

Yakima Valley Homeless Planning & Policy Council Meeting
Wednesday February 14, 2017

Present: Sara Watkins, Joan Davenport, Annette Rodriguez & Rhonda Hauff (Yakima Neighborhood Health Services); Janice Gonzales (NCAC); Josh Jackson (Rod's House); Teresa Carlson (WA DOC), Verlynn Best (Yakima Chamber of Commerce) Ryan Enright (Landmark Properties), Andrea Reyes (Yakima County), Patrick Baldoz (SCWDC) David Helseth and Deb Sterling (Justice Housing – Yakima); Duane Monick (UWCW); Stacey Kellogg (People for People 211), Lisa Homer (Gina McCabe); Bryan Ketcham (Catholic Charities); Maud Scott, Kelly Penfold (Alpha Team)

Staff: Chris Wickenhagen, Crystal Testerman, and Jessica Hansen

Call to Order and Introductions Chairman, Lowell Krueger, called the Wednesday February 14, 2017, Yakima Valley Homeless Planning & Policy Council Meeting to order at 10:00 a.m. at the Yakima County Conference Room (223 N 1st St Yakima, WA 98901)

Approval of Minutes Ms. Kellogg (People for People 211) moved to approve the minutes of the January 11, 2017 meeting. Ms. Penfold (Alpha Team) seconded. The motion passed.

Public Comment Policy *It is the policy of the YVCOG Homeless Planning and Policy Council 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

RFP Subcommittee Ms. Watkins informed the HPPC that the RFP subcommittee has been working on a new software program called ZoomGrants for creating the RFP. YVCOG purchased ZoomGrants, a complete grant management system, to administer all grants for the homeless program. Ms. Watkins reported that the subcommittee talked about a rough timeline. Ms. Hauff informed the HPPC that rent notices will be due before June 1st and would need to give notice to landlords before they would know about funding and asked that timeline be adjusted.

The HPPC asked the subcommittee to modify the timeline for the RFPs so new contracts are effective July 1st. This move will allow for agencies to know of funding decisions prior to any 30-day notice period before the end of the funding year which is currently June 30th.

Emergency Winter Shelters Ms. Rodriguez reported that this month YNHS has 6 units at the Yakima Housing Authority building, Cosecha Court. Englewood Men's had 444, Central Lutheran Men's had 1225 bed nights, and Unitarian Women's had 519 bed nights. Total bed nights from 11/16/16 – 2/13/17 was 2188 bed nights. Ms. Rodriguez stated that YNHS will run out of funds on March 15th.

Ms. Gonzales stated that NCAC is prioritizing families with children but NCAC has very limited funds and has already gone thru all of the funding that was awarded. NCAC has used all 4 units that Yakima Housing Authority provided.

New Business

Homeless Program Manager's Correspondence Ms. Testerman introduced the new Homeless Program coordinator William Denton. Mr. Denton and his family recently moved here from Reno, NV. He served in the military in law enforcement, both with the Airforce and the Army. After retiring in 2015, he worked in the HUD VASH Veteran's Program. He has a degree in Sociology and will be a great asset to the homeless program with his Human Services experience and training.

Ms. Testerman reported on that YVCOG has scheduled two workshops, one in the Lower Valley and one in the Upper Valley.

February 16th – Grandview Public Library and February 22 – ESD 105, in Yakima. Both meetings will be held from 1:30-4:30pm.

It was brought to YVCOGs attention that many of the cities and businesses throughout the Yakima Valley have questions about current and future services available for the homeless people in their communities. Before entering the next funding cycle and releasing the request for proposals (RFP) for new contracts, YVCOG would like to provide city staff and elected officials the opportunity to learn from local service providers about the types of services available in their communities and how to get connected with those services. It is also a great opportunity for service providers to hear what the cities perceive their needs to be. We will also be educating the cities and providers on the upcoming funding cycle, RFP process and timeline for release.

Ms. Testerman also reported to the HPPC that the Executive Committee meeting was rescheduled to February 21st. It will be held at the same time and same place.

Ms. Testerman updated the HPPC on contract amendments and that the HAF contracts were not passed at the last Executive Committee meeting due to not having a quorum. They will be presented again at the upcoming February 21st meeting

Contract Amendments

Ms. Testerman updated the HPPC on contract amendments update. All contracts have been sent to providers for signature and most January invoices have been received. The new contracts reflect the updated remaining balances from the previous County contracts. Mr. Krueger updated the HPPC that these are the amounts that have had place holders of \$1,000. It is clarified that these amendments are solely the remaining balances and not new monies given.

Ms. Davenport moved to adopt all contracts and send them to the Executive Board for approval. Ms. Reyes seconded. Motion carried.

Ms. Hauff, M.s Davenport, Ms. Danhardt and Ms. Gonzales abstained from the vote.

Coordinated Entry Update

Mr. Denton reported he has begun the HMIS training to become the lead for HMIS. Mr. Denton has also been working closely with the Department of Commerce and intends to make the homeless program fully compliant with regards to Coordinated Entry. Mr. Denton has also been working with other counties in WA like King County and Thurston County that have already implemented Coordinated Entry, to know what has worked and what has not worked when implementing the system. The homeless program staff has also met with 211 to discuss having phone access for intake. There is a subcommittee meeting on Friday to go over the next steps on coordinated entry. Lastly, Mr. Denton's goal is to have the pilot program running in March and then fully implemented in May. By July 1st, he plans to be in full compliance with the Department of Commerce.

Yakima Homeless Network

Ms. Rodriguez reported that the Yakima Homeless Network has been meeting monthly. That meetings are held every third Thursday of the month at the Paddock room. Everyone is welcome to the meetings.

LV Homeless Coalition

Ms. Souders reported that the Lower Valley Homeless Coalition has been working as a smaller subcommittee group. The idea is to work on a plan and then bring the information together to the larger participating group. There has been an increase in homelessness in the

lower valley. Ms. Souders is wondering how to get the word out about help to the general public since most people don't seem to know where to go.

2017 Point in Time Update

Mrs. Hauff reported on the 2017 Point in Time Update. YNHS contracted the Point in Time survey to Lee Murdock. Ms. Murdock has previously conducted the Point in Time survey process and YNHS feels as though her experience will be an asset. All surveys have not been collected by all agencies but Mrs. Hauff expects to see all surveys to be collected prior to next month's meeting and will have an update at that time.

2163 Earmarked Funds

Ms. Wickenhagen reported to the HPPC on the 2163 Earmarked Funds. Minutes from a Network meeting in 2013 discussed the \$200,000 earmark; however, no documentation can be found with regards to the \$100,000 demonstration project earmark. Ms. Wickenhagen is asking for more information to see if these funds should stay earmarked or if they should be released. Ms. Hauff stated that in 2013 Yakima County put out an RFP for funding. The concern is that this funding could be used immediately and that earmarking this money has held back \$300,000 from being efficiently utilized.

Mr. Ketcham stated that if there are contracts in place, that we should honor the commitment if it is still within the timeframe they were written for.

Ms. Watkins stated that the \$200,000 contract needs to be discuss and found, since there are minutes from 2013 stating this, but since there hasn't been an RFP for the demonstration project and no supporting documentation that it should be released for the immediate need of addressing the potential crises of March 15th when the shelters are no longer available Ms. Wickenhagen stated that these funds have been sitting there for 4 years and it could be a missed opportunity to help the homeless, but should be carefully considered so as not to quickly spend the funds, but rather utilize them for a longer term solution.

Mr. Leita stated that an ongoing project won't be covered by \$100,000. This is one-time money. The YVCOG executive board will recognize the \$200,000 is still an earmark and has been committed.

Ms. Davenport moves that this body recommend to the Executive Committee that the HPPC would like to release the \$100,000 that was originally earmarked for a demonstration project. Ms. Davenport asks that the process be sent to the RFP subcommittee so they can more expediently award the funds based on a letter of intent outside the RFP that will be issued for new contracts. She also states the letter of intent should include that the money be spent within 6 months so that it is not just sitting there unused like it had previously been. Ms. Souders seconds the motion. Motion carried. 12 for the motion, 4 voted against the motion. Motion carried.

Ms. Wickenhagen stated that the Executive Committee ask that staff look into the \$500,000 reserve. She also indicated that she is working on a policy to constitute what declares an emergency that would qualify dipping into this reserve. Ms. Wickenhagen feels as though the \$500,000 is a good number for the reserve because contracts and invoices don't always come in when expected and funds from the department of Commerce aren't always issued when anticipated.

Mr. Leita stated that it is a good business practice to have three months of reserve for any business or not-for-profit. He stated that he has looked through the County's financial history of the homeless program and believes that \$500,000 is an appropriate number. Mr. Leita also stated that if reserved money is used that the program would have to figure out how to build that money up again.

Budget Update Ms. Wickenhagen reported on the budget update and provided supporting documentation to the HPPC. As previously stated, the 2163 funds are being expended faster than funding coming in.

Other Business

Public Comment None.

Announcements Ms. Hansen announced for Ms. Penfold that the Alpha team meetings are currently on hold. She also asked that all supporting documentation be three-holed punched for her binder.

Adjourn adjourned the meeting at 12:08 p.m.

Respectfully
submitted,



Lowell Krueger, Chairman

Date signed: 4/11/2017

Attest:



Jessica Hansen, Office and Communications Specialist