



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, July 20, 2015
1:30 p.m.

The 300 Building
311 North 4th St, Ste 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
Micah Cawley, Mayor, City of Yakima
Dan Olson, Council Member, City of Union Gap – Area 1 Representative
Loren Belton, Mayor, City of Toppenish – Area 2 Representative
Mario Martinez, Mayor, City of Mabton – Area 3 Representative

- ❖ **CALL TO ORDER** – The July 20, 2015 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – June 15, 2015 *pgs. 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. Correspondence

Larry Mattson, Executive Director

- Terrace Heights 2015 Small System Consolidation Grant Award Letter
Action: Information.

2. Contracts

Larry Mattson, Executive Director

- Yakima County Home Consortium PSA 15-16 (July 1, 2015 – June 30, 2016)
Action: Approve and authorize chair to sign.
- Yakima Health District – Amendment #2 (increasing contract amount by \$6,979.00)
Action: Information.

3. Program Updates

Shawn Conrad, Senior Planner, and Joseph Calhoun, Planner

Action: Information.

4. Homeless Assistance Program

Tim Sullivan, Manager

- Comments on Homeless Assistance Program transition from members of the Homeless Network's Executive Board (if in attendance)
Action: Information and discussion
- Department of Commerce proposed CHG (Consolidated Housing Grant) program policy changes and the 20-day public comment period.
Action: Information.
- Review draft by-laws/operating procedures sent to you July 13th. (Table copies available)
Action: Discussion and approval.

5. 2015 Adjusted Cost Allocation Plan & Certification effective July 1, 2015 *pgs. 6-14*

Chris Wickenhagen, Deputy Director

Action: Discussion and approval to authorize Chair to sign Certification Statement.

6. Approval Of Vouchers

Action: Review, approval and authorization of signatures.

7. Monthly Budget Report *pgs. 15-18*

Chris Wickenhagen, Deputy Director

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

8. 2016 YVCOG Budget Process

Chris Wickenhagen, Deputy Director

- Appoint 2016 Budget Subcommittee
- Adopt 2016 Budget Schedule *pgs. 19-20*

Action: Discussion and approval.

9. September 16, 2015 General Membership Meeting

Larry Mattson, Executive Director

Location: Union Gap (Ahtanum Park Youth Barn)

Program and Business Items:

- Madelyn Carlson, People for People CEO; update on 211
- 2015 Legislative session summary with state legislators

Action: Discussion.

❖ **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
June 15, 2015

- CALL TO ORDER Mr. Hodkinson, Vice Chairman, called the June 15, 2015 meeting of the YVCOG Executive Committee to order at 2:04 p.m.
- ROLL CALL & INTRODUCTIONS Members present: John Hodkinson, Mike Leita, Mario Martinez, Dan Olson, and Jim Restucci (via telephone)
Members Absent: *Micah Cawley and *Loren Belton
YVCOG staff present: Larry Mattson, Chris Wickenhagen, Joseph Calhoun, and Tami Hayward
Others present: Tim Sullivan
A quorum was present.
**Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES Mr. Restucci moved to approve the minutes* of the May 18th, 2015 meeting. Mr. Olson 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 Telecommute Policy - Mr. Mattson provided a 90-day after-action review of the new telecommute policy. WCIA's contract attorneys have reviewed the policy and made some very minor changes to the policy. It has been working out great.
- NEW BUSINESS
- Correspondence* Mr. Mattson will be meeting with Don Gatchalian and Joe Stump (Yakima County) tomorrow morning to look at the Terrace Heights water system and discuss the possibility of YVCOG assisting with a water consolidations feasibility study, and what the scope of work might look like for Group A water systems within the Terrace Heights service system. Department of Health planning grants are available.
- Received kudos from DOT's planning office for the ACE's (Active Community Environments) Complete Streets program. Holding up our process as a model.
- Reminder to sign up for Patrick Ibarra event: Yakima Valley Museum on July 15th, 8:30 to noon. Sent an email out to the Clerks a couple of weeks ago.
- Program Updates* Mr. Calhoun reported:
GMA updates – contracts with quite a few cities and towns to assist them with their GMA updates. First one to be complete will be the Town of Harrah – this will get them in compliance for the previous 2006 deadline. Compiling final draft documents.
Have had several inquiries that we are following up on: Zillah – transportation and capital facilities elements; Grandview – administration and utilities elements have been presented to their planning commission, their physical character element will

be presented towards the end of the month; Selah – having an update kick off meeting at the end of the month.
Submitted comments to Yakima County on the draft GMA Implementation ILA. Will be holding joint meetings with Yakima County long-range planning staff on the second Tuesday of each month re UGA update process and how it will tie in with GMA updates. The next meeting will be July 14th at the Zillah Civic Center. Good turnout at the first meeting – representation from a good cross-section of the County. Due June 2017.

Board reviewed all comments received concerning county-wide planning ILA. YVCOG comments were seen as very beneficial, as well as those from various cities. Good insights. Need to build relations with City of Yakima – they were nonresponsive.

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 JUN-15-001 through JUN-15-006 in the total amount of \$62,825.00, and claim vouchers numbered JUN-15-007 through JUN-15-031 in the total amount of \$21,423.63. Mr. Olson moved to approve the June Vouchers;* Mr. Leita seconded this motion. The motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the Preliminary May 2015 Monthly Budget Report showing a revenue balance of \$51,292.40. Mr. Martinez moved to approve the Preliminary May 2015 Monthly Budget Report, seconded by Mr. Leita. The motion carried.

New YVCOG Org Chart – Effective July 1, 2015

Mr. Mattson presented the new YVCOG Organization Chart, which will become effective July 1, 2015, to the Executive Committee for approval.

Mr. Leita moved to approve the YVCOG Org Chart, as presented. Mr. Martinez seconded this motion. The motion carried.

Naches Professional Service Agreement (GMA Updates)

Mr. Mattson requested approval and authorization for the Chair to sign the Naches Professional Services Agreement for assistance with the Town of Naches' Growth Management Act Updates, in the amount of \$17,472.00.

Mr. Olson moved to approve and authorize the Chair to sign the Naches Professional Services Agreement for assistance with GMA updates. Mr. Leita seconded. The motion carried.

Yakima County Professional Services Agreement (Management of Homeless Program)

Mr. Mattson presented the Yakima County Professional Services Agreement to manage the Homeless Program to the Executive Committee for approval and authorization of the Chair to sign.

Mr. Leita moved to approve the Yakima County Professional Services Agreement to Manage Homeless Program, and authorize Chair to sign. Mr. Martinez seconded the motion. The motion carried.

*Yakima Valley Homeless
Program Steering Committee*

Mr. Mattson introduced a list of nominees proposed to serve on the Homeless Program Steering Committee. After much discussion, the matter was tabled. Draft bylaws and operating procedures will be prepared before the July Executive Committee meeting, and emailed to the Executive Committee for review.

*September 16, 2015 General
Membership Meeting*

The September 16th meeting will be held at the Ahtanum Park Youth Barn. Proposed program is a Legislative session summary with state legislative district.

Executive Session

Mr. Hodkinson read the following statement for an Executive Session:

“The Yakima Valley Conference of Governments shall convene an Executive Session, pursuant to RCW 42.30.110(1)(g), for the purpose of reviewing the performance of the Executive Director, Larry Mattson, during his first 6 months in said position. This session will begin at 3:10 p.m., and will be concluded at 3:25 p.m.”

YVCOG Regular Executive Committee meeting was called to order at 3:25 p.m.

OTHER BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:26 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Tamara Hayward, Executive Committee Secretary



2015 Adjusted Cost Allocation Plan

Yakima Valley Conference of Governments
311 N 4th Street, Ste 204
Yakima WA 98901
509-574-1550

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
INDIRECT COST RATE PROPOSAL

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated July 20, 2015, to establish billing or final indirect cost rates for the fiscal year ended December 31, 2015, are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.
- (3) Any previous understandings with the National Business Center, Indirect Cost Services have been incorporated into this indirect cost rate proposal.

I declare under penalty of perjury that the foregoing is true and correct.

Signature

James A Restucci

Name

Chairman

Title

Yakima Valley Conference of Governments

Name of State/Local Government

Name of Dept./Agency (for indirect cost proposal only)

July 20, 2015

Date

INTRODUCTION

The Yakima Valley Conference of Governments (YVCOG) activity and staffing levels for 2015 have increased July 1, 2015. The amended 2015 budget reflects current staffing and compensation levels. The previous January 1, 2015 – June 30, 2015 indirect cost rate was increased to adjust for under-recovered indirect costs during 2014. The proposed adjusted 2015 indirect cost rate has decreased as a result of an additional program sharing with the indirect costs.

The July 1, 2015 rates proposed by this plan are:

Indirect Cost Rate 68.60%

Fringe Benefit Rate 40.63%

ALLOCATION METHOD

The Yakima Valley Conference of Governments uses the fixed rate with carry forward method to allocate indirect costs and fringe benefits. During the budgeting process rates are established by estimating indirect costs as a percentage of direct labor costs and the fringe benefits as a percentage of direct, excluded and indirect labor costs. The rates are used to allocate indirect and fringe benefits costs each month regardless of actual costs incurred. After the close of each calendar year, the indirect and fringe costs recovered are compared to the actual costs to determine the amount to carry forward as an adjustment to the following year's rates.

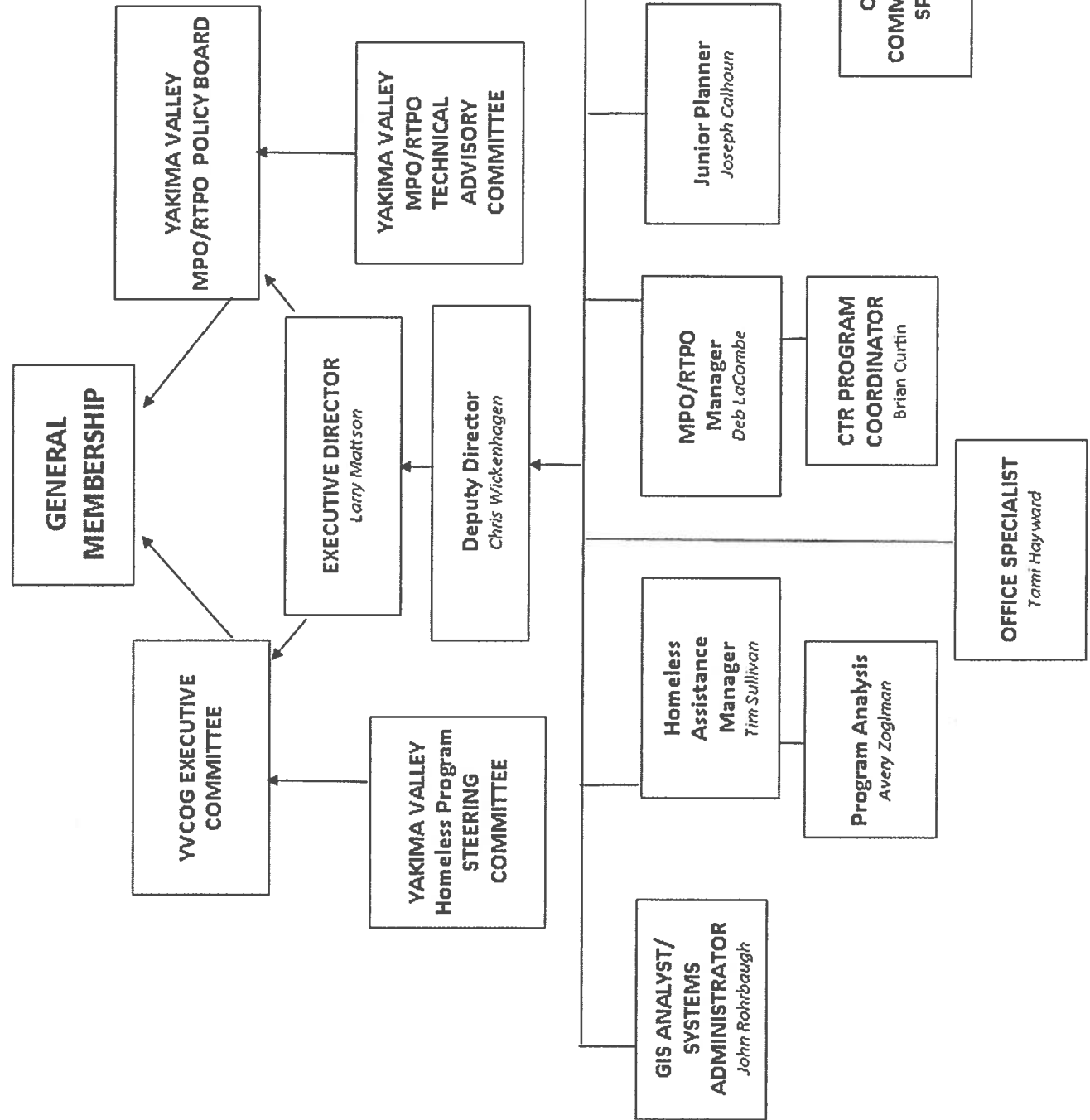
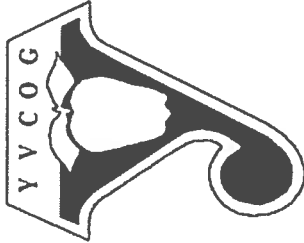


Table 1: 2014 Income and Expenses

Yakima Valley Conference of Governments Actual 2014 Income & Expenditures		
INCOME		
Member Dues	\$	154,775
State Transportation		139,561
Federal Transportation		353,309
Local Technical Assistance		59,237
Non-Governmental & Misc		71
TOTAL INCOME	\$	706,953
EXPENSES		
Advertising	\$	2,193
Conference & Training		6,239
Computer & Software		-
Dues & Subscriptions		5,700
Equipment Purchase		5,926
Equipment Lease		8,125
Fees		-
Finance Charges & Interest		-
Insurance		5,878
Meeting Expenses		836
Pass-Through Funding		-
Payroll Salaries & Wages		399,029
Payroll Taxes & Benefits		130,394
Phones		9,179
Postage		659
Printing		859
Professional Services		29,230
Rent		39,825
Repair & Maintenance		1,712
Supplies		8,154
Travel		16,842
Other		134
TOTAL EXPENSES	\$	670,914

Table 2: 2014 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	\$ 22,631	\$ 16,394	\$ 39,025
Finance Manager	18,561	\$ 13,446	32,007
Staff	28,183	\$ 20,416	48,599
Totals	\$ 69,375	\$ 50,256	\$ 119,631

Table 3: Reconciliation of 2014 Indirect Cost Recovery

2014 Actual Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$354,010	\$69,375	\$ -	\$284,635
Benefits (including paid leave)	175,413	50,256	-	125,157
Advertising	2,193	180	-	2,013
Conference & Training	6,239	2,979	-	3,260
Computer & Software	-	-	-	-
Dues & Subscriptions	5,700	1,135	-	4,565
Equipment Purchase	5,926	5,322	-	604
Equipment Lease	8,125	4,314	-	3,811
Fees	-	-	-	-
Finance Charges & Interest	-	-	-	-
Insurance	5,878	5,878	-	-
Meeting Expenses	836	251	-	585
Pass-Through Funding	-	-	-	-
Phones	9,179	1,377	-	7,802
Postage	659	121	-	538
Printing	859	286	-	573
Professional Services	29,230	12,820	-	16,410
Rent	39,825	33,851	-	5,974
Repair & Maintenance	1,712	916	-	796
Supplies	8,154	1,277	-	6,877
Travel	16,842	5,207	-	11,635
Other	134	134	-	-
Totals	\$670,914	\$195,678	\$0	\$456,723
		\$195,678	Actual year 2014 indirect costs	
		<u>20,987</u>	+/- 2013 indirect cost carry-forward	
		\$ 216,665	Indirect eligible for recovery in 2013	
		<u>185,013</u>	Indirect cost recovered in 2014 (\$ 291,789*65%)	
		<u>\$ 31,652</u>	Under/(over) recovery in 2014 (carried forward into 2015 rate)	

Table 4: Estimated 2015 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	\$ 26,873	\$ 10,918	\$ 37,791
Finance Manager	36,834	\$ 14,966	51,800
Staff	35,213	\$ 14,307	49,520
Totals	\$ 98,920	\$ 40,191	\$ 139,111

Table 5: 2015 Estimated Indirect, Excluded & Direct Costs

2015 Proposed Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$564,631	\$98,920	\$ -	\$465,711
Benefits (including paid leave)	247,646	40,191	-	207,455
Advertising	6,000	480	-	5,520
Conference & Training	30,000	10,500	-	19,500
Computer & Software	3,000	750	-	2,250
Dues & Subscriptions	11,000	3,850	-	7,150
Equipment & Furniture	7,500	6,000	-	-
Equipment Lease	39,860	31,888	-	7,972
Fees	200	200	-	-
Finance Charges & Interest	-	-	-	-
Insurance	6,100	6,100	-	-
Meeting Expenses	5,000	800	-	4,200
Pass-Through Funding	-	-	-	-
Phones	9,550	1,433	-	8,117
Postage	2,000	360	-	1,640
Printing	2,400	792	-	1,608
Professional Services	89,316	22,329	-	66,987
Rent	46,140	36,912	-	9,228
Repair & Maintenance	2,500	1,350	-	1,150
Supplies	31,400	5,024	-	26,376
Travel	60,000	19,800	-	40,200
Other	135	135	-	-
Totals	\$1,164,378	\$287,814	\$0	\$ 875,064

Table 6: 2015 INDIRECT COST RATE CALCULATION

CY 2015 Budgeted Indirect Cost	\$ 287,814	
CY 2014 Indirect carry-forward	<u>31,652</u>	
	\$ 319,466	
CY 2015 Budgeted Direct Salaries	\$ 465,711	
Total Indirect Cost	319,466	
	-----	= 68.60%
Total Direct Salaries	465,711	

Table 7: RECONCILIATION OF 2014 FRINGE BENEFIT RECOVERY

2014 Actual Benefit Expenses	Total	
Holiday Leave	\$ 15,712	
PTO Leave	29,306	
Other Paid Leave	-	
Medical/Dental/Vision/Life/EAP	73,500	
Retirement	48,786	
Social Security	40,611	
Unemployment Insurance	1,415	
Workers Compensation	864	
Other Allowance	1,674	
Totals	\$ 211,868	Actual 2014 Fringe Benefit costs incurred
	-	+/- 2013 fringe benefit carry-forward
	\$ 211,868	Fringe benefits eligible for recovery in 2014
	<u>230,107</u>	Fringe benefits recovered in 2014 (\$255,210 x 65%)
	\$ (18,238)	Under/(over) recovered for 2014 (carried forward into 2015 rate)

Table 8: ESTIMATED 2015 FRINGE BENEFIT COSTS

Benefit	Budget Amount
Total Paid Leave	\$47,053
Medical/Dental/Vision/Life/EAP	81,000
Retirement	68,386
Social Security	46,794
Unemployment Insurance	1,593
Workers Compensation	960
Other Allowance	1,860
Total Estimated Fringe Benefits	\$247,646

Table 9: 2015 FRINGE BENEFIT RATE CALCULATION

CY 2015 Budgeted Fringe Benefits	\$ 247,646	
CY 2014 Fringe Benefit carry-forward	(18,238)	
CY 2015 Recoverable Fringe Benefits estimate	\$ 229,408	
CY 2015 Budgeted Direct Salaries	\$ 465,711	
CY 2015 Budgeted Indirect Salaries	98,920	
CY 2015 Budgeted Excluded Salaries	-	
Total Salaries & Wages (excluding paid leave)	\$ 564,631	
	Total Fringe Benefits	229,408
		----- = 40.63%
	Total Salaries (excluding paid leave)	564,631

**YVCOG Executive Committee Meeting July 20, 2015
PRELIMINARY BUDGET REPORT
Jun-15**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2014	2015
January		136,397.75	139,242.72
February		16,271.78	8,458.67
March		96,237.46	122,787.20
April		68,817.66	88,696.32
May		53,265.46	73,382.91
June		49,677.21	27,377.24
July		62,434.49	
August		14,011.30	
September		56,655.80	
October		48,735.55	
November		52,712.46	
December		51,734.93	
Total Revenue MTD (through June)		\$420,667.32	\$459,945.06
Total Revenue YTD		\$706,951.85	\$459,945.06
EXPENDITURES:			
Salaries	January	\$36,171.80	\$44,902.46
	February	\$36,024.11	\$44,973.88
	March	\$36,142.51	\$45,466.69
	April	\$36,274.46	\$45,405.04
	May	\$36,866.00	\$45,262.88
	June	\$29,060.27	\$45,405.04
	July	\$29,949.67	
	August	\$29,725.34	
	September	\$29,586.90	
	October	\$29,740.24	
	November	\$35,221.53	
	December	\$34,265.93	
Total Salaries MTD (through June)		\$210,539.15	\$271,415.99
Total Salaries YTD		\$399,028.76	\$271,415.99
Vouchers	January	\$31,042.82	\$37,102.55
	February	\$25,676.82	\$27,281.15
	March	\$25,927.10	\$28,564.67
	April	\$23,260.02	\$25,014.46
	May	\$22,484.02	\$37,301.64
	June	\$17,282.84	\$33,450.80
	July	\$19,420.69	
	August	\$17,167.92	
	September	\$23,769.36	
	October	\$22,346.83	
	November	\$20,634.07	
	December	\$22,871.42	
Total Vouchers MTD (through June)		\$145,673.62	\$188,715.27
Total Vouchers YTD		\$271,883.91	\$188,715.27
TOTAL EXPENDITURES MTD (through June)		\$356,212.77	\$460,131.26
TOTAL EXPENDITURES YTD		\$670,912.67	\$460,131.26
Revenue Balance		\$36,039.18	-\$186.20

MONTHLY CASH FLOW (estimate)

Salaries	\$45,405.04	REIMB (SAL)	\$0.00	ADMIN	\$45,405.04
Vouchers	\$33,450.80	REIMBURSED	\$33,450.80	ADMIN	\$0.00

2015
Yakima Valley Conference of Governments
PRELIMINARY REVENUE Budget

50%

Grants	Sub-Departments Grants/Contracts	June	YTD Actual Revenue	2015 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
615 308 000 01	Beginning Fund Bal-Designated **			195,000.00 **	195,000.00	
	Administration					
615 100 368.5	Admin-Gen'l Assessment	-	71,800.50	111,960.00	40,159.50	64%
615 100 369.9	Admin-Misc Revenue (copies, posters)	-	18.38	500.00	481.62	4%
615 100 345.8	Admin-Assoc Membership Fees	50.00	200.00	300.00	100.00	67%
	Total Administration	50.00	72,018.88	112,760.00	40,741.12	64%
615 100 337.X	Intergov-Local Match WSDOT	-	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%
	Total Intergov-Local	-	43,741.00	44,642.00	901.00	98%
615 210 333	STP - Fed Hwy Admin WSDOT	-		50,000.00	50,000.00	0%
	MPO/RTPO					
615 340 333	FHWA-DOT-Metro Plan (PL)	-	135,748.14	350,000.00	214,251.86	39%
615 340 333	FTA-DOT-Metro Plan Grant	-	42,644.98	42,658.00	13.02	100%
615 340 334	RTPO-WSDOT	-	61,401.57	111,191.00 *	49,789.43	55%
	Total MPO/RTPO	-	239,794.69	503,849.00	264,054.31	48%
615 215 333	ACE - DOH	-	2,193.12	10,000.00	7,806.88	22%
615 440 334	CTR - Plans & Progr WSDOT	12,596.91	66,298.41	75,000.00	8,701.59	88%
615 445 333	CMAQ Grant	3,824.62	9,280.34	103,750.00	94,469.66	9%
615 345.8	Homeless Assistance & Prevention	-	-	295,400.00 *	295,400.00	0%
615 100 337.1	Intergov-Scholarship			1,500.00	1,500.00	0%
615 5XX 345.8	Intergov Serv-Exec Boards (TA Contr)			83,000.00		
	Member TA's 2014	-	1,141.82			
	Grandview GMA PSA 2015	4,209.73	4,391.26			
	Grandview TA 2015	1,050.50	1,221.19			
	Granger TA 2015	448.72	2,997.47			
	Harrah PSA 2014	1,150.05	2,166.91			
	Mabton TA 2015	-				
	Moxee TA 2015	-				
	Selah TA 2015	-				
	Tieton TA 2015	-	1,012.34			
	Toppenish TA 2015	-				
	Union Gap TA 2015	-				
	Wapato TA 2015	-	794.97			
	YC HOME Cons PSA 14-15	536.81	4,305.21			
	Yakima Health Dist PSA 2015	3,509.90	8,587.45			
	Total TA Contracts	10,905.71	26,618.62	83,000.00	56,381.38	32%
	Junk & Scrap			5,000.00 *	5,000.00	0%
	Total Revenue	27,377.24	459,945.06	1,284,901.00	\$ 824,955.94	36%

* Denotes budget amendment #1

16

2015
Yakima Valley Conference of Governments
PRELIMINARY EXPENDITURE Budget

50%

GL Code & Description	June	YTD Actual	2015 Budget		Annual \$ Variance	YTD % Variance
Salaries						
615 1001 Salaries and Wages	\$ 45,405.04	\$ 270,719.59	\$ 690,000.00	*	39%	\$ 419,280.41
615 1002 Salaries-Overtime	\$ -	\$ 696.40	\$ 7,200.00	*	10%	\$ 6,503.60
615 1003 Salaries-Extra Help	\$ -	\$ -	\$ -		0%	\$ -
Salaries	\$ 45,405.04	\$ 271,415.99	\$ 697,200.00		39%	\$ 425,784.01
Personnel Benefits						
615 2002 Benefits-Direct	\$ 14,125.08	\$ 84,550.24	\$ 238,000.00	*	36%	\$ 153,449.76
615 2004 Benefits-Bank Accruals	\$ -	\$ (63.34)	\$ -			
Personnel Benefits	\$ 14,125.08	\$ 84,486.90	\$ 238,000.00		35%	\$ 153,513.10
Supplies						
615 3101 Office & Operating Supplies	\$ 1,116.88	\$ 4,148.16	\$ 36,400.00	*	11%	\$ 32,251.84
615 3501 Small Tools and Minor Equip	\$ -	\$ 2,486.11	\$ 7,500.00	*	33%	\$ 5,013.89
615 3502 Computer Software	\$ -	\$ -	\$ 3,000.00	*	0%	\$ 3,000.00
615 3590 Small & Attractive Items	\$ -	\$ -	\$ -		0%	\$ -
Supplies	\$ 1,116.88	\$ 6,634.27	\$ 46,900.00		14%	\$ 40,265.73
Other Services-Charges						
615 4101 Professional Services	\$ 7,014.89	\$ 24,556.71	\$ 74,199.00	*	33%	\$ 49,642.29
615 4125 Prof Serv-Indirect Costs	\$ 405.58	\$ 2,433.48	\$ 4,867.00		50%	\$ 2,433.52
615 4191 Prof Serv-Purch Services	\$ 232.50	\$ 1,335.00	\$ 2,250.00	*	59%	\$ 915.00
615 4192 Prof Serv-Tech Services	\$ 25.00	\$ 150.00	\$ 8,000.00	*	2%	\$ 7,850.00
615 4201 Communications-Telephone	\$ 636.27	\$ 4,548.46	\$ 9,550.00		48%	\$ 5,001.54
615 4202 Communication-Postage	\$ 66.11	\$ 295.96	\$ 2,000.00	*	15%	\$ 1,704.04
615 4301 Travel	\$ 2,501.78	\$ 10,125.58	\$ 60,000.00	*	17%	\$ 49,874.42
615 4401 Advertising	\$ -	\$ 3,381.93	\$ 6,000.00	*	56%	\$ 2,618.07
615 4501 Operating Rentals and Leases	\$ 6,009.77	\$ 32,948.97	\$ 86,000.00	*	38%	\$ 53,051.03
615 4601 Insurance	\$ -	\$ 5,608.00	\$ 6,100.00		92%	\$ 492.00
615 4701 Utility Services	\$ 10.91	\$ 65.10	\$ 135.00		48%	\$ 69.90
615 4801 Repair and Maintenance	\$ 776.03	\$ 1,261.42	\$ 2,500.00		50%	\$ 1,238.58
615 4901 Misc. (registrations, dues, subscriptions)	\$ 530.00	\$ 10,883.49	\$ 41,000.00	*	27%	\$ 30,116.51
Other Services - Charges	\$ 18,208.84	\$ 97,594.10	\$ 302,601.00		32%	\$ 205,006.90
Capital Outlay						
615 6401 Capital Expenditure	\$ -	\$ -	\$ -			\$ -
Capital Outlay	\$ -	\$ -	\$ -			\$ -
Debt Services-Interest						
615 8101 Interest	\$ -	\$ -	\$ 200.00			\$ 200.00
Debt Service - Interest	\$ -	\$ -	\$ 200.00			\$ 200.00
Total Expenditure	\$ 78,855.84	\$ 460,131.26	\$ 1,284,901.00		36%	\$ 824,769.74

2014-15 Cash Flow Statement
Yakima Valley Conference of Governments
PRELIMINARY

June 2015

For the Mo Ended:

	June	July	August	September	October	November	December	January	February	March	April	May	May
Beginning cash	\$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	\$310,370.94	\$328,647.76	\$319,466.15
Fed Hwy Admin-WSDOT STP			3,900.87										
FHWA DOT-Metro Plan Grant	25,376.69	22,826.92		33,188.28		17,645.31	27,398.05	23,317.89		46,880.65	28,876.01	36,673.59	
FTA-DOT-Metro Plan Grant										19,019.16	23,625.82		
DOT-RTPO & RTPO Long Range	3,259.69			12,767.55	23,269.32	8,742.52		8,985.70		32,209.81	6,743.98	13,462.08	
CMAQ Plans & Programs	7,352.39	6,622.98	6,545.31	6,912.11		17,851.72	6,386.57	5,455.72					3,824.62
DOT - CTR	6,377.18	3,033.64			10,732.91	4,153.48	1,996.75		2,851.47	20,367.23	12,914.13	17,568.67	12,596.91
Active Communities Grant	1,398.95			930.07	346.20		1,042.50	623.13		1,569.99			
Intergov Serv-Exec Boards (TA Co	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	2,721.98	6,014.88	5,628.57	10,905.71
Intergov-County/City Share-gen assess		15,101.00			9,262.00			58,901.00	2,428.00		10,471.50		
Intergov-Local Match WSDOT		11,143.00						38,277.00	2,464.00				
Intergov -Local FTA (Yakima Transit)								3,000.00					
Intergov -Scholarship							35.00						
Misc Revenue-copies, posters					16.64	7.90				18.38			
Associate Membership Fees		50.00	50.00						50.00		50.00	50.00	50.00
Expense Revenue Netted Back	450.00												
Total Receipts	\$50,127.21	\$62,434.49	\$14,011.30	\$56,655.80	\$48,735.55	\$52,712.46	\$51,734.93	\$139,242.72	\$8,458.67	\$122,787.20	\$88,696.32	\$73,382.91	\$27,377.24
Available Cash	\$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	\$384,402.30	\$399,067.26	\$402,030.67	\$346,843.39
Use of Funds													
Salaries	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	45,466.69	45,405.04	45,262.88	45,405.04
Personnel Benefits	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	14,178.90	14,170.51	14,059.39	14,125.08
Supplies	135.71	407.12	326.61	5,320.40	3,692.28	355.20	868.82	69.25	1,221.96	883.44	2,089.04	1,253.70	1,116.88
Other Services	7,465.15	9,341.95	7,303.79	9,411.30	9,353.82	9,292.65	5,461.04	27,391.05	11,971.10	13,502.33	8,754.91	21,988.55	18,208.84
Capital Outlay													
Debt Service - Interest													
Total Cash Out	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	74,031.36	70,419.50	82,564.52	78,855.84
Net Cash Flow	\$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	\$310,370.94	\$328,647.76	\$319,466.15	\$267,987.55

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**PROPOSED - YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
FY2016 Budget Schedule**

July 20, 2015 (Monday) – Appoint Budget Subcommittee (Chair)

- YVCOG Executive Committee (Regular Meeting) approves 2016 Budget schedule and appoints Budget Subcommittee.

August 10 – August 14, 2015 – Preliminary Budget preparation (YVCOG staff)

August 13, 2015 (Thursday) – Budget Subcommittee Meeting (proposed)

- Budget Subcommittee meets with Staff to review preliminary 2016 draft budget

August 17, 2015 (Monday) – Review Preliminary Budget Draft

- Executive Committee (Regular Meeting) reviews 2016 draft budget and provides direction to staff for preparation of recommended budget.

September 1, 2015 (Tuesday) – Draft Budget Distributed to Executive Committee

September 14, 2015 (Monday) – Approve 2016 Budget

- Executive Committee (Regular Meeting) approves recommended budget subject to approval by General Membership.

September 21, 2015 (Monday) – Distribute 2016 Budget to Member Jurisdictions

- By this date, staff forwards recommended budget to member jurisdictions for review.

October 14, 2015 (Wednesday) – 2016 Budget Final Approval

- Vote by General Membership to adopt 2016 Budget by Resolution.

October 16, 2015 (Friday) – Final 2016 Budget Distributed to Member Jurisdictions

- By this date, staff sends 2016 Budget and General Assessment letters to member jurisdictions.

December 31, 2015 (Wednesday) – 2016 Membership Status

- Deadline for all member jurisdictions to respond, in writing, as to their membership status for 2016 at the approved specified per capita assessment.

**PROPOSED - YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
FY2016 Election Schedule**

December 9, 2015 (Wednesday) – General Membership Meeting

- YVCOG Chair appoints nominating committee for 2016 elections.
- Vote by General membership to approve appointment of nominating committee.

January 6, 2016 (Wednesday) – Staff

- Names of appointed members and alternates from each governmental unit to be submitted to the YVCOG Chair ten (10) days prior to the January 16 (Wednesday) General Membership meeting.

January 11-15, 2016 – Nominating Committee Meeting

- Nominating Committee meets to nominate candidates for the 2016-2018 YVCOG Executive Committee.

January 20, 2016 (Wednesday) – General Membership Meeting

- Nominating Committee announces recommendations of candidates for Executive Committee to the General Membership. The General membership takes a vote.

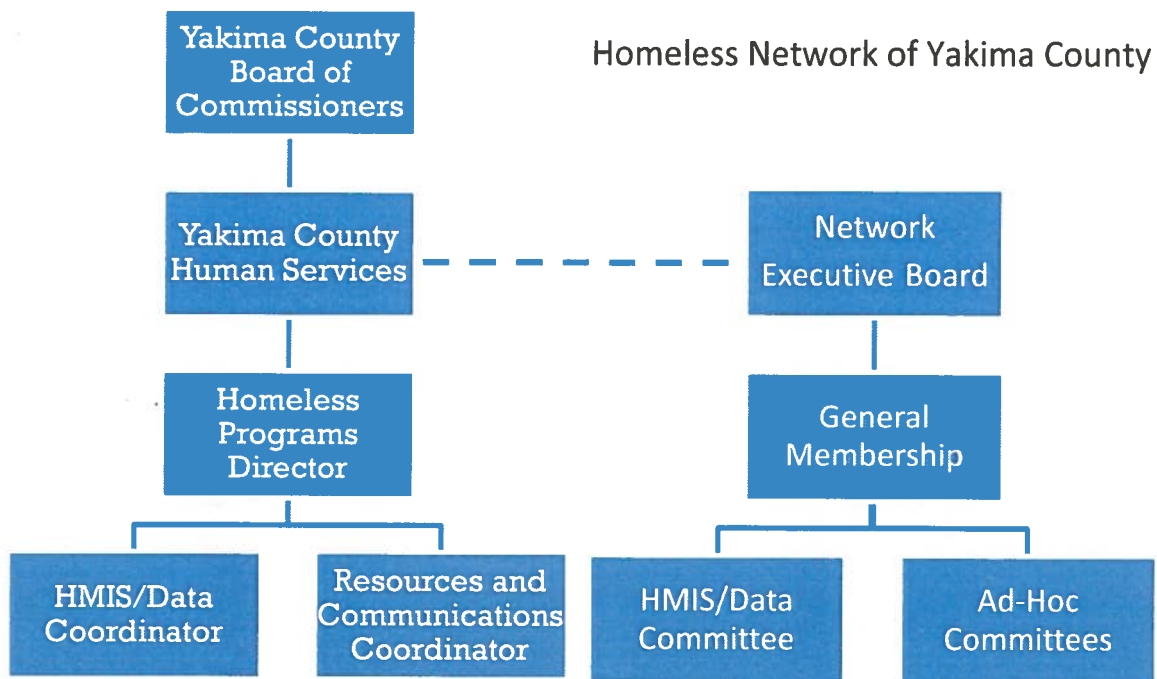
February 17, 2016 (Wednesday) – Executive Committee Meeting

- 2016-18 YVCOG Executive Committee meets and selects Chair and Vice Chair.

Homeless Network Organizational Structure

The Network should have an informed and efficient means to conduct its business. To meet this goal, the Network has established a governance structure and operating guidelines. The organizational structure should be inclusive and create opportunities for both members and non-members to engage in solutions that meet the needs of Yakima County's homeless population.

The structure of the Network includes an Executive Board, General Membership, HMIS/Data Committee and ad-hoc committees. The Network acts as an advisory body to the Yakima County Board of Commissioners regarding the expenditure of County funds in support of the Network's 10-year Plan to end Homelessness. The Yakima County Human Services Homeless Program Staff manages the day to day work of the Network. Staff consists of the Director, HMIS/Data Coordinator and the Resources/Communications Coordinator.



Executive Board

The Executive Board provides the Network with an informed and efficient means to conduct its business, make administrative decisions, determine legislative priorities, approve position papers, engage in partnerships with other like-associations, present public education, and recommend funding for Network projects.

The Executive Board will have no more than 15 and not less than 9 members serving. If the number of members falls below 9, the Board may call a special election during the operating year. Each Board Member serves a staggered two-year term with up to half of the Board turning over every year. Board members may run for re-election and serve additional terms. Terms for Board members will begin on

July 1st of each year following the Network's Annual meeting and board member elections. Board Member terms will officially end on June 30th of each year.

Board Members include the Chair, Vice-Chair, a homeless or formally homeless person, and a representative from Yakima County Human Services. The remaining Board positions are persons at-large. Board members whose organizations are recipients of HUD CoC or Yakima County funding may not represent a majority of the Board members. Board members must adhere to the Network's Conflict of Interest policy (Exhibit B) when voting.

The Vice-Chair position is elected by the Executive Board from its membership following the appointment of a New Board Chair. Election of the Vice-Chair will occur at the first Executive Board meeting following the annual meeting date. The Vice-Chair will assume the role of Executive Board Chair at the completion of their two-year term. If the Vice-Chair decides not to accept the Board Chair position at the end of their term, then the Executive board will select a new board chair from its membership. The Vice-Chairs duties are to assume the duties of the Chair when they are not available to conduct Network business.

The Board can elect two representatives to serve on the Washington Low Income Housing Alliance (WLIHA) Statewide Homeless Advisory Committee (HAC). One member is appointed from the Executive Board and one member is appointed from the General Membership. The HAC representatives serve a two year term. The Lead Staff to the Homeless Network will serve as an alternate.

Meetings

Executive Board meetings are held a minimum of 9 times a year with the specific dates and times determined at the annual meeting. Changes to the meeting schedule may be made at the discretion of the Board Chair and County staff. When no official agenda has been adopted, the following is the order:

1. Reading of the minutes of the previous meeting (and their approval)
2. Committee reports
3. Planning and discussion
4. Other Business
5. New Business

Agenda's will be emailed a minimum of 24 hours prior to a scheduled meeting. Members are strongly encouraged to print copies of the agenda to bring to the meetings. A few printed copies will be available at meetings for those who do not have access to a computer or printer or who are new or guests to the Network.

Meeting minutes are the official record of the Board and General Membership's actions and shall be sent out through email one week prior to scheduled meetings. Approved minutes will be posted on the Homeless Network website www.yakimahomeless.org. Members are strongly encouraged to print copies of the minutes to bring to the meetings. A few printed copies will be available at meetings for those who do not have access to a computer or printer or who are new or guests to the Network.

Decision Making

Only members of the Executive Board of Directors may vote on Network Business. Each Board member has one vote. In case of a conflict of interest, Board members will abide by the Network's Conflict of Interest policy (Exhibit B) and will abstain from voting.

Decisions are determined by a majority quorum of members present during the vote. In the event of a tie, the measure will be tabled for further discussion and a follow up vote will be taken. If there is a second tied vote the Board Chair may cast a vote to break the tie.

In the event the Executive Board faces a short-term, unique procedural situation that is not addressed by these Guidelines and a decision is necessary between meetings, Network staff will e-mail Board members and call for a vote. Votes may be collected by e-mail or an electronic survey tool. Decisions made by email must follow the same procedures as set forth in these guidelines.

Proxy voting is a form of voting whereby Executive Board Members may delegate their voting power to other members of the board to vote in their absence, and/or select a representative to represent their vote when the member is unable to attend a meeting. Board members are required to actively participate in Executive Board activities 75 percent of the time during their term. Members wishing to use a proxy must notify the Network Staff by email of who their proxy is, no later than one hour prior to the scheduled meeting. If the staff is not notified within one hour prior to the meeting, the member will not be allowed a proxy for the meeting.

Duties

1. Conduct all Network business
2. Coordinate meetings of the General Membership, with published agendas and minutes
3. Follow, review and recommend updates as needed to the Network Operating Guidelines.
4. Provide guidance and oversight for HUD's CoC Program by maintaining an active Executive Board that is representative of the relevant organizations and projects serving homeless subpopulations within Yakima County
5. Establish performance targets appropriate for population and program type in consultation with County Staff and County, State and Federal award recipients and subrecipients.
6. Make recommendations to the Yakima County Board of Commissioners as to the expenditure of public funds. (Recommendations must be made using an established process that involves a fair and unbiased solicitation, screening, review, scoring and ranking of potential projects)
7. Direct Network planning and evaluation efforts to support the 10-year plan, which are evidence based and measurable
8. Implement an HMIS Data Quality Plan based on planning priorities and local outcome measures.
9. Establish ad-hoc committees to complete specific tasks with identified deadlines and measurable outcomes
10. Issue annually, a public invitation within Yakima County for new General Members to join the Network