

Yakima Valley Homeless Planning & Policy Council Meeting  
July 11, 2017

*HPPC Voting Members Present: Lowel Krueger (Yakima Housing Authority); Rhonda Hauff (Yakima Neighborhood Health Services); Josh Jackson (Rod's House); Duane Monick (UWCW); Madelyn Carlson (People for People 211); Joan Souders (City of Grandview); Andrea Reyes (Yakima County); Teresa Carlson (DOC); Sara Watkins (City of Yakima); Verlynn Best (Great Yakima Chamber of Commerce); David Helseth (Justice Housing Yakima); Kathy Tierney (Northwest Justice Project); Kelly Penfold (Alpha Team); Wally Lee (Triumph Treatment Services). HPPC Voting Member Call In: Janice Gonzales (NCAC)*

*Others Present: Lee Murdock (Self); Deb Sterling (Sterling Concepts); Mike Murdock (River Rock Consulting); Tom Gaulke (Entrust); Julie Gove (Transform Yakima Together); Lisa Homer (Co-Chair Homelessness - Gina McCabe) Bob Cook (DB3 Yakima); Maud Scott (Citizen at large); Tierra Girard (Yakima County)*

*Staff: Chris Wickenhagen, Crystal Testerman, and Jessica Hansen*

**Call to Order and Introductions** Chairman, Lowell Krueger, called the Tuesday July 11, 2017, Yakima Valley Homeless Planning & Policy Council Meeting to order at 10:00 a.m.

**Approval of Minutes** Ms. Reyes moved to approve the May 15, 2017 regular meeting minutes. Ms. Penfold seconded the motion. The motion carried with 15 votes in favor.  
Ms. Reyes moved to approve the May 23, 2017 special meeting minutes. Ms. T. Carlson seconded the motion. The motion carried with 12 votes in favor and 3 abstentions.  
Ms. Watkins moved to table the minutes from June 13, 2017 until the next HPPC meeting. Mr. Monick seconded the motion. The motion carried with 15 votes in favor.  
Ms. Reyes moved to approve the June 26, 2017 special meeting minutes. Ms. Penfold seconded the motion. The motion carried with 11 votes in favor and 4 abstentions.

**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**

*End of Inaugural Terms*

Mr. Krueger discussed the end of the inaugural two-year terms process. After much dialogue, it was decided that the amended bylaws are needed prior to electing new members to the board. There will be 3 seats available for new HPPC members.

There are seven members that would like to be re-elected for another 4-year term. Ms. Hauff moved that Mr. Krueger, Ms. T. Carlson, Ms. Dannhardt, Ms. Davenport, Ms. Gonzales, Mr. Helseth and Ms. Souders, as a slate, be put forward as a recommendation to the Executive Committee for an additional 4-year term on the Homeless Planning Policy Council. Mr. Jackson seconded. The motion carried with 14 votes in favor and 1 abstention.

Mr. Krueger then explained the election of the chair and the vice-chair. The nominations were opened for the chair. Ms. Hauff moved to nominate Mr. Krueger to continue his role, as the chair, on the homeless planning and policy council. Mr. Helseth seconded. The motion carried with 14 votes in favor and 1 abstention. Ms. Krueger abstained for reasons of conflict of interest.

The nominations were opened for the vice-chair. Ms. T. Carlson moved to nominate Ms. Hauff as the vice-chair of the homeless planning and policy council. Ms. Souders seconded the motion. The motion carried with 14 votes in favor and 1 abstention. Ms. Hauff abstained for reasons of conflict of interest.

Mr. Krueger reported on the HUD technical assistance agreement and stated that there will be a webinar with Joni Canada, the HUD technical assistant representative, on July 25, 2017 at 2pm. After the webinar, Joni Canada will then visit the Yakima area and have a meeting with both the Homeless Network of Yakima County and Yakima Valley Conference of Government's Homeless Planning and Policy Committee to help mediate who will be the Continuum of Care designee.

*Budget Update*

Ms. Wickenhagen presented the June homeless budget. She also provided additional information and definitions about each homeless funding program to help educate the HPPC on what type of funding can be used for each program.

*Policy and Procedure for Emergency Funding*

Ms. Wickenhagen presented the YVCOG homeless reserve policy and procedure for emergency funding. A cash flow reserve balance of \$400,000 will be available to protect against state and federal funding fluctuations and \$100,000 will be available for one-time emergency projects.

*Request for Qualifications (RFQ)*

Ms. Wickenhagen updated the HPPC that the request for qualification (RFQ) is ready and requested a sub-committee to review the document. It was determined that an additional licensing fee would be needed to have two RFQs running on Zoomgrants simultaneously. After much discussion, Ms. M. Carlson moved to proceed with a paper application for the RFQ proposal. Ms. Souders seconded. The motion carried.

Ms. Wickenhagen asked for an RFQ/RFP sub-committee to review the RFQ before it's published. Ms. Wickenhagen moved a motion which, after debate and amendment, was adopted as follows: That a subcommittee consisting of Ms. Davenport or Ms. Watkins (City of Yakima), Ms. Gonzales, Ms. Reyes, Ms. Souders, Ms. Best and Ms. T. Carlson be created to review the \$200,000 RFQ application. Ms. Gonzales seconded. The motion carried with 12 votes in favor, 2 opposed, and 1 abstention.

**New Business**

*Homeless Program Manager's Correspondence*

Ms. Testerman is currently drafting the 2017 PIT Stakeholder report. Mr. Krueger asked that an email be sent out asking for additional volunteers to help with the PIT report. A subcommittee will be appointed at the next HPPC meeting.

Ms. Testerman requested a subcommittee to help finalize bylaw revisions and ensure they are in line with recommendations from Joni Canada, the HUD Technical Assistance representative. Dr. Monick, Ms. Watkins, Ms. Hauff, Ms. Murdock and Ms. Penfold all volunteered to be on the bylaw amendment subcommittee.

Ms. Tierney moved to appoint Dr. Monick, Ms. Watkins, Ms. Hauff, Ms. Murdock and Ms. Penfold to review the HPPC bylaw amendment. Mr. Helseth seconded. The motion carried with 15 votes in favor.

Ms. Testerman requested a subcommittee to assist with the Collaborative Application process, including the RFP for new projects. The Notice of Funding Availability (NOFA) will likely be released soon and it is imperative to get an early start on the project applications, scoring, etc. The HPPC asked Ms. Testerman to get additional information from HUD on the renewal process.

*Coordinated Entry and HMIS Participation Requirement*

Ms. Wickenhagen reported on the Coordinated Entry and HMIS Participation Requirement and that meetings are being held on Fridays at the YVCOG office. All service providers receiving funding, thru YVCOG, must participate in Coordinated Entry.

Ms. Reyes moved to approve the recommendation to the YVCOG executive committee for approval of the Northwest Community Action Center, Rod's House, and Yakima Neighborhood Health Services contracts. Ms. Watkins seconded the motion. The motion carried with 12 votes in favor and 3 abstentions.

*2018 Homeless  
Program Budget  
Process*

Ms. Wickenhagen updated the HPPC on the 2018 homeless program budget process. Ms. Wickenhagen then asked to appoint a 2018 budget subcommittee to determine how much funding would be allocated towards each homeless objective and which objective takes priority. It was determined that a special meeting would be called instead of creating another subcommittee.

*HPPC Transitional  
Ad Hoc Charter  
Committee*

Mr. Krueger reported that the HPPC transitional ad hoc charter committee has been meeting and decided that they would like to have a special HPPC meeting to debrief everyone about what took place during the last RFP round, reestablish an RFP subcommittee to review and recommend improvements of the process, and establish an educational class for new HPPC members or anyone interested in learning more about the homeless program.

*Yakima Homeless  
Network*

Ms. Rodriguez updated the HPPC that the Yakima Homeless Network did not hold a meeting this month and are still on track for TA call.

*LV Homeless  
Coalition*

August 7<sup>th</sup> the City of Grandview will be hosting a night out and invited all service providers to participate.

*Meeting Location  
for next Lower  
Valley Meeting*

Ms. Testerman reported that while the HPPC had committed to having 4 meetings throughout the valley during the year, that attendance is lower, and suggested only having 2 meetings a year in the lower valley. Ms. Testerman would like to have preset months for a meeting in the spring and a meeting in the fall. It was determined that March and September would be the best months and that the September HPPC meeting would be held at the Grandview Public Library.

**Public Comment**

None.

**Announcements**

None

**Adjourn**

With no other business, Mr. Krueger adjourned the meeting at 11:34am.

Respectfully  
submitted,

  
\_\_\_\_\_  
Lowell Krueger  
Homeless Planning and Policy Council Chairman

  
\_\_\_\_\_  
Date Signed

Attest:

  
\_\_\_\_\_  
Jessica Hansen, Office and Communication Specialist