

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES

March 20, 2017

CALL TO ORDER

Mr. Hodkinson, Vice-Chairman, called the March 20, 2017 meeting of the YVCOG Executive Committee to order at 2:00pm

ROLL CALL &  
INTRODUCTIONS

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

Members Absent: Janice Gonzales

Call in: Jim Restucci

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

Others present: Annette Rodriguez (YNHS), Leah Ward (YNHS); Sara Watkins (City of Yakima), Joan Davenport (City of Yakima), Cliff Moore (City of Yakima) Deb Sterling (Justice Housing of Yakima); Tom Gaulke (Entrust); Lowel Krueger (Yakima Housing Authority); Andy Ferguson (Transform Yakima) A quorum was present.

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

APPROVAL OF MINUTES

Mr. Olson moved to approve the minutes from the February 21, 2017 meeting. 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

*Executive Director – Annual  
Performance Review*

Chairman Restucci requested, to all meeting participants, to move the Executive Session for annual performance review to the end of the meeting since there are guests here who wish to participate in the Homeless Program discussions. Hearing no objections, the Executive Session was moved to the end of the agenda.

NEW BUSINESS

*Executive Director's  
Correspondence*

Mr. Mattson reported to the board that he and the DRYVE/TRANSACTION group traveled to Olympia last week and spoke with Representative Gina McCabe about transportation and homeless issues. Mr. Mattson and many others have been working with Representative McCabe on a capital budget request that would construct tiny homes for the homeless in the Yakima Valley.

Mr. Mattson also informed the Executive Board about the HUD housing and Urban development technical assistance that was offered to YVCOG by HUD. YVCOG has formally submitted our request for help facilitating a discussion of working better with the Homeless Network.

*Homeless Program Contract*

Mr. Mattson reported on the \$100,000 contract for Transform Yakima. This \$100,000 will go towards a temporary homeless encampment. It was recommended by the HPPC to forward this to on to the Executive Committee for approval. Mr. Leita moved to approve and authorized for the chair to sign the \$100,000 contract to Transform Yakima. Ms. Adkison seconded the motion. The motion carried.

*Release of the consolidated  
Homeless Grants RFP for  
July1-June 30<sup>th</sup> Contracts.*

Mr. Mattson reported on the release of the consolidated homeless grants RFP for July 1 – June 30<sup>th</sup> 2018 contracts. The contracts will be released by the end of the month.

*Collaborative Applicant contact changes for HUD system program*

Mr. Mattson reported on the collaborative applicant contact changes for HUD system program. There are several online HUD information management systems that YVCOG uses that need to have new designee points of contact. Ms. Adkison moved to approve the collaborative applicant contact changes for the HUD system program. Mr. Olson seconded. The motion carried.

*Ratification of Vouchers*

Ms. Wickenhagen reported on increasing the amount of Jan-17-38 (Yakima Neighborhood Health Services) from \$110,000.00 to \$197,394.61. Mr. Olson moved to approve the ratification of voucher Jan-17-38 from \$110,000.00 to \$197,394.61. Mr. Leita seconded the motion. The 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 MAR-17-001 through MAR-17-006 in the total amount of \$90,575.00 and claim vouchers numbered MAR-17-007 through MAR-17-049 in the total amount of \$334,989.54. Ms. Adkison moved to approve the March Vouchers with provision for future amendments as expressed by the Deputy Director. \* Mr. Olson seconded this motion. Motion carried.

*2016 Final Budget Report*

Ms. Wickenhagen presented the Final 2016 Budget Report showing a final revenue balance of \$36,110.50. Ms. Adkison moved to approve the final 2016 budget report. Mr. Martinez seconded. Motion carried.

*Monthly Budget Report*

Ms. Wickenhagen presented the Homeless Program February 2017 Budget Report. Mr. Hodkinson asked for a column that will show a subtotal of what funding is going thru YVCOG.

Ms. Wickenhagen stated her concerns about how much more 2163 funding is being spent than collected, each month, with the Homeless Program. Mr. Leita stated that he would like the HPPC to come forward with something definitive about what project they would like to spend the \$200,000 on that was earmarked for a project several years ago. Mr. Krueger stated that the \$200,000 was awarded to Triumph Treatment services and then transferred to Yakima Neighborhood Health Services. Mr. Leita stated that there is no documentation supporting the award nor the transfer. Mr. Krueger stated that a letter of intent was posted on the City of Yakima website. Mr. Leita asked Mr. Krueger where are the binding contracts and supporting documents. Mr. Leita would like the HPPC to come forward with a \$200,000 project that the HPPC endorsed and can be approved by the Executive Committee legally.

Ms. Wickenhagen presented the February 2017 Monthly Budget Report\* showing a revenue balance of \$309,746.09. Mr. Leita moved to approve the monthly budget report. Ms. Adkison seconded. Motion carried.

*Budget Amendment #1*

Ms. Wickenhagen presented the Budget Amendment #1 for local filing fees. Mr. Leita moved to approve forwarding the budget amendment to the General Membership. Mr. Martinez seconded. Motion carried.

*Program Updates*

Ms. Testerman reported that YVCOG will be hosting a training for the Department of Commerce called Trauma Informed Service Provider Training on April 12<sup>th</sup>.

Mr. Shuttleworth reported that Naches and Grandview have adopted their updated comprehensive plan for 2017. Granger and Mabton have turned their updated

comprehensive plans into the Department of Commerce. The City of Selah should be submitting their updated plan this week. The Cities of Tieton, Wapato, and Union Gap are working hard to meet the June 30<sup>th</sup> deadline. Mr. Shuttleworth also informed the Executive Committee that YVCOG employee, Brian Galloway, just got back from a grant training.

#### *Upcoming Workshops*

Mr. Mattson reported on the upcoming April workshops.  
April 18, 2017 from 8:30am-5pm - \$75 Writing in Plain Talk – Jordan Peabody  
April 19, 2017 from 9am-12pm - \$75 Jurassic Parliament – Robert’s Rules of Order  
April 20, 2017 from 8am-3:30pm – Free Tools for funding future infrastructure projects  
April 26, 2017 from 6:15pm 9:15pm – Free Short Course on Local Planning.  
June 2, 2017 from 9am-11:30 & 1:00pm-3:30pm – Free Course on Public Records 101

#### *YVCOG Internal Policy Proposals*

Mr. Mattson reported on the procurement policy which will make a consistent policy across all YVCOG programs. In this updated policy, it references both the Homeless and Transportation programs within YVCOG. This policy also modifies the Executive Director’s pre-approval (“signature authority”) amount from \$10,000 to \$25,000. Mr. Leita moved to approve the procurement policy creating a consistent policy across all YVCOG programs. Ms. Adkison seconded the motion. The motion carried.

Mr. Mattson reported on the request for proposal (RFP) policy which would also create a consistent policy across all YVCOG programs. Mr. Martinez moved to approve the request for proposal (RFP) policy creating a consistent policy across all YVCOG programs. Ms. Adkison seconded the motion. The motion carried.

Mr. Mattson presented the executive committee purchasing card (“P-Card) policy. This card would be for use by members of the executive committee; members need to be pre-approved by the executive committee to receive a p-card. Mr. Leita moved to approve the executive committee purchasing card policy. Mr. Olson seconded. The motion carried.

#### *General Membership Meeting*

Mr. Mattson reported on the May 17, 2017 the general membership meeting will be in Selah. Mr. Mattson asked if the executive committee had any ideas for a topic.

#### *Governance Agreement*

Mr. Mattson presented the governance agreement. He stated that this document will replace some of the overarching documentation that was lost in the fire in the 1990s. The governance agreement is meant to be a structural foundation document that guides how YVCOG’s various programs function and how YVCOG behaves. Mr. Mattson encouraged the executive committee to take home the governance agreement, look it over, and have anyone else pertinent look thru it. At the next executive committee meeting, Mr. Mattson would like to revisit this agreement. Should the agreement meet the executive committee’s expectations, Mr. Mattson would like to forward the document on to the next General Membership meeting to begin the review and approval process. Each member agency will likely want to conduct their own detailed review of the agreement. Mr. Mattson would like to have this document in place by December 31, 2017

#### OTHER BUSINESS

Mr. Restucci stated that per the recent motion for the purchasing card policy, he would like to request a purchasing card for his use on official YVCOG business. Mr. Leita moved to approve a P-Card to Chairman Restucci for NARC meetings. Ms. Adkison seconded the motion. The motion carried.

Mr. Leita suggested shortening the Executive Committee meetings by handling the homeless program on different dates or times from other YVCOG business.

#### *Executive Director – Annual*

Mr. Mattson asked if the executive committee would like to have a special meeting for his

*Performance Review*

annual performance review. It was decided that the meeting would be held Wednesday, March 29, 2017 at 1:30pm.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 3:53 p.m.

Respectfully submitted,

  
John Hodgkinson, YVCOG Executive Committee Vice-Chair

3-20-17  
Date signed

ATTEST:

  
Jessica Hansen, Office and Communication Specialist