

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES

November 20, 2017

CALL TO ORDER

Chairman Restucci, called the November 20, 2017 meeting of the YVCOG Executive Committee to order at 1:30 pm

ROLL CALL & INTRODUCTIONS

Members present: Jim Restucci, John Hodkinson, Mike Leita, Janice Gonzales, and Mario Martinez (via telephone)

Members Absent: Dan Olson and Maureen Adkison

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tami Hayward, and Lance Larsen

Others present: Jon Smith (YCDA), Sarah Watkins and Joan Davenport (City of Yakima), and Lowel Krueger (Yakima Housing Authority)

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Hodkinson moved to approve the minutes from the October 16, 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

Updates to YVCOG Personnel Manual

Mr. Mattson reviewed the proposed changes to the YVCOG Personnel Manual, effective January 1, 2018 –

YVCOG employees will begin earning sick leave in 2018. There is no sick leave pay out when an employee terminates employment.

YVCOG will continue paying \$800 a month towards employee's medical benefits. If the premium for the plan exceeds \$800, the employee pays the difference – but if the employee chooses a plan for less than the \$800, the employee will have the option to deposit the balance into deferred comp or into a health savings account (HSA).

Mike Leita moved to approve the updates to the YVCOG Personnel Manual. Ms. Gonzales seconded the motion. The motion carried.

NEW BUSINESS

Executive Director's Correspondence

Mr. Mattson announced that YVCOG program managers will be presenting the “year in review” at the December General Membership meeting. YVCOG's 2018 theme will be “Stronger Together.”

He presented a ‘five-quarter’ look at the state of our Valley, using Yakima Trends Community Indicator website. 140 different data points available. Will be using that data in the Healthy Cities/Healthy Valley program. We have received funding through YVCF, launching in the first quarter of 2018. Mr. Restucci suggested reaching out to AWC because the Well City Program will go hand in hand with Healthy Valley.

Second quarter we will be hosting our first Regional Solutions Summit & Conference in Suncadia. Will be sending out a ‘save the date’ in mid-December. The agenda will include local elected officials, city managers, etc. Will be bringing in state-wide experts – Derek

Sandison, Secretary of Ag; Rep. Gina McCabe will be speaking about her infrastructure tour through Scandinavia; Kim Herman, Washington State Housing & Finance Commission. Themes: Acting sustainably, leading effectively and thinking regionally. We have reserved room for 20 people. The conference will take place Sunday through Tuesday. It was sent to our member jurisdictions as part of their 2018 assessment.

Will be doing Data Walks (open house-style) with our local jurisdictions.

Looking for low cost, high return projects we can help out with in our local communities. Hoping to increase the tax base and lower the tax burden for rate payers for infrastructure projects. He will have an organized slide of this to share next month.

Monthly Budget Report

Ms. Wickenhagen presented the October 2017 Monthly Budget Report* showing a revenue balance of \$36,247.15. We will be doing a budget amendment next month, but it won't change our bottom line.

Ms. Gonzales moved to approve the monthly budget report. Mr. Hodkinson 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 NOV-17-001 through NOV-17-006 in the total amount of \$90,575.00, through electronic fund transfers; and claim vouchers numbered NOV-17-007 through NOV-17-051 in the total amount of \$239,578.05. Ms. Gonzales moved to approve the November Vouchers with provision for future amendments as expressed by the Deputy Director. Mr. Hodkinson seconded. Motion carried.

Result of Conflict-of-Interest Investigation, 2017 Consolidated RFP Scoring Committee

Mr. Mattson discussed the results of the conflict of interest investigation. Bob Cook and Lisa Horner were the individuals accused to have possible conflicts of interest. He interviewed both of them and determined that Mr. Cook had, at the least, perceived potential conflicts of interest and his scores were removed from the spreadsheet. Lisa Homer was determined to have no conflict of interest and her scores were retained. Removing Mr. Cook's scores did not affect how the projects were ranked.

Mr. Hodkinson moved that the Conflict-of-Interest investigation results be submitted into the record. Ms. Gonzales seconded. The motion carried.

2018 Meeting Dates

The Executive Committee reviewed the draft 2018 Meeting Dates calendar. Mr. Mattson noted that the January and February meetings occur on the third Wednesday, instead of the third Monday, of the month. Ms. Gonzales moved to approve the 2018 Meeting Dates calendar. Mr. Hodkinson seconded the motion. The motion carried.

2018 Technical Assistance Contracts

Mr. Mattson asked for consideration and pre-approval of the generic Technical Assistance Contracts with member jurisdictions.

Mr. Leita moved to approve the Technical Assistance contract and authorize Chair/Vice Chair to sign when initiated by members. Ms. Gonzales seconded the motion. The motion carried.

Appoint 2018 Auditing Officer and Alternate Auditing

Ms. Gonzales moved to appoint Lauris C. Mattson as 2018 Auditing & Investing Officer and Christina Wickenhagen and Tamara Hayward as alternate Auditing Officers, effective

Officers, by Resolution 2017-3

January 1, 2018, by Resolution 2017-3. Mr. Leita seconded the motion. The motion carried.

Program Updates

Mr. Mattson provided an update on various community planning activities.

Mr. Denton provided updates on Homeless Program activities, including the statewide conference in Suncadia. HUD complimented our coordinated entry program – we have gone from last place to first place within the state of Washington. Hotel/motel vouchers for YNHS and NCAC have been awarded. YNHS, in conjunction with Rod's House and the Homeless Network, is doing a privately-funded, church-based shelter for homeless 18-24 year olds – they are doing this without any government funding – working at a grassroots level.

The Extreme Winter Weather Shelter has opened in Yakima, and can hold up to 80 people. There is a lot of space available there, and computer rooms, etc., are being set up. There is also a temporary one in Wapato, and we are waiting on site approval for a shelter in Sunnyside.

Mr. Denton also touched on the Annual Homeless Assessment Report (AHAR), which Lance Larsen has been drafting. This report goes to HUD, and they then present it to the United States Congress. This provides a nationwide estimate of homelessness, including demographic information, etc. First draft was sent in on November 1st. The final report is due to HUD on December 1st.

Ms. Wickenhagen presented the October Homeless Program budget report.

*ACR Professional Services
Contract – 2018 Point-in-Time
Survey*

Caroline McDonald, the consultant who assisted YVCOG with the Collaborative Applicant application, made multiple recommendations for scoring better in the future on the Collaborative Application. She stated that HUD and Commerce have both reported that our data quality has been very poor for at least the past 5 years. Improved data could improve funding. She recommended that we consider using a disinterested third-party contractor for the Point in Time count. Last year, the PIT count was contracted to a local Service Provider who then sub-contracted to River Rock Consulting who is not an expert in PIT counts.

After checking around the state with other Homeless Programs, YVCOG learned of one agency, ACR Business Consulting who performed this service for Thurston County. We had budgeted \$40,000 for the 2018 Point-in-Time survey, and their proposal is for \$37,000.

We are compliant with YVCOG's sole source procurement policy;

- one vendor was identified by the Program Manager
- different RFP requirements from previous years' with focus on DATA
- and lack of time to run a complete RFP process

Mr. Hodkinson moved to approve and authorize the Chair to sign the ACR Professional Services Contract. Mr. Leita seconded the motion. The motion carried.

*2163 Homeless Funds Reserve
Policy*

Lowel Krueger, HPPC Chairman, reported that last HPPC meeting there was discussion about the recent apartment complex fire, leaving several people 'homeless.' The question was raised as to whether funding from the \$100,000 emergency fund reserve could be utilized in this situation. YVCOG staff answered that they do not believe it meets the criteria established in the emergency fund policy. The Executive Committee approved the policy without it being reviewed by the HPPC. He asked the Executive Committee if they would consider allowing the HPPC to review the policy, provide input and recommend changes, and then bring it back before the Executive Committee for consideration.

Mr. Leita stated that he is open to the HPPC reviewing the policy, but he does want to make sure there is a method established for replenishing the emergency fund. What is the method for declaring an emergency? Are people whose home has burned classified as 'homeless'? Additional guidelines/definitions as to what constitutes an emergency and use of emergency funds should be established.

Mr. Mattson summarized that we need to establish additional guidelines, establish a method for replenishing the funds when used, homeless prevention aspect, and compliance with our mission statement. Ms. Gonzales stated that the mission statement is very vague and doesn't provide much guidance.

It was agreed and ordered that a copy of the emergency fund policy will be provided to the HPPC for their recommendations.

PUBLIC COMMENT


None.

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 2:32 p.m.

Respectfully submitted,


James A. Restucci, YVCOG Executive Committee Chair


Date signed

ATTEST:


Tamara Hayward, Finance Coordinator