (Yakima Neighborhood Housing Services); Lowel Krueger (Yakima Housing Authority)

A quorum was present.

*\*Indicates notice of absence received prior to meeting.*

APPROVAL OF MINUTES

Mr. Martinez moved to approve the minutes from the November 21, 2016 meeting. Ms. Adkinson seconded. The motion carried.

PUBLIC COMMENT POLICY

It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.

OLD BUSINESS

*YVCOG 2017 Calendar*

Mr. Mattson presented the 2017 YVCOG meeting calendar. There were no questions or additional dates for further discussion. Ms. Gonzales moved to approve the 2017 strategic plan. Mr. Olson seconded. Motion Carried.

*YVCOG Strategic Plan*

Mr. Mattson presented the 2017 strategic plan. There were no questions for further discussion. Ms. Adkinson moved to approve the 2017 strategic plan. Mr. Olson seconded. Motion Carried. Mr. Mattson noted that this plan is focused on building YVCOG's internal capacity, as far as meeting our members' needs. Future strategic plans will have an external focus and will involve member input.

NEW BUSINESS

*Executive Session*

Mr. Hodkinson announced an executive session as per RCW42.30.110(1)(g) from 2:55pm to 3:15pm for the purpose of reviewing the performance of a public employee. The Executive Session ended at 3:15pm.

*Executive Director's  
Correspondence*

Mr. Mattson reported that YVCOG has had some staffing changes. Mike Shuttleworth has joined the team as the new Senior Planner. Mr. Shuttleworth has been a long time planning director at Benton County.

Mr. Mattson also reported that he plans to remove the interim title from Crystal Testerman and make her the permanent Homeless Program Manager effective today.

Mr. Mattson stated that Ms. Wickenhagen interviewed three potential Junior Planners last week and are currently checking references. Ms. Gonzales asked about the job that Ms. Testerman originally applied for, Grant Accountant, and is wondering if someone will be hired for that position. Mr. Mattson explained that Ms. Testerman was originally hired for that position to support the Homeless Program. It quickly became apparent that Ms. Testerman's demeanor, coupled with her experience as a State auditor, lent itself well to

the Program Manager position. She was appointed as the interim manager in October.

Mr. Mattson also reported on letters from the City of Yakima and YNHS and wanted to make sure that the executive committee was aware of them. The Executive Committee stated that they had seen the letters and felt like they had been discussed.

Lastly, Mr. Mattson reported on the Code of Conduct and Conflict of Interest. The Code of Conduct and Conflict of Interest was included in the Executive Committee's packet last month. This month Mr. Mattson is asking the committee members to sign the form and return it prior to the next Executive Committee Meeting.

#### *Approval of Vouchers*

Vouchers were audited and certified by the Auditing Officer as required by RCW 42.24.080, those expense reimbursement claims certified as required by RCW 42.24.090, and have been recorded on a listing which has been made available to the Executive Committee.

As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered DEC-16-001 through DEC-16-006 in the total amount of \$88,375.00, and claim vouchers numbered DEC-16-007 through DEC-16-055 in the total amount of \$74,446.52. Mr. Olson moved to approve the December Vouchers \* Restucci seconded this motion. Motion carried.

#### *Contracts*

Mr. Mattson spoke on the Homeless Program Master Agreement. He stated that this is the contract that will bring the Homeless Program to YVCOG from Yakima County. Mr. Mattson would like to thank Craig Warner and Sue Remer at Yakima County Financial Services for their assistance throughout the 18-month professional service contract. Mr. Martinez moved to approve the Homeless Program Master Agreement and authorize the chair to sign. Ms. Adkison seconded. Motion Carried.

#### *Homeless Program Contracts*

Ms. Testerman reported on the 2016 Extreme Winter Weather Shelter program and requests from the City of Yakima for additional funding of \$130,000 which would go to additional church with beds, an additional warming shelter, and additional hotel/motel vouchers to cover overflow from church shelters.

NOTE: Ms. Gonzales noted that she was also a recipient of additional funding and was concerned about conflict of interest in her Board role regarding this selection, and asked to be abstained from this selection.

Ms. Testerman also reported on the 2017 contracts with Commerce. She stated that YVCOG received a fractional portion of the contracts with Commerce. \$10,000 was for CHG and \$40,000 was for ESG funding. They will amend those contract amounts after they pay the December invoices for the County. As soon as Commerce can close out with the County they will amend our contract amounts. The intent is to establish contracts prior to January to make a smooth transition in January.

Lastly, Ms. Testerman reported on the 2017 contracts with providers which are also being established with a fractional contract of \$1,000. These contracts will also be amended as soon as YVCOG receives final amendments from Commerce.

Ms. Adkison moved to amend the existing Extreme Winter Weather Shelter contracts for an additional \$130,000, the 2017 contracts with Commerce, the 2017 Contracts with Service Providers and authorizes the Chair to sign. Mr. Martinez seconded. Motion carried. Ms. Gonzales abstained from the vote.

#### *Monthly Budget Report*

Ms. Wickenhagen presented the November 2016 Monthly Budget Report\* showing a revenue balance of \$-22,397.76. Mr. Olson moved to approve the monthly budget report. Mr. Gonzales seconded. Motion carried.

*YVCOG Pay Plan*

Mr. Mattson is asking for the adoption of the 2017 pay plan effective January 1<sup>st</sup> of 2017. This was the project that began this last summer that was included in the budget that was approved to the submittal of the General Membership and they approved at the October General membership meeting. This formalizes the adoption of the Pay Plan. Mr. Olson moved to approve the YVCOG Pay Plan. Ms. Adkison seconded. Motion Carried.

*Appoint 2017 Auditing Officer & Alternate Auditing Officers*

Mr. Mattson reported that Resolution 2016-4 authorizes the appointment of Mr. Mattson as the 2017 auditing officer and Christina Wickenhagen and Tamara Hayward as the alternate auditing officers. Mr. Martinez moved to approve Resolution 2016-4. Mr. Olson seconded. Motion carried.

*Advanced Travel Fund*

Ms. Wickenhagen reported on Resolution 2016-5 for consideration to increase the advanced travel fund from \$3,500 to \$5,000. YVCOG would like to increase the travel fund because there has to be a minimum of \$2,500 in the account otherwise the account costs \$25 a month. Also, there have been times when 2-3 employees have been out of the office causing the fund to run low. Mr. Olson moves to approve the increase and authorizes the chair to sign resolution 2016-5. Ms. Gonzales seconded. Motion carried.

*Federal Reimbursement Certification and Signature*

Ms. Wickenhagen reported on Resolution 2016-7 to appoint an official who is authorized to legally bind the non-federal agency for federal reimbursement. This resolution would allow Larry Mattson, Christina Wickenhagen, and Tamara Hayward to all be authorized signers. Mr. Olson moved to approve Resolution 2016-7 and authorizes the Chair to sign. Mr. Elliot Seconded. Motion Carried.

*Homeless Program 5-Year Plan*

Ms. Wickenhagen reported on the Homeless Program's 5-year plan. As discussed last month, Commerce has a document on file that was not vetted through any of the organizations within YVCOG. The Executive Committee wanted YVCOG to move forward with a plan that staff had brought forward. The draft plan was then put out for comment which received a lot of feedback. Once the feedback was received staff went through the plan and addressed any issues brought forward. Staff then took the draft plan to the HPPC and they were not comfortable with moving forward with the plan until they had time to review it. The HPPC requested that the Executive Committee note that they would like to use this as an interim working document and that something will be brought back to you to serve as an approved plan. YVCOG is asking for further direction from the Executive Committee if they choose to allow the HPPC to use the working document because the next steps are for YVCOG to issue an RFP. Without having an approved 5-year plan on file now (or soon), it will be difficult for YVCOG staff and the HPPC to have an RFP out within the first quarter of 2017. In the meantime, the HPPC would like to setup subcommittees to help vet through the draft 5-year plan.

Mr. Krueger, HPPC Chair, stated that his understanding was that the Department of Commerce has a plan on file that is valid until 2020 that the HPPC is perfectly comfortable with. The HPPC passed a motion to adopt that plan at this time and then work through the issues that the HPPC have with the draft plan. Mr. Krueger stated that there are a lot of issues in the plan that they are still not comfortable with. One problem being, that they have not had much time with the draft plan. In fact, the first time seeing (in its current form) was at the last HPPC meeting. They HPPC believe that the Executive Committee should adopt the plan on file at Commerce, at this time, to allow more time for the HPPC to work through any issues that they have with the plan being presented to you right now. The HPPC determined it was worth their while to put together a working group to work through it as quickly as possible so they could move forward with any updates and changes and then bring the plan back to the Executive Committee to be approved.

Ms. Wickenhagen agreed, but stated that the current 5-year plan could not be approved without going through the proper channels. It would first have to go out for public comment and then it would have to be presented to the Executive Committee for approval before the plan could be sent to Commerce. What the HPPC has requested is that we just sit with the document at Commerce, give the HPPC the opportunity to go through the draft plan, and then bring that plan back to the Executive Committee for approval.

Mr. Krueger stated that the HPPC would like to have a working group vet the draft plan and he believes that this new plan could be vetted and made available prior to the January Executive Committee meeting. Mr. Hodkinson asked if the plan would be ready prior to the January meeting so the Executive Committee would have time to review the plan prior to the meeting.

Ms. Wickenhagen stated that, working alongside the County, they feel there will be about a \$105,000 carried forward of the multiple filing fees at the end of this year. Even carrying that amount forward there are other commitments now, contracts with providers until June 2017, and an additional \$130,000 that was just approved for hotel/motel vouchers. If everything was spent that was currently committed at the end of next year, the 2163 funds would be down an additional \$50,000. In the first, two quarters the funds have been obligated. It's quarter 3 and 4 that are not obligated because those contracts have not been approved yet. Ms. Wickenhagen wanted to make sure that everyone was aware that if an RFP went out she would need to know where the funding for that would come from.

Ms. Davenport (City of Yakima) stated that there is a \$500,000 reserve currently set for the homeless program. She feels as though that is a high reserve. She also stated that there are two other projects that money has been set aside for that did not go through an RFP process and that money was just allocated for that. She believes that by stating that there is no money available, is a false statement. Mr. Mattson clarified that YVCOG is not saying that. He stated that YVCOG is just trying to give the big picture so everyone is seeing the numbers that YVCOG is seeing. Yes, there are two projects that have funding ear-marked for them that have never been vetted by the HPPC, which is a good discussion for the HPPC to have at their next meeting. His question to the HPPC is, "Would you like those projects to carry forward or not, or some type of hybrid policy?" Mr. Mattson stated that the reserve policy should also be discussed at the HPPC meeting; if they think it's too large or too small, and then brought back to the Executive Committee with their recommendation.

Mr. Elliot stated that this is a concern to him. While he believes high spending is ok for a short period of time, he believes that the way current spending is going that the HPPC will be out of money in no time. Mr. Olson stated that with all of the emergency spending that has been done for the City of Yakima that he would like things to slow down and he believes that starts with a plan.

Mr. Elliot suggested tabling the item until the next meeting on January 18, 2017. Mr. Restucci seconded the motion. Motion Carried and the item was tabled.

### *Homeless Program*

Ms. Testerman stated that currently there are two fulltime shelters. One is male the other is female and then there is a third overflow shelter. There have been a couple of days now with extremely low temperatures which has caused some higher numbers. According to HMIS, 104 people have been enrolled through the system and approximately 8 have used the overflow shelter.

Ms. Testerman also spoke on the 100-day challenge. She stated that the challenge has finished and they had a celebration in Pasco, WA with their consultant. YVCOG had 26 families at the beginning of the challenge and they believe they have housed 14 of those families. Ms. Testerman believes that the numbers are higher than that though because now on the HMIS system its stating that there are only 6 families left. She stated that the positive thing that has come out of the challenge is that it's really gotten the coordinated entry going and they hope to have a launch date for coordinated entry by February 1<sup>st</sup>.

Ms. Testerman spoke on the Yakima Homeless Network and the Lower Valley Homeless Coalition. She stated that these are two groups that will be updating the HPPC on their progress and how they can assist the HPPC. Annette Rodriguez is the chair for the Yakima Homeless Network and Joan Souders is the chair for the Lower Valley Homeless Coalition.

*General Membership Meeting*

Mr. Mattson reported that the General Membership meeting will be held in Sunnyside, WA on January 18, 2017. The program will be Community Economic Revitalization Board on infrastructure funding. Mr. Restucci made the board aware he will be out of town that meeting but will have his Deputy Mayor available at the meeting.

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:42 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
John Hodkinson, YVCOG Vice Chairman

1/18/17  
\_\_\_\_\_  
Date signed

ATTEST:

  
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Jessica Hansen, Office and Communication Specialist