

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES

October 16, 2017

CALL TO ORDER

Vice Chairman Hodkinson, called the October 16, 2017 meeting of the YVCOG Executive Committee to order at 2:03 pm

ROLL CALL & INTRODUCTIONS

Members present: John Hodkinson, Janice Gonzales, and Mario Martinez

Members Absent: Dan Olson, Mike Leita, and Maureen Adkison

Call in: Jim Restucci

YVCOG staff present: Larry Mattson, Tami Hayward, Crystal Testerman, and Lance Larsen

Others present: Jon Smith (YCDA), Bill Lover and Joan Davenport (City of Yakima), and Andy Ferguson (Transform Yakima Together)

A quorum was present.

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

APPROVAL OF MINUTES

Ms. Gonzales moved to approve the minutes from the September 18, 2017. Mr. Martinez 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

Executive Session – Executive Director Annual Performance and Review

Mr. Hodkinson stated that the Executive Session would be conducted at the end of today's agenda, along with Item 1 of New Business (Executive Director's 2018 Compensation).

NEW BUSINESS

Executive Director's Correspondence

Yakima Valley Trends Website

Mr. Mattson reported that the Yakima Valley Trends website will be launched publicly at the November Chamber of Commerce general membership meeting (November 13th). YVCF, YVCOG and YCDA have partnered together in an effort to bring this community indicators website to the Valley – we have contracted with EWU to prepare the website itself. YVCF has paid for the development and the first two years of operation and maintenance. YVCOG and YCDA are responsible, beginning in 2020, for the ongoing costs to maintain the website.

Mr. Smith provided some background on the Trends websites. There are several around the state. This site takes data that is currently public, but makes it much easier to access. Will help to determine trends in areas such as economic, education, agriculture, social demographics, police, healthcare, tourism, etc. Data will be broken out into four main sections.

This information will provide relevant information when preparing grant applications, etc. It is intended for use those who are not familiar with gathering data, and also for those who are.

'Healthy Cities, Healthy Valley' Grant Award

YVCOG applied for, and received, a \$10,000 grant from Yakima Valley Community Foundation to pursue a pilot project to test the feasibility of cross-sector collaboration with city business, education and healthcare resources. Attempting to leverage the physical infrastructure improvements that COG helps many of our cities make, with quality of life improvements that can result in health improvements. Initial focus is on the Lower Valley.

Agreement with Yakima County Treasurer

Agreement with Yakima County Treasurer is currently pending. The Treasurer will be serving as our 'bank.' The reason for this is because YVCOG, as a special district, is in a gray area. After review by our attorney, and other entities in a similar situation, it was the consensus that it should be the County. Treasurer Thompson has agreed to perform this service for us at a reasonable cost. This will begin in January.

Urban Institute Pay for Success Update

The Pay for Success grant, for a feasibility study, will be wrapping up by the end of the year. A white paper will be issued. No indication on whether or not it will be determined feasible for the Valley to pursue Pay for Success. (Similar to performance-based contracting). This study focused on overutilization of Yakima Valley Memorial Hospital emergency room. There are other avenues – chronic homelessness, early childhood education and intervention, etc. – so there are other Pay for Success topics we could pursue.

We have been awarded a technical assistance grant – no money is involved, but Urban Institute will provide staff and technical expertise on administrative data.

Monthly Budget Report

Ms. Hayward presented the September 2017 Monthly Budget Report* showing a revenue balance of \$101,224.42. Mr. Martinez moved to approve the monthly budget report. Ms. Gonzales 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 OCT-17-001 through OCT-17-006 in the total amount of \$90,575.00 and claim vouchers numbered OCT-17-007 through OCT-17-048 in the total amount of \$269,314.24. Ms. Gonzales moved to approve the October Vouchers with provision for future amendments as expressed by the Deputy Director. Mr. Martinez seconded. Motion carried.

Program Updates

Mr. Shuttleworth gave an update on the planning program. Doing quite a lot of work with Union Gap, who is still without a planner. He announced that the County will be opening their urban growth area again this year – application to the County must be made by the end of January.

Ms. Testerman updated the board on the homeless program. There have been several awards made relating to Extreme Winter Weather Shelter, hotel/motel vouchers, 24-hour shelter for men, women, families, and pets and will also serve three meals each day. The site has not yet been finalized.

The \$200,000 set aside RFP is open on YVCOG's website. Will close on October 30th. Contracts will begin January 1st.

Updates were provided on various provider activities.

Mr. Larsen presented the homeless program budget and provided detailed reports. Total reimbursement requests for the month of August was \$151,000.00.

Mr. Mattson presented the Extreme Winter Weather Shelter contracts for approval. He noted that YVCOG is not required to locate winter shelter sites – that is actually the responsibility of the contracted provider.

Extreme Winter Weather Shelter Contracts

Mr. Martinez moved to approve the Homeless Extreme Winter Weather Shelter contracts and authorize Chair to sign after signed by provider. Mr. Restucci seconded the motion. Ms. Gonzales abstained from the vote. The motion carried.

*Quarterly Contract
Modification for 2163 Funds*

Mr. Mattson requested approval of a modification of the 2163 funds contract, in the amount of \$203,842.00. Ms. Gonzales moved to approve the modification and authorize the chair to sign. Mr. Martinez seconded the motion. The motion carried.

*Administrative Contract
Modification*

Two housekeeping measures:

YNHS Capital Improvement Contract – corrects an error on YVCOG’s behalf. Moving funding designated as ‘operations’ into ‘building/capital improvement’ funding.

Ms. Gonzales moved to approve the YNHS Capital Improvement contract modification and authorize Chair to sign. Mr. Martinez seconded. The motion carried.

Transform Yakima Together Encampment Contract – the summer encampment contract was a five-month scope of work. We are modifying the contract to terminate on November 30th.

Ms. Gonzales moved to approve the Transform Yakima Together Encampment contract modification and authorize the Chair to sign. Mr. Martinez seconded the motion. The motion carried.

*October 2017 General
Membership Meeting*

Mr. Mattson reminded the Executive Committee that the October General Membership meeting will take place at the Granger Lions Club on Wednesday evening. The program will be presented by Laura Armstrong, Executive Director of La Casa Hogar.

*OTHER BUSINESS
PUBLIC COMMENT*

none

Andy Ferguson from Transform Yakima Together thanked the Executive Committee for awarding them the winter weather shelter contract. Will be attempting to move Camp Hope indoors for the winter. Looking for long-term solutions. There is currently no funding set up for after the end of the EWWS contract.

The City will be granting Camp Hope a 3-year lease. TYT is attempting to raise funds to provide services at Camp Hope, including water, utilities, and facilities.

He would like to create a strategic plan for planning for long-term solutions, and is hoping to enlist YVCOG’s assistance in doing that.

He stated that he has had a very positive experience with YVCOG. 2163 monies need to be carefully looked out for – YVCOG needs to be the one directing those monies and they should not be turned over to the CoC.

*Executive Director – Annual
Performance Review*

Vice Chairman Hodkinson asked if the Board was agreeable to having Bill Lover sit in on the executive session as the City of Yakima’s representative. The Board was agreeable.

Mr. Restucci read the following statement: “The Yakima Valley Conference of Governments shall now convene an Executive Session, pursuant to RCW 42.30.110(1)(g) to review the annual performance of Executive Director, Larry Mattson, for the 2016-2017 year. We will be in session for approximately 15 minutes. Action is expected afterward. We will also enter an executive session for approximately 10 minutes, pursuant to RCW 42.30.110(1)(i)(2) for possible litigation the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. We will be in that session for 10 minutes, with no action expected.” The Executive Session began at 3:09 p.m.

Upon conclusion of the executive session (3:29 p.m.), Ms. Gonzales moved to approve the annual performance evaluation of the Executive Director. Mr. Martinez seconded the motion. The motion carried.

Salary for Executive Director – Ms. Gonzales moved to increase Mr. Mattson's salary by 3% for the coming year. Mr. Martinez seconded the motion. The motion carried.

Mr. Restucci stated that the Executive Committee is very pleased with Mr. Mattson's performance and they are happy with the direction YVCOG is moving.

Mr. Mattson thanked the Board for the positive feedback and comments, and for the salary increase.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:33 p.m.

Respectfully submitted,



~~John Hodkinson Jr.~~, YVCOG Executive Committee Vice Chair

JAMES A. RESTUCCI



20 NOV 2017

Date signed

ATTEST:



Tamara Hayward, Finance Coordinator