



SPECIAL MEETING of the EXECUTIVE COMMITTEE

Thursday, May 24, 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 Hodkinson, 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, Member-at-Large

- ❖ **CALL TO ORDER** – The May 24, 2018 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **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*

NEW BUSINESS

Homeless Housing & Assistance Program – Future Advisory Structure

- YVCOG presentation - *Larry Mattson, Executive Director* page 2
- Homeless Program Advisory Committee presentation – *Sara Watkins, Senior Assistant City of Yakima Attorney and Lowel Krueger, Executive Director, Yakima Housing Authority* pp. 3-10

Action: Informational

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.

Washington State Department of Commerce

****Lead Grantee Requirements**

Homeless Housing and Assistance Strategic Advisory Committee

1. Elected official/City Administrator rep
2. Business sector official rep
3. Law enforcement rep
4. Landlord rep
5. Education sector rep
6. Faith-based sector rep
7. EMS/Fire rep
8. Health care rep
9. Service Provider (no YVCOG funding) rep

YVCOG General Membership

YVCOG Executive Committee

YVCOG Executive Director
Larry Mattson

YVCOG Deputy Director
Chris Wickenhagen

Homeless Housing and Assistance Program Manager
Crystal Testerman

Homeless Housing and Assistance TASK Force
Unlimited Membership

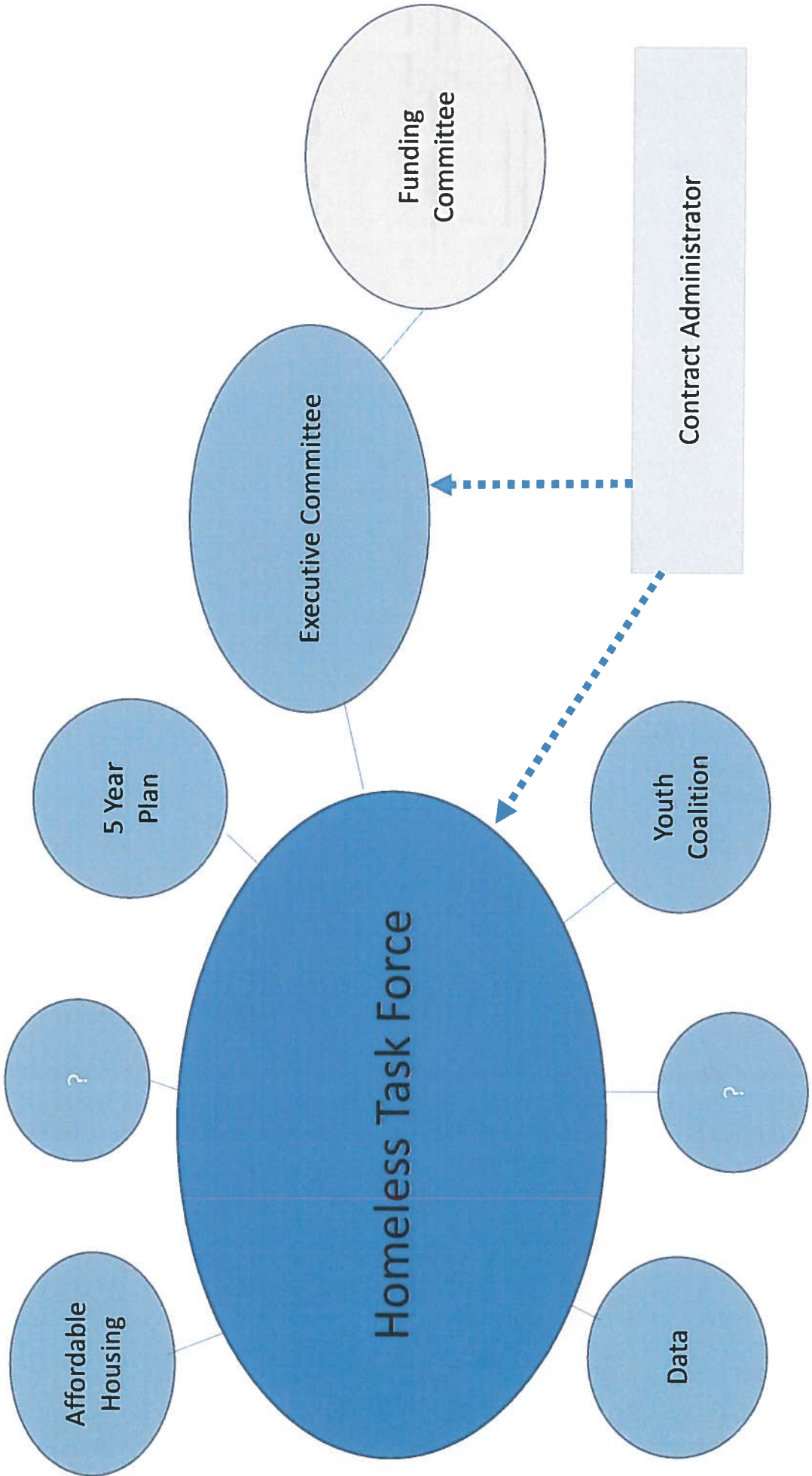
Homeless Housing and Assistance Service Providers

YVCOG HHAP Financial Coordinator
Lance Larsen

YVCOG HHAP Program Coordinator
William Denton

Goals of Governance Structure

- Provide for a strategic collaborative approach to addressing homelessness in Yakima County
- Get all interested parties to the table
- Ensure fair and unbiased distribution of state and local funding
- Increase communication and understanding between providers and the community
- Maximize communication and cross-educate all sectors and community groups affected by and responding to homelessness



Homeless Task Force

The Homeless Task Force would be the main body tasked with research, committee work, planning, and collaboration. Here are some of the items the Homeless Task Force would be charged with:

- Establishing committees to research specific matters and bring back information to the Task Force. For example: Affordable Housing, Planning/5 Year Plan Updates, metrics and evaluation.
- The Task Force would have open and fluid membership—any community member, provider, elected official, business person, chamber member, or other person interested in addressing homeless matters in Yakima County could be a member.
- Most of the work would get done at this level.
- Would also serve as the synchronizing agency for the CoC. Balance of State Board members to be determined by a vote of the Task Force group.

Executive Committee

The Executive Committee is a committee of the Homeless Task Force, charged with oversight and accountability, and to look at matters strategically. The Executive Committee would be made up of 13 members elected from the Task Force (unless otherwise noted as follows) falling into the following groups:

1. 1 City of Yakima elected official (determined by City Council)
2. 1 County elected official (determined by County Commissioners)
3. 1 Lower Valley elected official
4. 1 representative working in public safety
5. 1 representative from a for-profit business
6. 1 consumer representative (homeless or formerly homeless person)
7. 7 members determined by the Task Force, including providers, and other members of the Task Force.

All members of the Executive Committee must attend and participate in Task Force meetings to ensure that the Executive Committee has knowledge and training on the issues being discussed. Engagement of the Executive Committee in the work of the Task Force is one key to the success of this structure, which is why attendance and participation at the Task Force meetings is required.

Engagement = Good Decision-making = Best Use of Funds = Lowering Instances of Homelessness

Executive Committee

Executive Committee Role:

- Oversight and Accountability
- Provider leadership and strategic thinking
- Evaluate long term goals and strategies
- Implement Task Force strategic plans, such as the 5 Year Plan
- Review and approve RFP and Scoring Matrix as appropriate
- Elect a Chair, Vice Chair and Secretary positions
- Chair should run the Task Force meetings and the Executive Committee meetings, and set all agendas.
- Be knowledgeable about homeless matters
- Attend and participate in all Task Force meetings with a requirement to attend at a minimum 60% of the Task Force meetings each calendar year.
- Be engaged in processes and planning regarding homelessness in Yakima County
- Provide information and/or support to the Contract Administrator when necessary

Funding Committee

The Funding Committee is an offshoot of the Executive Committee.

All Executive Committee members constitute the Funding Committee EXCEPT those Executive Committee members that are applying for funding. Any Executive Committee member applying for funding must remove themselves from the Funding Committee.

The Funding Committee shall have no fewer than 9 people. If more than 4 Executive Committee members are applying for funding, then the Funding Committee is supplemented by members of the Task Force who are not applying for funding. The Task Force will vote in those members to the Funding Committee for that funding cycle only.

Contract Administrator/Staff

- Role: To provide administrative support to the Task Force, Executive Committee and other committees as needed, and to administer the funding contracts for state and local funds.
- Should be an organization well-suited to carrying out the functions of contracting with agencies and oversight of contracts.
- Has no independent authority and must follow a scope of work determined by the Task Force and Executive Committee—has an administrative function only—brings matters to the Executive Committee for review and approval.
- Contract Administrator would be selected by the Executive Committee
- Signs onto the Inter-local Agreement with the County regarding funds

Contract Administrator/Staff

Additional Roles and Responsibilities

- Administer the contracts awarded by the Funding Committee
- Provide administrative support to the Task Force and Committees
- Collaborate with federal, state and local governments to provide technical assistance on data quality
- Provide documentation to government and non-government entities as requested and necessary
- Provide budget and performance reports to the Executive Committee and Task Force, as requested
- Ensure compliance with federal, state and local requirements and ensure that providers are following contracts for funding
- Must be knowledgeable about the process and homelessness
- Should be engaged at meetings and support the work of the Committees and Task Force—works closely with committees and members
- Report to the Executive Committee about status of contracts as required
- Determine an effective and efficient procurement process and meet procurement guidelines
- Provide technical assistance as needed



Yakima Valley Conference of Governments
 Executive Committee Special Meeting
 May 24, 2018
 311 N. 4th St., Library Conference Room
 Yakima, WA

PLEASE SIGN IN



Name



Agency



Phone/email

Jodi Smyth

Jamie Boyd

City of Zillah

Mike Leite

Y.C.



Bill Moore

City of Grandview

John Belbin

" of H.C.

Jim Restucci

City of Sunnyside



Larry Matten

YVCOG

Geoff Bary

Gen Hope



Duane Monick

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Sara Watkins

Yakima

Deb Sterling

Sterling Concepts/Committee 509-731-0301

Joan Davenport

City of Yakima

Lowel Krueger

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Chris Wickenhagen

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