

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
January 18, 2017

CALL TO ORDER

John Hodkinson Vice Chairman, called the January 18, 2017 meeting of the YVCOG Executive Committee to order at 1:50pm

ROLL CALL &
INTRODUCTIONS

Members present: John Hodkinson, Mike Leita, Janice Gonzales, and Maureen Adkison.
Members Absent: Mario Martinez, Dan Olson, and Jim Restucci
Call in:
YVCOG staff present: Larry Mattson, Tami Hayward, Jessica Hansen, Chris Wickenhagen, 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) Raquel Crowley (Eastern WA Director, US Senator Patty Murray)
A quorum was present.
**Indicates notice of absence received prior to meeting.*

APPROVAL OF MINUTES

Ms. Adkison moved to approve the minutes from the Nov. 29, 2016 and the December 19, 2016 meeting. Mr. Leita 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

Homeless Program 5-Year Plan

Ms. Wickenhagen reported that a HPPC subcommittee was formed and went through the YVCOG Homeless Program's 5-year plan. They added areas where they felt needed more explanation to the plan in order to make it more transparent. The Homeless program 5-year plan was presented to the HPPC and they have recommended that it be brought to the Executive Committee for adoption. Commissioner Leita expressed his appreciation for the effort made. Mr. Leita moved to approve the Homeless Programs 5-year plan. Ms. Adkison seconded the motion. Motion Carried.

NEW BUSINESS

*Executive Director's
Correspondence*

Mr. Mattson reported that YVCOG has hired Brian Galloway as the new Associate Planner. The planning department is now fully staffed.

Mr. Mattson reported the Avery Zoglman's last day was the 9th of January. Mr. Zoglman has accepted a position with Catholic Charities – Families division. Ms. Wickenhagen has been recruiting for a Homeless Office Assistant position and will be hiring for this positions as soon as possible.

Mr. Mattson presented the YVCOG strategic plan for approval. This plan was presented last Executive Committee meeting but unfortunately the plan presented was the incorrect version. Mr. Leita moved to approve the presented strategic plan. Ms. Gonzales seconded. Motion Carried.

Ratification of Vouchers

Ms. Hayward reported on ratifying last month's vouchers list that will increase amounts of (DEC-16-051) Washington Cities Insurance Authority Liability Assessment from \$8124.00 to \$8,715.00; Increasing (DEC-16-022) US Bank P-card from \$2,500 to \$6,416.90, to include the purchase of ZoomGrants subscription; and Adding (DEC-16-056) Yakima Neighborhood Health Services \$5,006.45. Mr. Leita moves to approve the ratification of vouchers. Ms. Gonzales seconded. Motion Carried.

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 JAN-17-001 through JAN-17-006 in the total amount of \$90,575.00, and claim vouchers numbered JAN-17-007 through JAN-17-047 in the total amount of \$271,829.92. Mr. Leita moved to approve the January Vouchers with provision for future amendments as expressed by the Deputy Director. * Ms. Gonzales seconded this motion. Motion carried.

Homeless Program update

Ms. Testerman reported on a forum that was held on January 4, 2017 with Representative Gina McCabe. Representative McCabe is interested in helping the Valley receive some funding to do a capital project. Representative McCabe has received 6 or 7 project requests for funding and is asking that everyone come together and submit one request. There was a subcommittee meeting held to figure out what project would be the best fit for Yakima County. Mr. Mattson attending the meeting and gave an update that Representative McCabe expressed an interest in the Tiny House concept. Since that meeting, there have been several additional meetings to put a proposal together which have included capital and design costs. Representative McCabe is interested in figuring out sustainable funding for this project. Justice Housing – Yakima will be the lead on putting the application together and will have to submit the document by February 3rd. This proposal compliments the recently adopted YVCOG Homeless Program 5-year plan.

Ms. Crowley (Eastern WA Director, US Senator Patty Murray) reported that on January 31, 2017 the career and technical educators across the State will be convening in Olympia and outside the Capital Building the constructions and trade students will be performing a live demonstration building of tiny homes. This is a component of career and technical education and Yakima Valley Community College will be sending students over to have them participate in the construction building.

Mr. Hodkinson stated that he is a “consultant” for Justice Housing – Yakima and wanted to disclose that he is looking for property to purchase for the not-for-profit.

Mr. Mattson reported that Yakima Housing Authority is pursuing capital budget requests for the Armory. Yakima Housing Authority has a project designed to serve Veterans in the Armory on 16th Avenue in Yakima.

Homeless Program, HPPC New Members

Ms. Testerman reported that the HPPC recommends Joan Souders, City of Grandview council member; Verlynn Best, Yakima Chamber of Commerce CEO; and Bryan Ketchum, Catholic Charities Housing Services Director as new members of the HPPC. Mr. Leita moved to approve the new members to the Homeless Planning and Policy Council. Ms. Adkison seconded. Motion Carried.

Homeless Program HAF Contract Renewals

Ms. Gonzales recused herself and left the room at 2:07pm as NCAC is one of the agencies potentially receiving the HAF contract. With Ms. Gonzales exiting the room the Executive Committee no longer had a quorum.

Ms. Testerman reported on the HAF Contract renewal. YNHS will receive \$10,000 to serve the Upper Valley and NCAC will receive \$10,00 to serve the Lower Valley. Mr. Leita moved to approve the HAF contract renewals for both YNHS and NCAC. Ms. Adkison seconded.

Ms. Wickenhagen stated that YVCOG has a policy that will allow Executive Members to vote through email if it is sent out. All Executive Members currently present voted to

approve the contracts.

Ms. Gonzales returned to the meeting at 2:13pm.

Mr. Leita stated that he has two requests for the Homeless Program. His first request is that RFPs will be published and sent out in March. Ms. Wickenhagen stated that the RFPs contracts won't be available until July. The current providers who have contracts are good through June 30th and so the new funding cycle begins July 1st. The RFPs will go out in March, which will give YVCOG time to score and then create the contracts with Executive Committees approval, and the contract will begin July 1st. The RFP subcommittee is still meeting to work out what RFPs coincide with the approved YVCOG Homeless Program 5-year plan. YVCOG will then inform the cities about what services can be provided using each of the different funding sources. YVCOG wants to have the cities communicate with the providers so they are informed as to what services are already being offered in their city and then have the cities express what types of services they would like to see in their cities to the providers. Ms. Testerman reported that YVCOG has city/provider funding workshops scheduled in February 15th and 16th to start the communication.

Mr. Leita second request stated that the 2163 funds are diminishing and it is starting to raise some concerns for him. He wants to have staff look over what would be an adequate 2163 reserve amount, and if they would wish to continue previous earmarks.

Ms. Testerman reported that she is excited to be using new software (Zoomgrants) that manages the RFPs online and transparently show funding for anyone interested.

Monthly Budget Report

Ms. Wickenhagen presented the December 2016 Monthly Budget Report* showing a revenue balance of \$-44,483.01. Mr. Leita moved to approve the monthly budget report. Mr. Gonzales seconded. Motion carried.

YVCOG January 2017 General Membership Meeting in Sunnyside

Mr. Mattson reported that tonight's 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.

YVCOG 2017 Organization Chart

Mr. Mattson presented a new Organizational Chart because of changes in programs offered along with staffing changes. The Executive Board had a question about whether the Transportation Policy Board reports to the General Membership, and asked that a new Organizational Chart be presented at the next Executive Committee Meeting.

OTHER BUSINESS

Mr. Mattson reported that Lowel Krueger, Yakima Housing Authority, was able to have a waiver granted from the Department of Agriculture that allows homeless families to stay in seasonal farmworker housing during the winter while this housing is unoccupied. Currently, there are 8 families that have been housed, who are managed by both YNHS and NCAC.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 2:36 p.m.

Respectfully submitted,



John Hodkinson, YVCOG Vice Chairman

2-21-17

Date signed

ATTEST:



Jessica Hansen, Office and Communication Specialist