

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
October 17, 2016

**CALL TO ORDER** Jim Restucci, YVCOG Chairman, called the October 17, 2016 meeting of the YVCOG Executive Committee to order at 2:17pm

**ROLL CALL & INTRODUCTIONS** Members present: Jim Restucci, John Hodkinson, Mike Leita, Dan Olson, Janice Gonzales, Maureen Adkison,  
Members Absent: Dan Olson, Mario Martinez  
YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tami Hayward, Jessica Hansen, Avery Zoglman, and Crystal Testerman  
Others present:  
A quorum was present.  
\*Indicates notice of absence received prior to meeting.

**APPROVAL OF MINUTES** Mr. Hodkinson moved to approve the minutes from the September 19, 2016 minutes 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**

**YVCOG Financial Reserve Policy** Mr. Mattson reported that it was suggested by Mr. Leita that there be a financial reserve policy. Currently, at this time we do not have a formal reserve policy. Mr. Mattson recommended keeping with the informal financial reserve policy, covering two months' operations to close contracts and shut down COG, because a formal restricted reserve policy would then require increasing our members' assessments. It was decided by the Executive Committee board to continue business operations without a formal financial reserve.

**NEW BUSINESS**

**Executive Director's report** Mr. Mattson shared the 2017 YVCOG draft meeting calendar that will be approved at the YVCOG GM meeting in December. Mr. Mattson pointed out that in both January and February the current meeting dates fall on holidays. He asked the board to think about alternate dates. Mr. Restucci reported that YVCOG actually codified the dates for meetings in YVCOG's bylaws. Mr. Restucci would like to revisit the bylaws and try to change the calendar dates in the bylaws before making alternative dates for these two meetings. Mr. Restucci stated that the way the current bylaws are codified a meeting can't be cancelled for an emergency or inclement weather.

Mr. Mattson reported that the second look at draft governance agreement was taken off of this month's agenda due to the length of the current agenda but will have it back on agenda next month. The YVCOG Strategic Plan draft also didn't make it on to this agenda but will be available to the board shortly.

**Yakima Basin Integrated Plan Economic Study – Potential City Contributions**

Mr. Mattson reported that back in 2013 all cities within Yakima County signed a letter of support for the Yakima Basin Integrated Plan. The Basin implementation group, heard back from Congress that an emphasis on economic benefits rather than salmon/fish recovery would be received better. In order for this study to continue, it is being asked that all cities within Yakima County contribute \$10,000 collectively to fund this study and demonstrate to congress that there is local buy in. Mr. Hodkinson moved to move the Yakima Basin Integrated Plan study on to the General Membership meeting. Mr. Olson seconded. 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 SEP-16-001 through SEPT-16-006 in the total amount of \$99,875.00, and claim vouchers numbered SEP-16-007 through SEP-16-037 in the total amount of \$23,890.46. Mr. Leita moved to approve the September Vouchers \* Ms. Adkison seconded this motion. Motion carried.

#### Homeless Program Update

Mr. Mattson spoke on the Homeless Planning and Policy Council and a bylaw revision. Currently there are 19 members on the board and membership has been capped at 21. There are more than enough applicants looking to fill those roles. YVCOG is looking at a vetting process to make the application process fair. Currently, there is a government sector, community sector, and homeless network sector. Ms. Gonzales asked if there were any kind of stipulations to representation of the County. Currently, there is a large representation to the upper valley. Mr. Mattson agreed and stated that the bylaws could be amended to set targets for a certain number of Upper Valley and Lower Valley members.

Mr. Mattson reported on the Homeless 5-year plan and that it is drafted and will be available to the Executive Board after this meeting. The planning council will hopefully pass the 5-year plan in November which will then make the plan available to the public. The public will have approximately 3-4 weeks comment period. Once all comments and changes have been made by the planning council, they would then approve to send the plan to the executive board, and then the executive board would adopt the plan.

Mr. Mattson updated the board on the Department of Commerce's "100 Day Challenge." Mr. Mattson stated that we are about halfway thru the program. At the beginning of the challenge we had 16 unsheltered families and have been able to house 5 families.

#### Homeless Program Contracts

Ms. Gonzales recused herself from the Extreme Winter Weather Shelter discussion and left the room.

Ms. Testerman reported that there were two applications for the Extreme Winter Weather Shelter RFP. Northwest Community Action Center (NCAC) for \$30,000 and Yakima Neighborhood Health Services (YNHS) for \$151,000 for shelter and day warming station. Mr. Leita moved to approve contract PSA-EWW-NCAC16-17 for \$30,000 to Northwest Community Action Center for. Ms. Adkison seconded. The motion carried.

Yakima Neighborhood Health Services (YNHS) applied for \$151,000 for night time shelters and a day time warming station. Mr. Leita moved to approve contract PSA-EWW-YNHS-16-17 for \$151,000 to Yakima Neighborhood Health Services. Ms. Adkison seconded. Mr. Restucci voted no. The motion carried.

It was stated for the record that there will be a new solution to the Emergency Winter Weather Shelters for 2017 presented to the Executive Board. The Executive Board will not entertain another year of temporary solutions and there must be a permanent solution in place by fall of 2017.

Ms. Testerman reported that the Point in Time / Project homeless connect RFP for \$45,000 has closed. She stated that only one agency applied for the RFP and that was Yakima Neighborhood Health Services (YNHS.) Mr. Restucci stated that as Chair of the Executive Committee, he doesn't want any recommendations coming before the board without a representative from the body who recommended it. There must be a representative from that body to explain why it was recommended, explain the project, and answer any questions that might come up. Mr. Leita moved to postpone contract PSA PIT/PHC YNHS 16-17 until a representative from the HPPC was available to advocate for

the recommendations and not put Ms. Testerman in a conflicting position. Ms. Adkison seconded. Motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the September 2016 Monthly Budget Report\* showing a revenue balance of \$-67,880.25. Mr. Leita moved to approve the monthly budget report. Mr. Hodkinson seconded. Motion carried.

November 21, 2016 Executive Committee Meeting

Mr. Mattson reported that the next Executive Committee meeting is currently scheduled for November 21<sup>st</sup> which is also the week of Thanksgiving. Mr. Mattson is suggesting to the board that they change it to November 14<sup>th</sup> to avoid any holiday conflicts. There was no objection to the suggestion. The meeting will be published and rescheduled for November 14<sup>th</sup>.

Policy Review

Mr. Mattson reported on the first review of the Conflict of Interest Policy. He stated that last time that this document was reviewed was in 2013. It is just an updated version that Mr. Mattson is asking all board members and staff sign the updated version once it's complete.

Mr. Mattson reported on the Associate Membership fee and provided the board with an amendment to YVCOGs articles for board consideration. Mr. Leita suggested that article 4A, under associate member fees say, that a yearly fee will be mandatory for accepted non-profit applicants to retain their associate membership status and such fees will be reviewed and determined yearly by the executive committee and then approved by the general membership.

General Membership Meeting

Mr. Mattson reported that the General Membership meeting will be held at the Harman Center in Yakima. It will be YVCOGs 50<sup>th</sup> anniversary celebration and we are asking for members to spend \$25 for catering to make it a special meal.

OTHER BUSINESS

Mr. Mattson reported that Shawn Conrad, Senior Planner, will be leaving YVOCG in November for a transportation planning position at the north central Texas COG.

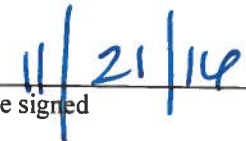
PUBLIC COMMENT

ADJOURN


With no other business, Mr. Restucci adjourned the meeting at 3:33p.m.

Respectfully submitted,

  
James A. Restucci, YVCOG Chairman

  
Date signed

ATTEST:

  
Jessica Hansen, Office and Communication Specialist