



SPECIAL MEETING of the EXECUTIVE COMMITTEE

Thursday, May 31, 2018
3:00 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 31, 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

- Emergency Fund Policy Changes - *Larry Mattson, Executive Director* pp. 2-5
Action: Review, consider and approve
“I move to approve the revised Homeless Housing and Assistance Program Emergency Fund Policy.”
- City of Yakima Request for Emergency Funds – *Brad Hill, City of Yakima Council Member*
Action: Review and approve
“I move to approve the City of Yakima’s request of \$100,000.00 from the Homeless Housing and Assistance Program’s Emergency Fund.”

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.

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.

- 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

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

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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.

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

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 - 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.

- An emergency reserve fund of \$ 100,000 for one-time emergency projects
 - This fund will be used to reimburse **or assist** a city, town or County if the mayor or commissioner has declared a state of emergency, **or if the city, town or County request using the emergency reserve to the YVCOG Executive Committee due to a likely homeless crisis that will affect the homeless population or a potential crisis within their jurisdiction.**
 - The fund will be used as a 1:1 match of municipal funds **or in-kind match**
 - The fund is to be used solely for services **or to benefit** 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 **or in-kind match** 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 **state** grant funds received and the available contract balances will be appropriately adjusted.

If the Emergency Reserve is used, Yakima Valley Conference of Governments **will may** determine a set-aside of local recording fees, **reduce current contracts using 2163 funds, withhold a portion of excess 2163 funds collected by the County Auditor's Office, or withhold the emergency amount needed in the next RFP cycle** to build up the appropriate reserve balance. The set-aside amount will be presented to the Executive Committee for their review and approval. **The emergency reserve must be restored within 18 months.**

TITLE: Homeless Program Fund Balance Reserve Policy

Adopted: 6/19/17

Revised: 5/29/18

Proposed Adoption: 5/31/18

**SPECIAL MEETING NOTICE
YVCOG EXECUTIVE COMMITTEE**

Per RCW 42.30, you are hereby notified that a Special Meeting of the YVCOG Executive Committee will occur on **Thursday, May 31, 2018**. This notice is required because the meeting is held outside its regularly scheduled date/time and/or place.

At 3:00 p.m., a Special Meeting will be called to order in the 2nd floor Conference Room of the 300 Building located at 311 N. 4th Street, Yakima, WA 98901 (YVCOG Offices). The meeting will be facilitated by James A. Restucci, Chairman. Homeless Housing and Assistance Program Emergency Reserve fund and Camp Hope operating contract for July-December 2018 will be discussed.

The meeting is scheduled to conclude by 4:00 p.m. and is open to the public.



Lauris (Larry) C. Mattson
YVCOG Executive Director

Posted/Emailed: May 29, 2018

POSTED: 300 Building
YVCOG Office

Emailed: Executive Committee Members

Newspapers
Yakima Herald-Republic

**YVCOG Executive Committee Special Meeting
 May 31, 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
BRAD HILL	CITY OF YAKIMA	509 574 3174
Mike Heita	Yakima County	V
Bill Moore	City of Grandview	
John Johnson	D.G.	
Andy Ferguson	T/T	714-745-3753
Dennis Colone	MTT	denniscoliz@kcsu.com
Joan Davenport	City of Yakima	
Sara Watkins	Yakima	
Auptal Tepterman	YVCOG	
Hali Smith	YVCOG	
Chris Wicker	YVCOG	
Larry Matza	YVCOG	