



## YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, March 16, 2015  
1:30 p.m.

The 300 Building  
311 N. 4<sup>th</sup> St, Ste 204, Yakima, WA

### YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, Mayor, City of Sunnyside,  
John Hodkinson, Vice-Chair, Member-at-Large  
Mike Leita, Commissioner, Yakima County  
Micah Cawley, Mayor, City of Yakima  
Dan Olson, Council Member, City of Union Gap  
Loren Belton, Mayor, City of Toppenish  
Mario Martinez, Mayor, City of Mabton

- ❖ **CALL TO ORDER** – The March 16, 2015 meeting of the YVCOG Executive Committee will come to order at \_\_\_\_\_ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – February 18, 2015 *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*

### NEW BUSINESS

#### 1. General Information & Correspondence

*Larry Mattson, Executive Director*

- Weekly digest
- By-law Revision
- Reviewing staffing needs – increase FTE for Tami
- 2015 Areas of Emphasis
- Evaluating Outside Services and Costs
- Communication regarding possible services
- Ben-Franklin COG Observation
- Developing 'other' Partnerships
- HOME Consortium budget amendment #2 – increase \$5,000.00
- Harrah PSA amendment #1 – extend expiration date from March 31, 2015 to August 31, 2015

*Action: Discussion*

#### 2. Telecommuting Policy

*Larry Mattson, Executive Director*

- Review policy

*Action: Discussion and Approval*

3. Homeless Network Program Update

Larry Mattson, Executive Director

- Status Update – Possible ILA w/ Yakima County
  - Tim Sullivan, Senior Manager
    - Summary of Recent Work & YNHS' request for Community Service Center (\$200K)

Action: Information.

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4. Approval Of Vouchers

Action: Review, approval and authorization of signatures.

5. Monthly Budget Report

Chris Wickenhagen, Deputy Director

- February 2015 Budget Report.  
Action: Approval.
- February 2015 Cash Flow Statement.  
Action: Information.

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6. Program Updates

Larry Mattson, Executive Director

Action: Information.

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7. March 18, 2015 General Membership Meeting

Larry Mattson, Executive Director

Location: Union Gap

Program and Business Items: Law and Justice Update

(Newly elected officials: Joe Brusic, Prosecuting Attorney, and Brian Winter, Sheriff)

Action: Discussion.

❖ **OLD BUSINESS**

❖ **OTHER BUSINESS**

❖ **PUBLIC COMMENT**

❖ **ADJOURN** at \_\_\_\_\_ p.m.

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  
February 18, 2015

- CALL TO ORDER Mr. Hodkinson, Vice Chairman, called the February 18, 2015 meeting of the YVCOG Executive Committee to order at 12:20 p.m.
- 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.
- ROLL CALL & INTRODUCTIONS Members present: John Hodkinson, Loren Belton, Micah Cawley, and Dan Olson. Members Absent: Jim Restucci, Mike Leita, and Mario Martinez. YVCOG staff present: Larry Mattson, Chris Wickenhagen, Shawn Conrad, and Tami Hayward. A quorum was present. *\*Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES Mr. Belton moved to approve the minutes\* of the December 15, 2014, meeting. Mr. Cawley seconded. The motion carried.
- OLD BUSINESS None.
- NEW BUSINESS
- General Information and Correspondence* Mr. Mattson, Executive Director, spoke briefly about the Areas of Emphasis he will be focusing on in 2015 – customer relations, program management and staff development. He will revisit this topic in March.
- 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 FEB-15-001 through FEB-15-006 in the total amount of \$62,825.00, and claim vouchers numbered FEB-15-007 through FEB-15-032 in the total amount of \$18,896.30. Mr. Belton moved to approve the February Vouchers;\* Mr. Cawley seconded this motion. The motion carried.
- 2014 Final Budget Report* Ms. Wickenhagen reviewed the 2014 Final Budget Report and 2014 Final Cash Flow Statement.
- Mr. Belton moved to approve the 2014 Final Budget Report. Mr. Olson seconded the motion. The motion carried.
- 2015 Indirect Cost Rate & Certification effective February 1, 2015* Ms. Wickenhagen presented the 2015 Indirect Cost Rate and Certification. She recommends that the ICR be increased to 87% in 2015. The ICR is charged on

direct salaries. YVCOG uses a fixed and carry forward method to compute the annual ICR, which is adjusted annually.

Mr. Belton moved to approve the 2015 Cost Rate & Certification, effective February 1, 2015. Mr. Cawley seconded. The motion carried.

*Monthly Budget Report*

Ms. Wickenhagen presented the Preliminary January Monthly Budget Report showing a revenue balance of \$57,237.71. Mr. Belton moved to approve the Preliminary January 2015 Monthly Budget Report, seconded by Mr. Cawley. The motion carried.

*Procurement Card Policy (Pcard)*

Ms. Wickenhagen introduced the draft Procurement Card Policy.

The Pcard we have used in the past, through Yakima County, is no longer available. Ms. Wickenhagen tweaked the County policy to adapt it to meet YVCOG's requirements. The policy is specific as to what it can be used for.

Ms. Wickenhagen will be the point-of-contact person and administrator for the account. Mr. Mattson and Ms. Hayward will be issued Pcards. Misuse of the card could result in removal of that card, or termination of employment.

Mr. Belton moved to approve the Procurement Card Policy. Mr. Cawley seconded. The motion carried.

*Program Updates*

Funders' Forum – March 13<sup>th</sup>. Eleven funders from around the state, and one local funder, will be available at the Forum. One-on-one meetings can be scheduled for that afternoon. Online registration.

*March 18 General Membership Meeting*

The March General Membership Meeting will be held at the Ahtanum Youth Barn in Union Gap.

The caterer and program have not yet been determined. Ms. Hayward will be speaking with City Manager, Rod Otterness, regarding catering arrangements.

Loren Belton mentioned that Commissioner Bouchey had suggested inviting the new Yakima County Sheriff and District Attorney to give a presentation or 'meet and greet.' The Board agreed that Mr. Mattson would get in touch with them to discuss their possible presentation.

**OTHER BUSINESS**

Mr. Mattson remarked that many communities are experiencing trouble funding their recreation programs. He discussed the possibility of YVCOG hiring a Parks and Recreation staff person to serve several communities. Another possibility is the formation of a Parks District, similar to the Yakima County Library District.

He will be checking into grant possibilities for funding a task force to explore long-term means of meeting our cities' recreational program needs.

Possible grant funding sources are the Yakama Legends Casino or the Yakima Valley Community Foundation.

There was some discussion regarding approaching the Yakama Nation about integrating an assessment, or assisting in some other way with funding.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 12:47 p.m.

Respectfully submitted,

\_\_\_\_\_  
James A. Restucci, YVCOG Executive Committee Chair

\_\_\_\_\_  
Date signed

ATTEST:

\_\_\_\_\_  
Tamara Hayward, Executive Committee Secretary

# Yakima Valley Conference of Governments

## PROPOSED Telecommute Policy

PROPOSED  
MARCH 16, 2015

This document establishes the guidelines by which employees of Yakima Valley Conference of Governments (YVCOG) may telecommute. These policies and procedures are designed to ensure a viable work arrangement in cases where individual, job and manager characteristics are aligned with each other and YVCOG's business needs to such an arrangement. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not an YVCOG-wide benefit, and in no way changes the terms and conditions of employment with YVCOG.

Telecommuting is a way that YVCOG can be more environmentally responsible, improve our employee's productivity, keep productive employees, and attract high quality employees. A goal of YVCOG CMAQ/CTR Program is to "reduce traffic congestion, fuel consumption, and air pollution."

### A. Benefits of Telecommuting

#### Employer:

- Increase productivity
- Reduce PTO
- Greater ability to attract and keep valued employees
- Better worker morale and satisfaction
- Reduce overhead
- Ability to better serve specialized labor pools (disabled)

#### Employee & Community:

- Reduce traffic congestion
- Reduced fuel consumption
- Reduced air pollution
- Reduced noise pollution

### DEFINITION

**Telecommuter:** A person who regularly works at home or other approved off-site location one to two days a week (or more).

### POLICIES

**Responsibilities.** The Executive Director has primary responsibility for the determination if an individual, job and manager has the characteristics suited to such an arrangement. The Executive Director may delegate telecommuting assessment responsibilities as appropriate.

**Duration.** Telecommute schedules will be reviewed and assessed regularly to determine necessary changes. Initial telecommute arrangements will begin with a three-month trial period. If the trial basis is successful, telecommute arrangements will be for one year and reviewed annually for continuation.

**Work Schedule.** The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. (See Exhibit B)

Telecommuting employees will be required to record all hours worked in a manner designated by YVCOG.

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**Telecommute Injury and Emergency Medical Needs.** The employee will be covered by worker's compensation for all job related injuries occurring at home during the telecommuter's defined work period. Worker's compensation will NOT apply to non-job related injuries that might occur in the home.

In the event of an injury that occurs during the hours of work, the employee will immediately contact their manager and document the incident. If the manager is not available, the employee will contact the Executive Director. In the event of a medical emergency or injury requiring medical transport to a clinic or hospital, the employee will make arrangements in advance to ensure that a spouse, family member or friend contacts the employee's immediate manager or the Executive Director if the manager cannot be reached. The employee is liable for any injuries sustained by visitors to his or worksite.

**Telecommute Work Environment:** The employee is responsible for establishing and maintaining an adequate work space within his or her home for work purposes. YVCOG will not be responsible for costs associated with initial setup of the employee's home office.

After the employee has established an appropriate work-site, a designated representative of YVCOG will visit the employee's home worksite to inspect for possible work hazards and suggest modifications. Repeat inspections will occur on an as-needed basis.

**EQUIPMENT:** YVCOG will determine, with information supplied by the employee and the manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telecommuting arrangement on a case-by-case basis. Equipment supplied by YVCOG will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by YVCOG, will be maintained by the employee. YVCOG accepts no responsibility for damage or repairs to employee-owned equipment. YVCOG reserves the right to make determinations as to appropriate equipment, subject to change at any time. The telecommuter will sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment all YVCOG property will be returned to the company.

**Information Security:** Consistent with YVCOG's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. All documents are to be maintained according the Washington State Record Retention laws.

## PROCEDURES

1. **Review this policy completely**
2. **Complete Self-Assessment (Exhibit A)**
3. **Meet with your supervisor to discuss suitability; you, the position, and business needs of YVCOG**
4. **If your supervisor agrees, request Executive Director approval to prep a telecommute contract**
5. **Prepare a draft contract (Exhibit B) and attach a copy of your PDQ**
6. **Submit draft contract to supervisor for their comments and revisions**
7. **Revise contract, sign and submit to Executive Director for review and approval**

## Telecommute Requests, Approval and Setup

**Requests:** An employee or manager will request in writing to the Executive Director the request to telecommute. The request must include a copy of the employee's Position Description Questionnaire (PDQ) outlining their specific tasks and the suitability assessment. (See Exhibit A)

If the employee and their alternate worksite meet all requirements listed above, and if the Executive Director concurs, a draft telecommute agreement will be prepared and signed by all parties, and a three-month trial period will commence.

**Supervisor Requirements During and Following Three-month Trial Period:** Evaluation of telecommuter performance during the trial period will include at the minimum, weekly interaction by phone and email between the employee and supervisor. Discussions will include work progress and problems. At the conclusion of the trial period, the employee and manager will evaluate the arrangement and make recommendations for continuance or modifications. Evaluations for telecommuter performance beyond the trial period will be consistent with evaluations received by employees working at the office in both content and frequency but will focus on work output and completion of objectives.

## DOCUMENTATION AND TIMESHEETS

Due to the nature of YVCOG business, documentation and timesheets of work being performed and the amount of time spent on tasks is required by all employees. Telecommuting employees will be required to maintain accurate documentation and timesheets.

## DISCONTINUING TELECOMMUTE AGREEMENT

The availability of telecommuting as a flexible work arrangement for employees of YVCOG can be discontinued at any time at the discretion of the telecommuter or the Executive Director. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting and other problems that may arise from such a change. There may be instances, however, when no notice is possible.



**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS  
PROPOSED TELECOMMUTE SELF & SUPERVISOR ASSESSMENT**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_ Job Title \_\_\_\_\_

Core Responsibilities \_\_\_\_\_

PDQ Attached Choose One If no, why \_\_\_\_\_

How many hours per week does employee work? \_\_\_\_\_

Has employee worked from home previously? Choose One If yes, when \_\_\_\_\_

**(Employee) Rate your job performance in the following areas**

	Excellent	Very Good	Good	Meets Minimum Requirements	Needs Improvement
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**(Supervisor) Rate employee's job performance in the following areas**

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Employee does not require close monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee has good interpersonal skills and is able to communicate and interact with people in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee is highly self-motivated and is able to set priorities to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee communicates very well with staff and other people necessary to perform job duties Employee is dependable to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee's job description to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

work independently fits very well with telecommuting					
Employee has strong customer service orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**(Employee)** How often does your job currently require access to resources that are available only at the agency office?

	At least once a day	2-4 times a week	Once a week	Once a month	Less than once a month
Central Paper files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other office equipment or supplies (copier, scanner, fax, 10-key)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your need of Professional Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your need of Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Staff's need of you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Staff's need of you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**(Supervisor)** How often does the employee's job currently require access to resources that are available only at the agency office?

	At least once a day	2-4 times a week	Once a week	Once a month	Less than once a month
Central Paper files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other office equipment or supplies (copier, scanner, fax, 10-key)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Staff's need of you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Staff's need of you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Approval  Yes  No

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# PROPOSED Telecommute Agreement

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Please read the following items and then confirm with your initials. Then complete the form and sign it in the space provided.

- I have read and understand *Yakima Valley Conference of Governments (YVCOG)* Telecommute Policy and agree to the duties, obligations, responsibilities, and conditions for telecommuters described in that document.
- I understand that telecommuting is a privilege, not a universal benefit or employee right.
- I understand that telecommuting is voluntary and that I may stop telecommuting at any time.
- I understand that YVCOG also has the right to discontinue the telecommuting arrangement at any time.
- I understand that when I am telecommuting I must comply with all organizational rules, policies, and procedures.
- I agree to adjust my regular telecommute day(s) to accommodate the business requirements for my presence in the office.
- I understand that my compensation, benefits, and work responsibilities will not change due to participation in the telecommute program.
- I understand that the amount of time I am expected to work per day or pay period will not change as a result of participation in the telecommuting program.
- I understand that if I am eligible for overtime pay, I must get advance approval from my supervisor to work over 40 hours per week while telecommuting.
- I understand that while telecommuting, it is my responsibility to:
  - Maintain a safe work environment;
  - Protect any company equipment I have; and
  - Safeguard confidential work-related information.
- I understand that I will not care for dependents and will not perform personal business during work hours while telecommuting.
- I understand that I will not hold business visits and in-person meetings with business customers or co-workers at my home work site.

**Complete the following form and sign in the space provided.**

1. The employee agrees to work at the following location: \_\_\_\_\_

2. The employee will telecommute \_\_\_ days per week, or as needed.

Scheduled telecommute days:

\_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thur \_\_\_ Fri

3. The employee's work schedule will be as follows:

Telecommute start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Total telecommute hours per day: \_\_\_\_\_

4. The employee's responsibilities on telecommute days will be as follows:

5. The following company equipment will be used by the employee while telecommuting:

6. The phone number the telecommuter can be reached

7. Additional conditions agreed upon by the telecommuter and supervisor are as follows:

\_\_\_\_\_  
Telecommuter's printed name

\_\_\_\_\_  
Telecommuter's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director signature

\_\_\_\_\_  
Date

**Homeless Network Executive Committee Meeting**  
**Friday, January 31, 2014**  
**YWCA Conference Room, 10:00 AM**

**Voting Members Present:** Erin Black (YWCA); Diana McClaskey (NSH); Janice Gonzales (NCAC); Beth Dannhardt (TTS); Tim Sullivan (YC)

**Non-Voting Members Present:** Ellie Lambert, Autumn Halloway (YC);

**Transcribed by:** Autumn Halloway

	Agenda Item	Action Taken	Follow-up
	Call to Order – Erin Black, 10:10 p.m.		
	Welcome/Introductions		
1.	<b>Approval of October 31, 2013 Executive Minutes</b> <b>Motion:</b> Diana McClaskey <b>Seconded:</b> Janice Gonzales <b>Motion Carried.</b>	Minutes of the Executive Committee of the Homeless Network of Yakima County for October 31, 2013 were approved.	
2.	<b>Additions to Agenda – See Additions to Agenda Section</b>		
3.	<b>Network Business</b>		
A.	<b>Network Governance New Guidelines – Erin Black</b> I. Discussion of guidelines updated with comments from the last ad hoc committee meeting. Changes were suggested for additional updates in the Decision Making section. This version is easier to read, better organization. Discussion also covered nominating members for the Executive Board, ad hoc committees, who serves on the Board. Once voted in, the guidelines can be implemented. II. Once implemented, the nominating committee needs to be created. The current Executive Committee will become the Executive Board and will remain for one additional year plus transition time. Agencies receiving funds through the Network cannot be a majority of the Executive Board. Diana and Ellie volunteered for the Nominating Committee. III. Changes to the application July 1 the fiscal year begins and all members must complete a new application. IV. Motion to approve the Operating Guidelines with suggested changes.	The Executive Committee approved accepting the Operating Guidelines with suggested changes.	Tim will update the guidelines prior to the general Network meeting.
B.	<b>2014 Network Meeting Schedule – Tim Sullivan</b> I. Tim presented the new streamlined meeting schedule. Discussion covered the annual Community Picnic, Annual Meeting separate from Annual Retreat, dates suggested on the calendar were accepted.	The Executive Committee approved the 2014 Meeting Schedule.	Tim will finalize the calendar.
C.	<b>PIT/PHC Event Report – Tim Sullivan</b> I. The count and PHC events were yesterday. Ellie discussed the lack of awareness, transitioning the lower valley sites, how DOL stepped up and issued all ID cards were issued that day rather than just issue vouchers, over 150 surveys were completed that day, donations lasted all day even though the choices became limited, Tamara Wanner created a team of homeless and previously homeless folks who went into the fields to do surveys, this team reported feeling more connected to the Network, this outreach will be planned for the lower valley sites.		

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Agenda Item	Action Taken	Follow-up
<p>II. Shelters were counted prior to the PHC event. The count at the survey is really for unsheltered folks. Toppenish count was low due to a funeral for a homeless person on the reservation, of those counted all were unsheltered. The woman giving haircuts donated her chair and hair washing station to the food bank and plans to provide services during the year. Janice shared the story of a man transformed by his haircut.</p> <p>III. Noah's Ark had haircuts this year. The hair dresser plans to do this on a regular basis. The Yakima site provided 105 haircuts, the most popular service. The PHC coordinator is working with the salon owner on trying to do haircuts during the year. Mabton civics class and Youth Build volunteered in Yakima.</p> <p>IV. When doing the shelter count at Union Gospel Mission, the staff assisted and the counts were completed early.</p> <p>V. Connections have been made with the Yakama Nation that wants to partner with the Network, provide services and outreach, this year they had 268 applications, not all individuals. They do not have an extreme weather shelter, but issue 30-day motel vouchers. Tamara Wanner will be going down to the reservation developing outreach programs. The Nation wants to have a site next year, but Janice expressed her concern there would not be a need for two sites in that area. Janice informed the members those 268 probably have not been counted. NCAC will be part of any discussion. Cultural issues make sheltering hard.</p> <p>VI. The Nation does not have a domestic violence program at all, not even shelters.</p> <p><b>D. Update on the Permanent Shelter</b></p> <p>I. The Network is looking for a new Lead Agency, as Triumph Treatment had to bow out. EnTrust Community Services is looking into becoming the Lead Agency; they are working with employment services and housing in Ellensburg, which ties into one of the shelter's goals. Their current location is hard for clients to get to out by the airport,</p> <p>II. The current land was purchased with state funds that require it to be used for developmental disabilities services. EnTrust is working with the County's attorney to sell the property and use the proceeds to purchase property in the city. The new property will have to be used to serve the disabled. The Board needs to make the final decision.</p> <p>III. Erin has met first with Commission Kevin Bouchey and then with City Manager, Tony O'Rourke about the shelter. She informed them it makes more sense to purchase the block rather than lease the building. Tony agreed and now they are working on how the City can help. The City Council has created a sub-committee to work on homeless issues.</p>		
<p><b>4. Other Business</b></p> <p><b>A. New Network Logo Presentation and Discussion</b></p> <p>I. Ellie presented different color versions of the draft Network logo and explained the thinking behind the new design.</p> <p><b>B. 10 Year Anniversary Calendar of Events Discussion</b></p> <p>I. Besides a new logo the Network needs to be branded.</p> <p><b>C. Announcements</b></p> <p>I.</p>		
<p><b>Additions to the Agenda</b></p>		
<p><b>Meeting Adjourned: 4:34 p. m.</b></p>		

**YVCOG Executive Committee Meeting March 16, 2015  
PRELIMINARY BUDGET REPORT  
February 2015**

Prepared By Christina Wickenhagen, Deputy Director

<b>REVENUES RECEIVED:</b>		<b>2014</b>	<b>2015</b>
January		136,397.75	139,242.72
<b>February</b>		<b>16,271.78</b>	<b>8,458.67</b>
March		96,237.46	
April		68,817.66	
May		53,265.46	
June		49,677.21	
July		62,434.49	
August		14,011.30	
September		56,655.80	
October		48,735.55	
November		52,712.46	
December		51,734.93	
<b>Total Revenue MTD (through February)</b>		<b>\$152,669.53</b>	<b>\$147,701.39</b>
<b>Total Revenue YTD</b>		<b>\$706,951.85</b>	<b>\$147,701.39</b>
<b>EXPENDITURES:</b>			
<b>Salaries</b>	January	\$36,171.80	\$44,902.46
	<b>February</b>	<b>\$36,024.11</b>	<b>\$44,973.88</b>
	March	\$36,142.51	
	April	\$36,274.46	
	May	\$36,866.00	
	June	\$29,060.27	
	July	\$29,949.67	
	August	\$29,725.34	
	September	\$29,586.90	
	October	\$29,740.24	
	November	\$35,221.53	
	December	\$34,265.93	
	<b>Total Salaries MTD (through February)</b>		<b>\$72,195.91</b>
<b>Total Salaries YTD</b>		<b>\$399,028.76</b>	<b>\$89,876.34</b>
<b>Vouchers</b>	January	\$31,042.82	\$37,102.55
	<b>February</b>	<b>\$25,676.82</b>	<b>\$27,281.15</b>
	March	\$25,927.10	
	April	\$23,260.02	
	May	\$22,484.02	
	June	\$17,282.84	
	July	\$19,420.69	
	August	\$17,167.92	
	September	\$23,769.36	
	October	\$22,346.83	
	November	\$20,634.07	
	December	\$22,871.42	
	<b>Total Vouchers MTD (through February)</b>		<b>\$56,719.64</b>
<b>Total Vouchers YTD</b>		<b>\$271,883.91</b>	<b>\$64,383.70</b>
<b>TOTAL EXPENDITURES MTD (through February)</b>		<b>\$128,915.55</b>	<b>\$154,260.04</b>
<b>TOTAL EXPENDITURES YTD</b>		<b>\$670,912.67</b>	<b>\$154,260.04</b>
<b>Revenue Balance</b>		<b>\$36,039.18</b>	<b>-\$6,558.65</b>

**MONTHLY CASH FLOW (estimate)**

Salaries	\$44,973.88	REIMB (SAL)	\$32,587.55	ADMIN	\$12,386.33
Vouchers	\$27,281.15	REIMBURSED	\$17,600.47	ADMIN	\$9,680.68

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2015  
Yakima Valley Conference of Governments  
PRELIMINARY REVENUE Budget

17%

Codes	Sub-Departments Grants/Contracts	February	YTD Actual Revenue	2015 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
615 308 000 01	<b>Beginning Fund Bal-Designated **</b>			195,000.00 **	195,000.00	
	<b>Administration</b>					
615 100 368.5	Admin-Gen'l Assessment	2,428.00	61,329.00	111,960.00	50,631.00	55%
615 100 369.9	Admin-Misc Revenue (copies, posters)			500.00	500.00	0%
615 100 345.8	Admin-Assoc Membership Fees	50.00	50.00	300.00	250.00	17%
	<b>Total Administration</b>	<b>2,478.00</b>	<b>61,379.00</b>	<b>112,760.00</b>	<b>51,381.00</b>	<b>54%</b>
615 100 337.X	Intergov-Local Match WSDOT	2,464.00	40,741.00	41,642.00	901.00	98%
615 100 368.5	Intergov -Local Transit	-	3,000.00	3,000.00	0.00	100%
	<b>Total Intergov-Local</b>	<b>2,464.00</b>	<b>43,741.00</b>	<b>44,642.00</b>	<b>901.00</b>	<b>98%</b>
615 210 333	<b>STP - Fed Hwy Admin WSDOT</b>	-		50,000.00	50,000.00	0%
	<b>MPO/RTPO</b>					
615 340 333	FHWA-DOT-Metro Plan (PL)	-	23,317.89	350,000.00	326,682.11	7%
615 340 333	FTA-DOT-Metro Plan Grant	-		42,658.00	42,658.00	0%
615 340 334	RTPO-WSDOT	-	8,985.70	97,191.00	88,205.30	9%
	<b>Total MPO/RTPO</b>	-	<b>32,303.59</b>	<b>489,849.00</b>	<b>457,545.41</b>	<b>7%</b>
615 215 333	<b>ACE - DOH</b>	-	623.13	10,000.00	9,376.87	6%
615 440 334	<b>CTR - Plans &amp; Progr WSDOT</b>	2,851.47	2,851.47	75,000.00	72,148.53	4%
615 445 333	<b>CMAQ Grant</b>	-	5,455.72	103,750.00	98,294.28	5%
615 100 337.1	<b>Intergov-Scholarship</b>			1,500.00	1,500.00	0%
615 5XX 345.8	<b>Intergov Serv-Exec Boards (TA Contr)</b>			83,000.00		
	Member TA's 2014	459.54	1,141.82			
	Grandview TA 2015					
	Granger TA 2015					
	Harrah PSA 2014					
	Mabton TA 2015					
	Moxee TA 2015	-	-			
	Selah TA 2015	-	-			
	Tieton TA 2015					
	Toppenish TA 2015					
	Union Gap TA 2015					
	Wapato TA 2015					
	YC HOME Cons PSA 14-15					
	Yakima Health Dist PSA 2015	205.66	205.66			
		-	-			
	<b>Total TA Contracts</b>	<b>665.20</b>	<b>1,347.48</b>	<b>83,000.00</b>	<b>81,652.52</b>	<b>2%</b>
	<b>Total Revenue</b>	<b>8,458.67</b>	<b>147,701.39</b>	<b>970,501.00</b>	<b>\$ 822,799.61</b>	<b>15%</b>

\* Denotes budget amendment

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2015  
Yakima Valley Conference of Governments  
**PRELIMINARY EXPENDITURE Budget**

17%

GL Code & Description	February	YTD Actual	2015 Budget	Annual \$ Variance	YTD % Variance
<b>Salaries</b>					
615 1001 Salaries and Wages	\$ 44,593.13	\$ 89,264.40	\$ 580,000.00	15%	\$ 490,735.60
615 1002 Salaries-Overtime	\$ 380.75	\$ 611.94	\$ 6,000.00	10%	\$ 5,388.06
615 1003 Salaries-Extra Help	\$ -	\$ -	\$ -	0%	\$ -
<b>Salaries</b>	\$ 44,973.88	\$ 89,876.34	\$ 586,000.00	15%	\$ 496,123.66
<b>Personnel Benefits</b>					
615 2002 Benefits-Direct	\$ 13,996.00	\$ 27,948.27	\$ 195,000.00	14%	\$ 167,051.73
615 2004 Benefits-Bank Accruals	\$ 92.09	\$ 4.75	\$ -		
<b>Personnel Benefits</b>	\$ 14,088.09	\$ 27,953.02	\$ 195,000.00	14%	\$ 167,046.98
<b>Supplies</b>					
615 3101 Office & Operating Supplies	\$ 1,221.96	\$ 1,291.21	\$ 11,500.00	11%	\$ 10,208.79
615 3501 Small Tools and Minor Equip	\$ -	\$ -	\$ 2,500.00	0%	\$ 2,500.00
615 3502 Computer Software	\$ -	\$ -	\$ 2,000.00	0%	\$ 2,000.00
615 3590 Small & Attractive Items	\$ -	\$ -	\$ -	0%	\$ -
<b>Supplies</b>	\$ 1,221.96	\$ 1,291.21	\$ 16,000.00	8%	\$ 14,708.79
<b>Other Services-Charges</b>					
615 4101 Professional Services	\$ 289.92	\$ 3,073.67	\$ 34,559.00	9%	\$ 31,485.33
615 4125 Prof Serv-Indirect Costs	\$ 405.58	\$ 811.16	\$ 4,867.00	17%	\$ 4,055.84
615 4191 Prof Serv-Purch Services	\$ 232.50	\$ 465.00	\$ 2,790.00	17%	\$ 2,325.00
615 4192 Prof Serv-Tech Services	\$ 25.00	\$ 50.00	\$ 300.00		
615 4201 Communications-Telephone	\$ 776.42	\$ 1,544.22	\$ 9,550.00	16%	\$ 8,005.78
615 4202 Communication-Postage	\$ 33.45	\$ 171.28	\$ 1,000.00	17%	\$ 828.72
615 4301 Travel	\$ 1,469.28	\$ 2,734.55	\$ 32,000.00	9%	\$ 29,265.45
615 4401 Advertising	\$ 741.65	\$ 1,041.82	\$ 4,500.00	23%	\$ 3,458.18
615 4501 Operating Rentals and Leases	\$ 4,791.25	\$ 12,968.97	\$ 59,000.00	22%	\$ 46,031.03
615 4601 Insurance	\$ -	\$ 5,608.00	\$ 6,100.00	92%	\$ 492.00
615 4701 Utility Services	\$ 10.91	\$ 21.46	\$ 135.00	16%	\$ 113.54
615 4801 Repair and Maintenance	\$ 189.83	\$ 189.83	\$ 2,500.00	8%	\$ 2,310.17
615 4901 Misc. (registrations, dues, subscriptions)	\$ 3,005.31	\$ 6,459.51	\$ 16,000.00	40%	\$ 9,540.49
<b>Other Services - Charges</b>	\$ 11,971.10	\$ 35,139.47	\$ 173,301.00	20%	\$ 138,161.53
<b>Capital Outlay</b>					
615 6401 Capital Expenditure	\$ -	\$ -	\$ -		\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -		\$ -
<b>Debt Services-Interest</b>					
615 8101 Interest	\$ -	\$ -	\$ 200.00		\$ 200.00
<b>Debt Service - Interest</b>	\$ -	\$ -	\$ 200.00		\$ 200.00
<b>Total Expenditure</b>	<b>\$ 72,255.03</b>	<b>\$ 154,260.04</b>	<b>\$ 970,501.00</b>	<b>16%</b>	<b>\$ 816,240.96</b>

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2014 - '15 Cash Flow Statement  
Yakima Valley Conference of Governments  
FINAL

February 2015

For the Mo Ended:

	February	March	April	May	June	July	August	September	October	November	December	January	February
<b>Beginning cash</b>	\$301,720.02	\$255,888.55	\$290,056.40	\$299,626.38	\$293,255.02	\$296,589.12	\$309,688.25	\$277,086.10	\$280,070.83	\$276,719.31	\$273,576.17	\$318,981.24	\$325,411.46
<b>Fed Hwy Admin-WSDOT STP</b>							3,900.87						
FHWA DOT-Metro Plan Grant		60,169.49			25,376.69	22,826.92		33,188.28		17,645.31	27,398.05	23,317.89	
FTA-DOT-Metro Plan Grant			35,729.60	6,922.29									
DOT-RTPO & RTPO Long Range		7,728.90	4,589.55	30,105.20	3,259.69			12,767.55	23,269.32	8,742.52		8,985.70	
CMAQ Plans & Programs		24,105.06	7,830.42	7,879.17	7,352.39	6,622.98	6,545.31	6,912.11		17,851.72	6,386.57	5,455.72	
DOT - CTR	2,731.88		6,252.27		6,377.18	3,033.64			10,732.91	4,153.48	1,996.75		2,851.47
Active Communities Grant			403.03	1,963.94	1,398.95			930.07	346.20		1,042.50	623.13	
Intergov Serv-Exec Boards (TA Co	1,975.90	4,234.01	4,645.35	6,344.86	5,912.31	3,656.95	3,515.12	2,857.79	5,108.48	4,311.53	14,876.06	682.28	665.20
Intergov-County/City Share-gen at	6,480.00		9,262.00			15,101.00			9,262.00			58,901.00	2,428.00
Intergov-Local Match WSDOT	5,034.00					11,143.00						38,277.00	2,464.00
Intergov -Local FTA (Yakima Transit)												3,000.00	
Intergov -Scholarship									16.64	7.90	35.00		
Misc Revenue-copies, posters			5.44										
Associate Membership Fees	50.00		100.00	50.00	450.00	50.00	50.00						50.00
Expense Revenue Netted Back		525.00											
<b>Total Receipts</b>	\$16,271.78	\$96,762.46	\$68,817.66	\$53,265.46	\$50,127.21	\$62,434.49	\$14,011.30	\$56,655.80	\$48,735.55	\$52,712.46	\$51,734.93	\$139,242.72	\$89,458.67
<b>Available Cash</b>	\$317,991.80	\$352,651.01	\$358,874.06	\$352,891.84	\$343,382.23	\$359,023.61	\$323,699.55	\$333,741.90	\$328,806.38	\$329,431.77	\$325,311.10	\$458,223.96	\$333,870.13
<b>Use of Funds</b>													
Salaries	36,024.11	36,142.51	36,274.46	36,866.00	29,060.27	29,949.67	29,760.34	29,586.90	29,740.24	35,221.53	0.00	81,074.26	44,973.88
Personnel Benefits	12,069.75	12,102.47	12,067.98	11,172.42	10,131.98	9,636.62	9,222.71	9,352.47	9,300.73	10,986.22	0.00	24,277.94	14,088.09
Supplies	226.71	92.05	326.19	1,339.02	135.71	407.12	326.61	5,320.40	3,692.28	955.20	868.82	69.25	1,221.96
Other Services	13,782.68	14,257.58	10,579.05	10,259.38	7,465.15	9,341.95	7,303.79	9,411.30	9,355.82	9,292.65	5,461.04	27,391.05	11,971.10
Capital Outlay													
Debt Service - Interest													
<b>Total Cash Out</b>	62,103.25	62,594.61	59,247.68	59,636.82	46,793.11	49,335.36	46,613.45	53,671.07	52,087.07	55,855.60	6,329.86	132,812.50	72,255.03
<b>Net Cash Flow</b>	\$255,888.55	\$290,056.40	\$299,626.38	\$293,255.02	\$296,589.12	\$309,688.25	\$277,086.10	\$280,070.83	\$276,719.31	\$273,576.17	\$318,981.24	\$325,411.46	\$261,615.10

Ex Comm

- HOME: completed updates to Consolidated Plan; completing environmental review for rehab project
  - Grandview: starting comprehensive plan updates
  - Funders' Forum was last Friday and was well received; will send evaluation; may plan again for next year and possibly annually
  - County – keeping up on progress of urban growth area updates and providing comment/communications where needed
  - Developing GMA workshop to be held in May
  - Harrah: Ongoing GMA updates – Draft development regulations have been delivered. Going to Harrah on 3/23 to complete traffic counts.
  - Granger: Processing SEPA Environmental Review applications
  - Wapato: Provided an estimate to complete an update to their Parks and Recreation Comprehensive Plan
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