

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES

December 18, 2017

CALL TO ORDER

Vice Chair John Hodkinson called the December 18, 2017 meeting of the YVCOG Executive Committee to order at 1:56 p.m.

ROLL CALL & INTRODUCTIONS

Members present: Jim Restucci (via telephone), John Hodkinson, Mike Leita, Janice Gonzales, and Maureen Adkison.

Members Absent: Dan Olson and Mario Martinez.

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith

Others present: 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. Leita moved to approve the minutes from the November 20, 2017. 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.

OLD BUSINESS

None.

NEW BUSINESS

Executive Director's Correspondence

Mr. Mattson brought one concern regarding the prudent use of limited staff resources, and the time spent responding to a single email from a citizen. The Board discussed several options, including voicing questions and concerns at Executive Board meetings or Policy and Advisory Committee meetings. YVCOG meetings are publicized in advance. Another option is that queries can be made through contact with their elected representatives. Mr. Mattson announced that he and YVCOG staff will be redirecting these communications. Mr. Leita questioned whether there is an obligation to respond to every person, every time. Mr. Restucci suggested a Frequently Asked Questions page on the website and directing them to that resource.

Priorities for 2018: Data, Clarity and "Better Together"

Mr. Mattson discussed the priorities for 2018 – the Year of Clarity. There are a couple of different levels. Clarity in defining roles and responsibilities particularly for the Homeless Planning and Policy Council (HPPC) and Continuum of Care (CoC). Internally, increasing clarity with our customers, working with our members to let them know about our services and how we can be used. Mr. Hodkinson mentioned that we have many newly elected officials. Mr. Mattson announced that the Executive Committee will also have at least 2 new members. Staff will be working on an orientation in early spring.

Clarity also relates to data. YVCOG has a huge amount of data that can be used as a resource. We received funding from the Yakima Valley Community Foundation and worked in collaboration to launch the Yakima Trends website. YVCOG will be using data to help all our members for Transportation, Homelessness and Land Use projects.

Mr. Hodkinson has asked YCDA whether demographics can be made available using a 5 mile radius on the Yakima Trends website. Mr. Mattson spoke that one of the limitations of the website is that it lacks mapping capability. YVCOG has Geographic Information

Systems expertise and can potentially pair the demographic data with our mapping abilities.

Healthy Cities, Healthy Valley: Yakima Valley Trends, YC Life Report, YVCOG data sets and YCDA data can all be used for building social networks perhaps with an outside facilitator. Carrying forward the Healthy Cities, Healthy Valley theme and leading to the 2018 "Better Together" Solutions Summit. Mr. Mattson presented the idea of bi-lingual presentations explaining how data can be used, with an emphasis on funding for low-cost, low-risk projects that have a high impact.

Monthly Budget Report

Ms. Wickenhagen presented the November 2017 Monthly Budget Report* with revenue of \$182,735.23, expenditures of \$3,132,557.22 leaving a revenue balance of -\$50,637.21.

Mr. Leita moved to approve the November monthly budget report. Ms. Adkison seconded. Motion carried.

Approval of Vouchers

As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered DEC-17-001 through DEC-17-006 in the total amount of \$90,575.00, through electronic fund transfers; and claim vouchers numbered DEC-17-007 through DEC-17-055 in the total amount of \$261,355.03.

Mr. Leita moved to approve the December Vouchers with provision for future amendments as expressed by the Deputy Director. Ms. Gonzales seconded. Motion carried.

Void Outstanding Non-Interest Bearing Checks

Ms. Wickenhagen presented Resolution 2017-4 to allow the voiding of a check that has been outstanding since June 2016 that was never cashed. The vendor is not showing YVCOG is owing any amounts.

Ms. Gonzales moved to approve and authorize the Chair to sign Resolution 2017-4. Ms. Adkison seconded. The resolution was approved.

Program Updates

Mr. Shuttleworth gave the Committee an update on upcoming surveys for Healthy Cities, Healthy Valleys. There will be a lot our community outreach.

Ms. Testerman reported that YVCOG has contracted with ACR Business Consulting to do the 2018 Point-in-Time (PIT) Count. The 24-hour shelter is running at capacity, which is 2-3 times the number of beds that the Churches were able to provide. DSHS and Union Gospel Mission are now part of Coordinated Entry, and they have not been involved much in the past. We are gearing up for the next RFP funding cycle.

Mr. Leita asked if there is a document available with 2018 deadlines and target dates. It would be helpful to know before what the deadlines and performance expectations and objectives are for 2018 and 2019. The Executive Committee requests this information to avoid surprises and delays. Mr. Krueger said it would be helpful to know these dates for planning purposes. A consistent timeline would be useful.

Mr. Mattson noted that we do have internal deadlines and a 2018 calendar has been drafted. Mitigating factors include: YVCOG is new to Homeless Program administration and the learning curve has been steep. During this time, homeless services have continued uninterrupted. YVCOG finally is at full staff. Time spent in responding to individual concerns has taken away from our limited staff time and resources to provide services and building the program.

Mr. Leita stated that Homeless and Emergency Shelter services has improved and expanded. There has been progress. But, we also need to strive for improvements. One of

the ways we can do that is to know what our deadlines are for 2018 and keep ahead and plan for those. As electeds, if we know what is coming, we can better respond and support YVCOG when we are challenged on these issues. We need to know beforehand, not after the fact, and not in the heat of the moment.

Mr. Mattson said that clarity is still needed in defining roles of the CoC and HPPC. In other parts of the state, providers are not part of the policy council. There is a two-tiered system where the Advisory Panel gives strategic direction, and the larger group consists of service providers who work directly with the clients. This concept may work well for us and is open for discussion.

Homeless Program Contract

Mr. Mattson asked for approval for the Chair to sign the \$200,000 RFP that was issued for a Transitional Housing Capital Improvement Project to Yakima Neighborhood Health Services. The HPPC recommended the Executive Committee approve the contract

Mr. Leita moved to approve the Chair/Vice Chair to sign the Transitional Housing Capital Improvement Project contract to Yakima Neighborhood Health Services. Ms. Gonzales seconded the motion. The motion carried.

Homeless Program Contract Modifications

Mr. Mattson asked for Homeless Program Contract Modifications, amending ESG provider contract balances to CHG funding. Entrust: \$87,422.51, Lower Valley Crisis Support Services: \$35,074.56, Yakima Valley Farm Workers Clinic: \$20,788.68, Catholic Charities: 34,000.00, YWCA: \$82,893.79.

Mr. Leita moved to approve the chair to sign the contract modifications for CHG funding. Ms. Adkison seconded the motion. Ms. Gonzales abstained. The motion carried.

JANUARY 17, 2018
GENERAL MEMBERSHIP
MEETING

Mr. Mattson stated the January General Membership meeting will be held at Nana Kate's, Selah and discussed program and business items.

- Business: YVCOG Biennial Board Election and Nominations
- Program:

OTHER BUSINESS

This is Maureen Adkison's last meeting.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 2:36 p.m.

Respectfully submitted,



James A. Restucci, YVCOG Executive Committee Chair

17 JAN 2018

Date signed

ATTEST:



Jodi Smith, Office Specialist