

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
February 21, 2017

CALL TO ORDER

Mr. Restucci, Chairman, called the February 21, 2017 meeting of the YVCOG Executive Committee to order at 1:50pm

ROLL CALL &
INTRODUCTIONS

Members present: Jim Restucci, Mario Martinez, Dan Olson, John Hodkinson, Mike Leita, Janice Gonzales, and Maureen Adkison.

Members Absent:

Call in:

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

Others present: Lisa Homer (Co-Chair Homeless Gina McCabe) Joan Davenport (City of Yakima); Sara Watkins (City of Yakima) Rhonda Hauff (Yakima Neighborhood Housing Services); Deb Sterling (Justice Housing Yakima)

A quorum was present.

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

APPROVAL OF MINUTES

Ms. Olson moved to approve the minutes from the January 18, 2017 meeting. Mr. Adkison 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 Organization
Chart*

Mr. Mattson updated the organization chart to reflect Transportation Policy Board reporting relationships, new YVCOG staff, and advisory committees. Further clarification will be provided in the draft governance agreement at the March executive meeting. Mr. Olson moved to approve the 2017 YVCOG organizational chart. Mr. Leita seconded. The motion carried.

Conflict of Interest statement

Mr. Mattson reported that he still needs signed statements from Mr. Leita, Mr. Restucci and Ms. Adkison.

*Executive Director – Annual
Performance Review*

Chairman Restucci reported to all meeting participants that he would like to move the Executive Session for annual performance review to the end to the meeting since additional public participation is present. Hearing no objections, the Executive Session was moved to the end of the agenda.

NEW BUSINESS

*Executive Director's
Correspondence*

Mr. Mattson introduce William Denton who was hired as the Homeless Program Office Specialist. However, he is now on a trial basis as the Homeless Program Coordinator.

Mr. Mattson reported that this was the last policy board meeting that Deb LaCombe will be attending. She has accepted a position with Huibregtse, Louman Engineering and Land Surveying, Inc.

Mr. Mattson reported on the grant research, writing and management services. Mr. Mattson is planning a two-phase rollout for a new grant program to offered thru YVCOG. The first phase will be getting our planning staff further educated with grant writing and research. The YVCOG staff will be looking at our internal programs like the homeless program and transportation and land use and see where they can leverage the funds we already receive. In phase 2, YVCOG will provide these services to our members.

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 FEB-17-001 through FEB-17-006 in the total amount of \$90,575.00 and claim vouchers numbered FEB-17-007 through FEB-17-047 in the total amount of \$550,132.75 Ms. Adkison moved to approve the February Vouchers with provision for future amendments as expressed by the Deputy Director. * Mr. Olson seconded this motion. Motion carried.

2017 DE MINIMIS Indirect Cost Rate

Ms. Wickenhagen reported that the federal government came up with a new uniform guidance in December of 2013 and YVCOG has never transitioned over to an indirect cost rate. By adopting a cost rate YVCOG would have Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Mr. Leita moved to approve Resolution 2017-1 and Ms. Gonzales seconded. The motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the January 2017 Monthly Budget Report* showing a revenue balance of \$469,121.95. Ms. Adkison moved to approve the monthly budget report. Ms. Gonzales seconded. Motion carried.

Program Updates

Ms. Testerman reported that YVCOG held its first workshop in Grandview last week for the Yakima Valley Homeless Program project funding workshop. The intention of this workshop was to bridge a gap between membership cities and service providers. This workshop provided an opportunity for the service providers to explain what services they currently offer while also providing an opportunity for cities to voice what needs they see for their cities. The next workshop will be held February 22, 2017 at ESD 105.

Ms. Testerman stated that at the workshops also gave an opportunity to report on the RFP timeline. March 20th the RFP will go live on YVCOG's ZoomGrants program. June 19th contracts will be brought forward to the Executive Committee. The quick process is intentional so current service providers contracts with tenants aren't interrupted. This will be a 24-month contract cycle. The new contract is a consolidated grant using both CHG and ESG funding.

Mr. Shuttleworth reported on the planning program and stated that they are trying to get comprehensive plans completed before their due date which is June 30, 2017. Grandview and Naches have completed their 60-day review with the state and are in the process of adopting their comprehensive plan. Granger has submitted their plan to the state and are in the 60-day review process. Mabton will be submitted shortly and Selah is almost ready to submit. Mr. Shuttleworth is currently working on Wapato and Tieton's plan. Union Gap is a little behind but is catching up quickly. Recently, Mr. Shuttleworth started working with Moxee to get a contract in place so YVCOG can work on their comprehensive plan.

Homeless Program

Mr. Mattson reported on the contract modifications presented. These contracts are a result of the switch between Yakima County and YVCOG. YVCOG put \$1,000 placeholder contracts in place; these are the modifications to formalize the switch.

Mr. Leita moved to approve the contract modifications. Mr. Martinez seconded. The motion carried. Ms. Gonzales abstained from the vote.

HPPC motion: *Ms. Davenport moves that HPPC 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 develop a request process and 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.

Mr. Mattson stated that one of the things that YVCOG has been trying to create is a well-organized, consistent and predictable process whether for “emergencies” or longer-term needs, all funding required should go through a transparent evaluation.

Mr. Leita stated that there were a couple of things going on at the HPPC meeting. First, is to release the \$100,000 what was characterized as an earmark. He feels as though a later discussion about how that will happen will ensue. Secondly, there was discussion about the \$200,000 that was originally earmarked for an emergency shelter. The \$200,000 was originally earmarked for Triumph Treatment Center and when that project didn’t come to fruition it was then inferred that this money would perhaps be earmarked for Yakima Neighborhood Health. There was a lot of vagueness and Yakima County never found anything in their documents formally consummating this. Lastly, there was a discussion that ensued about the \$500,000 reserve. Ms. Wickenhagen let the HPPC know that the \$500,000 is a comfortable reserve and not something that YVCOG would like to reduce now. Mr. Leita believes that more discussions about the \$200,000 should be held at the HPPC meeting.

Mr. Leita moved to release the \$100,000 historical earmark money freed for future use as best determined. Mr. Hodkinson seconded. The motion carried. Ms. Gonzales abstained.

Mr. Martinez realizes that a lot of the visible homeless problem is in Yakima but he would like to see the City of Yakima come forward with a proposal that shows what the City of Yakima wants, with number of people served and the cost.

Mr. Mattson recommended that the RFP subcommittee consider scoring applications with factors that will weigh in an applicant’s favor like whether that city (municipality) is supporting the project and providing any additional funding.

Mr. Mattson reported that it was brought to YVCOG’s attention by the HUD that having Lowell Kruger, Chair of HPPC, and Rhonda Hauff, Vice-Chair of HPPC, might lead to potential conflicts of interest, as they also sit on the executive committee of the Homeless Network. YVCOG is continuing to work with HUD to research the issue of the Homeless Network or the Homeless Planning and Policy Council being disputed as the Continuum of Care. HUD has offered technical assistance to get the two groups resolve the situation.

Ms. Hauff stated that HUD has not approached her or Mr. Krueger about being on both boards. She stated the Homeless Network has been discussing the Continuum of Care (COC) with HUD. They are concerned that COC is meant to be an open body and there are many participants within the Homeless Network that want to be involved on the Homeless Planning and Policy Council (HPPC) that currently aren’t. What the HPPC brings that the Homeless Network was not successful in is bringing diversity within the community (government, community, police, and service providers) on the board. It was then discussed by the Executive Committee that the Homeless Planning and Policy Committee meetings are open meetings and that anyone may attend.

*YVCOG January 2017 General
Membership Meeting in
Sunnyside*

Mr. Mattson reported that January General Membership meeting was cancelled due to weather. Mr. Mattson’s suggestion to the Executive Board is that they carry the meeting location and topic over to the scheduled March 15, 2017 General Membership meeting. The Executive Committee agreed.

OTHER BUSINESS

Mr. Restucci presented Mr. Leita with the outstanding service award for 2016. Unfortunately, Mr. Leita couldn’t attend the General Membership meeting in December of

2016 and so he was presented the award today.

Mr. Restucci stated that he would like the Executive Committee to approve for Chairman Restucci to have a purchasing credit card since he continually travels for YVCOG attending the NARC boards events. Mr. Restucci is conducting official business for YVCOG as a NARC board member for Washington, Oregon and Idaho states.

Mr. Hodkinson moved to create a policy that would allow any representative of the YVCOG Executive Board to have control of a purchasing card once approved by the Executive Committee. Ms. Gonzales seconded. The motion and second was withdrawn.

Mr. Mattson will bring a draft policy forward to the Executive Committee next meeting for the board to discuss.

Executive Director – Annual Performance Review

Continuation of discussion from 19 December Executive Committee meeting. Possible executive session as well, to finalize performance review. “The Yakima Valley Conference of Governments shall convene an Executive Session, pursuant to RCW 42.30.110(1)(g)(“review the performance of a public employee”) for the purpose of reviewing the performance of the Executive Director Larry Mattson. This session will begin at 3:20 o’clock, and will be concluded at 3:25 o’clock.”

Homeless Program

After the Executive Session, the board went into further discussion about the Homeless Program and the COC. Ms. Testerman clarified that the COC more of a concept than a specific entity. The HPPC is making the recommendations since they are the experts and then pass a recommendation on to the YVCOG Executive Committee who is the fiscal agent. Further discussion about the COC, fiscal board and a potential new or expanded executive committee ensued.

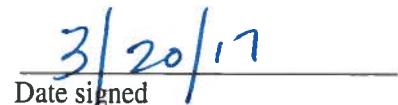
PUBLIC COMMENT

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 4:02 p.m.

Respectfully submitted,


James A. Restucci, YVCOG Executive Committee Chair


Date signed

ATTEST:


Jessica Hansen, Office and Communication Specialist