

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES

February 21, 2018

CALL TO ORDER

Chair James Restucci called the February 21, 2018 meeting of the YVCOG Executive Committee to order at 2:45 p.m.

ROLL CALL & INTRODUCTIONS

- Members present: James Restucci, John Hodkinson, Janice Gonzales and Brad Hill
- Members absent: Dan Olson*, Mike Leita* and Bill Moore*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith
- Others present: Joan Davenport, Raquel Ferrell Crowley, Rhonda Hauff, Sara Watkins and Katelyn Bain

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Hodkinson moved to approve the minutes from January 17, 2018. 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

Healthy Cities, Healthy Valley

Mr. Mattson reported that YVCOG has applied for a rural design workshop grant. The grant will focus on improving the fiscal health of cities and the physical health of citizens. Granger has offered to host. WSU Cooperative Extension, Yakima County Development Association, the Yakima Health District along with and 5 additional organizations wrote letters of support. We should have the results in April.

NEW BUSINESS

Election of Chair & Vice Chair for Executive Committee

Mr. Restucci conducted the election of Chair and Vice Chair for the term of February 2018 to January 2020. Nominations: James Restucci was nominated to chair the Executive Committee by Mr. Hodkinson. The motion to elect James Restucci as chair passes. Vice chair: John Hodkinson was nominated to be vice chair by James Restucci. Motion passes.

Mr. Restucci thanked the Executive Committee for the opportunity to serve. This will be his 5th term as chair. He also represents our region on the national association of regional councils.

Homeless Program – Advisory Committee Governance

NOTE: Agenda Item #11 was moved up to accommodate a teleconference schedule.

Mr. Mattson contacted Glenn DeVries from the City of Wenatchee who is the Community Development Director for the City of Wenatchee.

Background: Mr. Mattson began a dialog with the City of Wenatchee on their model for the homeless program governance. The City of Wenatchee operates the Homeless Program for Chelan and Douglas Counties via an Interlocal Agreement. YVCOG also has an Interlocal Agreement for the Homeless Program with Yakima County. With the Homeless Program, we need greater clarity and understanding of our roles and the service providers' roles.

Last week the Yakima Valley Continuum of Care voted to join the Washington State Balance of Care. This change will allow YVCOG staff to focus on State and Local funding, and greater flexibility on how the Executive Committee receives

recommendations because we no longer must follow HUD guidelines. The next step is revising our advisory committee structure.

Our current practice of blending of service providers and strategic thinkers can lead to fiscal malpractice. Having agencies that receive State and Local funding participating in funding decisions is not appropriate. Other regions struggle with this responsibility too, which is why we are reaching out to Wenatchee.

Mr. DeVries: 10 years in the role of administering the homeless program, which includes Wenatchee and East Wenatchee.

Steering Committee:

- 2 cities, 2 counties and non-profits.
- Makes recommendations to the City of Wenatchee. Then the City Council makes a final decision based on those recommendations.
- Steering Committee does not include any sub-grantees or service providers.

Task Force:

- Representatives from all jurisdictions,
- All members of the Steering Committee
- Service Providers in the community.

The City of Wenatchee recently asked the jurisdictions about the level of satisfaction with this governance structure. Members indicated that they were very satisfied. Wenatchee is looking to formalize this with procedures, by-laws and amended interlocal agreements. They are looking at the possibility of adding members to the steering committee to perhaps include a former homeless person.

- Coordinated entry was started 3 years ago and has been very positive. Where there was a high degree of ownership and territory, entities are now more sharing and collaborative. Task Force is where everyone discusses resources.
- Question: Is Wenatchee Balance of State? Yes. City Council has the role of making final decisions on funding. Below that, the steering committee makes recommendations and evaluating of budgets and the need for services. Below that the task force is where everyone is a member and has input. We also have a coordinated entry group.
- Meetings: steering committee meets quarterly; task force meets every other month. Next meeting of Task Force is on February 27th. The Council/Governing Body appoints members to the steering committee. Steering Committee sets priorities for selecting grantees, working with staff to make sure targeted goals are set.
- Task Force is where collaboration and ideas are generated. Task Force is a valuable resource, e.g. Point-in-Time counts.
- There have been no issues of conflict between the two cities of Wenatchee and East Wenatchee.
- One of the major issues that Wenatchee is facing is funding for permanent housing to address homelessness. Currently, Wenatchee has the fifth highest per capita rate of homelessness in the State. Survey of housing needs and preferences helped inform their process, e.g. zoning policies and design planners. This took place as a part of the Planning process and Development Codes, Economic Development for Affordable housing in partnership with the Homeless Committees.
- Would like more regular participation from cities of Lake Chelan, Leavenworth, Entiat, etc.
- All members on Steering Committee are on Task Force. No subgrantees or providers are on Steering Committee due to the potential of a conflict of interest. There are other non-profits, but no subgrantees.
- The Police Chief is also on the Steering Committee and is looking at new ways to interact with the homeless.

Mr. Mattson reported on staff's recommendation on how to proceed. The Homeless Planning & Policy Council met last week and received 9 volunteers to serve on a Governance Committee. We have also been talking with Building Changes, an organization that is available to help us in setting our governance structure.

Ms. Davenport stated that she believes we should all sit down and talk first before bringing someone in.

Ms. Hauff stated that providers serving on HPPC have been invaluable in developing a system. It was Providers that called out the conflict of interest issues with the new RFP. Providers are a critical component in meeting the needs of the homeless and Providers' knowledge is invaluable in filling the gaps.

Mr. Hill stated that he believes it is a mistake and a conflict of interest to have a say in how money is allocated when you are a potential recipient.

Mr. Mattson stated that everyone means well, the struggle is finding the right role for each person. Others have struggled with the same issues and have found a model that has been successful. Ms. Hauff says that she thinks it is wrong to view service providers being unable to be strategic thinkers. We have lost a significant amount of affordable housing. Affordable Housing is the solution for homelessness.

Governance Committee will be convened before the next HPPC meeting to discuss these issues further.

Mr. Restucci cautioned Executive Committee members on the Appearance of Fairness Doctrine. Simply attending a meeting where the decisions are being forwarded to the governing body, e.g. the Executive Committee, can have an impact on the appearance of fairness.

*Review/Introduction of YVCOG
Executive Committee
Responsibilities**

Mr. Mattson gave a brief overview of duties and responsibilities, including Attendance Policy, Teleconferencing Option, Executive Committee Procedures, YVCOG Code of Conduct, Open Public Meetings and Records training, Board and Spouse information and Contact Information and Signatures Sheet

*Executive Director's
Correspondence*

Collaborating with the Center for Sustainable Infrastructure from Evergreen College to host a workshop on the "Building Blocks for Successful Grants." Tuesday, April 17th, 3-hour workshop. Attendance limited to 20. Steve Gorcester will be presenting, former head of the Transportation Improvement Board.

*2017 Final Budget Report**

Ms. Wickenhagen presented information on the final budget report for 2017. The books are closed for the year. We ended the year with a revenue balance of \$169,270.44. Mr. Hodkinson moved to accept the 2017 final budget report. Ms. Gonzales seconded. Motion passes.

Monthly Budget Report

Ms. Wickenhagen reported on our monthly budget for January 2018. We had revenues of \$794,533.24. Vouchers of \$416,032.47 leaving a revenue balance of \$378,500.77. Most of our revenue is received in January for member assessments and federal matching funds. Cash bases: bottom line, our checking account balance is \$848,064.37. Ms. Gonzales moved to accept the January 2018 monthly budget report, and Mr. Hill seconded. Motion passes.

*Approval of Vouchers**

As of February 21, 2018, the motion to approve payroll vouchers numbered FEB-18-001 through FEB-18-006 in the amount of \$90,575.00 through electronic fund transfers; and Claim vouchers numbered FEB-18-007 through FEB-18-055 in the total amount of \$235,559.27 was made by Mr. Hodkinson. Seconded by Ms. Gonzales. Motion passes

*2018 A La Carte Contracts**

Mr. Mattson provided information on the 2018 A La Carte contracts with member jurisdictions. Motion to approve and authorize Chair to sign a la carte contracts when initiated by members was made by Mr. Hodkinson. Seconded by Ms. Gonzales. Motion passes.

Homeless Program Emergency Fund Policy Revision from Advisory Committee

Mr. Mattson presented information on the HPPC recommendation for a revised emergency fund policy. Ms. Hauff summarized changes that include non-matching of funds. Any organization or municipality could submit a proposal. Ms. Watkins also briefed that the replenishment of funds should be up to staff discretion. We will vote on the revised policy next month and give a staff recommendation at that time.

Homeless Program – Temporary Shelter Contract for 2nd Quarter

Mr. Mattson provided information. Motion to approve reducing funds from the 2017 Tiny Homes contract to allow for issuing a new contract \$160,000 for the Temporary Shelter for the Transform Yakima Together Englewood Avenue shelter for 90 days from April 1 to June 30, 2018 was made by Mr. Hodkinson and seconded by Brad Hill. The \$160,000 will be all 2163 funds. It will cost more than the funding they receive to run the shelter these 3 months. Due to Hearing Examiner decision and appeals, there are no other available resources. This is a one-time need. Motion passes.

Homeless Program – Contract Modifications for HEN reallocation

Mr. Mattson provided information on unspent funds that can be re-allocated to other agencies. The motion to approve reallocating \$90,000 of unspent HEN funds from Catholic Charities' CHG contract, to be split between YNHS and NCAC, adding \$45,000 per contract was made by Mr. Hill and seconded by Mr. Hodkinson. Ms. Gonzales abstained. Through rule of necessity, Ms. Gonzales votes in favor, and the motion passed.

*Program Updates**

Mr. Shuttleworth provided updates for Planning Program including working with Grandview on a rezone, new development standards in Granger along with quite a few additional projects including permit handouts and code updates. We are working on a short plat for the City of Mabton. The City Union Gap requested a rezone, Class 2 Permits and work on their Parks Plan.

Ms. Testerman gave information on the Homeless Program.

- Work on the next consolidated RFP that will run July 1 through June 30, 2019. Includes drafting the application and scoring matrix. We will open the application as soon as we can in March. April will be scoring and project selection by the subcommittee with no conflict of interests. In May, project selections will be taken to the HPPC, then to the Executive Committee for contract review and approval in June.
- Auditing process for CHG funds have begun. Our first subgrantee, NCAC, has been completed.
- Point in Time count was conducted on January 25, 2018. Our contractors, ACR consulting organized the count. It went very well. 300 sleeping bags were purchased through donations and given out to participants. Currently vetting and deduplicating the results. We expect results in April.
- 2017-2018 Winter Shelter Update: YNHS was awarded \$45,000 for hotel/motel vouchers, NCAC was awarded \$20,000 and Transform Yakima Together was awarded \$135,000 for day and overnight shelter. NCAC has spent \$12,128 through January 31st. YNHS has spent \$24,990, TYT has spent \$133,016.
- Homeless partnerships in Yakima County list has been compiled and is available

March 2018 YVCOG General Membership meeting in Sunnyside at location TBA

Mr. Mattson reported that Jeff Emmons of Yakima Valley Office of Emergency Management will present information on emergency procedures for elected, an update on the Rattlesnake Ridge land slide, as well as updating governing documents. Members of

the YVOEM Board must be someone who can make fiscal decisions.

Mr. Restucci will reach out to the Mayor to arrange for a location for the March meeting.

OTHER BUSINESS

April Meeting Date: Changed from April 16, 2108 to Monday, April 23, 2018. Approved without objection.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 4:04 p.m.

Respectfully submitted,

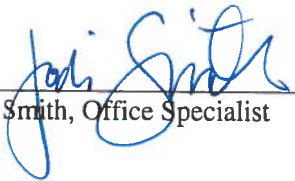


James A. Restucci, YVCOG Executive Committee Chair

3/19/18

Date signed

ATTEST:



Jodi Smith, Office Specialist

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