

**Policy & Planning Council General Membership Meeting  
Friday, December 11, 2015  
United Way in Yakima, Washington**

**Present:** Tim Sullivan, Larry Mattson, Avery Zoglman, and Tamara Hayward (YVCOG), Kelly Penfold (ALPHA Team), Mark Todd (United Way), David Helseth, Ryan Enright (Landmark Properties), Elisabeth Tutsch (NW Justice), Beth Dannhardt (Triumph), Joan Davenport (City of Yakima); Stacy Kellogg (People for People), Teresa Carlson (Dept. of Corrections), Debra Whitefoot (Yakama Nation Housing), Rick Needham (Wapato PD); Sharon Allen (ESD 105); Amy Martinez (SCWDC); Andrea Reyes (YC Public Services)

**Transcribed by:** Tami Hayward

Agenda Item	Action Taken	Follow-up
<b>Call to Order – Tim Sullivan 10:09 a.m</b>		
<b>Welcome and Introductions</b>		
<b>Approval of Minutes</b> – This is the first official meeting, so there are no prior Minutes to approve.		
<p><b>Review Bylaws</b> – the Bylaws were discussed at the orientation meeting. Mr. Sullivan asked everyone to take a few minutes to review the Bylaws, which are included in the front of their binders.</p> <p>Teresa Carlson moved to amend the Bylaws to include that the Homeless Planning &amp; Policy Council will meet on the 2<sup>nd</sup> Tuesday of each month beginning at 11:00 a.m. The meeting will be scheduled to last until 12:30, and will be held at the United Way offices. Ryan Enright seconded the motion. The motion carried.</p> <p>Page 4, line 1, ‘including/excluding ex officio’ was corrected to omit the word ‘including.’</p> <p>Under item 2.2 – strike 2060, and will be defined a little more clearly and more specific, but not so specific as to exclude acceptance of funding. Tim will quote the RCW in this section, and will include language regarding allocation of federal state and local funds, and any public or private funds or donations.</p> <p>Discussion on use of ad hoc committees. The Council makes final decisions.</p> <p>Additional discussion on revisions to Bylaws.</p>	Moved to amend Bylaws to include monthly meeting date and time.	Bylaw changes will be made and voted on at January meeting.
<p><b>Discussion of Council roles and responsibilities</b> –</p> <p>The role of this group should include pursuit additional resources. Collaboration is important.</p> <p>Council members should act as a sounding board and a resource.</p> <p>We will be looking at our mission statement and vision.</p>		

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<p><b>Establish Council member terms –</b></p> <p>In order to stagger changeover in the Council, the initial terms will be either 2 or 4 year terms. Subsequent terms will be for a four-year period.</p> <p>Members have the potential of being on the Council for 8 years. Discussion on whether or not members should be able to serve as long as they are willing.</p> <p>The Bylaws can be changed in the future.</p>	<p>Tim did a random selection for terms.</p>	
<p><b>Determine Council leadership –</b></p> <p>Mr. Mattson suggested taking nominations for Chair and Vice Chair. It was decided to accept nominations today and through email, and the vote will be taken at the January meeting. Each candidate should bring a short bio with them.</p>		
<p><b>Establish Homeless Planning &amp; Policy Council meeting schedule –</b></p> <p>Meetings will be held from 11:00 – 12:30 on the second Tuesday of each month, and will be held at the United Way of Central Washington office.</p>		
<p><b>5-Year Plan –</b></p> <p>States our priorities and strategies. Formerly led by a 10-year plan, which included a 5-year update. This is the last official year of the 10-year plan. This plan will be tied into some of the other HUD processes in our communities.</p> <p>There are Homeless sections in the Consolidated Plans of Yakima County and the City of Yakima. There is also a Homeless Needs assessment, which this body could assist in development of the language for these kinds of plans.</p> <p>This body is called the Continuum of Care and this is a requirement. This body will make decisions as to how HUD funds are used in this community. We are required to identify how we work together with other plans to have common language and strategies for addressing issues of homelessness. We need to have consistency in the focus of various homeless plans.</p> <p>Discussion on establishing ‘best practices.’</p> <p>The immediate concern is having the plan in place by April, in order for the Executive Committee to adopt it and then begin the RFP process. What are the priorities we set?</p> <p>Council members were asked to complete an activity sheet Prioritizing Homeless Populations. Attempting to reach a state of ‘functional zero,’ where the numbers of either entering into a service or exiting out of a service is equal. We need to decide where we will focus our funding and develop a matrix matching our funding sources to specific needs.</p> <p>Will go through a visioning process, based on what we believe is most important in our County.</p>		

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<p>Next Steps –</p> <p>Mr. Mattson reviewed a ‘visioning tool’ for strategic planning. He would like the Council to go through this process.</p> <p>History – contribution of historical knowledge  Context – internal and external analysis  Action Plans – funding restrictions, etc.</p> <p>Will send out a doodle poll – probably a full Thursday and half of Friday in January or February – to determine best time for training. Breakfast and lunch will be provided.</p> <p>Deadline for RFP is no later than end of April or beginning of May. Contract must be signed by July 1<sup>st</sup>.</p> <p>Next meeting: January 12, 2016.</p>		
<b>Adjourn at 11:39 a.m.</b>		