

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
December 14, 2015

- CALL TO ORDER Mr. Hodkinson, Vice Chairman, called the December 14, 2015 meeting of the YVCOG Executive Committee to order at 2:26pm
- ROLL CALL & INTRODUCTIONS Members present Maureen Adkinson, John Hodkinson, Mario Martinez, Loren Belton, Mike Leita and Dan Olson  
Call in: Jim Restucci  
Members Absent:  
YVCOG staff present: Larry Mattson, Chris Wickenhagen, Avery Zoglman, Joseph Calhoun Tim Sullivan, Shawn Conrad, Tami Hayward, and Jessica Hansen  
Others present:  
A quorum was present.  
*\*Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES Ms. Adkinson moved to approve the minutes\* of the November 16, 2015 meeting Mr. Belton 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
- Correspondence* Mr. Mattson informed the Executive Committee of two items:  
First, Patrick Ibarra, a nationally known speaker, will be back in the Yakima area at the Yakima Museum on January 29, 2016. The Topic of the conference is "Working with the Millennial generation." Patrick Ibarra, a former city manager, owns and operates a Glendale, Arizona-based organizational-improvement and efficiency consulting practice, the Mejorando Group. ("Mejorando" is Spanish for "getting better all the time.") He holds master's degrees in public administration and organizational development, and is a faculty associate member at Arizona State University, where he teaches a graduate course on organizational change. Information about this conference has been sent to all of the City Clerks and the County Clerk.
- Mr. Olson commented that the Legislation Action Days will be held January 27 and 28<sup>th</sup> of 2016.
- Secondly, Mr. Mattson informed the Executive Committee about a new contract that was signed with Elizabeth Lambert. Ellie has been contracted specifically for Project Homeless Connect which will take place on January 27<sup>th</sup> and 28<sup>th</sup>.
- Contracts* 2016 TA Contracts - Ms. Hansen reported that YVCOG has received most of the 2016 Technical Assistant Contracts. These contracts were pre-approved at the November 16, 2015 Executive Committee meeting and will just need to be signed.
- 2016 Accurate language Systems contract for on-call translation services will be utilized again this year for newspaper translations and other materials.

2016 Eco Resources contract for modeling services

This is a two year contract with Bob Shull from 'the Zoom' which is the Transportation modeling software that YVCOG uses. This contract allows Deb to contact Bob with any questions or needs associated with transportation modeling.

PSA contract with Wapato to complete their CDBG Planning Only Grant  
Mr. Mattson reported that this is a planning only grant that Ms. Conrad will be working on.

Commencing discussion re: the RCDI grant (Rural Community Development Initiative) Grants. Mr. Mattson informed the board that this grant was considered a couple of years ago by several cities throughout the Yakima Valley and is being considered yet again. This grant needs a local 50% match but, if awarded, the Yakima Valley would be able to hire someone, specifically for economic development, for the next 3 years.

Mr. Mattson reported that Article 8 was approved at the General Membership meeting and that YVCOG will be sending out a template resolution for all cities to add to their City Council agenda. Having all of the cities approve the resolution will ratify the article.

#### *Program Updates*

- GMA activities - Working with Grandview on their comprehensive plan update and just presented their capital facility elements to their planning commission. Selah – presenting a couple of chapters of their comprehensive plan to the planning commission. Naches – working on a draft on their plan to present in December. Granger and Mabton – contracts were just approved and will start moving forward on those. Working with all of these cities on periodic updates.
- City of Wapato –currently working on their parks plan and they have their GMA Homeless Program - providing assistance on the Continuum of Care (CoC) Program.
- Currently working on a CDBG planning only grant for City of Wapato. Attending and coordinating the UGM meetings that are occurring between various city staff and County representatives. The next meeting will be January 12<sup>th</sup> at Toppenish City Hall
- Mabton – helping with their safe routes to school program.
- The Funder's forum will be happening sometime in March since members are interested in having it again. The funder's forum has state funders coming out and talk about how their funding programs work.
- December 7<sup>th</sup> received the signed grant documents from the Department of Health so YVCOG can start working on the Terrace Heights water consolidation feasibility study. Mr. Mattson and Mr. Calhoun have already setup and have attending planning committee meetings for this project.

#### *Homeless Assistance Program*

Mr. Sullivan informed there are two contracts that are renewed every year called the Housing Assistance Fund (HAF.) These contracts are managed by Yakima Neighborhood Health Services (Upper Valley) and Northwest Community Action Center (Lower Valley.) Each contract is for \$10,000 and provides the hotel/motel vouchers, emergency services, and gap funding.

Mr. Sullivan has a \$15,000 contract with Yakima Neighborhood Health Services for Project Homeless Connect. This money will be allotted for the Service providers, rental spaces, food, staff support, etc.

All of the contracts discussed at this meeting come out of the local filing revenues and these are ongoing contracts that are renewed every year.

Mr. Belton made a motion to allow the Homeless Director to sign and forward on all contracts to be presented on to the Yakima County Commissioners. Mr. Restucci 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 DEC-15-001 through DEC-15-006 in the total amount of \$86,200.00, and claim vouchers numbered DEC-15-007 through DEC-15-040 in the total amount of \$321,909.97. Mr. Martinez moved to approve the December Vouchers;\* Mr. Olson seconded this motion. Motion carried.

#### *Monthly Budget Report*

Ms. Wickenhagen presented the Preliminary November 2015 Monthly Budget Report\* showing a revenue balance of \$71,237.27. Mr. Belton moved to approve the monthly budget report. Ms. Adkinson seconded. Motion carried.

#### *2016 Meeting Dates*

The 2016 Yakima Valley Conference of Governments meeting dates Calendar has been provided for the board. There is a conflict for the January Policy Board and Executive Committee Meetings with the General Membership meeting. Ms. Adkinson moved to change the conflicting meeting from January 20, 2016 to January 11, 2016. Mr. Restucci seconded. Motion Carried.

Ms. Adkinson moved to accept the 2016 calendar meeting dates. Mr. Olson seconded. Motion Carried.

#### *2016 YVCOG Employee Manual*

The employee manual is back from WCIA and YVCOG has made any changes that WCIA recommended.

Ms Adkinson moved to approve the employee manual with all additions and changes made. Mr. Martinez seconded. Motion Carried.

#### *Executive Session – Annual Performance Review of the Executive Director.*

The Annual Performance Review of the Executive Director to be postponed until the Chairman can attend the meeting.

#### *Set 2016 Salary for Executive Director*

Since the Annual Performance Review of the Executive Director has been postponed until the next meeting, the 2016 salary for the Executive Director will also have to be postponed.

#### *General Membership Meeting*

Mr. Mattson reported that the January 20, 2016 General Membership meeting will be held at the Toppenish Eagles in Toppenish WA. The programs will be YVCOG Staff Program updates and All Aboard Washington. The nomination of Executive Committee Members and Policy Board Members will also be held during this meeting.

The Board also recommended having VERG at a General Membership Meeting.

OTHER BUSINESS

PUBLIC COMMENT           None.

ADJOURN                   With no other business, Mr. Hodkinson adjourned the meeting at 3:07 p.m.

Respectfully submitted,

  
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James A. Restucci, YVCOG Executive Committee Chair

1/13/14  
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Date signed

ATTEST:

  
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Jessica Hansen, Executive Committee Secretary