

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
June 19, 2017

CALL TO ORDER

Mr. Hodkinson, Vice-Chairman, called the June 19, 2017 meeting of the YVCOG Executive Committee to order at 1:55pm

ROLL CALL &
INTRODUCTIONS

Members present: John Hodkinson, Maureen Adkison, Mike Leita, Mario Martinez, and Dan Olson

Members Absent: Janice Gonzales and Jim Restucci, excused

Call in:

YVCOG staff present: Larry Mattson, Jessica Hansen, Will Denton, Tami Hayward and Mike Shuttleworth

Others present: Lowel Krueger (Yakima Housing Authority); Dennis Crane and Andy Ferguson (Transform Yakima Together); TJ Mattingly (Triumph Treatment Services); Craig Warner (Yakima County); Sara Watkins and Joan Davenport (City of Yakima); Don Hinman and Rhonda Hauff (Yakima Neighborhood Health Services); Duane Monick (UWCW); Lee Murdock (River Rock Consulting); Lisa Hall (Yakima Community Member); Mariana Ambriz (NCAC)

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Leita moved to approve the minutes from the May 15, 2017. Ms. 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

NEW BUSINESS

*Executive Director's
Correspondence*

- Mr. Mattson reported on the attorney contract with Meyer, Fluegge, and Tenney and James C. Carmony and that it has been renewed for another year.
- Mr. Mattson updated the board on the Pay for Success Technical Assistance Grant from the Urban Institute. The Urban Institute will be hosting a symposium in Washington D.C. and both Mr. Mattson and Commissioner Anderson will be attending.

Monthly Budget Report

Ms. Hayward presented the Homeless Program May 2017 Budget Report, the May 2017 Budget Report, and May 2017 reimbursements. YVCOG paid out \$203,449.45 in homeless contracts for May expenses.

Ms. Hayward also presented the May 2017 Monthly Budget Report* showing a revenue balance of \$15,248.75.

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 JUN-17-001 through JUN-17-006 in the total amount of \$90,575.00 and claim vouchers numbered JUN-17-007 through JUN-17-049 in the total amount of \$383,891.81. Mr. Martinez moved to approve the June

Vouchers with provision for future amendments as expressed by the Deputy Director. Mr. Olson seconded. Motion carried.

Program Updates

- Mr. Shuttleworth reported on comprehensive plans updates for Granger, Union Gap, Wapato and Mabton.
- Ms. Testerman reported that YVCOG is now in phase 2 with HUD on the CoC. An advisor will be coming to visit approximately the 1st of July to help facilitate and work thru the CoC process. Ms. Testerman also reported that the State operating budget has still not been approved.
- Mr. Mattson reported that the HPPC has 2-year board members that terms are up for re-election.
- Mr. Mattson reported on the FEMA program. Currently, People for People administers the program and receives 3% for administration costs. It was suggested that this program go into the competitive bidding cycle to ensure that it becomes part of the aggregate needs of the valley.

Conflict of Interest Policy

Mr. Mattson reported on the Conflict of Interest Policy presented. The intent is to have a conflict of interest policy that captures all programs that are under YVCOG's umbrella. Mr. Mattson said this draft is still being revised based on feedback from our HUD consultants. A revised draft will be available soon.

Homeless Program Fund Balance Reserve Policy

Mr. Mattson reported on the Homeless Program Fund Balance Reserve Policy. He stated that it was split in two reserve accounts. One would be for \$400k, which would cover two months of homeless billings, in the event of late billings or any delays that come from State and Federal funding. The second fund of \$100,000 would be an emergency reserve fund for one-time emergencies that need immediate action. After much discussion, it was decided that a \$500,000 reserve would be appropriate. Mr. Leita moved to approved the proposed homeless program fund balance reserve policy. Mr. Martinez seconded.

Mr. Leita moved to amend his motion striking the bullet "once every three years." Ms. Adkison seconded. Motion Carried.

Homeless Program Contracts

Mr. Mattson played the recording from the May 23, 2017 HPPC special meeting for approximately 8 mins. The specific portion played was of Stacey Kellogg (People for People) describing the scoring process on behalf of the HPPC scoring committee. After much discussion, Mr. Martinez moved to approve and authorize the chair to sign all homeless contracts after the provider signs. Mr. Leita seconded. One opposed – Ms. Adkison. Motion Carried.

OTHER BUSINESS

PUBLIC COMMENT

Mr. Krueger (Yakima Housing Authority); Rhonda Hauff (Yakima Neighborhood Health Services) and TJ Mattingly (on behalf of Beth Dannhardt of Triumph Treatment Services) all read public comment letters pertaining to the homeless program contracts.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:38 p.m.

Respectfully submitted,



John Hodgkinson, YVCOG Executive Committee Vice-Chair

7/17/2017
Date signed

ATTEST:



Jessica Hansen, Office and Communication Specialist