

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
November 14, 2016

CALL TO ORDER

Jim Restucci, YVCOG Chairman, called the November 14, 2016 meeting of the YVCOG Executive Committee to order at 2:06 pm

ROLL CALL &  
INTRODUCTIONS

Members present: Jim Restucci, John Hodkinson, Mike Leita, Dan Olson, Mario Martinez, Maureen Adkison  
Members Absent: Janice Gonzales\*  
YVCOG staff present: Chris Wickenhagen, Tami Hayward, and Crystal Testerman  
Others present: Lowell Krueger, Rhonda Hauff, Elizabeth XX, Logan Bahr  
A quorum was present.  
\*Indicates notice of absence received prior to meeting.

APPROVAL OF MINUTES

Ms. Adkison moved to approve the minutes from the October 17, 2016 minutes 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

Draft Governance Agreement

Ms. Wickenhagen asked the Executive Committee for direction if they would like to include the Ports, Clean Air Authority or other Associate Members as signatories on the Governance Agreement. After discussion, it was determined that because Associate Members sign a contract already with the Executive Committee, it is not necessary to have them as signatories on the Governance Agreement. Mr. Hodkinson moved to not include Associate Members as signatories on the Governance Agreement, Mr. Leita seconded this motion. Motion carried.

Ms. Wickenhagen also asked if the Executive Committee would like to expand the Transportation Policy Board to add a Port representative, Tribal representative and Chambers of Commerce representatives. The Executive Committee does not feel a need to expand the Transportation Policy Board at this time. If any of these groups would like to request a seat on the Transportation Policy Board, the Executive Committee would welcome a presentation from them during an Executive Committee meeting requesting this. Direction is that Staff reach out to these entities to understand their purpose and justification and advantages to expand the YVCOG Transportation Board.

Mr. Leita stated that we should take no action at this time.

NEW BUSINESS

Executive Director's report

*Letter from City of Yakima*

Ms. Wickenhagen shared the City of Yakima's letter received by Mr. Mattson and that Mr. Mattson is working with Mr. Moore to address each of their requests. The letter addressed the City's request for additional funding for current needs to address winter weather shelter and an RFP in January to secure a long term solution for a low threshold shelter in Yakima.

Ms. Adkison stated that she believes there will be a problem of more homeless needing shelter than what is anticipated. She said that the City of Yakima is working with Yakima Neighborhood Health to find a building to house 60 or more people. She is concerned about the City facing a lawsuit by ACLU. If the City of Yakima cannot find housing for these people and they start camping the City can't arrest them. If homeless are on property they are impeding or disturbing a neighborhood officers will have to arrest them.

She also stated that YNHS told the City of Yakima that they had 36 for sheltering but couldn't get to the funds at YVCOG so they lost most of those housing possibilities. This led to more homeless on the streets. Ms. Adkison wants the availability to funds in a reasonable length of time.

Mr. Leita stated that Homelessness was something Yakima County embarked upon 10 years ago. It seems that only recently this seems to have become a crisis with the City of Yakima when this has been prevalent for years, and extreme winter shelters churches have been providing shelter for years. The Executive Committee is trying to come up with long term solutions and not react to emergencies. Mr. Leita then asked if the core problem is lack of churches or more homeless?

Ms. Hauff said there is the same capacity in churches as previous years. The difference this year is the concentration of individuals in the downtown, that is what has everybody upset; what is the perfect storm? The people coming in off the river, people much hidden in our alleys, houses boarded up, and the combination of the anti-camping ordinances. It's a higher concentration making them more visible. Last year, there were about 10-12 men, and 3 or 4 women. Women's shelter was never at capacity. With the men we were at capacity at times, at the height of the season, the shelter turned away 2-3 men a night, sometimes it was capacity issue and sometimes it was behavior issues. Used some Motel/Hotel Vouchers \$12,000 for Yakima and \$12,000 for Sunnyside and NCAC had \$12,000 for Mid-Valley. Both organizations used full amounts for motel/hotel vouchers.

The Executive Committee tried to confirm actual numbers of how many homeless need shelter. Ms. Hauff could not give them actuals because of all of the variables that go with this issue. There is around 40 individuals YNHS sees now. There was 70-80 at the height of the summer, but since then they have gone away, meaning, some have gone into housing and some moved back in with family.

Mr. Restucci clarified with Ms. Adkison that the City is requesting an additional 20 beds, totaling 60 beds. Ms. Adkison confirmed 20 more beds. Mr. Leita asked for the justification for more beds. Ms. Adkison stated that if we're going to take Homelessness on, we need an immediate answer if a crisis arises. She believes we're going to have a lot of homeless on the streets this winter.

Mr. Leita requested they go through the letter line by line. He then asked if this is a crisis, why is there criteria on where a warming shelter would be located. The City of Yakima is making the request, where would they like the shelter? Mr. Restucci requested the City outline their request. The Cities request is really ambiguous, what is it the City really needs?

Mr. Krueger asked to participate in the conversation because HPPC discussed the letter also. It was determined by the HPPC to recommend that September and October filing fees be set aside, approximately \$130,000 to earmark these funds to overflow. These funds would be given as a modification to the current contracts.

Ms. Wickenhagen reiterated that if the need does come up that the need will be brought back to the Executive Committee to be able to provide those beds.

Mr. Leita believes the Executive Committee should conditionally approve an increase in the current contracts by \$130,000 specific to hotel/motel vouchers if there is a need.

Mr. Restucci said the Board can take action to authorize the Chair to sign once the documentation is ready.

Mr. Leita stated that what Mr. Martinez stated is that the money is there and the programs are there but that they are not being as effective as we had hoped, because there are still 30

or 40 people not using the services willingly or unwillingly. There is always going to be an element that there will be some people that will not go to shelter. Ms. Hauff said there are a few that chose to stay in the hold. There are a few people that cannot be in that commune.

There was discussion regarding the Extreme Winter Weather Shelter contracts. Money was designated to NCAC for the hotel/motel vouchers. Ms. Adkison asked how Yakima can get access to this money. They will need to contact NCAC. NCAC will cover both the lower valley and the City of Yakima. Mr. Krueger believes there probably is not enough vouchers for both the lower and upper valley. The recommendation is to support the overflow with hotel/motel vouchers and for another church with 20 more beds.

Mr. Leita asked where the contract is with an amendment. Mr. Krueger said that of the letter from the City of Yakima, the HPPC is talking about items 2 and 3. Mr. Restucci stated that if the HPPC has taken action, there should be something before the Executive Committee with the action the HPPC took. Mr. Leita said the Executive Committee needs a draft or written proposal to amend the contracts in response to the City of Yakima's letter to address points 2 and 3.

Mr. Leita stated that because YVCOG's Executive Director received a formal letter signed by the Mayor and City Manager, that a written response from Mr. Mattson, at the recommendations of how to respond from the Executive Committee. Each line item was discussed at great length and the following responses were agreed upon.

1. The HPPC discussed and said it was inconclusive that there is a need for another daytime warming shelter. The question was presented to YNHS and their comment was not everybody is in there at the same time. At the current time, providing more funds for an additional warming shelter does not have adequate justification to support it. It was also discussed that YVCOG does not determine where a warming shelter would be placed within the City of Yakima and Yakima's request that the warming shelter be outside of Central Business District is at their discretion.
2. Due to the lateness of the request, the Executive Committee cannot respond to this request.
3. Additional funding for hotel/motel vouchers to cover overflow for nights when available beds at emergency shelters do not cover the demand could be conditionally authorized by increasing the contracts already in place for the hotel/motel vouchers. YVCOG Staff is to bring a mod to the Executive Committee's review and approval to address this request.
4. Preparation of a Request for Proposal process to begin a long term solution to the need for a low threshold shelter in Yakima is underway. It is the intent that YVCOG will be putting out a RFP in first quarter of 2017.

It was also discussed that YNHS' intention was to develop a low barrier shelter at Roy's Market. This proposal was given to the City of Yakima and they did not allow it. The City and YNHS have since come to an agreement and YNHS is moving forward to build this, once the City of Yakima and YNHS have resolved it.

Mr. Krueger stated that the RFP will not be specific to the development of Roy's Market, but it will be a consolidated RFP to address all needs of Homelessness.

Mr. Restucci is concerned and make sure the City of Yakima gets the money they need for Homelessness, but the Executive Committee needs to be mindful that the YVCOG is a regional organization and needs to be mindful of all of the other Cities in the Valley.

Mr. Martinez is concerned about perception that YVCOG isn't doing the work fast enough. He wants the City of Yakima to understand that is waiting on the HPPC to

get their work done before YVCOG can get their work done. Ms. Adkison said she has explained this.

*Review YVCOG Strategic Plan*

Ms. Wickenhagen shared the draft Strategic Plan for YVCOG for 2016 through 2017. This is an internal document. Mr. Mattson will bring this forward in December for approval if there are no changes requested.

*\*\*Chair Mr. Restucci excused himself at 3:25 and Mr. Hodkinson took over the meeting*

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 OCT-16-001 through OCT-16-006 in the total amount of \$XXXX.00, and claim vouchers numbered OCT-16-007 through OCT-16-037 in the total amount of \$27,. Mr. Olson moved to approve the October Vouchers \* Mr. Martinez seconded this motion. Motion carried.

Homeless Program Update

Ms. Wickenhagen spoke on the Homeless Planning and Policy Council and a bylaw revision. The bylaw changes are necessary to align business practices with YVCOG. HPPC is also reviewing bylaws. She reported that the bylaws will be brought back to the Executive Committee next month.

Ms. Wickenhagen reported on the Homeless 5-year plan Status: First she shared Yakima County's previous 10-Year Plan that expired the end of 2015. She then shared the plan Commerce has on file as our 'Plan'. She stated that this is a 2015-2020 Homeless Plan that has not been approved by BOCC or Executive Committee to our knowledge, so in essence, we are non-compliant with an approved plan on file with Commerce. Ms. Wickenhagen then shared a draft 5-Year Plan that YVCOG has been developing and attempting to work the HPPC to be able to submit to the Executive Committee for approval. This draft Plan is laid out in a table format that Commerce would like to see the plan, showing goals, tasks, who the responsible party is, start date and completion date. Ms. Wickenhagen shared that Joan Davenport, with the City of Yakima, has been the only HPPC member to submit any comments on YVCOG's 5-Year Plan.

Mr. Krueger stated that what was brought forward to the HPPC and why they have not been able to move forward and actually complete the project as they felt it would be completed to bring to the EC. What was recommended by the HPPC is that the Executive Committee formally adopt the former 10-year plan to give them time to complete the 5-year plan because the plan needs to be in line with an RFP process because the RFP needs to meet the goals and objectives of the plan.

Mr. Martinez asked if we can adopt the Staff's plan and updated it. The conclusion is yes, if it is adopted we could. Ms. Wickenhagen asked the Executive Committee how they would like to move forward. She shared that it was the intent to request the Executive Committee to adopt by reference the Plan that Commerce has on file for 6 months to give the HPPC time to complete the 5-Year Plan to recommend for approval by the Executive Committee.

Ms. Hauff said she has another plan that is dated 2012-2017. Ms. Wickenhagen asked if this was approved by BOCC. Ms. Hauff does not know the answer. Ms. Wickenhagen will send over a request to Yakima County to check for us. If this was approved, the Executive Committee could approve to adopt by reference this approved plan to give more time to the development of the Plan that YVCOG has been working on.

Mr. Martinez stated that the Plan being developed by YVCOG Staff is exactly what Commerce wants and would like YVCOG to bring this plan back to the Executive Committee next month. Mr. Martinez asked why it was taking so long to get through the HPPC?

Mr. Krueger stated that the HPPC wants to have more narrative explaining their accomplishments in the past. He stated that this is how the Plan historically has always been done in the past. Ms. Wickenhagen asked Mr. Krueger if a yearly report covers this information. He said yes, a yearly report is completed each year.

Mr. Leita wants to get compliant as soon as possible. He agrees with Mr. Martinez that we need to get it done and move forward with the Plan that YVCOG is developing. YVCOG is to bring this back next month to the Executive Committee.

Ms. Wickenhagen shared that the HPPC is the CoC who is responsible for the Point In Time Count (PIT). An RFQ for the Point in Time Count and Project Homeless Connect went out and YNHS submitted and application, was scored by a scoring committee and was approved. Although the Project Homeless Connect is not a required activity, YVCOG kept this activity as a status quo for the Program for 2016. \*Mr. Leita moved to approve the PIT/PHC Contract with YNHS. Ms. Adkison seconded this motion. Motion carried.

Ms. Wickenhagen shared that the HURAY Program Contract at this time is not compliant with Emergency Shelter Grant allowable activities. Yakima Neighborhood Health Services (YNHS) has a Master Lease with Landlords for placing Homeless into housing. These federal funds do not allow a master lease. The Homeless person is required to have and sign the lease directly with the landlord. The HURAY program is not compliant unless YNHS changes the agreements to be between the homeless person (client) with the landlord. YNHS has submitted a question to HUD regarding this mandate. YVCOG has been working with the ESG Funder. At this time, YVCOG cannot ask to the County to pay for these expenses as an allowable expense with ESG funds.

Ms. Hauff explained that their other leases through HUD is done through a master lease. Ms. Hauff from YNHS asked if the ESG funds could just be switched out with the 2163 local filing fees. Ms. Hauff stated that it did go through the HPPC and that the first discussion was to use the 2163 funds. Ms. Wickenhagen said we cannot commit those funds without the proper process of going through the HPPC and Executive Committee, and we are not sure if there is enough 2163 funds available, especially if we are going to be putting out an RFP in early 2017. Ms. Wickenhagen asked Ms. Hauff if YNHS has attempted to change the lease agreements to be direct between the Homeless Person and the Landlord with YNHS co-signing. She said they are working on it. Mr. Leita said he does not believe the landlords will lease directly with a homeless person. Ms. Hauff said that the 19 people could be evicted and be back out on the streets. Ms. Wickenhagen said we cannot reimburse until the program is compliant. No action was taken at this time.

## Homeless Program

Ms. Testerman shared the progress of the "100 Day Challenge". Day 75, we have housed approximately 11 families since the start of the challenge in August, there are 6 families that are not sheltered. We are working with advisor to get the coordinated entry up and running. We are working on logistics of the coordinated entry. Celebration is scheduled for December 17 in Pasco.

- Monthly Budget Report Ms. Wickenhagen presented the October 2016 Monthly Budget Report\* showing a revenue balance of \$-65,121.97. \*Mr. Leita moved to approve the monthly budget report. Mr. Olson seconded. Motion carried.
- Budget Amendment Ms. Wickenhagen presented a Budget Amendment to the 2016 Budget. The amendment does not change the total budget; it only adjusts line item details to include additional contracts received throughout the year. \*Mr. Olson moved to approve the monthly budget report. Mr. Leita seconded. Motion carried.
- Policy Update Ms. Wickenhagen presented the Conflict of Interest Policy for approval that was presented last month by Mr. Mattson. YVCOG received no feedback for changes to the policy. It remains the same as what was presented last month. \*Mr. Leita moved to approve the Conflict of Interest Policy. Ms. Adkison seconded. Motion carried.
- 2017 Technical Assistance Contracts Ms. Hayward presented the 2017 Technical Assistance Contract for review and approval to mail to members and for the Chair to sign when initiated by members. \*Mr. Olson moved to approve the mailing the 2017 Technical Assistance Contracts and the for chair to sign when initiated by the member. Mr. Leita seconded. Motion carried.
- General Membership Meeting Ms. Wickenhagen reported that Fred Abousleman, Executive Director at the Oregon Cascades West COG and former Executive Director of NARC will be the speaker during the General Membership in December. She also stated that our hope is that the Mayor of Yakima will be able to welcome everyone to the City of Yakima. Special invitations have been mailed to each member's clerk to disperse to their councils. 2016 Outstanding Service Award nominees can be emailed to Mr. Restucci or Mr. Mattson.
- OTHER BUSINESS none
- PUBLIC COMMENT none
- ADJOURN With no other business, Mr. Hodkinson adjourned the meeting at 4:14 p.m.

Respectfully submitted,

  
James A. Restucci, YVCOG Chairman

12-19-16  
Date signed

ATTEST:

  
Christina Wickenhagen, Deputy Director