

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
May 15, 2017

CALL TO ORDER

Mr. Hodkinson, Vice-Chairman, called the May 15, 2017 meeting of the YVCOG Executive Committee to order at 2:05pm

ROLL CALL &
INTRODUCTIONS

Members present: John Hodkinson, Maureen Adkison, Mike Leita, Mario Martinez, and Janice Gonzales

Members Absent: Dan Olson, excused

Call in: Jim Restucci

YVCOG staff present: Chris Wickenhagen, Jessica Hansen, Will Denton, and Mike Shuttleworth

Others present: Lowel Krueger (Yakima Housing Authority)

A quorum was present.

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

APPROVAL OF MINUTES

Ms. Adkison moved to approve the minutes from the April 17, 2017. 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

NEW BUSINESS

*Executive Director's
Correspondence*

- Ms. Wickenhagen presented Budget Amendment #1 and stated that it would be presented to the General Membership at the next meeting. The budget is being amended due to receiving funding that was expected in 2016 but was received in 2017, releasing 100k local fees for a homeless encampment.
- YVCOG did not receive the grant to fund phase 2 for 'Pay for Success' program.
- YVCOG is continuing to work with HUD technical assistance regarding the COC for Yakima County/Yakima City.
- The annual report has been submitted to the auditor.
- The 4 workshops that YVCOG hosted went very well (Writing in Plain Talk, Jurassic Parliament – Robert's Rules of Order, Tools for funding future infrastructure projects and a short course on local planning.)

Monthly Budget Report

Ms. Wickenhagen presented the Homeless Program April 2017 Budget Report, the April 2017 Budget Report, and April 2017 reimbursements. YVCOG paid out \$187,028.86 in homeless contracts for April expenses.

Ms. Wickenhagen presented the April 2017 Monthly Budget Report* showing a revenue balance of \$181,752.18. Mr. Martinez moved to approve the monthly budget report. Ms. Adkison 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 MAY-17-001 through MAY-17-006 in the total amount of \$90,575.00 and claim vouchers numbered MAY-17-007 through MAY-17-048 in the total amount of \$399,685.40. Mr. Gonzales moved to

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

Contracts

Mrs. Wickenhagen presented the homeless programs contracts. She stated that HEN money is a state funding source that must be spent prior to June 30, 2017. NCAC stated that they wouldn't be able to spend about \$25,000 of HEN money prior to June 30 and YNHS needed additional funding. Mr. Leita moved to approve reallocating \$25,000 of HEN funds from Consolidated Homeless Grant Program Contract 2016-2017 CHG NCAC (mod 2) to 2016-17 CHG YNHS (mod 3.) Ms. Adkison seconded. Motion Carried. Ms. Gonzales abstained.

Program Updates

Coordinated Entry Presentation – Mr. Denton presented on Coordinated Entry. Mr. Denton stated that Yakima/Yakima County has been noncompliant for the past 2 years. Coordinated Entry is a HUD program. Washington State requires Yakima/Yakima County to be compliant by July 1, 2017. Mr. Denton started a pilot program March 27, 2017 and will have the full program running prior to July 1st.

Ms. Wickenhagen gave a homeless program update. She stated that the RFP has closed and is currently being scored. Once all RFPs are scored and organized they will go before HPPC at a special meeting on May 23, 2017. The HPPC will vote and come forward to the Executive Committee with recommended contracts. The RFP awards must be completed prior to the end of May so any provider that was not awarded funding, but are currently housing individuals, will be able to give notice to vacate. Next month, the Executive Committee will have the next 'one-year' contracts for the state, federal and local funds.

Mr. Shuttleworth reported on several updated comprehensive plans and that the June 30th deadline is fast approaching. Mr. Shuttleworth also informed the Executive Committee that both he and Brian Galloway just got back from another grant training.

Upcoming Workshops

Ms. Wickenhagen reported on the upcoming WAPRO PRA 101 workshop on June 7, 2017 from 9am-11:30 & 1:00pm-3:30pm

General Membership Meeting

Ms. Wickenhagen reported the May 17, 2017 the general membership meeting will be in Selah. The State Treasurer Duane Davidson will be presenting his agency's 'LOCAL' program.

OTHER BUSINESS

Mr. Hodkinson asked about Mr. Mattson's pay increase that was approved on March 29th and when it would go into effect. Mr. Leita moved that the Executive Directors salary goes into effect by March 29, 2017. Ms. Adkison seconded. Motion Carried.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 2:59 p.m.

Respectfully submitted,

John P. Hodkinson
John Hodkinson, YVCOG Executive Committee Vice-Chair

6.19.17
Date signed

ATTEST:

Jessica Hansen
Jessica Hansen, Office and Communication Specialist