

# YVCOG EXECUTIVE COMMITTEE MEETING MINUTES

March 19, 2018

## CALL TO ORDER

Chair James Restucci called the March 19, 2018 meeting of the YVCOG Executive Committee to order at 2:02 p.m.

## ROLL CALL & INTRODUCTIONS

- Members present: John Hodkinson, Dan Olson, Bill Moore, Janice Gonzales, Brad Hill and Mike Leita
- Members absent: Jim Restucci\*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith
- Others present: Lowel Krueger and Sara Watkins
- A quorum was present.

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

## APPROVAL OF MINUTES

Mr. Hill moved to approve the minutes from February 21, 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

### *Homeless Program Emergency Fund Policy Revision*

Mr. Mattson reported on the Homeless Program Emergency Fund policy revision. He recommends that discussion be tabled until program governance has been decided, most likely by end of June. In November, staff brought forward 4 questions from the Executive Committee. Mr. Leita asked if these concerns were given to the HPPC in writing. They were communicated in email, minutes and on audio recording. Mr. Krueger stated that he did not receive the email that contained the 4 issues that need to be addressed. Email will be sent again. Mr. Mattson recommends tabling until further notice. Motion to table the policy revision made by Mr. Hill. Mr. Leita seconded. Motion carried.

## NEW BUSINESS

### *Executive Director's Correspondence\**

Mr. Mattson reported on the National Association of Regional Councils (NARC) legislative priorities. These include the Farm Bill's USDA Rural Development programs and CDBG (Community Development Block Grants), among others. NARC BOARD – Jim Restucci currently serves and is term-limited which ends in June. NARC meet two times per year, once in February in D.C. and again in summer. Mr. Hill is interested in serving. YVCOG pays for travel. The selection is made by the General Membership.

### *Monthly Budget Report\**

Ms. Wickenhagen reported on the Preliminary Budget Report for February 2018. Revenue was \$168,512.70. Salaries were \$64,026.97. Vouchers were \$261,837.78 leaving a revenue balance of \$231,523.72. Very typical of month. Cash Flow Statement - Bottom right shows what is in checking account. Mr. Leita requested that Expenses be shown in the same format as Revenue for comparison. Supplement can be given, particularly for the Homeless Program expenses and salaries. Requests information on labor and administration costs for the 3 programs. Motion to approve the Monthly Budget Report made by Mr. Hill. Mr. Leita seconded. Motion carried.

### *Approval of Vouchers\**

As of March 19, 2018, motion to approve payroll vouchers MAR-18-001 through MAR-19-006 in the amount of \$91,235.00 through electronic fund transfers; and claim vouchers numbered MAR-18-007 through MAR-18-053 in the total amount of \$255,185.02 made by Mr. Hill, seconded by Mr. Olson. to authorize chair to sign. Is this information True and Correct? Ms. Wickenhagen stated that it is. Motion carried.

*Revised YVCOG Procurement Policy\**

Mr. Mattson presented information on the revision. This policy has been updated in consultation with legal counsel, making the Procurement Policy consistent across all programs, rather than focusing on Transportation. Motion to approve the March 20, 2018 revision to the YVCOG Procurement Policy made by Mr. Olson and seconded by Mr. Leita. Motion carried.

*Homeless Program Contract Modifications\**

Mr. Mattson presented information on several contract modifications for review and approval. Unspent HEN funds are reallocated by the State. YNHS requested \$180,000 through June 30<sup>th</sup>, based on their existing case load. Prior to each new contract period, Commerce sends out notice of unspent funds and needs. HEN funds allocated yearly are separate from these one-time moneys being made available. Motion to approve and authorize the chair to sign the contract modifications for HEN and Coordinated Entry Contracts through June 30, 2018 made by Mr. Hill and seconded by Mr. Leita. Motion carried.

*Consideration of Consent Agenda\**

Mr. Mattson presented a resolution to allow a Consent Agenda for routine business and multiple item approval. Any item can be removed from the Consent Agenda for further discussion. Mr. Leita moved to approve the implementation of a consent agenda by Resolution 2018-01. Ms. Gonzales seconded. Motion carried. Mr. Mattson will research question of whether it now becomes authorized for the Policy Board.

*Amendment #2: 2017-2018 On-Call Transportation Model Assistance Contract\**

Mr. Mattson presented information on Amendment #2 for the Transportation Model Contract. The Model is constantly being updated, any time there is a zoning change, roads, traffic lights, signs or new homes. Due to staffing changes, we rely on the Contractor's expertise. He will be retiring so we have an 18 month window that TAC is using to research other options or staying with this Model. Ms. Gonzales motioned to approve and authorize the chair to sign the contract modification for the On-Call Transportation Model Assistance Contract for 2017-2018. Mr. Leita seconded. Mr. Leita stated that he has concerns regarding expansion of professional services contracts that are needed because of staffing and will be taking a close look at the 2019 Budget, especially as it relates to the Homeless Program. Motion carried.

*Homeless Program Advisory Committee Governance*

Mr. Mattson presented information on the Homeless Program Advisory Committee on Governance. In early March, he sent a message to the Homeless Planning & Policy Council suspending meetings until the work of the Governance Committee is completed. There are 9 volunteers on the Committee that will meet on March 30<sup>th</sup>. Mr. Mattson recommends that they meet without him or any YVCOG staff present. He also recommends giving the Committee a timeline and target date. In addition, recruitment for an RFP scoring committee is needed.

Concerns that were discussed included suspension of the HPPC meetings, priorities of the 2018 RFP, surprise that the RFP was released and recommendations from the January workshop and the refinement of the RFP process.

Mr. Mattson reported that the workshop did not reach a consensus for recommendations to change the RFP. The first half of the workshop was dedicated to new funding priorities for the RFP but could not reach a decision. YVCOG defaulted back to 2017 priorities. The second half of the workshop focused on the RFP process itself. What worked, what did not work. These recommendations were implemented as much as was possible for the 2018 RFP. For example, there were concerns that the application process was confusing. Ms. Testerman developed detailed Guidelines on how the application process works. Another concern was that there was no appeal process. YVCOG created an appeal process. Another suggestion was that there should be a workshop to give applicants the chance to ask questions. We are having a workshop on March 22<sup>nd</sup>. There was also a request for volunteers to help draft the questions asked on this year's RFP application. 4

people volunteered but only 2 people came.

Mr. Mattson stated that YVCOG takes the concerns about the RFP process very seriously. We contacted at least 8 other jurisdictions to learn about other alternatives. There was a lot of surprise and hurt over suspension of HPPC meetings. Mr. Mattson stated that the decision was made because the HPPC had gridlocked. Mr. Leita stated that staff needs to focus on the work of the Homeless Program until the Governance issues are addressed.

Mr. Krueger asked if the Governance structure already been determined? Mr. Leita stated it was his understanding the Governance Committee will come up with recommendations to the Executive Committee. This has been a major transition from the Homeless Network to the Homeless Program. Mr. Leita said that questions for the Governance Committee include whether the Executive Committee is correct body to be making these decisions? Mr. Hill would like YVCOG staff to RECOMMEND Steering Committee and Task Force and PRESENT this to the Executive Committee rather than DECIDE these and present.

Executive Committee is requesting from top to bottom, what the structure of Governance for the Homeless Program, including the final decision-makers, should be. Goal: No more emergency funding. We want long-term, achievable goals. Ms. Testerman reminded everyone that it is not just 2163 funds, but also State funds that are used in unison. It is YVCOG that is liable and fiscally responsible for these funds because we are contracted with Commerce to be the Local Government Agency.

The challenge for the Governance Committee is that no subgrantees can be on the Steering Committee. This separation must be maintained.

#### *Program Updates\**

Mr. Shuttleworth provided program updates that include a rezone for the City of Grandview, several permits and a conditional use permit for Granger. The City of Union Gap has a large rezone, a boundary line adjustment, Class 2 Permit, and Park Plan. There has been an increase in the number of general land use questions which indicates development may be picking up.

Ms. Testerman reported:

- Bill 1570 passed which means local recording fees will increase \$22. It also means that these fees are now permanent. Estimate is that it increased 2163 funds will be approximately \$350,000 per year.
- RFP now open for the new 2-year contracts period. There will be a workshop for applicants on Thursday, March 22<sup>nd</sup>. Due April 9<sup>th</sup>. The appeal deadline is May 10<sup>th</sup> by separate Appeal Committee. Contact start date is July 1, 2018.
- As no new priorities were identified during the January 30<sup>th</sup> workshop that was facilitated by Matt Fairbank of Sageland Mediation and Facilitation Services, the HPPC voted to uphold last year's priorities for the application process.

Mr. Krueger stated that is correct. However, HPPC never talked about what the dollar allocations were. For example, it looks like 2163 funds of \$950,000 for a 24-hour low barrier shelter in the City of Yakima is "earmarked" for Transform Yakima Together. Concern that there is an appearance of YVCOG making these decisions without input. The allocations were never discussed Mr. Mattson stated that we did try. The January workshop was held to get feedback about funding allocations and priorities. When we have subgrantees at the table, trying to make strategic decisions, even with a professional facilitator, we were unable to reach a decision. That dysfunction is also part of the reason we suspended the HPPC meetings. Ms. Testerman stated that while it may look like certain funds are "earmarked" for established organizations, we have to open it up for competitive applications. We call out the need for low barrier shelter and permanent housing, but we don't have the funds to do both. Directions need to come from the policy

body. Since we have reached gridlock, we defaulted back to 2017 at Mr. Mattson's direction.

*March 2018 YVCOG General Membership Meeting*

Blue Zones in Yakima presented by Dr. Yami Cazorla-Lancaster and Kate Gottlieb.

OTHER BUSINESS

Mr. Moore and Mr. Hill will meet on 5/21 before the regular meeting for a brief orientation of YVCOG. 11:30 a.m., lunch provided.

PUBLIC COMMENT

None.

ADJOURN

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

Respectfully submitted,




James A. Restucci, YVCOG Executive Committee Chair

23 APR 2018

Date signed

ATTEST:



Jodi Smith, Office Specialist