



YVCOG EXECUTIVE COMMITTEE AGENDA

**Wednesday, February 21, 2018
1:30 p.m.**

The 300 Building
311 North 4th St, Suite 204, Yakima

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, City of Sunnyside,
John Hodgkinson, Vice-Chair, City of Union Gap
Janice Gonzales, Council Member, City of Zillah
Brad Hill, Council Member, City of Yakima
Mike Leita, Commissioner, Yakima County
Bill Moore, Council Member, City of Grandview
Dan Olson, Council Member, Member-at-Large

- ❖ **CALL TO ORDER** – The February 21, 2018 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – January 17, 2018 pp. 3-5
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG 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

Healthy Cities, Healthy Valley
Larry Mattson, Executive Director

NEW BUSINESS

1. Election of Chair and Vice Chair for Executive Committee
 - 2-year term from February 2018 to January 2020
Jim Restucci, 2016-2017 Chairman
2. Review/Introduction of YVCOG Executive Committee Responsibilities
Larry Mattson, Executive Director
 - A brief overview of Executive Committee duties and responsibilities for newly-elected and returning members.
Action: Discussion and documents. Signed documents in folder. Informational copies in agenda packet include: Contact Information (pp. 7-8), Board and Spouse Information (p.9), Signature Sheet (p.10), Certificates of Training for Open Public Meetings and Public Records (p.11), Attendance Policy (p.12), Teleconferencing Option pp. 13-14), Executive Committee Procedures (pp. 15-18), YVCOG Code of Conduct (pp, 19-22)
3. Executive Director’s Correspondence
Larry Mattson, Executive Director
4. Final Budget Report p. 23
Chris Wickenhagen, Deputy Director
 - 2017 Final Budget Report
Action: Approval
Motion: “I move to approve the 2017 final budget report”.
5. Monthly Budget Report pp. 24-27
Chris Wickenhagen, Deputy Director
 - January 2018 Budget Report
Action: Approval
Motion: “I move to approve the January monthly budget report”.
 - January 2018 Cash Flow Statement
Action: Information

6. Approval of Vouchers
Chris Wickenhagen, Deputy Director
Action: Review, approval and authorization of signatures
7. 2018 A la Carte Contracts
Larry Mattson, Executive Director
 - Consideration of pre-approved "A La Carte" Contracts with member jurisdictions.
 Action: "I move to approve and authorize Chair to sign A la Carte contracts when initiated by members."
8. Homeless Program - Emergency Fund Policy Revision from Advisory Committee pp. 28-30
Larry Mattson, Executive Director
Action: Discussion
9. Homeless Program - Temporary Shelter Contract for 2nd Quarter 2018
Larry Mattson, Executive Director
Action: Discussion and approve HPPC recommendation to fund 2nd quarter temporary shelter.
Motion: "I move to approve reducing funds from the 2017 Tiny Homes contract to allow for issuing a new contract for the Temporary Shelter for Transform Yakima Together's Englewood Avenue shelter for 90 days from April 1 to June 30, 2018"
10. Homeless Program – Contract Modifications for HEN reallocation.
Larry Mattson, Executive Director
Action: Discuss and approve reallocating HEN funds from Catholic Charities to NCAC and YNHS.
Motion: "I move to approve reallocating \$90,000 of unspent HEN funds from Catholic Charities' CHG contract, to be split between YNHS and NCAC, adding \$45,000 per contract."
11. Homeless Program – Advisory Committee Governance
Larry Mattson, Executive Director
 - Next iteration of Homeless Program advisory committee governance
 - Ensuring inclusion with other homeless interest groups
 - Teleconference with other homeless program
12. Program Updates
Planning Program – Mike Shuttleworth, Planning Manager
Action: Information

Homeless Program – Crystal Testerman, Homeless Program Manager
Action: Information
13. YVCOG March 2018 General Membership Meeting in Sunnyside;
Larry Mattson, Executive Director
 - Speaker: Jeff Emmons, Yakima Valley Office of Emergency Management
Topic: Update on the Rattlesnake Ridge Slide; Emergency Preparedness for Local Elected Officials
Action: Information.

OTHER BUSINESS

April Meeting Date:

Larry Mattson, Executive Director

Propose changing the Executive Committee meeting date from April 16 to April 23, 2018.

PUBLIC COMMENT

ADJOURN

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG's Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodations to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
January 17, 2018

CALL TO ORDER

Chair James Restucci called the January 17, 2018 meeting of the YVCOG Executive Committee to order at 1:56 p.m.

ROLL CALL & INTRODUCTIONS

Members present: Jim Restucci, John Hodkinson, Mike Leita, Janice Gonzales and Brad Hill

Members Absent: Dan Olson and Mario Martinez

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith

Others present: Joan Davenport (City of Yakima), and Raquel Crowley (Senator Murray's office)

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Hodkinson moved to approve the minutes from December 18, 2017. 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

Development of Frequently Asked Questions page for website

Mr. Mattson reported that the page is being researched and is under development.

NEW BUSINESS

*Executive Director's Correspondence**

Mr. Mattson reported on the following:

- Email from Yakima City Council Member Kay Funk
- Point in Time (PIT) volunteer recruitment
- Homeless provider collaboration
- Homeless contract funding review

It is clear from communicating with service providers, city jurisdictions and the community that there are many points of conflict. YVCOG's priorities are transparency and legal compliance. Faith based providers have historically been a part of providing services to the homeless. Ms. Crowley reported that Senator Murray's office has been asked to monitor the homeless program issues, particularly the use of government funds for religious purposes. YVCOG continues to oversee, with several unannounced site visits as legal compliance is necessary to issue funds.

*Monthly Budget Report**

Ms. Wickenhagen reported on the December 2017 Budget with revenues of \$3,579,569.17, expenditures of \$3,410,559.69 leaving a revenue balance of \$169,009.48. Mr. Leita moved to approve the December monthly budget report. Ms. Gonzales seconded. The motion carried.

Ms. Wickenhagen provided information on the preliminary December 2017 Cash Flow with total receipts of \$497,649.16, available cash \$748,102.47, total cash out of \$278,538.87 and a net cash flow of \$469,563.60.

*Ratification of Vouchers**

Ms. Wickenhagen gave information to revise the December 2017 voucher register to include payment to ACR Business Consulting DEC-17-056 for \$10,319.85. Motion to approve made by Mr. Hodkinson and seconded by Mr. Leita. Motion carries.

*Approval of Vouchers**

As of January 17, 2018, the motion to approve payroll vouchers numbered JAN-18-001 through JAN-18-006 in the amount of \$90,575 through electronic fund transfers; and claim vouchers numbered JAN-18-007 through JAN-18-057 in the total amount of \$278,864.86 was made by Mr. Hodkinson. Seconded by Ms. Gonzales. Motion carried.

*2018 Homeless Program Agreement**

Mr. Mattson provided information on the 2018 Homeless Program Agreement with Yakima County.

Mr. Leita moved to authorize the chair to sign the Agreement. Mr. Hodkinson seconded. The motion carried.

Homeless Program Contract Modification

Mr. Mattson presented information on the HAF contract extension request for NCAC to extend the spending period through June 30, 2018. Mr. Hodkinson moved to approve the chair to sign the contract modification for NCAC to extend spending period through June 30, 2018. Mr. Hill seconded. The motion carried with one abstention from Ms. Gonzales.

*Program Updates**

Mr. Shuttleworth provided updates for the Planning Program, including a Union Gap Park Plan, Healthy Cities/Healthy Valley, and planned meetings with newly elected officials.

Ms. Testerman gave information on the Homeless Program.

- Ms. Testerman attended a meeting at the Yakima County Office of Emergency Management regarding the Rattlesnake Ridge landslide and the potential for residents to become homeless. YNHS and NCAC are providing case management. There may be a potential request to access the \$100,000 Homeless Program's Emergency Reserve Fund, noting there is a requirement of 100% matching funds.
- 2018 Point in Time (PIT) count will occur on January 25, 2018 from 6:00 a.m. to 8:00 p.m. with 4 locations in Upper Valley, 2 in Mid Valley and 2 in Lower Valley.
- Homeless Program Workshop will be held on January 30, 2018. Session 1: 5-year plan update to prioritize goals for the next funding cycle. Session 2: 2017 Consolidated RFP debrief.
- Provided Annual Timeline for Homeless Program target deadlines
- 6-month Contract Spending Analysis will be provided at the February meeting to determine whether funding can or should be reallocated
- HPPC will vote on Balance of State at their February meeting. If approved, this would release YVCOG of Collaborative Applicant administrative responsibilities.

January 2018 YVCOG General Membership meeting in Selah at Nana Kate's

Nomination and election of 2018-2019 Executive Committee members. Program will be Mr. Mattson's presentation, "Take Charge of Your City's Future: You and YVCOG in 2018"

OTHER BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 3:16 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Office Specialist

**2018 YAKIMA VALLEY MPO/RTPO
POLICY BOARD (Including 7 member YVCOG
Executive Committee)**

Brian White
WSDOT South Central Region
PO Box 12560
Yakima, WA 98909-2560
(509) 577-1620 (Work)
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whiteb@wsdot.wa.gov

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Madelyn Carlson, CEO
People For People
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Ex Officio Members – Policy Board

DISTRICT 13
Senator Judith (Judy) Warnick
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Representative Tom Dent
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Representative Matt Manweller
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Jaime

2018 YVCOG EXECUTIVE COMMITTEE MEMBERS

(Term of Office: 1/17/18 to 1/15/20)

Chair: James A. Restucci

Vice-Chair: John P. Hodkinson, Jr.

YVCOG Executive Board Members:

Yakima County:

Mike Leita
Board of County Commissioners
Yakima County Courthouse
128 North 2nd Street
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FAX: 574-1501
Cell: _____
mike.leita@co.yakima.wa.us

Area 2:

Janice Gonzales, Council Member
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Yakima:

Brad Hill, Council Member
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Area 3:

Bill Moore, Council Member
City of Grandview
207 West Second Street
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Sunnyside:

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Member at Large:

Dan Olson, Council
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2018 Executive Committee Board & Spouses Information 01-17-2018 to 01-15-2020			
JURISDICTION/ AREA	POSITION/EMPLOYMENT	SPOUSE	SPOUSE EMPLOYMENT
Member at-Large: Dan Olson	Self-employed; buys & sells houses	N/A	N/A
City of Sunnyside: Jim Restucci, Chair	City Council/Sunnyside; Axxess Internet Services Inc, Chair & CEO, 2002-Present (YVCOG Chair effective 8/18/10)	DeLeesa Restucci	Axxess Internet Services Inc, Sr. VP & CFO, 2002-Present
Yakima County: Mike Leita	Commissioner/Yakima County.	DeAnn Leita	Yakima Catholic Family & Child Services, part-time
City of Yakima: Brad Hill	City Council member, Center Director, Fort Simcoe Job Corp Civilian Conservation Center		
Area 1: John Hodkinson, Vice Chair	Regional Planning Commission; Realtor, Almon Commercial Realty	Sandee Hodkinson	Homemaker
Area 2: Janice Gonzales	Zillah City Council; Director of Northwest Community Action Center/Farm Workers Clinic	David Gonzales	Retired
Area 3: Bill Moore	Grandview City Council Member		

(Place in Audit Binder)

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**Yakima Valley Conference of Governments
Executive Committee Members/Signatures
(January 2018 – January 2020)**

Janice Gonzales

Brad Hill

John Hodkinson, Jr.

Mike Leita

Bill Moore

Dan Olson

James A. Restucci

Sample

(Place in Audit Binder)

CERTIFICATE OF TRAINING

Sample

Completed the following training:

- Open Public Records Act Training (RCW 42.56)**
- Open Public Meetings Act Training (RCW 42.30)**
- Records Retention/Management Act Training (RCW 40.14)**

Date Training Received:

Sponsor (Organization/agency providing training): WSDOT / AG online

Format:

- In-person training by
- Online Training (including webinars): AG online training
- Other format:

Sample

I hereby certify that I received this training:

Signature & Position or Title

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YVCOG Executive Committee
Policy on Executive Committee Meeting Absences

Purpose: Regular attendance is needed by Executive Committee members at the monthly YVCOG Executive Committee meetings to ensure YVCOG business is able to be completed without delays due to lack of quorum.

Policy: A letter from the YVCOG Executive Director and Executive Committee Chair will be sent to the jurisdiction(s) represented by any Executive Committee members who miss two (2) or more YVCOG Executive Committee meetings during a calendar year due to unexcused absences. The letter will 1) identify the dates of the absences and, 2) request alternate representation if the Executive Committee member will be unable to fulfill his/her term on the YVCOG Executive Committee.

Yakima Valley Conference of Government

Executive Committee

Teleconferencing

Attendance via teleconferencing will be permitted: Due to extraordinary circumstances, if an Executive Committee Member will not be able to be physically present at a regular Executive Committee Meeting, and is needed for a quorum, or it is important for all members to be involved in a decision, or a member will want to be involved in the discussion and/or decision of specific agenda items. Prior approval may be granted by the Executive Committee Chair for participation by telephonic communication.

Teleconference participation by members may be allowed under the following circumstances, subject to reasonable technical availability at the meeting location:

1. Requests to use Teleconference participation for voting purposes shall be limited to extraordinary circumstances and must be ruled upon by the Executive Committee members present by specific motion before the main agenda begins. In such cases a microphone pickup must allow the teleconference participant to engage in Executive Committee discussion and be heard.
2. Requests to participate by Teleconference in a nonvoting capacity shall be granted provided technical capability exists and adequate notice is given, and shall be at the member's own expense, unless waived by Executive Committee action.

Examples of extraordinary circumstances include: emergencies or illness, accident, unforeseen urgent business, etc. Attendance via teleconference should be the rare exception, not the rule, and is limited to # __ times per year per member.

Teleconferencing charges are to be at the member's own expenses, unless waived by Executive Committee action. Adequate notice must be provided to allow connections in time for the main agenda. No teleconference participation for voting purposes shall be allowed for public hearings or any quasi-judicial proceedings. Any technical prohibitions or difficulties that prevent all parties present at the Executive Committee meeting from adequately communicating with one another will negate any authorization previously given by the Executive Committee Chair.

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Executive Committee Member attending via teleconference for voting purposes:

When the meeting is being called to order, the Chair (or presiding officer, if the Chair is not physically present) should state for the record:

- i. Let the record reflect that Executive Committee Member (name) is attending via speakerphone/video conference for (Date) Executive Committee meeting.
- ii. Member (name), can you hear me? [*There must be a clearly audible response in the affirmative.*]
- iii. Member (name), please identify anyone else present with you during this teleconferencing session. [*There must be a clearly audible response in the affirmative.*]
- iv. Let the record reflect that member (name), who is teleconferencing to participate in the proceedings related to Agenda dated (date), can be heard by all present and (names of others, if any) is present with him/her during this teleconferencing session.

Upon conclusion of the Executive Committee meeting, the Chair (or presiding officer) should state:

- v. Member (name), discussion has concluded. Thank you for your attendance via teleconference. The telephone/video connection will now be terminated. [*Connection should be terminated at this time.*]
- vi. Let the record reflect that the teleconferencing session with (name) has been terminated.

Last Updated

Approved

1/18/12

3/19/12

Standard Operating Procedures

YAKIMA VALLEY CONFERENCE OF GOVERNMENT

EXECUTIVE COMMITTEE PROCEDURES

A. Meetings:

1. All meetings will follow Robert's Rule of Order latest edition
2. Extra Executive Committee meetings may be scheduled as needed to address particular issues, i.e., leadership training, strategic planning, budgeting.

B. Attendance:

1. All Executive Committee Members agree to attend all Executive Committee meetings, General Membership Meetings and any other special meetings scheduled by the Executive Committee.
2. Executive Committee Members may receive special permission to attend an Executive Meeting or General Membership Meeting for information and voting purposes via teleconferencing.
3. All Executive and General Membership meetings are open to the public.

C. Budget:

1. The Executive Committee will review and recommend a budget to be voted on for approval at the General Membership in October for the subsequent year.
2. Monthly vouchers will be reviewed and approved for payment during regularly scheduled YVCOG Executive Committee Meeting.
3. A monthly budget report will be presented for approval and discussion pertaining to the financial stability of the COG. The Executive Committee gives directive and approval for large expenditures that will benefit the General Membership with the daily business operations provided by YVCOG.
4. Executive Committee Members will approve a Yearly Indirect Cost Rate for submission to WSDOT in February or March for the current year.
5. YVCOG Executive Committee Members will review and recommend budget amendments to be approved at the following General Membership meeting.

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D. Correspondence:

1. The Executive Committee Chair is responsible for correspondence with other agencies
2. The Executive Committee may direct YVCOG Executive Director to create and correspond on their behalf.
3. The Executive Committee Members are responsible for review and/or action of Program Updates prepared by Executive Director.
4. The Executive Committee's official correspondence with other agencies or within general membership, which may be of historical interest, will be retained for future reference by YVCOG.

E. Minutes

1. All minutes are permanent YVCOG records
2. The original minutes are recorded and maintained by YVCOG.
3. General Membership minutes are part of YVCOG's permanent records. YVCOG is responsible for maintaining a complete set of meeting minutes.
4. Copies of meeting minutes are available for review by the public.

EXECUTIVE COMMITTEE OFFICERS

CHAIR

A. Selection and Qualifications:

1. Elected by the Executive Committee on even number years during the February Executive Committee meeting.

B. Functions and Responsibilities:

1. Representative of Executive Committee presides over YVCOG Executive Committee and General Membership Meetings.
2. Liaison between YVCOG and general membership members, the general public, and other external organizations.
3. Sign approved resolutions, contracts, certificates, appointments into effect

C. Specific Responsibilities

1. Assist Executive Director with implementation of YVCOG Strategic Plan and Mission Statement and set annual goals and objectives.
2. Appoint Standing and Special Committee chairs and Liaisons to YVCOG.
3. Coordinate the orientation of new Executive Committee Members to Board functions.
4. Preside at all Executive Committee and General Membership meetings.
5. Direct Finance Officer and management to prepare proposed annual budget for approval by the Executive Committee and General Membership.

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VICE CHAIR

A. Selection and Qualifications:

1. Elected by the Executive Committee on even number years during the February Executive Committee meeting.

B. Functions and Responsibilities:

1. Chief elected officer of YVCOG in the absence of the Chair and representative of YVCOG.
2. Alternate liaison between YVCOG and other external organizations.
3. Alternate to sign approved resolutions, contracts, certificates, appointments into effect

C. Specific Responsibilities

1. Perform all responsibilities of the Chair in the absence of the Chair.
2. Additional responsibilities as assigned by the Chair or Executive Committee.

Last Updated

2/27/12

Approved

4/16/12

YVCOG Code of Conduct

YVCOG Executive Committee members and staff will conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the Conference of Governments:

1. Maintain decorum and set an example for conduct when representing the Conference, and endeavor not to disgrace or embarrass the Conference while acting in an official capacity;
2. Represent that opinions stated are their own and do not necessarily represent those of the YVCOG unless the stated policy or position has been adopted by the Executive Committee or General Membership;
3. Not divulge information discussed in executive session;
4. Make public any conflict of interest s/he has with respect to any issue under consideration by the Executive Committee. The Executive Committee Member shall not participate in discussions of the subject nor vote on the subject if the Executive Committee Member has a personal, financial or property interest in the subject;
5. Not use their position or Conference resources for personal or professional gain, especially financial gain, including the acceptance of gifts and gratuities, and
6. Shall not make knowingly and intentionally false statements on which the Executive Committee, YVCOG staff or Conference Members rely to establish policy or make important decisions.

DEFINITIONS

Code of Conduct – Officials and employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Conference.

While it is not possible to develop a comprehensive detailed set of rules to address every situation, the Conference does adhere to and will strictly enforce any applicable laws or regulations relating to conflicts of interest, appearance of fairness and ethics that apply to the employees and officials of Yakima Valley Conference of Governments. The statutes provide detailed outlines of what constitutes ethical and appropriate behavior while holding office or employed with the Yakima Valley Conference of Governments.

PROCEDURE

All meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order as a guide. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Chair or an Executive Committee member and must be approved by majority vote of the members present

Meetings will be scheduled according to the By-laws of the Yakima Valley Conference of Governments and meetings deemed essential by the Executive Committee to be in the best interests of the Conference. All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

CONFLICT OF INTEREST DISCLOSURE FORM

1.20

PURPOSE

To document the policy of Yakima Valley Conference of Governments to assure that the YVCOG Executive Committee and Policy Board and other individual(s) acting on behalf or for the Conference is in compliance with the laws of the state of Washington.

A. REVISED CODE OF WASHINGTON

1. Chapter 42.23, Code of Ethics for Municipal Officers - Contract Interests, includes the following RCW Sections:

- 42.23.010 Declaration of purpose
- 42.23.020 Definitions
- 42.23.030 Interest in contracts prohibited - Exceptions
- 42.23.040 Remote interests
- 42.23.050 Prohibited contracts void - Penalties for violation of chapter
- 42.23.060 Local charter controls chapter
- 42.23.070 Prohibited acts
- 42.23.900 Construction - Chapter applicable to state registered domestic partnerships

B. PUBLIC TRUST: Yakima Valley Conference of Governments, as a local government, operates according to the Revised Code of Washington and is subject to scrutiny by, and accountable to, the governmental authorities thereof as well as to members of the general public.

1. Consequently, there exists between Yakima Valley Conference of Governments, its YVCOG Executive Committee and Policy Board and its management employees and the general public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity.

2. The YVCOG Executive Committee and Policy Board and management employees have the responsibility of administering the affairs of Yakima Valley Conference of Governments honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Yakima Valley Conference of Governments. These persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Yakima Valley Conference of Governments, or knowledge gained therefrom, for their personal benefit. The interests of the Conference must be the first priority in all decisions and actions.

3. If an issue is to be decided by the YVCOG Executive Committee and Policy Board that involves potential conflict of interest for an individual, it is the responsibility of that person to:

- a. Identify the potential conflict of interest
- b. Not participate in discussion of the program or motion being considered
- c. Not vote on the issue

4. It is the responsibility of the YVCOG Executive Committee and Policy Board to:

- a. Only decide to contract with that individual if he or she is the best qualified individual available, and willing to provide the goods or services needed at the best price
- b. Record in the minutes of the meeting of the YVCOG Executive Committee and Policy Board the potential conflict of interest, and the use of procedures and criteria contained in this policy

5. It is not a conflict of interest to reimburse YVCOG Executive Committee and Policy Board for expenses incurred (such as the purchase of supplies, as one example).

C. EXAMPLES OR AREAS where conflicts of interest may arise with third parties are:

1. Persons and firms supplying goods or services to Yakima Valley Conference of Governments
2. Persons from whom Yakima Valley Conference of Governments leases property and equipment
3. Persons with whom Yakima Valley Conference of Governments is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
4. Competing interests or affinity with individuals, firms or organizations
5. Donors and others supporting Yakima Valley Conference of Governments
6. Agencies, organizations, and associations which affect the operations of the Yakima Valley Conference of Governments
7. Family members, friends, and other employees
8. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Yakima Valley Conference of Governments
9. Receiving remuneration for services with respect to individual transactions involving Yakima Valley Conference of Governments
10. Using Yakima Valley Conference of Governments' time, personnel, equipment supplies, or good will for other than Yakima Valley Conference of Governments' approved activities, programs and purposes
11. Receiving personal gifts or loans from third parties dealing or competing with Yakima Valley Conference of Governments. The receipt of any gift is disapproved except gifts of a value less than \$50 which could not be refused without discourtesy. No personal gift of money should ever be accepted.
12. Refrain from obtaining any list of Yakima Valley Conference of Governments' clients for personal or private purposes

D. A LETTER OF UNDERTAKING shall be signed by any individual who is elected or appointed as a member of the YVCOG Executive Committee and Policy Board which shall be considered to be in full force and effect until the expiration of his or her term of office. Refer to Exhibit A.

E. INTERPRETATION OF THIS STATEMENT OF POLICY: The examples and areas of possible conflicts of interest in Section C are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the YVCOG Executive Committee and Policy Board and employees will recognize such areas and relations by analogy.

LETTER OF UNDERTAKING

YVCOG Executive Committee, Policy Board members and staff will conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the Conference of Governments.

Officials and employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Conference.

While it is not possible to develop a comprehensive detailed set of rules to address every situation, the Conference does adhere to and will strictly enforce any applicable laws or regulations relating to conflicts of interest, appearance of fairness and ethics that apply to the employees and officials of Yakima Valley Conference of Governments. The statutes provide detailed outlines of what constitutes ethical and appropriate behavior while hold office or employed with the Yakima Valley Conference of Governments.

All meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order as a guide. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Chair or an Executive Committee member and must be approved by majority vote of the member's present.

Meetings will be scheduled according to the By-laws of the Yakima Valley Conference of Governments and meetings deemed essential by the Executive Committee to be in the best interests of the Conference. All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

A potential or actual conflict of interest will be disclosed if the Official or employee has an economic interest in or any personal, business or volunteer affiliations that may give rise to a real or apparent conflict of interest.

I have no conflict of interest to report

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit business for which you or an immediate family member are an officer or direct, or a majority shareholder, and the name of your employer and any business you or a family member own:

- 1. _____
- 2. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Printed name: _____

Signature: _____ Date: _____

<u>Last Updated</u>	<u>Approved</u>
2-20-13	2-20-13
10-17-16	11-14-16

YVCOG Executive Committee Meeting February 21, 2018
FINAL BUDGET REPORT
2017

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:	2016	2017
January	\$ 85,638.48	\$ 687,448.01
February	\$ 112,354.71	\$ 222,612.72
March	\$ 200,453.73	\$ 143,691.60
April	\$ 108,418.53	\$ 360,562.37
May	\$ 120,008.63	\$ 153,282.29
June	\$ 58,623.14	\$ 219,035.19
July	\$ 119,768.97	\$ 432,976.93
August	\$ 55,619.87	\$ 162,880.55
September	\$ 78,557.30	\$ 288,891.74
October	\$ 119,732.27	\$ 227,803.38
November	\$ 133,507.18	\$ 182,735.23
December	\$ 112,858.99	\$ 497,649.16

Total Revenue MTD (through December) \$ 1,305,541.80 \$ 3,579,569.17

Total Revenue YTD \$ 1,305,541.80 \$ 3,579,569.17

EXPENDITURES:

Salaries	2016	2017
January	\$ 64,453.00	\$ 61,841.37
February	\$ 64,428.77	\$ 63,175.58
March	\$ 65,621.22	\$ 57,893.72
April	\$ 64,674.51	\$ 60,751.40
May	\$ 69,115.38	\$ 64,794.44
June	\$ 65,012.35	\$ 63,815.35
July	\$ 64,685.84	\$ 64,471.15
August	\$ 71,677.89	\$ 63,344.89
September	\$ 58,678.48	\$ 63,499.59
October	\$ 58,885.05	\$ 60,618.74
November	\$ 57,033.22	\$ 58,018.32
December	\$ 59,250.59	\$ 60,464.71

Total Salaries MTD (through December) \$ 763,516.30 \$ 742,689.26

Total Salaries YTD \$ 763,516.30 \$ 742,689.26

Vouchers	2016	2017
January	\$ 53,237.27	\$ 69,995.19
February	\$ 67,919.72	\$ 319,063.87
March	\$ 45,097.15	\$ 243,419.71
April	\$ 46,943.47	\$ 276,628.38
May	\$ 30,636.73	\$ 254,431.17
June	\$ 45,778.90	\$ 258,336.09
July	\$ 41,865.23	\$ 180,558.72
August	\$ 41,479.03	\$ 203,784.26
September	\$ 56,292.17	\$ 196,950.98
October	\$ 47,815.44	\$ 233,322.55
November	\$ 33,749.75	\$ 213,211.38
December	\$ 52,040.44	\$ 217,907.17

Total Vouchers MTD (through December) \$ 562,855.30 \$ 2,667,609.47

Total Vouchers YTD \$ 562,855.30 \$ 2,667,609.47

TOTAL EXPENDITURES MTD (through December) \$1,326,371.60 \$3,410,298.73

TOTAL EXPENDITURES YTD \$1,326,371.60 \$3,410,298.73

Revenue Balance -\$20,829.80 \$169,270.44

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**YVCOG Executive Committee Meeting February 21, 2018
PRELIMINARY BUDGET REPORT
Jan-18**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:

	2017	2018
January	\$ 687,448.01	\$ 794,533.24
February	\$ 222,612.72	\$ -
March	\$ 143,691.60	\$ -
April	\$ 360,562.37	\$ -
May	\$ 153,282.29	\$ -
June	\$ 219,035.19	\$ -
July	\$ 432,976.93	\$ -
August	\$ 162,880.55	\$ -
September	\$ 288,891.74	\$ -
October	\$ 227,803.38	\$ -
November	\$ 182,735.23	\$ -
December	\$ 497,649.16	\$ -

Total Revenue MTD (through January)	\$ 687,448.01	\$ 794,533.24
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Total Revenue YTD	\$ 3,579,569.17	\$ 794,533.24
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EXPENDITURES:

		2017	2018
Salaries	January	\$ 61,841.37	\$ 63,578.97
	February	\$ 63,175.58	\$ -
	March	\$ 57,893.72	\$ -
	April	\$ 60,751.40	\$ -
	May	\$ 64,794.44	\$ -
	June	\$ 63,815.35	\$ -
	July	\$ 64,471.15	\$ -
	August	\$ 63,344.89	\$ -
	September	\$ 63,782.99	\$ -
	October	\$ 60,278.48	\$ -
	November	\$ 58,075.18	\$ -
	December	\$ 60,464.71	\$ -

Total Salaries MTD (through January)	\$ 61,841.37	\$ 63,578.97
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Total Salaries YTD	\$ 742,689.26	\$ 63,578.97
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		2017	2018
Vouchers	January	\$ 70,136.49	\$ 352,453.50
	February	\$ 318,813.00	\$ -
	March	\$ 243,468.95	\$ -
	April	\$ 276,628.38	\$ -
	May	\$ 254,611.89	\$ -
	June	\$ 258,527.85	\$ -
	July	\$ 180,564.54	\$ -
	August	\$ 204,038.24	\$ -
	September	\$ 197,116.80	\$ -
	October	\$ 232,648.43	\$ -
	November	\$ 213,241.70	\$ -
	December	\$ 218,074.16	\$ -

Total Vouchers MTD (through January)	\$ 70,136.49	\$ 352,453.50
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Total Vouchers YTD	\$ 2,667,870.43	\$ 352,453.50
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TOTAL EXPENDITURES MTD (through January)	\$131,977.86	\$416,032.47
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TOTAL EXPENDITURES YTD	\$3,410,559.69	\$416,032.47
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Revenue Balance	\$169,009.48	\$378,500.77
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2018
Yakima Valley Conference of Governments
Revenue Budget

8%

Grants/Contracts	JANUARY	YTD Actual Revenue	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **		
Administration					
Admin-Gen'l Assessment	55,134.50	55,134.50	121,440.00	66,305.50	45%
Admin-Misc Revenue (copies, posters)	33.71	33.71	300.00	266.29	11%
Admin-Assoc Membership Fees			2,000.00	2,000.00	0%
Admin-Gen'l Ala Carte	2,500.00	2,500.00	140,000.00	137,500.00	2%
Other Income (Rebates)			200.00	200.00	0%
Community Services			6,000.00	6,000.00	0%
Sale of Scrap & Junk			400.00	400.00	0%
Total Administration	57,668.21	57,668.21	270,340.00	212,671.79	21%
Intergov-Local Match WSDOT	17,491.00	17,491.00	43,831.00	212,671.79	40%
Intergov -Local Transit			6,000.00	212,671.79	0%
Total Intergov-Local	17,491.00	17,491.00	49,831.00	425,343.58	0.40
CTR - Plans & Progr WSDOT	6,411.02	6,411.02	75,000.00	68,588.98	9%
CMAQ Grant	5,610.75	5,610.75	103,750.00	98,139.25	5%
Human Services Transp Plan	2,034.32	2,034.32	12,000.00	9,965.68	17%
FHWA-DOT-Metro Plan (PL)	33,547.62	33,547.62	350,000.00	316,452.38	10%
FTA-DOT-Metro Plan Grant			70,000.00	70,000.00	0%
RTPO-WSDOT	4,817.83	4,817.83	96,996.00	92,178.17	5%
Total TRANSPORTATION	52,421.54	52,421.54	707,746.00	655,324.46	0.45
Homeless Local Fees	494,450.00	494,450.00	900,000.00	405,550.00	55%
CHG State Grant	86,502.96	86,502.96	693,000.00	606,497.04	12%
TANF State Grant	490.95	490.95	55,000.00	54,509.05	1%
HEN State Grant	78,642.81	78,642.81	765,345.00	686,702.19	10%
HUD CoC Federal Grant			25,000.00	25,000.00	0%
Total HOMELESS	660,086.72	660,086.72	2,438,345.00	1,778,258.28	27%
Intergov-Scholarship			500.00	500.00	0%
Member TA's 2017	6,865.77	6,865.77			
Grandview					
Granger					
Harrah					
Mabton					
Moxee					
Naches					
Selah					
Sunnyside					
Tieton					
Toppenish					
Union Gap					
Wapato					
Zillah					
Intergov Serv-Exec Boards (TA Contr)	6,865.77	6,865.77	114,000.00	107,134.23	6%
Total Revenue	794,533.24	794,533.24	3,580,762	2,786,228.76	22%

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2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

8%

	January	YTD Actual	2018 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 63,578.97	\$ 63,578.97	\$ 870,000	7%	\$ 806,421.03
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
Total Salaries and Wages	\$ 63,578.97	\$ 63,578.97	\$ 878,000	7%	\$ 814,421.03
Personnel Benefits					
Benefits-Direct	\$ 22,457.31	\$ 22,457.31	\$ 310,000	7%	\$ 287,542.69
Total Benefits	\$ 22,457.31	\$ 22,457.31	\$ 310,000	7%	\$ 287,542.69
Supplies					
Office & Operating Supplies	\$ 889.49	\$ 889.49	\$ 32,000	3%	\$ 31,110.51
Small Tools and Minor Equip	\$ 2,583.79	\$ -	\$ 12,000	0%	\$ 12,000.00
Computer Software	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
Total Supplies	\$ 3,473.28	\$ 889.49	\$ 49,000	2%	\$ 48,110.51
Other Services-Charges					
Professional Services	\$ 6,017.60	\$ 6,017.60	\$ 88,000	7%	\$ 81,982.40
Prof Serv-Tech Services	\$ 1,217.04	\$ 1,217.04	\$ 16,000	8%	\$ 14,782.96
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,174.94	\$ 1,174.94	\$ 11,000	11%	\$ 9,825.06
Communication-Postage	\$ 96.60	\$ 96.60	\$ 700	14%	\$ 603.40
Travel	\$ 892.80	\$ 892.80	\$ 64,000	1%	\$ 63,107.20
Advertising	\$ 1,423.09	\$ 1,423.09	\$ 15,000	9%	\$ 13,576.91
Operating Rentals and Leases	\$ 10,438.94	\$ 10,438.94	\$ 190,000	5%	\$ 179,561.06
Insurance	\$ 9,667.00	\$ 9,667.00	\$ 9,000	107%	\$ (667.00)
Utility Services	\$ 12.47	\$ 12.47	\$ 275	5%	\$ 262.53
Repair and Maintenance	\$ 347.24	\$ 347.24	\$ 5,500	6%	\$ 5,152.76
Homeless Provider Contracts	\$ 280,169.05	\$ 280,169.05	\$ 1,885,000	15%	\$ 1,604,830.95
Misc. (registrations, dues, subscriptions)	\$ 15,066.14	\$ 15,066.14	\$ 58,587	26%	\$ 43,520.86
Total Services	\$ 326,522.91	\$ 326,522.91	\$ 2,343,562	14%	\$ 2,017,039.09
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 416,032.47	\$ 413,448.68	\$ 3,580,762	12%	\$ 3,167,313.32

January 2018
 (Cash Basis Accounting)
 For the Mo Ended:

	Jan-17	Feb-17	Mar-17	April	May	June	July	August	September	October	November	December	January
Beginning cash	\$384,417.25	\$859,959.51	\$700,327.72	\$542,595.89	\$565,776.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60
Fed Hwy Admin-WSDOT STP			5,753.43										
CTR - Grant	6,052.70	6,043.36	6,620.06	6,656.40	7,335.23		6,096.74					31,968.38	6,411.02
CMAQ Plans & Programs	16,900.99	7,966.72	5,895.22		5,351.73	13,191.85	8,257.48	8,392.42		2,699.65		10,076.32	5,610.75
Human Sys Trasp Plan Grant	502.63	900.16	635.14	64.09	695.49	1,888.64		530.28					2,034.32
FHWA DOT-Metro Plan Grant	23,810.65	10,821.57		28,134.95			38,179.83		51,053.80		24,462.87	52,054.92	33,547.62
FTA-DOT-Metro Plan Grant						26,344.85	28,918.88		4,795.94				
DOT-RTPO & RTPO Long Range	1,574.45	12,735.52		32,700.76		10,326.03	11,289.50		7,780.59		5,386.83	11,126.02	4,817.83
Homeless 2163 Local Fees	500,600.00			144,600.00			127,400.00	127,925.00				203,842.00	494,450.00
STATE FUNDS - Homeless Grant		93,946.08	88,308.85	107,115.37	100,663.53	126,336.37	152,420.46		178,957.54	107,168.47	121,501.50	159,675.55	165,636.72
HUD CoC Grant				1,720.44			2,500.00		12,325.64			9,948.09	
FEDERAL FUNDS - Homeless Grant			14,030.46		21,309.03	33,737.37	46,450.72		28,400.38	95,808.58		13,265.46	
Intergov-Ala Carte													2,500.00
Technical Assistance Members	45,193.61	87,197.73	8,592.40	25,628.36	16,026.38	7,210.08	11,463.32	12,765.85	5,137.85	11,384.68	985.53	5,692.42	6,865.77
Intergov-County/City Share-gen asse	62,288.50	1,784.00		10,742.00			10,742.00			10,742.00	19,115.50		55,134.50
Intergov-Local Match WSDOT	30,496.00	1,193.00	7,476.00								1,283.00		17,491.00
Intergov-Local FTA (Yakima Transit)			6,000.00								10,000.00		
YV Community Foundation Grant	28.48	24.58	380.04	2,700.00	900.90		25.00						33.71
Misc Revenue-copies, posters				500.00	1,000.00								
Associate Membership Fees													
Scrap & Junk													
Non-revenue													
Expense Revenue Netted Back													
Total Receipts	\$687,448.01	\$222,612.72	\$143,691.60	\$360,562.37	\$153,282.29	\$219,035.19	\$432,976.93	\$160,380.55	\$288,891.74	\$227,803.38	\$182,735.23	\$497,649.16	\$794,533.24
Available Cash	\$1,071,865.26	\$1,082,572.23	\$844,019.32	\$903,159.26	\$719,060.77	\$618,465.41	\$728,958.68	\$644,298.74	\$666,072.66	\$632,976.25	\$521,770.19	\$748,102.47	\$1,284,096.84
Use of Funds													
Salaries	122,197.00	63,175.58	57,954.48	60,751.40	65,018.66	63,955.81	64,475.95	63,079.58	63,782.99	60,618.74	58,075.18	60,464.71	63,578.97
Personnel Benefits	40,532.89	20,098.16	19,206.34	20,530.29	21,445.43	21,183.04	22,988.05	21,979.28	21,784.20	20,507.04	20,474.70	21,699.30	22,457.31
Supplies	1,575.42	2,790.49	3,815.01	715.47	1,773.48	1,092.40	236.60	1,934.41	429.40	1,569.28	451.51	882.21	3,473.28
Other Services	47,600.44	296,180.28	220,447.60	255,382.62	231,392.98	236,252.41	157,339.89	180,124.55	174,903.20	211,246.23	192,315.49	195,492.65	326,522.91
Custodial Account													
Debt Service - Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash Out	211,905.75	382,244.51	301,423.43	337,379.78	319,630.55	322,483.66	245,040.49	267,117.82	260,899.79	293,941.29	271,316.88	278,538.87	416,032.47
Net Cash Flow	\$859,959.51	\$700,327.72	\$542,595.89	\$565,776.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$948,064.37

As of February 21, 2018, I move to approve

Payroll vouchers numbered FEB-18-001 through FEB-18-006 in the amount of \$90,575.00, through electronic fund transfers; and

Claim vouchers numbered FEB-18-007 through FEB-18-055 in the total amount of \$235,559.27.

Homeless Program Fund Balance Reserve Policy

Yakima Valley Conference of Governments (YVCOG) will maintain a Balance Reserve with the Yakima County Treasurer for the Local Filing Fees collected by the Yakima County Auditor's Office, for the Homeless Program.

DEFINITIONS

Balance Reserve: A minimum fund balance maintained for the purpose of supporting the Homeless Program contracts or emergencies identified in this policy.

Document Recording Fees. Fees paid by the public through the recording of documents with the County Auditor. Fees are then deposited with the County Treasurer to be used for reducing and eliminating homelessness in Yakima County. Also, known as, local funds and 2163 funds.

Homeless Program. The program first authorized by the General Membership in March 2015 to Manage and Administer contracts to serve the Valley's homeless population through Yakima Valley Conference of Governments.

Cash Flow Reserve. Funds held to assist in contract reimbursements.

Emergency Reserve. Funds held to assist with an unforeseen, serious, and unexpected dangerous situation requiring immediate action.

Due to annual revenue variations from document recording fees and grant funding sources, the following reserve amounts will be maintained for the Yakima Valley Conference of Governments Homeless Fund:

- A cash flow reserve balance of \$ 400,000 to protect against state and federal funding fluctuations.
 - This fund will be used to cover contract reimbursements to eligible service providers for up to 2 months, or until the fund is depleted.
 - Service providers will be notified when Yakima Valley Conference of Governments uses these funds to cover contract obligations.
 - Service providers will not be reimbursed for services provided if they were notified by Yakima Valley Conference of Governments that the cash flow reserve has been depleted. Providers are to stop services until funding is available for reimbursement, or they may opt to provide services within their own available funding. Providers will not be reimbursed for using their own funding unless local, state or federal funds are once again provided and if the reimbursement for previous expenditures is allowable under the local, state or federal grant rules.

- P.29
- An emergency reserve fund of \$ 100,000 for one-time emergency projects
 - This fund will be used to reimburse a city, town or County if the mayor or commissioner has declared a state of emergency that will affect the homeless population
 - The fund will be used as a 1:1 match of municipal funds.
 - The fund is to be used solely for services to the homeless population
 - If multiple cities and towns within the Yakima County boundaries request emergency funds, the Executive Committee will determine the proportion of funds each entity receives.

The Executive Committee will make the final determination and approval to use the cash flow and emergency reserve balances. Consideration to utilize these funds will happen if:

- YVCOG Staff notifies the Executive Committee that local, state or federal funds have not been received for the Homeless Program Service Provider's Contracts.
- A City, Town or County has submitted an emergency written request, signed by the Mayor or Commissioner of said municipality. Proper documentation will be required to be submitted to Yakima Valley Conference of Governments showing the 1:1 match requirements have been met.

Once the balance(s) of either of these funds have been requested and used, Yakima Valley Conference of Governments will not provide additional funding requests until the fund(s) balances are restored.

The Executive Committee has the authority to use the Cash Flow Reserve in an emergency, if the emergency follows the Emergency Guidelines.

If the Cash Flow Reserve is used, the Yakima Valley Conference of Governments will reimburse the Cash Flow Reserve with the grant funds received and the available contract balances will be appropriately adjusted.

If the Emergency Reserve is used, Yakima Valley Conference of Governments will determine a set-aside of local recording fees to build up the appropriate reserve balance. The set-aside amount will be presented to the Executive Committee for their review and approval.

TITLE: Homeless Program Fund Balance Reserve Policy

Adopted: 6/19/17

Revised:

Proposed Adoption: 6/19/17

PROPOSED
Homeless Program Fund Balance Reserve Policy

An emergency reserve fund of \$100,000 for one-time emergency projects addressing homelessness

- o Any person, municipality or organization may submit a proposal to the Chair of the Homeless Planning and Policy Council (HPPC) seeking the use of emergency reserve funds.
- o The proposal must contain the following information:
 - Why the situation constitutes an emergency for homeless persons, including, but not limited to, a statement describing the public health and safety issues associated with the emergency;
 - The proposed use of the funds, with specificity regarding location, services, dates of service (or range of dates) and the population served;
 - A rough budget of how the requested funds will be spent;
 - An explanation of how all other funding sources have been exhausted, or why no other funding sources were approached;
 - A summary of the plan for transitioning homeless people out of the emergency situation.
- o When the Chair receives a complete proposal, they shall call an emergency HPPC meeting pursuant to the HPPC's Bylaws. The Notice of Special Meeting shall contain one item—the proposal—and attach the proposal so that all members of the HPPC are given notice of the meeting and the written proposal to be discussed.
- o The HPPC shall determine whether or not there is an emergency and whether or not the proposal should be granted. To determine if there is an emergency, 75% of the members present at the meeting must vote in favor. Further, the proposal also must be passed by 75% of the members present before it is sent to the YVCOG Executive Committee for approval.
- o If the HPPC votes in favor of the proposal, it shall do so in a formal document, which may be in the form of a resolution, and send its decision, with the original proposal, to the YVCOG Executive Committee Chair within 24 hours of the HPPC meeting approving the proposal. This may be done via email.
- o The YVCOG Executive Committee Chair shall schedule a Special Meeting of the YVCOG Executive Committee Meeting within five business days of receipt of the HPPC recommendation. If a previously scheduled YVCOG Executive Committee meeting is within the five day period, the HPPC recommendation should be added to that agenda and discussed, and a determination made regarding the funding recommendation.
- o If the HPPC denies the proposal, the denial, and the proposal, shall be sent to the YVCOG Executive Committee Chair and placed in the next general Executive Committee packet for the committee's information.
- o The emergency reserve fund should be replenished to its \$100,000 level within twelve (12) months of the last withdrawal for a particular proposal. During the replenishment period other requests may be considered by the HPPC through this process.

TITLE: Homeless Program Fund Balance Reserve Policy
Adopted: 6/19/17
Revision, Adopted: _____

Yakima Valley Transportation Policy Board & YVCOG Executive Committee Meetings
February 21, 2018
311 N. 4th St., Library Conference Room
Yakima, WA

PLEASE SIGN IN

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Agency	<input checked="" type="checkbox"/> Phone/email
Rachel Pallen Cary	Other US & abroad	
Naithin Bain	Yakima Herald-Republic	nbain@yakimaherald.com
Mike Shuttleworth	YUCOG	
Alan Adelf	YUCOG	
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