

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
September 19, 2016

CALL TO ORDER

John Hodkinson, Vice Chairman, called the September 19, 2016 meeting of the YVCOG Executive Committee to order at 2:17pm

ROLL CALL &
INTRODUCTIONS

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

Members Absent: Jim Restucci

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tami Hayward, Jessica Hansen, Avery Zoglman, and Crystal Testerman

Others present: Arlene Fischer (City of Union Gap, City Administrator); Katleen Bain (Yakima Herald Republic); Elizabeth Tutsch (NW Justice); Raquel (Patty Murray's office)

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Olson moved to approve the minutes from the August 15, 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

*YVCOG Financial Reserve
Policy*

Ms. Wickenhagen reported that it was asked last meeting to have a YVCOG Reserve and since YVCOG has never had a reserve before it was originally set for \$205,000. After going through the YVCOG homeless Programs contracts it was determined that YVCOG would need \$400,094.00 if doors were closed. It was suggested by Mr. Leita that there should be two reserves. One for the Homeless program, which will be determined by the HPPC, and a YVCOG reserve for operational expenses. Mr. Leita moved to create a YVCOG reserve policy that would allow YVCOG doors to remain open for an additional 60 days should YVCOG doors close. Ms. Gonzales seconded. Motion Carried.

*2017 YVCOG Preliminary
Budget*

Ms. Wickenhagen reported that she has two 2017 budgets available for the General Membership. One Budget is a new more condensed budget and the other is what the General Membership is used to seeing. Ms. Wickenhagen is proposing that the condensed budget is used this year. The Executive Board agreed with Ms. Wickenhagen with the exception that she add an additional line to the condensed budget directly from the graduated budget with percentages of change from one year to the next. Mr. Olson moved to approve the 2017 budget, with the additional line item added, to be forwarded on to the General Membership for approval. Mr. Martinez seconded. Motion Carried.

NEW BUSINESS

Executive Director's report

Mr. Mattson reported that there have been some personnel changes. First, Joseph Calhoun moved on to the City of Yakima. Second, YVCOG has hired Crystal Testerman as the new Grants Accountant, who comes from the Washington State Auditor's office, and now has recently been promoted to the Interim Homeless Program Manager.

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-16-045 in the total amount of \$54,036.61. Mr. Olson moved to approve the September Vouchers * Ms. Gonzales seconded this motion. Motion carried.

Homeless Program Update

Mr. Mattson reported that a grant opportunity was offered by the Department of Commerce called the 100-day challenge. The main focuses for the grant is to immediately house families. The other goal is analyzing systems and lasting change. The Department of Commerce called YVCOG and said that they would recommend that Yakima Participate in the 100-day challenge.

Ms. Adkison asked for an update on how many families have been housed since the beginning of the challenge. Mr. Mattson reported that 8 have been housed but the issue now is trying to find available suitable apartments and landlord willing to rent to the homeless in a 2% rental market.

Mr. Mattson updated the council on the Homeless 5-year plan. Currently, the plan is with the Homeless Planning and Policy Board (HPPC) for review. The HPPC will meet at the end of September for changes and then the Executive Committee will receive the 5-year plan at the October board meeting. After it is presented to the board, Mr. Mattson is looking for approval from the board to post it on the website and sent it out for the public's review. It will be available to the public for 3 weeks and then will need to be permanently adopted.

Mr. Mattson reported on attending the Homeless Network Retreat. The Homeless Network has approximately 40 service providers and is going through a transition because they are no longer receiving homeless funding. The Homeless Network started looking into the future and talking more about of an advocacy approach. There is room for improvement

HUD Continuum of Care

Mr. Mattson explained that YVCOG is currently applying for the HUD Continuum of Care grant which is done every year around September. This is a technical assistance grant and YVCOG is award around \$18,000-\$20,000 to help with planning and administering the program. Mr. Mattson discussed the assignment and assumption consent agreement. There has been some confusion in the past about who is the Continuum of Care. Mr. Mattson will discuss it further with the Homeless Network but this will be the second year applying as the Homeless Planning and Policy Council Mr. Olson moves to approve signing the HUD Continuum of Care application Ms. Adkison seconds. Motion Carried.

Draft Governance Agreement

Mr. Mattson informed the board that after some recent turnover on YVCOG boards he went to the Governance agreement to find out how to recruit or replace board members only to find out that there was nothing in place. Mr. Mattson and Mr. Carmody (Meyer, Fluegge & Tenney, PS) produced the current draft governance agreement. This will be discussed further at the next meeting.

Monthly Budget Report

Ms. Wickenhagen presented the August 2016 Monthly Budget Report* showing a revenue balance of \$-31,466.90. Mr. Olson moved to approve the monthly budget report. Ms. Gonzales seconded. Motion carried.

General Membership Meeting

Mr. Mattson reported that the General Membership meeting will be held in Sunnyside, WA. The program will be legislative updates.

OTHER BUSINESS

October 5th YVCOG will be co-hosting with New Vision and the Chamber of Commerce a Community Economic Revitalization Board (CERB) meeting at the Vintage Village Inn in Zillah and dinner will be catered by Squeeze Inn.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:28p.m.

Respectfully submitted,



John Hodkinson, YVCOG Vice Chairman

9-19-16

Date signed

ATTEST:



Jessica Hansen, Office and Communication Specialist