

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
August 20, 2018

CALL TO ORDER Vice Chair John Hodkinson called the August 20, 2018 meeting of the YVCOG Executive Committee to order at 1:54 p.m.

ROLL CALL & INTRODUCTIONS

- Members present: John Hodkinson, Bill Moore, Mike Leita and Janice Gonzales
- Members present via teleconference: Brad Hill
- Members absent: Dan Olson, Jim Restucci*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith,
- Others present: None
- A quorum was present.

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

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.

*Consent Agenda**

- A. Approval of Minutes: July 16, 2018 YVCOG Executive Committee Meetings
- B. Approval of Payroll: As of August 17, 2018, approve payroll vouchers AUG-18-001 through AUG-18-006 in the amount of \$91,235.00 through electronic fund transfers.
- C. Approval of Accounts Payable Vouchers: As of August 17, 2018, approve claim vouchers numbered AUG-18-007 through AUG-18-052 in the total amount of \$257,696.98.
- D. Approval of application for Associate Membership for Spark Northwest.
- E. Consolidated Homeless Grant (CHG): Commerce Amendment with YVCOG of \$215,500.00, starting August 1, 2018 through June 30, 2019.
- F. YVCOG Modifications with Catholic Charities Housing Services and Yakima Neighborhood Health Services.

YNHS – RRH/RA 2018-2020 Mod 1	\$311,176
CCF – RRH 2018-2020 Mod 1	\$109,500
CCF – TANF 2018-2020 Mod 1	\$46,806

Mike Leita moved to approve the Consent Agenda. Janice Gonzales seconded the motion. The Consent agenda was approved.

OLD BUSINESS

*Homeless Housing and Assistance Program Governance**

Chris Wickenhagen, Deputy Director, provided information on local fund administration for the Homeless Housing and Assistance Program governance structure. Over the past several months, YVCOG and the Committee met several times but were not able to come to agreement. The Homeless Governance subcommittee and YVCOG each presented their proposal to the Yakima County Board of County Commissioners. BOCC has appointed a Task Force that will report in September. BOCC has legislative authority over local funds and will decide who will administer these dollars. They are hoping to decide in early October.

Action: Informational.

NEW BUSINESS

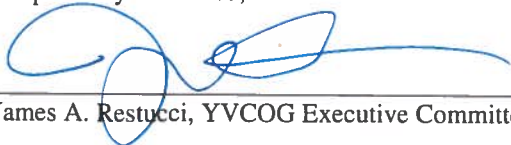
Executive Director's Correspondence

Larry Mattson asked to move this item to the end of the meeting to accommodate Voting Members' schedules.

Action: Informational.

<i>Electronic Document Transmittals and Signatures Policy*</i>	Ms. Wickenhagen provided information on a new policy to allow for electronic signatures. <i>Mike Leita moved to approve the policy. Bill Moore seconded. Motion passes.</i>
<i>Homeless Program*</i>	Crystal Testerman reported on the Request for Qualifications that was awarded to the City of Yakima. \$200,000 of the \$250,000 available was requested for utility and water services. A Sole Source contract for \$50,000.00 for electrical service is also being requested. <i>Motion to authorize the chair to sign the contract after signatures have been received from the City of Yakima for \$200,000 Phase 1 utility installation at the homeless shelter site made by Mike Leita. Second by Bill Moore. Motion passes.</i> <i>Motion to approve the sole source contract of \$50,000 to the City of Yakima for electric service at the homeless shelter site made by Mike Leita. Seconded by Bill Moore. Motion carries.</i>
<i>2019 Budget Development*</i>	Chris Wickenhagen gave a report on the Budget Subcommittee meeting where the 2019 Proposed Budget was examined in detail. The attached summary is what the General Membership will be seeing. A proposed 1.5% increase includes increases in health insurance, retirement. Budget includes 2163 funds with an amendment prepared, if necessary. Bylaws say we must bring budget to membership approval in October. <i>Action: Informational</i>
<i>Staff Reports*</i>	Budget Report – Chris Wickenhagen gave information on the July 2018 budget for revenues, expenses and payroll. No unusual items or activity to report. Planning Program – Mike Shuttleworth briefed the Committee on planning activities for Mabton Urban Growth Area Amendment. Talking about tiny homes with Grandview. International Building Codes will have a modification on Tiny Homes. Granger had two hearings with an Examiner. Subdivision 1 st phase. Union Gap had a Shorelines and SEPA review. Tiny Homes for homeless shelters or for low-income housing? State needs to approve deviations from IBC standard. The Executive Committee expressed an interest in having input for State standards. Homeless Program – Crystal Testerman. <ul style="list-style-type: none"> • Finished expenditure report for Commerce of state local and Federal moneys. This report will look at the overall money being spent on Homeless issues on a state level • Community Outreach: Attended Healthy Communities Neighborhood Building subcommittee for the Yakima City Council. Gave a report on contracts awarded, the RFP and scoring process, • Hosting Commerce Department’s 2-day training on Trauma Informed Service Providers • Tiny Homes will be officially opening on Aug 29th • Serving on Task Force for homeless program structure
<i>Executive Director’s Correspondence</i>	Larry Mattson tabled the information on the City of Yakima technical assistance process until next month. Also tabled item on Jim Restucci’s appointment to the Washington Transportation Commission. Gave information on Spark NW. Mabton, Grandview and Sunnyside members have possible projects. <i>Action: Informational.</i>
<i>September 19, 2018 General Membership Meeting</i>	Mr. Mattson reported on the September General Membership meeting in Zillah for a legislative update.
OTHER BUSINESS	None.
PUBLIC COMMENT	None.
ADJOURN	With no other business, John Hodkinson adjourned the meeting at 2:48 p.m.

Respectfully submitted,



James A. Restucci, YVCOG Executive Committee Chair

17 Aug 2018

Date signed

ATTEST:



Jodi Smith, Office Specialist