

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
July 18, 2016

CALL TO ORDER

Mr. Hodkinson, Vice Chairman, called the July 18, 2016 meeting of the YVCOG Executive Committee to order at 2:50pm

ROLL CALL &
INTRODUCTIONS

Members present: Jim Restucci, John Hodkinson, Mike Leita, Dan Olson, and Janice Gonzales, Mario Martinez, Maureen Adkison

Members Absent:

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Shawn Conrad, Avery Zoglman, and Tim Sullivan

Others present: Raquel Crowley, Senator Murray's Office; Lowell Krueger, Yakima Housing Authority, Joan Davenport; City of Yakima.

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Leita moved to approve the minutes from the June 20, 2016 minutes Ms. Gonzales 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.

Mr. Leita requested agenda item #10 be moved to the top of the agenda in consideration of others present. Mr. Restucci asked if there were any objections to moving line item #10 to the front of the agenda. There were no objections.

NEW BUSINESS

Homeless Program Update

Mr. Sullivan presented the 5-year plan timeline to the Executive Committee. The Executive Committee will receive a draft by November 9 to review and discuss during the November Executive Committee meeting. Staff will update the plan with the direction from the Executive Committee and email this to the HPPC for their review. The plan will be brought back to the Executive Committee in December for their final approval and implemented January 1, 2017.

Mr. Sullivan shared that an independent agency was contracted by State Auditor's Office to audit Commerce and their management of the Homeless Program throughout Washington State. He believes YVCOG was able to provide good feedback about the processes and procedures of Commerce.

Mr. Sullivan discussed the HUD CoC process. These funds do not pass through YVCOG or Yakima County. The funds are a direct to the awarded agency. The agencies submit their application to the CoC committee made up of members from the Homeless Planning and Policy Council for scoring and then it is submitted to HUD. No providers who apply for these funds are part of the committee.

Mr. Sullivan discussed the need to contract out Project Homeless Connect, an activity of the Homeless Network, which runs parallel with Point in Time; a Homeless Program requirement. He is currently working on the RFP. Ms. Gonzales asked if the RFP is for all four locations. Tim confirmed that the RFP will be for all four locations.

Mr. Mattson requested clarification of the Board's direction on the motion from the June 20, 2016 Executive Committee meeting. The Executive Committee made a stipulation before funding the Yakima Neighborhood Health Services' Hygiene Center at Roy's Market, that the City of Yakima Council pre-approve the project before YVCOG provides funding. Ms. Davenport shared that the City doesn't have an application to approve. Mr.

Leita stated that as a regional agency, YVCOG is extending a courtesy to the City of Yakima before approving funds be spent on a project that the City may or may not endorse. His intention is to allow the jurisdiction in which a provider is planning to develop be made aware and endorse the proposal. Mr. Restucci asked for the June agenda and related supporting material. Mr. Restucci requested a short recess at 3:20pm to allow staff to get this information. Mr. Restucci called the meeting back to order at 3:29pm. This information was brought back to the Executive Committee during their July 18, 2016 meeting. The YVCOG Executive Committee voted to reconsider this request. The request was then considered de novo under parliamentary procedure. Acting on this 'new' proposal, Mr. Leita moved to approve. Mr. Olsen seconded. Mr. Martinez approved, Mr. Leita, Mr. Olson, Mr. Hodkinson, Ms. Adkison, Mr. Restucci voted no. Ms. Gonzales abstained. Motion failed.

Mr. Mattson shared that the available funds for the Emergency Solutions Grant (ESG) were overstated to the Homeless Planning & Policy Council and in turn, the recommendation to the Executive Committee to approve the HURAY project (YNHS Rapid Rehousing Vouchers Request) last month with \$287,000 in ESG Funds and \$24,000 in local filing fees (2163 funds). With the over-obligation of ESG Funds, the previous ESG contracts would not be able to be funded (affecting six other contracts). There was an assumption that any shortage of money for the ESG contracts was to be covered by using 2163 funds; this assumption was not approved by Mr. Mattson or the Executive Committee.

With the shortage of actual ESG Funds, YVCOG is requesting the Executive Committee to approve using \$155,000 of the 2163 Funds to cover the previous contracts. These contracts are vital to serving targeted audiences in the Homeless Community. Mr. Leita approved using \$155,000 in local filing fees. Mr. Hodkinson seconded. Mr. Restucci called for comment/discussion. Mr. Martinez wanted to confirm that it is still YVCOG's intention to develop a 5-Year Plan on how to utilize these funds before we spend them. Mr. Mattson confirmed that this is YVCOG's intention; the draft plan will be circulated this fall. Mr. Restucci called for a vote. It passed by all members of the Executive Committee except for Ms. Gonzales who abstained.

OLD BUSINESS

Urban Institute Pay for Success Feasibility Study – Mr. Mattson reported the next steps are for YVCOG to identify 2 – 4 topic areas for further exploration, and provide to the Urban Institute data for those topic areas/targeted populations.

NEW BUSINESS

Correspondence

Mr. Mattson reported on the following items:

Yakima Student Stability Program Memorandum of Agreement with Yakima School District (YSD). The agreement is between Yakima School District, YVCOG and local Consolidated Homeless Grant grantee and sub-grantees. YVCOG, as the contracting and coordinating agency of the Homeless Program in Yakima County will provide access to the Homeless Management Information System to YSD, provide training to the YSD homeless liaisons, and include the homeless liaisons as part of the Coordinated Entry system. YVCOG will also facilitate the funding to extend available service to homeless youth and their families.

YVCOG 2016-2018 Strategic Plan Overview. The draft themes, objectives and tasks were presented to the Executive Committee.

Contracts

Mr. Mattson presented the PSA with Generating Hope Noah's Ark for their emergency

request last month for \$20,000. Mr. Mattson requested approval from the Executive Committee to allow the Chair to sign the contract when initiated by Noah's Ark. Mr. Leita moved to approve chair to sign the contract when initiated by Noah's Ark. Mr. Martinez second. Motion passed.

Mr. Mattson present a sub-recipient CDBG grant passed through the City of Union Gap for the purpose updating Union Gap's Comprehensive Plan in accordance with growth Management Act. Mr. Martinez made the motion to approve the CDBG Sub-recipient Grant. Ms. Gonzales second. Motion passed.

Mr. Mattson informed the Executive Committee that we are anticipating two more contracts. Another Subrecipient CDBG grant passed through the City of Wapato and the Sanitary Facilities reimbursement for the City of Yakima.

2013 – 2015 Audit

Ms. Wickenhagen reported that the Audit is complete and the report has been posted by the State. There were no findings or management letters. Another clean audit. This is the seventh consecutive clean audit spanning over 21 years. Mr. Hodkinson reported he attended the exit conference and asked about the new audit responsibilities taking on the Homeless Program with Subrecipients. The Auditor said we are responsible for everything, tracking all money and records for each agency. Mr. Hodkinson asked if we were prepared for this with our current staffing. Ms. Wickenhagen shared that she is in the process of hiring a Grant Accountant.

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 JUL-16-001 through JUL-16-006 in the total amount of \$89,075.00, and claim vouchers numbered JUL-16-007 through JUL-16-033 in the total amount of \$30,452.37. Mr. Olson moved to approve the July Vouchers;* Ms. Adkison seconded this motion. Motion carried.

Program Update

Mrs. Conrad offered the following updates:

- Continuing to assist cities with their GMA Updates
- Grandview final adoption for GMA
- *new Union Gap GMA Update
- *new Wapato GMA Update
- CoC Application assistance

Program Update

Mr. Calhoun offered the following updates:

- Recreation Conservation grant – presenting in Olympia Aug 8 in front of the Funding Board
- Dep of Health Water Feasibility Initial draft submitted June 15th, revising for Final submission at the end of month
- City of Tieton – new Planning Commission, going to train new Commission

Mr. Hodkinson requested Item #7 be moved to the bottom of the agenda. There were no objections.

Monthly Budget Report

Ms. Wickenhagen presented the June 2016 Monthly Budget Report* showing a revenue balance of \$9,809.25. Mr. Olson moved to approve the monthly budget report. Ms. Adkison seconded. Motion carried.

2017 YVCOG Budget Process

Mr. Mattson stated the need to have the Chair appoint a 2017 Budget Sub-committee. Mr. Restucci appointed Mr. Leita, Ms. Adkison and Ms. Gonzales.

Mr. Restucci then asked for a motion to adopt the 2017 Budget Schedule. Mr. Olson moved to approve the 2017 Budget Schedule. Mr. Hodkinson second. Motion passed.

General Membership Meeting

Mr. Mattson informed the Committee that the September General Membership meeting will be held in Sunnyside. He will be contacting area Legislators to invite them to come and provide members an update.

Executive Session

Mr. Mattson announced an executive session as per RCW42.30.110(1)(g) from 4:30pm to 4:40pm for the purpose of reviewing the performance of a public employee. At 4:40pm, Mr. Restucci requested 5 more minutes. Executive Session ended at 4:45pm.

OTHER BUSINESS

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Restucci adjourned the meeting during Executive Session at 4:45p.m.

Respectfully submitted,


James A. Restucci, YVCOG Executive Committee Chair

8/15/16
Date signed

ATTEST:


Christina Wickenhagen, Deputy Director