



YVCOG EXECUTIVE COMMITTEE AGENDA

**Monday, May 15, 2017
1:30 p.m.**

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

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, Mayor, City of Sunnyside,
John Hodkinson, Vice-Chair, Member-at-Large
Mike Leita, Commissioner, Yakima County
Maureen Adkison, Council Member, City of Yakima
Dan Olson, Council Member, City of Union Gap
Janice Gonzales, Council Member, City of Zillah
Mario Martinez, Mayor, City of Mabton

- ❖ **CALL TO ORDER** – The May 15, 2017 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – April 17, 2017 (pg 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

NEW BUSINESS

1. Executive Director’s Correspondence
Christina Wickenhagen, Deputy Director
2. Monthly Budget Report
Christina Wickenhagen, Deputy Director
 - Homeless Program April 2017 Budget Review (pgs. 4-9)
Action: Informational
 - April 2017 Budget Report. (pgs. 10-12)
Action: Approval.
 - April 2017 Cash Flow Statement (pg. 13)
Action: Informational
Motion: I move to approve the April 2017 monthly budget report.
3. Approval of Vouchers
Christina Wickenhagen, Deputy Director
Action: Review, approval and authorization of signatures
4. Contracts (pgs. 14-19)
Christina Wickenhagen, Deputy Director
 - Homeless Program

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*Action: Review, approval and authorization for Chair to sign after signed by provider.
Motion: I move to approve reallocating \$25,000 of HEN funds from Consolidated Homeless Grant Program Contract 2016-17 CHG NCAC (mod 2) to 2016-17 CHG YNHS (mod 3)*

5. Program Updates

Homeless Program

Crystal Testerman, Homeless Program Manager

Action: Informational.

Coordinated Entry Presentation

Will Denton – Homeless Program Coordinator

Action: Informational.

Planning Program

Mike Shuttleworth, Senior Planner

Action: Informational.

6. Upcoming Workshops for Local Elected Officials and Staff

Christina Wickenhagen, Deputy Director

- **WAPRO Public Records 101**, June 7th from 9am-11:30am & 1:00pm-3:30pm (2 sessions)– Sheila Friend Gray (WAPRO) at Glenwood Square 5110 W. Tieton Dr. Yakima, WA 98908
Sign up at <http://www.wa-pro.org/pr-101-june-2017>

Action: Informational.

7. YVCOG May 17, 2017 General Membership Meeting in Selah

Christina Wickenhagen, Deputy Director

- **Speaker:** Washington State Treasurer, Duane Davidson
- **Presentation:** the 'LOCAL Program'
- **Location:** Nana Kate's- 432 E Goodlander Rd, Selah, WA 98942

Action: Informational.

**OTHER BUSINESS
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
April 17, 2017

CALL TO ORDER

Mr. Hodkinson, Vice-Chairman, called the April 17, 2017 meeting of the YVCOG Executive Committee to order at 2:00pm

ROLL CALL &
INTRODUCTIONS

Members present: John Hodkinson, Maureen Adkison, Mike Leita, Dan Olson, and Janice Gonzales

Members Absent: Mario Martinez, unexcused

Call in: Jim Restucci

YVCOG staff present: Larry Mattson, Jessica Hansen, Chris Wickenhagen, Crystal Testerman, and Mike Shuttleworth

Others present: Rhonda Hauff (YNHS), Leah Ward (YNHS); Sara Watkins (City of Yakima), Joan Davenport (City of Yakima), Cliff Moore (City of Yakima) Deb Sterling (Justice Housing of Yakima); Tom Gaulke (Entrust); Lowel Krueger (Yakima Housing Authority); Andy Ferguson (Transform Yakima) A quorum was present.

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

APPROVAL OF MINUTES

Mr. Olson moved to approve the minutes from the March 20, 2017 meeting and March 29, 2017 special meeting. Ms. Adkison 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

Governance Agreement

Mr. Mattson presented the same Governance Agreement presented at the previous months Executive Committee meeting. Ms. Gonzales moved to forward the Governance Agreement to the General Membership for review. Ms. Adkison seconded. The motion carried.

NEW BUSINESS

*Executive Director's
Correspondence*

Mr. Mattson reported that health consortiums, throughout Washington State, are receiving Medicaid transformation waivers to decrease the costs of Medicaid. Preventative care is one way to drive down medical costs. Yakima County is part of the Great Columbia Accountable Communities of Health (GCACH). Millions of dollars will begin flowing to fund specific projects within the GCACH soon.

Mr. Mattson has applied for a grant to fund phase 2 of 'Pay for Success' and should know if the application was successful by May 1, 2017.

Mr. Mattson explained to the board that YCDA, YVCOG and Yakima Valley Community Foundation are working on a community indicator website that would be created by Eastern Washington University.

Mr. Mattson discussed upcoming ideas about staff supervision and performance reviews. On April 25 Department of Commerce is hosting a listening session in Sunnyside.

Lastly, HUD will be providing technical assistance for the YVCOG Homeless Program and the Homeless Network of Yakima County.

*General Membership Meeting
Policy*

Mr. Mattson informed the board about the general membership meeting policy. While it might be a verbal policy it isn't something that has been official adopted. Mr. Leita moved to adopt the general membership meeting policy. Mr. Olson 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 APR-17-001 through APR-17-006 in the total amount of \$90,575.00 and claim vouchers numbered APR-17-007 through APR-17-054 in the total amount of \$321,199.05. Mr. Leita moved to approve the April Vouchers with provision for future amendments as expressed by the Deputy Director. Mr. Olson seconded. Motion carried.

Contracts

Mr. Mattson presented contract modification #2 for Yakima Neighborhood Health Services in the amount of \$70,000. Ms. Gonzales moved to approve contract 2016-2017 CHG for YNHS (Mod 2.) Mr. Leita seconded. Motion Carried.

Mr. Leita moved to keep the \$200,000, of the 2163 filing fees fund, frozen for a future designated emergency shelter grant. These funds will be frozen for a period of one year and will need to be reviewed periodically. Mr. Olson seconded. Motion carried. Ms. Gonzales opposed the motion.

Monthly Budget Report

Ms. Wickenhagen presented the Homeless Program March 2017 Budget Report. Mr. Hodkinson asked for a column that will show a subtotal of what funding is going thru YVCOG.

Ms. Wickenhagen presented the March 2017 Monthly Budget Report* showing a revenue balance of \$152,014.26 Mr. Leita moved to approve the monthly budget report. Ms. Adkison seconded. Motion carried.

2017 Annual Report Review

Ms. Wickenhagen presented the 2017 annual report review. Mr. Leita moves for the chair to sign the annual report certification, if there are no significant recommended changes after reviewed by the independent consultant, and for the Deputy Director to submit the report to the State Auditor's office. Ms. Gonzales seconded. Motion carried.

Program Updates

Ms. Testerman reported that YVCOG will be hosting a training for the Department of Commerce called Trauma Informed Service Provider Training on April 12th. Ms. Testerman also gave an update on Camp Hope.

Mr. Shuttleworth reported on several updated comprehensive plans. Mr. Shuttleworth also informed the Executive Committee that YVCOG employee, Brian Galloway, just got back from a grant training.

Upcoming Workshops

Mr. Mattson reported on the upcoming April workshops.
April 18, 2017 from 8:30am-5pm - \$75 Writing in Plain Talk – Jordan Peabody
April 19, 2017 from 9am-12pm - \$75 Jurassic Parliament – Robert's Rules of Order
April 20, 2017 from 8am-3:30pm – Free Tools for funding future infrastructure projects
April 26, 2017 from 6:15pm 9:15pm – Free Short Course on Local Planning.
June 2, 2017 from 9am-11:30 & 1:00pm-3:30pm – Free Course on Public Records 101

General Membership Meeting

Mr. Mattson reported the May 17, 2017 the general membership meeting will be in Selah. The State Treasurer Duane Davidson will be presenting his agency's 'LOCAL' program.

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:42 p.m.

Respectfully submitted,

John Hodkinson, YVCOG Executive Committee Vice-Chair

Date signed

ATTEST:

Jessica Hansen, Office and Communication Specialist

REVENUE BALANCE SUMMARY

Providers	Award Amt	BEG DATE	EXP DATE
Consolidated Housing Grant	\$ 272,157	1/1/2017	6/30/2017
Housing and Essential Needs	\$ 315,868	1/1/2017	6/30/2017
Temporary Assistance for Needy Families	\$ 54,462	1/1/2017	6/30/2017
Emergency Solutions Grant	\$ 82,220	1/1/2017	6/30/2017
CoC (Direct HUD)	\$ 503,296	11/2/2016	12/31/2017
People for People Direct (EFSP)	\$ 165,534		
Local Filing Fees	\$ 1,000,000	1/1/2017	12/31/2017
2017 HOMELESS FUNDING			Requested April
Yakima Neighborhood Health	\$ 1,381,739	57%	\$ 106,297.51
Yakima Valley Farm Workers Clinic	\$ 312,231	12%	\$ 23,308.75
Triumph Treatment	\$ 86,205	5%	\$ 10,171.34
Lower Valley Crisis	\$ 22,637	2%	\$ 3,536.35
Rod's House	\$ 8,033	0%	\$ -
YWCA	\$ 30,270	3%	\$ 5,082.88
People for People	\$ 1,618	0%	\$ -
Transform Yakima	\$ 100,000	21%	\$ 38,632.03
Contracts through YVCOG	\$ 1,942,732		\$ 187,028.86

Funds Funneled Through YVCOG

REVENUE BALANCE REMAINING - MAY 2017

Contract/GRANT	Award Amt	BEG DATE	EXP DATE	APRIL AVAILABLE	APRIL INVOICE	MAY AVAILABLE
Consolidated Housing Grant	\$ 272,157	1/1/2017	6/30/2017	\$ 234,697.29	\$26,639.60	\$208,057.69
Housing and Essential Needs	\$ 315,868	1/1/2017	6/30/2017	\$ 206,414.47	\$63,517.72	\$142,896.75
Temporary Assistance for Needy Families	\$ 54,462	1/1/2017	6/30/2017	\$ 52,611.98	\$3,106.21	\$49,505.77
Emergency Solutions Grant	\$ 82,220	1/1/2017	6/30/2017	\$ 68,057.08	\$17,159.65	\$50,897.43
HUD CoC	\$ 18,525	11/2/2016	12/31/2017	\$ 16,804.56	\$0.00	\$16,804.56
Local Filing Fees	\$ 1,000,000	1/1/2017	12/31/2017	\$ 719,247.84	\$76,605.68	\$642,642.16
					\$187,028.86	
2016 TO PROVIDERS						
Emergency Solutions Grant						
Yakima Neighborhood Health	\$ 33,120	1/1/2017	6/30/2017	\$ 21,417.03	\$8,899.37	\$12,517.66
Yakima Neighborhood Health (HURAY)	\$ -			\$ -	\$0.00	\$0.00
Yakima Valley Farm Workers Clinic	\$ 18,494	1/1/2017	6/30/2017	\$ 14,916.20	\$2,420.69	\$12,495.51
Triumph Treatment	\$ 17,032	1/1/2017	6/30/2017	\$ 10,495.02	\$3,717.78	\$6,777.24
Lower Valley Crisis	\$ 13,574	1/1/2017	6/30/2017	\$ 7,277.61	\$2,121.81	\$5,155.80
Equals Award Amount	100% \$ 82,220				\$17,159.65	
Consolidated Housing Grant						
Yakima Neighborhood Health	\$ 78,287	1/1/2017	6/30/2017	\$ 58,248.41	\$9,755.31	\$48,493.10
Yakima Valley Farm Workers Clinic	\$ 61,754	1/1/2017	6/30/2017	\$ 61,402.66	\$7,878.43	\$53,524.23
Rod's House	\$ 8,033	1/1/2017	6/30/2017	\$ -	\$0.00	\$0.00
Triumph Treatment Services	\$ 36,999	1/1/2017	6/30/2017	\$ 22,177.96	\$3,922.98	\$18,254.98
YWCA of Yakima	\$ 30,270	1/1/2017	6/30/2017	\$ 15,407.46	\$5,082.88	\$10,324.58
Equals Award Amount	100% \$ 215,343				\$26,639.60	
TANF						
Yakima Neighborhood Health	\$ 35,409	1/1/2017	6/30/2017	\$ 31,702.37	\$3,118.93	\$28,583.44
Yakima Valley Farm Workers Clinic	\$ 19,053	1/1/2017	6/30/2017	\$ 19,052.98	-\$12.72	\$19,065.70
Equals Award Amount	100% \$ 54,462				\$3,106.21	
HEN						
Yakima Neighborhood Health	\$ 200,166	1/1/2017	6/30/2017	\$ 109,736.17	\$52,456.65	\$57,279.52
Yakima Valley Farm Workers Clinic	\$ 100,431	1/1/2017	6/30/2017	\$ 93,214.23	\$11,061.07	\$82,153.16
Equals Award Amount	100% \$ 300,598				\$63,517.72	
Local Filing Fees Committed 2017						
Yakima Neighborhood Health WFF	\$ 39,969	1/1/2017	3/31/2017	\$ 24.65	\$0.00	\$24.65
Yakima Neighborhood Health WFF	\$ 56,000	7/1/2017	12/31/2017	\$ -	\$0.00	\$0.00
People for People EFSP	\$ 1,618	1/1/2016	3/31/2017	\$ 977.25	\$0.00	\$977.25

Yakima Neighborhood Health EWWS	23%	\$	235,000	11/15/2016	3/31/2017	\$	40,204.84	\$0.00	\$40,204.84
Yakima Valley Farm Workers Clinic EWWS	8%	\$	76,000	11/15/2016	3/31/2017	\$	45,444.71	\$0.00	\$45,444.71
Yakima Neighborhood Health HAF	1%	\$	10,000	1/1/2017	12/31/2017	\$	10,000.00	\$1,787.15	\$8,212.85
Yakima Valley Farm Workers Clinic HAF	1%	\$	10,000	1/1/2017	12/31/2017	\$	9,800.00	\$370.00	\$9,430.00
Yakima Valley Conf of Govts	14%	\$	140,000	1/1/2017	12/31/2017	\$	140,000.00	\$0.00	\$140,000.00
Yakima Valley Conf of Govts HUD CoC Match	0%	\$	4,797	1/1/2017	12/31/2017	\$	4,223.52	\$0.00	\$4,223.52
Yakima Neighborhood Health PHC/PIT	4%	\$	45,000	11/1/2016	2/28/2017	\$	-	\$0.00	\$0.00
Yakima Neighborhood Health HURAY	22%	\$	217,510	1/1/2017	6/30/2017	\$	156,488.04	\$24,280.26	\$132,207.78
Yakima Neighborhood Health ESG Match	2%	\$	21,804	1/1/2017	6/30/2017	\$	14,042.32	\$5,999.84	\$8,042.48
Triump Treatment ESG Match	1%	\$	10,965	1/1/2017	6/30/2017	\$	6,514.79	\$2,530.58	\$3,984.21
Yakima Valley Farm Workers Clinic ESG Match	1%	\$	12,157	1/1/2017	6/30/2017	\$	9,805.64	\$1,591.28	\$8,214.36
Lower Valley Crisis ESG Match	1%	\$	9,063	1/1/2017	6/30/2017	\$	4,777.14	\$1,414.54	\$3,362.60
ESG Match July - December Contracts	1%	\$	10,118	7/1/2017	12/31/2017	\$	-	\$0.00	\$0.00
Transform Yakima Shelter	10%	\$	100,000	3/20/2017	9/20/2017	\$	91,569.28	\$38,632.03	\$52,937.25
Unobligated	0%	\$	-	1/1/2017	12/31/2017	\$	-	\$0.00	\$0.00
			\$ 1,000,000					\$76,605.68	

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Funds NOT Funneled through YVCOG

<u>Direct HUD Funding</u>		
Yakima Neighborhood Health - Bright Futures	41%	\$207,325
Yakima Neighborhood Health - Blenestar PSH	14%	\$72,695
Next Step Housing - Sommerset Apartments	10%	\$51,343
Yakima Neighborhood Health - 904 Arlington P	10%	\$50,712
Next Step Housing - Pear Tree Place	9%	\$46,088
Yakima Neighborhood Health - YNHS PSH5	9%	\$44,562
Yakima Valley Conf - Planning Grant	4%	\$19,189
Yakima Neighborhood Health - 906 Arlington P	2%	\$11,382
		\$503,296

DIRECT PEOPLE FOR PEOPLE - EFSP FUNDING

<u>Food Banks</u>		
Yakima Rotary Food Bank	3%	\$ 4,424
Selah Food Bank	3%	\$ 4,424
SOC Yakima Food Pantry	13%	\$ 21,047
Saint Vincent Center	4%	\$ 5,949
St. Michaels Food Pantry	1%	\$ 1,375
Yakima SDA Food Pantry	1%	\$ 900
SOC Wapato Food Pantry	3%	\$ 4,765
Toppenish Food Pantry	4%	\$ 7,052
Granger Food Pantry	2%	\$ 3,050
SOC Sunnyside Food Pantry	5%	\$ 7,624
Sunnyside ACS Food Pantry	4%	\$ 6,290
Grandview SDA Food Pantry	2%	\$ 2,859
SOC Mabton Food Pantry	3%	\$ 4,956
Zillah Food Pantry	1%	\$ 1,525
Nah's Ark	2%	\$ 4,000
SOC Soup Kitch	2%	\$ 4,000
Emergency Hotel / Motel Vouchers		
Yakima Valley Farm Workers Clinic	3%	\$ 5,737
Saint Vincent Center	3%	\$ 5,737
Yakima Neighborhood Health	3%	\$ 5,737
Yakima Neighborhood Health Hospital Referral	3%	\$ 4,228
Yakima Valley Farm Workers Clinic	5%	\$ 8,605
Yakima Neighborhood Health	5%	\$ 8,605
Yakima Neighborhood Health Hospital Referral	3%	\$ 4,228
Mass Shelter Assistance		
Triumph Treatment Center	13%	\$ 21,209
Noah's Ark	10%	\$ 17,209
		\$ 165,534

GRAND TOTAL

YVCOG Executive Committee Meeting May 15, 2017
BUDGET REPORT
Apr-17

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	
June		\$ 58,623.14	
July		\$ 119,768.97	
August		\$ 55,619.87	
September		\$ 78,557.30	
October		\$ 119,732.27	
November		\$ 133,507.18	
December		\$ 112,858.99	
Total Revenue MTD (through April)		\$ 398,446.92	\$ 1,414,314.70
Total Revenue YTD		\$ 1,305,541.80	\$ 1,414,314.70
EXPENDITURES:			
Salaries	January	\$ 64,453.00	\$ 122,197.00
	February	\$ 64,428.77	\$ 63,175.58
	March	\$ 65,621.22	\$ 57,954.48
	April	\$ 64,674.51	\$ 60,751.40
	May	\$ 69,115.38	
	June	\$ 65,012.35	
	July	\$ 64,685.84	
	August	\$ 71,677.89	
	September	\$ 58,678.48	
	October	\$ 58,885.05	
	November	\$ 57,033.22	
	December	\$ -	
Total Salaries MTD (through April)		\$ 259,177.50	\$ 304,078.46
Total Salaries YTD		\$ 704,265.71	\$ 304,078.46
Vouchers	January	\$ 53,237.27	\$ 89,573.73
	February	\$ 67,919.72	\$ 318,813.00
	March	\$ 45,097.15	\$ 243,468.95
	April	\$ 46,943.47	\$ 276,628.38
	May	\$ 30,636.73	
	June	\$ 45,778.90	
	July	\$ 41,865.23	
	August	\$ 41,479.03	
	September	\$ 56,292.17	
	October	\$ 47,815.44	
	November	\$ 33,749.75	
	December	\$ 52,040.44	
Total Vouchers MTD (through April)		\$ 213,197.61	\$ 928,484.06
Total Vouchers YTD		\$ 562,855.30	\$ 928,484.06
TOTAL EXPENDITURES MTD (through April)		\$472,375.11	\$1,232,562.52
TOTAL EXPENDITURES YTD		\$1,267,121.01	\$1,232,562.52
Revenue Balance		\$38,420.79	\$181,752.18

MONTHLY CASH FLOW (estimate)

Salaries	\$ 60,751.40	REIMB (SAL)	\$ 60,751.40	ADMIN	\$ -
Vouchers	\$ 276,628.38	REIMBURSED	\$ 276,628.38	ADMIN	\$ -

2017
Yakima Valley Conference of Governments
Revenue Budget

33%

Grants/Contracts <i>Beginning Fund Bal-Designated **</i>	APRIL	YTD Actual Revenue	2017 Budget	205,000.00 **	Year-to-Date \$ Variance	Year-to-Date % Variance
Administration						
Admin-Gen'l Assessment	10,742.00	74,814.50	115,414.00		40,599.50	65%
Admin-Misc Revenue (copies, poster)	-	53.06	300.00		246.94	18%
Admin-Assoc Membership Fees	500.00	500.00	2,000.00		1,500.00	25%
Other Income (Rebates)	-	155.04			-155.04	#DIV/0!
Community Services	2,700.00	2,925.00			-2,925.00	#DIV/0!
Sale of Scrap & Junk	-	-	400.00		400.00	0%
Total Administration	13,942.00	78,447.60	118,114.00		39,666.40	66%
Intergov-Local Match WSDOT	-	39,165.00	40,449.00		1,284.00	97%
Intergov -Local Transit	-	6,000.00	6,000.00		0.00	100%
Total Intergov-Local	-	45,165.00	46,449.00		1,284.00	97%
Fed Hwy - STP	-	5,753.43	-		-5,753.43	#DIV/0!
FHWA-DOT-Metro Plan (PL)	28,134.95	62,767.17	350,000.00		287,232.83	18%
FTA-DOT-Metro Plan Grant	-	-	60,000.00		60,000.00	0%
RTPO-WSDOT	32,700.76	47,010.73	92,965.00		45,954.27	51%
Total MPO/RTPO	60,835.71	109,777.90	502,965.00		393,187.10	22%
Human Services Transp Plan	64.09	2,102.02	5,000.00		2,897.98	42%
CTR - Plans & Progr WSDOT	6,656.40	25,372.52	75,000.00		49,627.48	34%
CMAQ Grant	-	30,762.93	103,750.00		72,987.07	30%
Homeless Local Fees	144,600.00	645,200.00	900,000.00		254,800.00	72%
CHG State Grant	37,158.31	100,761.08	500,000.00		399,238.92	20%
TANF State Grant	960.71	3,742.34	100,000.00		96,257.66	4%
HEN State Grant	68,996.35	184,866.88	600,000.00		415,133.12	31%
ESG Federal Grant	-	14,030.46	275,000.00		260,969.54	5%
HUD CoC Federal Grant	1,720.44	1,720.44	18,525.00		16,804.56	9%
Intergov-Scholarship	-	-	500.00		500.00	0%
Intergov Serv-Exec Boards (TA Contr)			90,000.00			
Member TA's 2016	-	110,731.29				
Grandview GMA PSA	-	884.70				
Granger TA 2017	-	215.41				
Granger GMA PSA	4.57	5,318.01				
Mabton GMA PSA	3,611.88	5,388.05				
Naches GMA PSA	427.24	427.24				
Selah GMA PSA	1,252.93	6,116.81				
Tieton GMA	-	7,188.88				
Union Gap TA 2017	574.95	574.95				
Union Gap GMA	14,797.04	18,713.36				
Wapato GMA Grant PSA	4,959.75	11,053.40				
Total TA Contracts	25,628.36	166,612.10	90,000.00		-76,612.10	185%
Total Revenue	360,562.37	1,414,314.70	3,335,303.00		1,920,988.30	42%

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2017
Yakima Valley Conference of Governments
EXPENDITURE Budget

33%

	April	YTD Actual	2017 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 60,751.40	\$ 243,827.87	\$ 839,000	29% \$	595,172.13
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0% \$	8,000.00
	\$ 60,751.40	\$ 243,827.87	\$ 847,000	29% \$	603,172.13
Personnel Benefits					
Benefits-Direct	\$ 20,530.29	\$ 80,714.47	\$ 294,000	27% \$	213,285.53
	\$ 20,530.29	\$ 80,714.47	\$ 294,000	27% \$	213,285.53
Supplies					
Office & Operating Supplies	\$ 529.47	\$ 4,399.56	\$ 38,000	12% \$	33,600.44
Small Tools and Minor Equip	\$ 186.00	\$ 4,496.83	\$ 17,000	26% \$	12,503.17
Computer Software	\$ -	\$ -	\$ 3,000	0% \$	3,000.00
Small & Attractive Items	\$ -	\$ -	\$ 5,000	0% \$	5,000.00
	\$ 715.47	\$ 8,896.39	\$ 63,000	14% \$	54,103.61
Other Services-Charges					
Professional Services	\$ 6,025.50	\$ 17,581.05	\$ 84,000	21% \$	66,418.95
Prof Serv-Tech Services	\$ 1,217.04	\$ 4,851.77	\$ 16,000	30% \$	11,148.23
Communications-Telephone	\$ 841.07	\$ 3,320.61	\$ 10,800	31% \$	7,479.39
Communication-Postage	\$ 3.07	\$ 147.35	\$ 1,800	8% \$	1,652.65
Travel	\$ 2,470.31	\$ 8,404.33	\$ 65,000	13% \$	56,595.67
Advertising	\$ 1,401.12	\$ 7,138.77	\$ 12,000	59% \$	4,861.23
Operating Rentals and Leases	\$ 6,434.36	\$ 32,473.22	\$ 122,000	27% \$	89,526.78
Insurance	\$ -	\$ 8,715.00	\$ 8,500	103% \$	(215.00)
Utility Services	\$ 11.76	\$ 47.04	\$ 250	19% \$	202.96
Repair and Maintenance	\$ 342.02	\$ 1,432.51	\$ 5,500	26% \$	4,067.49
Homeless Provider Contracts	\$ 232,672.37	\$ 725,938.56	\$ 1,729,753	42% \$	1,003,814.44
Misc. (registrations, dues, sul	\$ 3,964.00	\$ 8,660.73	\$ 75,500	11% \$	66,839.27
Community Services	\$ -	\$ 900.00			
	\$ 255,382.62	\$ 819,610.94	\$ 2,131,103	38% \$	1,311,492.06
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200	\$	200.00
	\$ -	\$ -	\$ 200	\$	200.00
	\$ 337,379.78	\$ 1,153,049.67	\$ 3,335,303	35% \$	2,182,253.33

2016-17 Cash Flow Statement
Vallejos Valley Conference of Governments
Preliminary

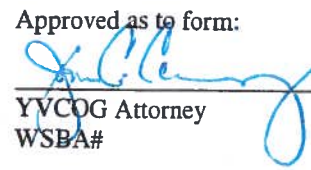
April 2017

For the Mo Ended:

	April	May	June	July	August	September	October	November	December	Jan-17	Feb-17	Mar-17	April
Beginning cash	\$365,846.68	\$383,112.48	\$402,687.53	\$348,560.44	\$361,708.25	\$394,101.01	\$287,625.56	\$281,007.71	\$323,887.19	\$394,417.25	\$459,959.51	\$700,327.72	\$542,595.99
Fed Hwy Admin-WSDOT STP	1,828.00	2,552.49	4,595.23	19,971.11	26,416.00	29,358.20		55,351.14	34,168.98	23,810.65	10,821.57	5,753.43	28,134.95
FTA-DOT-Metro Plan Grant	28,550.31	21,359.06											
Human Svs Transp Plan Grant							2,925.49		5,608.97	502.63	900.16	635.14	84.09
DOT-RTPO & RTPO Long Range	9,436.89	10,130.88	13,905.75	9,872.11	6,682.90		15,843.11	5,436.22	13,930.80	1,574.45	12,735.32	5,895.22	32,700.76
CMAQ Plans & Programs										16,900.99	7,986.72		
CHG - Homeless Grant											93,946.08	88,308.85	107,115.37
ESG - Homeless Grant												14,030.46	
HUD CoC Grant													
CTR - Grant	5,972.78	6,081.09		6,140.73	6,089.87		12,472.63		12,233.77	6,052.70	6,043.36	6,620.06	1,720.44
Dept Health Grant		7,365.25	3,590.61	7,598.72		6,934.83							8,656.40
Homeless 2183 Local Fees													
Intergov Serv-Exec Boards (TA Contr	51,838.10	55,794.58	6,499.92	39,246.66	45,687.10	42,264.27	77,770.79	58,365.05	46,900.75	500,800.00	87,197.73	8,592.40	144,600.00
Intergov-County/City Share-gen assc	10,720.25			30,496.75			10,720.25				1,784.00		25,628.38
Intergov-Local Match WSDOT										30,496.00	1,193.00	7,476.00	10,742.00
Intergov-Local FTA (Vallejos Transht)												6,000.00	
Intergov -Scholarship		195.00											
Misc Revenue-copies, posters		18.78	3,000.00		-3,000.00			194.70	15.72	28.48	24.58	380.04	2,700.00
Associats Membership Fees	50.00	50.00	50.00		200.00								500.00
Scrap & Junk													
Non-revenue	22.40												
Expense Revenue Netted Back													
Total Receipts	\$108,418.53	\$120,006.63	\$58,623.14	\$119,788.97	\$55,819.87	\$78,557.30	\$119,732.27	\$133,507.18	\$112,858.99	\$887,448.01	\$222,612.72	\$143,691.60	\$390,582.37
Available Cash	\$494,265.19	\$503,121.11	\$461,290.67	\$468,329.41	\$417,328.12	\$382,658.31	\$387,357.82	\$414,514.89	\$436,526.18	\$1,071,885.26	\$1,082,572.23	\$844,019.32	\$903,158.28
Use of Funds													
Salaries	64,674.51	64,982.08	65,012.35	64,685.84	71,677.89	58,678.48	58,885.05	57,033.22		122,197.00	63,175.58	57,954.48	60,751.40
Personnel Benefits	21,357.02	21,412.82	21,426.18	21,320.88	20,902.72	19,359.50	19,387.79	18,102.34		40,532.89	20,098.16	19,208.34	20,530.29
Supplies	11,188.21	9,076.00	1,700.59	690.48	1,942.11	5,761.37	595.60	822.62	2,347.35	1,575.42	2,790.49	3,815.01	715.47
Other Services	14,398.24	10,301.21	22,652.13	19,853.86	18,654.20	31,171.30	27,832.05	14,824.79	49,693.09	47,800.44	286,180.28	220,447.80	255,382.62
Custodial Account													
Debt Service - Interest	-465.27	701.47	1,938.98	70.09	70.19	82.11	-350.38	64.73	68.49	0.00	0.00	0.00	0.00
Total Cash Out	111,152.71	100,453.58	112,730.23	106,821.16	113,227.11	115,032.78	108,850.11	90,847.70	52,108.93	211,905.75	382,244.51	301,423.43	337,379.78
Net Cash Flow	\$383,112.48	\$402,667.53	\$348,560.44	\$381,708.25	\$304,101.01	\$267,625.55	\$281,007.71	\$323,667.19	\$384,417.25	\$859,959.51	\$700,327.72	\$542,595.89	\$565,778.48

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**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2016-17 CHG NCAC (mod 2)
1. NAME/ADDRESS: Juan Carlos Olivares, Exec Director Yakima Valley Farm Workers Clinic 601 N Keys Road Yakima WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$1,000	5. PREVIOUS CONTRACT AMOUNT: \$181,238.23
	3. CASH MATCH REQUIREMENT: \$0.00	6. MODIFICATION AMOUNT: < \$25,000 >
	4. TOTAL CONTRACT AMOUNT: \$1000.00	7. NEW TOTAL CONTRACT AMOUNT: \$156,238.23
8. CONTACT INFO: Janice Gonzales (509) 865-7630, ext 2743 Janiceg@yvfwc.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-759-7987 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4th St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvcog.org
11. CONTRACT START DATE: January 1, 2017	12. CONTRACT END DATE: June 30, 2017	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)		
14. STATE AND FEDERAL "BARS" CODE: N/A	15. CFDA NUMBER(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness. This modification is for the purpose of reallocating unspent HEN funds to another local service provider.		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
YAKIMA VALLEY FARM WORKERS CLINIC NCAC	YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Juan Carlos Oliveras, Executive Director	_____ James A Restucci, Chairman	
_____ Date	_____ Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____ Jessica Hansen, Office & Comm. Specialist	_____  YVCOG Attorney WSBA#	

BUDGET

YAKIMA VALLEY FARM WORKER'S CLINIC (NCAC)

CHG							
Project	Admin	Rent Assist. (for profit)	Facility Support (for profit)	Operations	TANF FP Rent	TANF Operations	CHG Total
YNH RRH	\$2,965.91	\$52,392.88	\$0	\$6,395.20	\$12,411.67	\$6,641.31	\$80,806.97

HEN FY17				
Project	Admin	Rent/Utilities /EN	Operations	HEN Total
YNH HEN	\$1,267.80	\$53,455.09	\$20,708.37	\$75,431.26

Invoicing Provisions:

A. Monthly invoices and documentation must be submitted in both the following two ways:

- Electronically: Submitted electronic invoices must be provided concurrently to the program manager and to your fiscal contact. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday or Sunday, invoices must be received by close of business the following Monday.
- Original invoice via delivery: A signed original hard copy of the invoice must be submitted to Yakima Valley Conference of Governments Financial Services. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

Yakima Valley Conference of Governments
311 N 4th Street, Suite 204
Yakima, WA 98901

B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.

C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end

of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.

- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).
- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor's reimbursement. Contractor will be provided a summary of deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.
- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Services Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to the program manager directly at Yakima Valley Conference of Governments.

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2016-17 CHG YNHS (mod 3)
1. NAME/ADDRESS: Anita Monoian, CEO Yakima Neighborhood Health Svs PO BOX 2605 Yakima WA 98907-2605	2. ORIGINAL CONTRACT AMOUNT: \$1,000.00	5. PREVIOUS CONTRACT AMOUNT: \$383,862.61
	3. CASH MATCH REQUIREMENT: \$0.00	6. MODIFICATION AMOUNT: \$25,000.00
	4. TOTAL CONTRACT AMOUNT: \$1,000.00	7. NEW TOTAL CONTRACT AMOUNT: \$408,862.61
8. CONTACT INFO: Rhonda Hauff, COO/Dep CEO 509-574-5552 rhonda.hauff@ynhs.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4 th Street, Suite 204 Yakima WA 98901 509-759-7987 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4 th St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvcog.org
11. CONTRACT START DATE: January 1, 2017	12. CONTRACT END DATE: June 30, 2017	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)		
14. STATE AND FEDERAL "BARS" CODE: N/A	15. CFDA NUMBER(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting. MODIFICATION: This Modification is made for the purpose of adding additional HEN funds to this contract. These funds are being reallocated from unspent funds from another local service provider. These funds are to be used to serve clients through June 30, 2017.		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C – Budget		
This Contract contains all the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter in to this Contract.		
YAKIMA NEIGHBORHOOD HEALTH SERVICES	YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____	_____	
Anita Monoian, CEO	James A Restucci, Chairman	
_____	_____	
Date	Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____	_____	
Jessica Hansen, Office & Comm. Specialist	YVCOG Attorney WSBA#	

BUDGET (Mod 3)

YAKIMA NEIGHBORHOOD HEALTH SERVICES (YNHS)

CHG							
Project	Admin	Rent Assist. (for profit)	Facility Support (for profit)	Operations	TANF FP Rent	TANF Operations	CHG Total
YNH RRH	\$2,393.25	\$58,706.09	\$0	\$7,239.86	\$26,372.00	\$9,037.00	\$103,748.20
YNH Respite	\$0	\$0	\$9,948.00	\$0	\$0	\$0	\$9,948.00
	\$2,393.25	\$58,706.09	\$9,948.00	\$7,239.86	\$26,372.00	\$9,037.00	\$113,696.20

HEN FY17				
Project	Admin	Rent/Utilities /EN	Operations	HEN Total
YNH HEN	\$6,975.56	\$244,863.75	\$43,327.10	\$295,166.41

Invoicing Provisions:

A. Monthly invoices and documentation must be submitted in both the following two ways:

- **Electronically:** Submitted electronic invoices must be provided concurrently to the program manager and to your fiscal contact. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday or Sunday, invoices must be received by close of business the following Monday.
- **Original invoice via delivery:** A signed original hard copy of the invoice must be submitted to Yakima Valley Conference of Governments Financial Services. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

Yakima Valley Conference of Governments
311 N 4th Street, Suite 204
Yakima, WA 98901

B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.

- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.
- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).
- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor's reimbursement. Contractor will be provided a summary of deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.
- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Services Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to the program manager directly at Yakima Valley Conference of Governments.