



## YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, October 17, 2016  
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  
Maureen Adkison, Council Member, City of Yakima  
Dan Olson, Council Member, City of Union Gap  
Janice Gonzales, Council Member, City of Zillah  
Mario Martinez, Mayor, City of Mabton

- ❖ **CALL TO ORDER** – The October 17, 2016 meeting of the YVCOG Executive Committee will come to order at \_\_\_\_\_ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – September 19, 2016 pages 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

1. YVCOG Financial Reserve Policy  
*Larry Mattson, Executive Director*  
*Action: Discuss policy brief; consider adopting reserve policy* pages 6-7

### NEW BUSINESS

1. Executive Director's Correspondence  
*Larry Mattson, Executive Director*  
2017 meeting calendar: January and February meetings  
Preview of November agenda items:
  - Second look at draft governance agreement
  - Review & adopt YVCOG strategic plan*Action: Information.*
2. Yakima Basin Integrated Plan Economic Study – Potential City Contributions pages 8-9  
*Larry Mattson, Executive Director*  
*Action: Discuss policy brief; consider recommendation to General Membership.*
3. Approval of Vouchers  
*Tamara Hayward, Office Specialist*  
*Action: Review, approval and authorization of signatures*

4. Homeless Program Update

Larry Mattson, Executive Director

- Homeless Planning & Policy Council – bylaw revision starting
- 5- Year plan status
- Department of Commerce “100 Day Challenge” update

Action: Information

5. Homeless Program Contracts

Crystal Testerman, Interim Program Manager

- Extreme Winter Weather Shelter
- Point in Time/Project Homeless Connect

Action: Review and approval

pages 10-21  
pages 22-29

6. Monthly Budget Report

Tamara Hayward, Office Specialist

- Final September 2016 Budget Report
- Preliminary September 2016 Budget Report.

Action: Approval

- September 2016 Cash Flow Statement.

Action: Information

pages 30-33

7. November 21, 2016 Executive Committee Meeting

Larry Mattson, Executive Director

- Meeting scheduled for Nov. 21, week of Thanksgiving

Action: Decide to move meeting date from Nov. 21 to Nov. 14

8. Policy Review

Larry Mattson, Executive Director

- Conflict of Interest Policy – First Review
- Associate Membership Fee – Articles of Association (GM Approval required)

Action: Review and Discussion

pages 34-38  
pages 39-40

9. December 14, 2016 YVCOG General Membership Meeting

Larry Mattson, Executive Director

- Location: Harman Center, Yakima
- Program: YVCOG’s 50<sup>th</sup> Anniversary Celebration

Action: Request General Membership approval of \$25 meal fee for this one occasion (up from \$20)

**OTHER BUSINESS**

**PUBLIC COMMENT**

**ADJOURN**

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG's Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodations to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
September 19, 2016

CALL TO ORDER

John Hodkinson, Vice Chairman, called the September 19, 2016 meeting of the YVCOG Executive Committee to order at 2:17pm

ROLL CALL &  
INTRODUCTIONS

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

Members Absent: Jim Restucci

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tami Hayward, Jessica Hansen, Avery Zoglman, and Crystal Testerman

Others present: Arlene Fisher (City of Union Gap, City Administrator); Kaitlin Bain (Yakima Herald Republic); Elizabeth Tutsch (NW Justice); Raquel Ferrell-Crowley (Patty Murray's office)

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Olson moved to approve the minutes from the August 15, 2016 minutes Mr. Leita seconded. The motion carried.

PUBLIC COMMENT POLICY

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OLD BUSINESS

*YVCOG Financial Reserve  
Policy*

Ms. Wickenhagen reported that it was asked last meeting to have a YVCOG Reserve and since YVCOG has never had a reserve before it was originally set for \$205,000. After going through the YVCOG homeless Programs contracts it was determined that YVCOG would need \$400,094.00 if doors were closed. It was suggested by Mr. Leita that there should be two reserves. One for the Homeless program, which will be determined by the HPPC, and a YVCOG reserve for operational expenses. Mr. Leita moved to create a YVCOG reserve policy that would allow YVCOG doors to remain open for an additional 60 days should YVCOG doors close. Ms. Gonzales seconded. Motion Carried.

*2017 YVCOG Preliminary  
Budget*

Ms. Wickenhagen reported that she has two 2017 budgets available for the General Membership. One Budget is a new more condensed budget and the other is what the General Membership is used to seeing. Ms. Wickenhagen is proposing that the condensed budget is used this year. The Executive Board agreed with Ms. Wickenhagen with the exception that she add an additional line to the condensed budget directly from the graduated budget with percentages of change from one year to the next. Mr. Olson moved to approve the 2017 budget, with the additional line item added, to be forwarded on to the General Membership for approval. Mr. Martinez seconded. Motion Carried.

NEW BUSINESS

*Executive Director's report*

Mr. Mattson reported that there have been some personnel changes. First, Joseph Calhoun moved on to the City of Yakima. Second, YVCOG has hired Crystal Testerman as the new Grants Accountant, who comes from the Washington State Auditor's office, and now has recently been promoted to the Interim Homeless Program Manager.

*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 SEP-16-001 through SEPT-16-006 in the total amount of \$99,875.00, and claim vouchers numbered SEP-16-007 through SEP-16-045 in the total amount of \$54,036.61. Mr. Olson moved to approve the September Vouchers \* Ms. Gonzales seconded this motion. Motion carried.

#### *Homeless Program Update*

Mr. Mattson reported that a grant opportunity was offered by the Department of Commerce called the 100-day challenge. The main focuses for the grant is to immediately house families. The other goal is analyzing systems and lasting change. The Department of Commerce called YVCOG and said that they would recommend that Yakima Participate in the 100-day challenge.

Ms. Adkison asked for an update on how many families have been housed since the beginning of the challenge. Mr. Mattson reported that 8 have been housed but the issue now is trying to find available suitable apartments and landlord willing to rent to the homeless in a 2% rental market.

Mr. Mattson updated the council on the Homeless 5-year plan. Currently, the plan is with the Homeless Planning and Policy Board (HPPC) for review. The HPPC will meet at the end of September for changes and then the Executive Committee will receive the 5-year plan at the October board meeting. After it is presented to the board, Mr. Mattson is looking for approval from the board to post it on the website and sent it out for the public's review. It will be available to the public for 3 weeks and then will need to be permanently adopted.

Mr. Mattson reported on attending the Homeless Network Retreat. The Homeless Network has approximately 40 service providers and is going through a transition because they are no longer receiving homeless funding. The Homeless Network started looking into the future and talking more about of an advocacy approach. There is room for improvement

#### *HUD Continuum of Care*

Mr. Mattson explained that YVCOG is currently applying for the HUD Continuum of Care grant which is done every year around September. This is a technical assistance grant and YVCOG is award around \$18,000-\$20,000 to help with planning and administering the program. Mr. Mattson discussed the assignment and assumption consent agreement. There has been some confusion in the past about who is the Continuum of Care. Mr. Mattson will discuss it further with the Homeless Network but this will be the second year applying as the Homeless Planning and Policy Council Mr. Olson moves to approve signing the HUD Continuum of Care application Ms. Adkison seconds. Motion Carried.

#### *Draft Governance Agreement*

Mr. Mattson informed the board that after some recent turnover on YVCOG boards he went to the Governance agreement to find out how to recruit or replace board members only to find out that there was nothing in place. Mr. Mattson and Mr. Carmody (Meyer, Fluegge & Tenney, PS) produced the current draft governance agreement. This will be discussed further at the next meeting.

#### *Monthly Budget Report*

Ms. Wickenhagen presented the August 2016 Monthly Budget Report\* showing a revenue balance of \$-31,466.90. Mr. Olson moved to approve the monthly budget report. Ms. Gonzales seconded. Motion carried.

#### *General Membership Meeting*

Mr. Mattson reported that the General Membership meeting will be held in Sunnyside, WA. The program will be legislative updates.

#### **OTHER BUSINESS**

October 5<sup>th</sup> YVCOG will be co-hosting with New Vision and the Chamber of Commerce a Community Economic Revitalization Board (CERB) meeting at the Vintage Village Inn in Zillah and dinner will be catered by Squeeze Inn.

#### **PUBLIC COMMENT**

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:28p.m.

Respectfully submitted,

\_\_\_\_\_  
John Hodkinson, YVCOG Vice Chairman

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

ATTEST:

\_\_\_\_\_  
Jessica Hansen, Office and Communication Specialist



## YVCOG Executive Committee Policy Brief:

### Unreserved Fund Balance for YVCOG

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#### Issue

Should YVCOG adopt a formal policy requiring that funds sufficient to cover two months of business operations during an emergency situation, including expenditures of contracted services awaiting anticipated federal or state funding that has not yet been released? Should that reserve account also be designated to serve as a funding source to be utilized by the Executive Committee for regional benefit?

#### Recommendation(s)

Given the expense required of our membership to establish a formal reserve account, I recommend that the YVCOG Executive Committee does not require an unreserved cash balance to be maintained. Further, I recommend that our current informal practice of unreserved funds sufficient to cover two months of expenses be continued. Doing so grants us the flexibility to avoid shutting down or not paying certain accounts (e.g., employee payroll) when the informal reserve dips below *approximately* \$205,000.

#### Background & Context

YVCOG is charged with addressing issues that affect the region, allowing members to share in the expense rather than trying to cover the entire cost independently in each city, town, or County, allocating the costs to all 15 member agencies. Before a new service or program is managed by YVCOG staff, the General Membership discusses the benefit to the region, how the service/program will be funded, and if it is sustainable. Only after this discussion is YVCOG granted the authority to begin the program.

YVCOG is funded by federal, state and local funds. Federal and state funds support but frequently do not fully fund programs required by state or federal statute. The General Membership voted to have YVCOG manage these programs on their behalf. **The annual assessments paid by the members are the most flexible and support administrative costs that are not covered by contracts or grants, in addition to covering the federal non-matching funds for required programs.**

Other services managed by YVCOG are available to members via contract. When this happens, members pay for the staff time and direct costs without additional profit margin costs added to the invoice.

YVCOG does not charge more than the actual cost of the service; the absence of a profit margin is one of the primary cost savings for YVCOG members.

#### Cost to Implement an Unreserved Cash Balance

If the Executive Committee determines a formal reserve fund should be maintained, I would suggest this fund be identified as an "unreserved beginning and ending fund." This identifier allows the Executive Committee to use these funds for any purpose they determine to be appropriate for these funds. If this account is an actual reserve fund, the Executive Committee will need to be specific about what these funds are being set aside for and these funds may not be used for any other purpose.

To implement this policy, YVCOG could assess the Members a lump sum, shared between them based on population, or YVCOG could assess the Members over a period of 3-5 years to secure the unreserved amount. I have shown a 4-year breakdown to maintain a \$205,000 unreserved fund balance.

	Cost	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021
Plan A	\$ 205,000	\$ 119,178	\$ 140,504	\$ 160,576	\$ 183,157	\$ 205,738
Plan B	\$ 205,000	\$ 119,178	\$ 205,000			

**Plan A would allow YVCOG to phase in, through the per capita rate, over the next 5 years to solidify a \$205K unreserved fund balance**

**Plan B would increase the per capita rate in 2018**

	.46	.56	.64	.73	.82
GRANDVIEW	\$ 5,301	\$ 6,250	\$ 7,142	\$ 8,147	\$ 9,151
GRANGER	\$ 1,843	\$ 2,173	\$ 2,483	\$ 2,832	\$ 3,182
HARRAH	\$ 309	\$ 364	\$ 416	\$ 475	\$ 533
MABTON	\$ 1,100	\$ 1,296	\$ 1,482	\$ 1,690	\$ 1,898
MOXEE	\$ 1,879	\$ 2,215	\$ 2,531	\$ 2,887	\$ 3,243
NACHES	\$ 401	\$ 473	\$ 541	\$ 617	\$ 693
SELAH	\$ 3,577	\$ 4,217	\$ 4,819	\$ 5,497	\$ 6,175
SUNNYSIDE	\$ 7,857	\$ 9,262	\$ 10,586	\$ 12,074	\$ 13,563
TIETON	\$ 610	\$ 720	\$ 822	\$ 938	\$ 1,054
TOPPENISH	\$ 4,299	\$ 5,068	\$ 5,792	\$ 6,607	\$ 7,421
UNION GAP	\$ 2,945	\$ 3,472	\$ 3,968	\$ 4,526	\$ 5,084
WAPATO	\$ 2,394	\$ 2,822	\$ 3,226	\$ 3,679	\$ 4,133
YAKIMA	\$ 44,370	\$ 52,310	\$ 59,782	\$ 68,189	\$ 76,596
YAKIMA CO.	\$ 40,800	\$ 48,101	\$ 54,973	\$ 62,703	\$ 70,434
ZILLAH	\$ 1,494	\$ 1,761	\$ 2,013	\$ 2,296	\$ 2,579
<b>TOTAL</b>	<b>\$ 119,178</b>	<b>\$ 140,504</b>	<b>\$ 160,576</b>	<b>\$ 183,157</b>	<b>\$ 205,738</b>

### Benefits

If approved, this proposal would allow a fund available to the Executive Committee and General Membership to request YVCOG Staff to research or provide a service or program without asking the members to pay an additional fee to cover the cost of the service. This could include feasibility studies, grant research, and other opportunities the members may deem appropriate.

### Funding Source(s)

The funding source is the annual Membership Assessment. An increase would be necessary to maintain the unreserved amount. Once this unreserved amount was acquired, the yearly assessment would stabilize again unless the unreserved fund balance were to increase.



## **YVCOG Executive Committee Policy Brief:**

### **City Contributions Requested for Yakima Basin Integrated Plan Economic Study**

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#### **Issue**

In 2013, Yakima Valley cities signed letters of support for the Yakima Basin Integrated Water Resource Management Plan (the "Integrated Plan"). When sharing the plan with our Congressional delegation, the Integrated Plan's Implementation Workgroup heard the phrase "fish fatigue." 'Fish fatigue' refers to weariness from eastern Congressmen about continually funding salmon restoration efforts in the Western U.S. To help overcome this barrier, the team was asked to more clearly explain and promote the plan's economic benefits to the region. To that end, the team commissioned ECONorthwest to prepare an evaluation of the project's economic benefits.

The principals of the Plan's Implementation Workgroup are requesting that Yakima Valley cities contribute \$10,000 (in the aggregate; not individually) toward the cost of a pending economic benefit study. Of primary importance to our Valley cities, the Integrated Plan proposes to make available an additional 50,000 acre feet of water for municipal and industrial uses. Doing so would likely guarantee water is available for the next several generations of Valley residents. Yakima County is contributing \$10,000, and Benton County is contributing \$15,000. An equivalent contribution is being requested from the business community.

#### **Recommendations**

**YVCOG staff suggests that the Executive Committee consider the extent to which YVCOG staff should become involved in water planning. If the Executive Committee agrees that this is a regional issue worthy of attention, the Committee could direct staff to do the following:**

- a) **Prepare a Memorandum of Agreement (MOA) for consideration of each member city.** This MOA would describe the extent of YVCOG's involvement in this economic benefit study. The scope of work for the economic study would be attached as an exhibit to the MOA.
- b) **Finalize a per-capita financial contribution plan for consideration by the Executive Committee and General Membership.** A draft plan is included for the Committee's review on the next page. Should the General Membership accept this plan, YVCOG would include each city's contribution as an additional line item on their 2017 Membership Assessment letter.



### Per-Capita Cost to Each City

The table to the right lists the per-capita contribution of each city needed to generate \$10,000 toward the economic benefit study. Yakima County is contributing \$10,000 toward this study.

### Benefits

Once completed, the water storage and conservation projects described in the Integrated Plan will provide 50,000 acre-feet of water for Yakima Valley cities and industry. To place that number in context, that is roughly 14 Louisiana Superdomes full of water. More than enough, in other words, to meet the Valley's municipal and industrial needs for the next 50 to 100 years.

Benefits also include a YVCOG presence on the Integrated Plan's Economic Subcommittee, and potential future representation as part of the Washington, D.C. Leadership group.

### Funding Source(s)

Member cities would have to determine the appropriate funding source to pay for this additional assessment.

Financial contributions from Yakima Valley cities will send a clear signal to our Legislative and Congressional leaders that we are committed to integrated long-term solutions.

Indicating local support is important, as half of the Integrated Plan's \$3.8 billion price tag has been committed to by Washington State, with the understanding that the other 50 percent will be provided by federal and private partners. The Bureau of Reclamation has committed to funding 10 percent of the projects slated for the Integrated Plan's first ten years.

### Next Steps

1. Executive Committee decide to forward per-capita plan to General Membership
2. YVCOG staff draft MOA for member review and signatures
3. YVCOG staff circulates draft MOA and letter explaining per-capita assessment to each city

GRANDVIEW	6.76%	\$ 676.34
GRANGER	2.35%	\$ 235.14
HARRAH	0.39%	\$ 39.39
MABTON	1.40%	\$ 140.30
MOXEE	2.40%	\$ 239.69
NACHES	0.51%	\$ 51.21
SELAH	4.56%	\$ 456.35
SUNNYSIDE	10.02%	\$ 1,002.39
TIETON	0.78%	\$ 77.88
TOPPENISH	5.48%	\$ 548.47
UNION GAP	3.76%	\$ 375.75
WAPATO	3.05%	\$ 305.45
YAKIMA	56.61%	\$ 5,661.04
ZILLA	1.91%	\$ 190.60
TOTALS		\$ 10,000.00

**HOMELESS EXTREME WINTER WEATHER SHELTER PROGRAM CONTRACT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA EWW NCAC 16-17</b>	
NAME/ADDRESS:  <b>Janice Gonzales, Interim Director Yakima Valley Farm Workers Clinic 601 N. Keys Road Yakima WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 30,000</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>	
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0.00</b>	
	4. TOTAL CONTRACT AMOUNT: <b>\$ 30,000</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 30,000</b>	
8. CONTACT INFO:  <b>Rodona Marquez, Planning &amp; Development Director (509) 865-6175 ext. 2913 rodonas@yvfwc.org</b>	9. YVCOG PROGRAM CONTACT INFO: <b>Crystal Testerman 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-949-1287 crystal.testerman@yvco.org</b>	10. YVCOG FISCAL CONTACT INFO: <b>Christina Wickenhagen 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvco.org</b>	
11. CONTRACT START DATE: <b>November 15, 2016</b>		12. CONTRACT END DATE: <b>March 31, 2017</b>	
13. FUNDING AUTHORITY: <b>2163 Local Funds – Homeless Program</b>			
14. STATE AND FEDERAL "BARS" CODE:		15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.</b>			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference:  <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget</b>			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
<b>YAKIMA VALLEY FARM WORKERS CLINIC NCAC</b>		<b>YAKIMA VALLEY CONFERENCE OF GOVERNMENT</b>	
_____ Janice Gonzales«F49»		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest:  _____		Approved as to form:  _____ YVCOG Attorney WSBA#	
Jessica Hansen, Office & Communications Specialist			

## Scope of Work

### PURPOSE

The purpose of this agreement is to provide Extreme Winter Weather Shelter services and Extreme Winter Warming Shelter services for the homeless during the months of November 2016 through March 2017. Shelter shall be provided via coordination, recruitment, staffing, and support of season shelter space and through the disbursement of vouchers for motels stays within all areas of Yakima County to serve those who are otherwise unable to access temporary emergency shelter resources.

### PROGRAM GOALS

The contractor shall, at a minimum:

- **Staff, supervise, and manage the creation and availability of seasonal shelter space(s) within the city of Yakima subject to the following expectations:**
  1. Maintain all shelter space as safe, secure, and respectful facilities for clients accessing services.
  2. Coordinate the donation and distribution of supplies, money, food, and other necessities for the operation of shelter projects.
  3. Provide a project level coordinator to conduct necessary volunteer training, site management, monitoring, data entry and reporting, and other duties as required.
  4. Recruit, train and supervise consistent lead volunteer(s) or staff at each shelter site to monitor program quality, internal controls, client safety, and other routine site management activities as required.
  5. Recruit, train, retain, schedule and supervise volunteers necessary to conduct shelter operations.
  6. Create all required operational guidelines, policies and procedures, client standards, etc., and provide Yakima Valley Conference of Governments with such documents.
  7. Enter into written agreements with any participating parties (i.e. churches) offering donated space for the provision of services establishing clear terms of use, including any usage restrictions and liability responsibilities. Copies of such agreements should be provided to Yakima Valley Conference of Governments staff or prior to the delivery of services at each site.
  8. Conduct random on site visitations, reviews, and other interventions as necessary to ensure client safety and adherence to policy.
  9. Create a means of tracking, summarizing, and reporting incidents occurring on site at the shelters and their resolution and provide Yakima Valley Conference of Governments staff regular and complete summaries of any such incidents.
  10. Provide a confidential and anonymous means for clients to register grievances, complaints, safety concerns, etc. regarding the operations of shelters, Contractor staff or volunteers, or any other element of the EWW Shelter project. Provide a

means for following up on these grievances that is NOT conducted by an involved Contractor staff person or volunteer or their direct reports.

- **Provide motel vouchers to households unable to access seasonal or year-round emergency shelters.**
  1. Provide voucher countywide to homeless individuals and families referred by service agencies duration possible based on negotiations with participating hotels. Vouchers may be used for room rental costs only. The Contractor may exercise discretion in the standard term of vouchers based on household composition and negotiated rates, but no more than 25% of households served should receive an extension into a second voucher over the course of the shelter season.
  2. Give priority access to vouchers to unsheltered households, and the Contractor is expected to provide extensions primarily to households who were lacking any form of shelter upon receiving an initial voucher.
  3. Provide vouchers when and if weather conditions are deemed to negatively affect the health and safety of an unsheltered person.
- **Conduct both seasonal shelter and motel voucher programs subject to the following conditions:**
  1. Comply with the following reporting requirements:
    - A. Participate fully and completely in the County's online Homeless Management and Information System (HMIS) for all persons receiving assistance funded under the terms of this contract.
    - B. Completely enter a client record within HMIS upon provision of funded services.
    - C. Yakima Valley Conference of Governments' staff may provide training and technical assistance as necessary.
    - D. YVCOG and Contractor will be required to enter into and maintain data sharing and client confidentiality agreements.
    - E. The Contractor must have at least one primary and one trained backup data entry operator and one designated HMIS lead.
    - F. Participation shall include prompt and orderly entry and submission of all data, completed in detail and submitted in the manner and periods prescribed by local HMIS Data Quality Standards.
    - G. In the event the Contractor fails to maintain its reporting obligations, YVCOG reserves the right to withhold reimbursement or order payment stopped in an amount proportional to the data estimated to be outstanding until the data is current, accurate, and complete.
    - H. Provide monthly reports on services provided to stakeholders with the assistance of Yakima Valley Conference of Governments staff.
  2. Comply with **Exhibit C - Budget** line items and their uses as follows:
    - A. Hotel/Motel Vouchers & Operations – Cost of vouchered motel stays and associated fees for homeless clients provided with temporary emergency shelter.

- B. Operations – Costs specifically associated with the delivery of shelter vouchers. May include but is not limited to staff time for intake, assessment, data entry, and referral for other services. Includes costs incurred specifically for the support and operation of this agreement only.
  - C. Administration – General costs for the support of the Contractor’s organizational needs.
3. Complete and provide within 45 days after the end of the contract terms a detailed report of actual expenditures and services provided under this agreement.
  4. Perform other related responsibilities as required.

## BUDGET

### *Northwest Community Action Center*

#### EXTREME WINTER WEATHER - MOTEL VOUCHERS

<i>Line Item</i>	<i>Amount</i>
Hotel/Motel Vouchers	\$25,400
Operations	\$3,600
Administration	\$1,000
<b>TOTAL</b>	<b>\$30,000</b>

#### Invoicing Provisions:

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

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

Yakima Valley Conference of Governments  
311 N 4<sup>th</sup> Street, Suite 204  
Yakima, WA 98901

- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.
- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).

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

**HOMELESS EXTREME WINTER WEATHER SHELTER PROGRAM CONTRACT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA EWW YNHS 16-17</b>
1. NAME/ADDRESS: <b>Anita Monoian, President &amp; CEO Yakima Neighborhood Health Services 12 South 8<sup>th</sup> Street Yakima, WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 151,000</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0.00</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 151,000</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 151,000</b>
8. CONTACT INFO: <b>Rhonda Huff, YNHS Chief Operating Officer/Deputy CEO (509)574-5552 Rhonda.hauff@ynhs.org</b>	9. YVCOG PROGRAM CONTACT INFO: <b>Crystal Testerman 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-949-1287 crystal.testerman@yvco.org</b>	10. YVCOG FISCAL CONTACT INFO: <b>Christina Wickenhagen 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvco.org</b>
11. CONTRACT START DATE: <b>November 15, 2016</b>	12. CONTRACT END DATE: <b>March 31, 2017</b>	
13. FUNDING AUTHORITY: <b>2163 Local Funds - Homeless Program</b>		
14. STATE AND FEDERAL "BARS" CODE: <b>565-XX-XXX</b>	15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.</b>		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A - N/A EXHIBIT B - Scope of Work EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>YAKIMA NEIGHBORHOOD HEALTH SERVICES YNHS</b>	<b>YAKIMA VALLEY CONFERENCE OF GOVERNMENTS</b>	
_____	_____	
Date	James A Restucci, Chairman	
_____	_____	
Attest:	Lauris C Mattson, Executive Director	
_____	Approved as to form:	
Jessica Hansen, Office & Communications Specialist	_____	
	YVCOG Attorney WSBA#	



## Scope of Work

### PURPOSE

The purpose of this agreement is to provide Extreme Winter Weather Shelter services and Extreme Winter Warming Shelter services for the homeless during the months of November 2016 through March 2017. Shelter shall be provided via coordination, recruitment, staffing, and support of season shelter space and through the disbursement of vouchers for motels stays within all areas of Yakima County to serve those who are otherwise unable to access temporary emergency shelter resources.

### PROGRAM GOALS

The contractor shall, at a minimum:

- **Staff, supervise, and manage the creation and availability of seasonal shelter space(s) within the city of Yakima subject to the following expectations:**
  1. Maintain all shelter space as safe, secure, and respectful facilities for clients accessing services.
  2. Coordinate the donation and distribution of supplies, money, food, and other necessities for the operation of shelter projects.
  3. Provide a project level coordinator to conduct necessary volunteer training, site management, monitoring, data entry and reporting, and other duties as required.
  4. Recruit, train and supervise consistent lead volunteer(s) or staff at each shelter site to monitor program quality, internal controls, client safety, and other routine site management activities as required.
  5. Recruit, train, retain, schedule and supervise volunteers necessary to conduct shelter operations.
  6. Create all required operational guidelines, policies and procedures, client standards, etc., and provide Yakima Valley Conference of Governments with such documents.
  7. Enter into written agreements with any participating parties (i.e. churches) offering donated space for the provision of services establishing clear terms of use, including any usage restrictions and liability responsibilities. Copies of such agreements should be provided to Yakima Valley Conference of Governments staff or prior to the delivery of services at each site.
  8. Conduct random on site visitations, reviews, and other interventions as necessary to ensure client safety and adherence to policy.
  9. Create a means of tracking, summarizing, and reporting incidents occurring on site at the shelters and their resolution and provide Yakima Valley Conference of Governments staff regular and complete summaries of any such incidents.
  10. Provide a confidential and anonymous means for clients to register grievances, complaints, safety concerns, etc. regarding the operations of shelters, Contractor staff or volunteers, or any other element of the EWW Shelter project. Provide a

means for following up on these grievances that is NOT conducted by an involved Contractor staff person or volunteer or their direct reports.

- **Provide motel vouchers to households unable to access seasonal or year-round emergency shelters.**
  1. Provide voucher countywide to homeless individuals and families referred by service agencies duration possible based on negotiations with participating hotels. Vouchers may be used for room rental costs only. The Contractor may exercise discretion in the standard term of vouchers based on household composition and negotiated rates, but no more than 25% of households served should receive an extension into a second voucher over the course of the shelter season.
  2. Give priority access to vouchers to unsheltered households, and the Contractor is expected to provide extensions primarily to households who were lacking any form of shelter upon receiving an initial voucher.
  3. Provide vouchers when and if weather conditions are deemed to negatively affect the health and safety of an unsheltered person.
- **Conduct both seasonal shelter and motel voucher programs subject to the following conditions:**
  1. Comply with the following reporting requirements:
    - A. Participate fully and completely in the County's online Homeless Management and Information System (HMIS) for all persons receiving assistance funded under the terms of this contract.
    - B. Completely enter a client record within HMIS upon provision of funded services.
    - C. Yakima Valley Conference of Governments' staff may provide training and technical assistance as necessary.
    - D. YVCOG and Contractor will be required to enter into and maintain data sharing and client confidentiality agreements.
    - E. The Contractor must have at least one primary and one trained backup data entry operator and one designated HMIS lead.
    - F. Participation shall include prompt and orderly entry and submission of all data, completed in detail and submitted in the manner and periods prescribed by local HMIS Data Quality Standards.
    - G. In the event the Contractor fails to maintain its reporting obligations, YVCOG reserves the right to withhold reimbursement or order payment stopped in an amount proportional to the data estimated to be outstanding until the data is current, accurate, and complete.
    - H. Provide monthly reports on services provided to stakeholders with the assistance of Yakima Valley Conference of Governments staff.
  2. Comply with **Exhibit C – Budget** line items and their uses as follows:
    - A. Hotel/Motel Vouchers & Operations – Cost of vouchered motel stays and associated fees for homeless clients provided with temporary emergency shelter.

- B. Operations – Costs specifically associated with the delivery of shelter vouchers. May include but is not limited to staff time for intake, assessment, data entry, and referral for other services. Includes costs incurred specifically for the support and operation of this agreement only.
  - C. Administration – General costs for the support of the Contractor's organizational needs.
3. Complete and provide within 45 days after the end of the contract terms a detailed report of actual expenditures and services provided under this agreement.
  4. Perform other related responsibilities as required.

**BUDGET**

***Yakima Neighborhood Health Services***

**EXTREME WINTER WEATHER – SEASONAL SHELTER OPERATIONS**

<i>Line Item</i>	<i>Amount</i>
Shelter Operations	\$95,575
Administration	\$5,500
<b>TOTAL</b>	<b>\$101,075</b>

**EXTREME WINTER WEATHER – SEASONAL WARMING (DAY) SHELTER OPERATIONS**

<i>Line Item</i>	<i>Amount</i>
Shelter Operations	\$49,925
Administration	-
<b>TOTAL</b>	<b>\$49,925</b>

**Invoicing Provisions:**

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

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

Yakima Valley Conference of Governments  
311 N 4<sup>th</sup> Street, Suite 204  
Yakima, WA 98901

- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.

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

**POINT IN TIME/PROJECT HOMELESS CONNECT CONTRACT**

**FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA PIT/PHC YNHS 16-17</b>
1. NAME/ADDRESS: <b>Janita Monoian, President &amp; CEO                  Yakima Neighborhood Health Services                  12 South 8<sup>th</sup> Street                  Yakima, WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 45,000</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0.00</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 45,000</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 45,000</b>
8. CONTACT INFO: <b>Rhonda Huff, YNHS Chief Operating                  Officer/Deputy CEO                  (509)574-5552                  Rhonda.hauff@ynhs.org</b>	9. YVCOG PROGRAM CONTACT INFO: <b>Crystal Testerman                  311 N 4<sup>th</sup> St, Suite 204                  Yakima WA 98901                  509-949-1287                  crystal.testerman@yvcog.org</b>	10. YVCOG FISCAL CONTACT INFO: <b>Christina Wickenhagen                  311 N 4<sup>th</sup> St, Suite 204                  Yakima WA 98901                  509-574-7986                  chris.wickenhagen@yvcog.org</b>
11. CONTRACT START DATE: <b>November 1, 2016</b>	12. CONTRACT END DATE: <b>February 28, 2017</b>	
13. FUNDING AUTHORITY: <b>2163 Local Funds – Homeless Program</b>		
14. STATE AND FEDERAL "BARS" CODE: <b>565-XX-XXX</b>	15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.</b>		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A                  EXHIBIT B – Scope of Work                  EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>YAKIMA NEIGHBORHOOD HEALTH SERVICES                  YNHS</b>  _____  _____ Date  _____ Attest:  _____ Jessica Hansen, Office & Communications Specialist	<b>YAKIMA VALLEY CONFERENCE OF                  GOVERNMENTS</b>  _____ James A Restucci, Chairman  _____ Lauris C Mattson, Executive Director  _____ Approved as to form:  _____ YVCOG Attorney WSBA#	

## BUDGET

Yakima Neighborhood Health Services

### POINT IN TIME COUNT & PROJECT HOMELESS CONNECT PROJECT

<i>Line Item</i>	<i>Amount</i>
Salaries/Wages	\$8,000.00
Operations	\$33,500.00
Administration	\$3,500.00
<b>TOTAL</b>	<b>\$45,000.00</b>

### Invoicing Provisions:

- A. Monthly invoices and documentation must be submitted in both the following two ways:
- **Electronically:** Submitted electronic invoices must be provided concurrently to the program manager and to your fiscal contact. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday or Sunday, invoices must be received by close of business the following Monday.
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- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).
- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor's reimbursement. Contractor will be provided a summary of

deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.

- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Services Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to the program manager directly at Yakima Valley Conference of Governments.



## Scope of Work

### **PURPOSE**

The purpose of this agreement is to provide the Point in Time Count as required by the Department of Housing and Urban Development as well as providing services for Project Homeless Connect on January 25<sup>th</sup> and January 26<sup>th</sup>.

### **PROGRAM GOALS**

*Purpose & Outcome of Event:* To establish the dimensions of the problem of homelessness and help policymakers and program administrators track progress toward the goal of ending homelessness.

*Secondary Outcome of Event:* On the local level, point-in-time counts help communities plan services and programs to appropriately address local needs, measure progress in decreasing homelessness, and identify strengths and gaps in a community's current homelessness assistance system.

*Third Outcome of Event:* Provide a day of basic services to homeless with the ultimate goal to assist the individual or family connect with the appropriate services to overcome obstacles preventing them from ending homelessness.

### **DESCRIPTION OF SOLICITED SERVICES AND AGENCY QUALIFICATIONS**

#### **Solicited Services**

Yakima Valley Conference of Governments is seeking a qualified agency to provide staffing, manage and train volunteers, coordination management, and infrastructure for four (4) Project Homeless Connect events during two (2) days. These events will take place on January 25<sup>th</sup> and 26<sup>th</sup>, 2017 and will serve these purposes:

- Conduct Point in Time Survey
- Input survey information into State HMIS Reporting System
- Connect people experiencing and/or at risk of homelessness with services tailored to their needs
- Promote ongoing collaboration between the systems and community volunteers that serve this population
- Support ongoing efforts to end homelessness in the Yakima Valley
- Coordinate the fundraising for and distribution of clothing and supplies during all four (4) events

These events will provide direct services or connect people with direct services in the community that remove barriers to housing stability, and ultimately, obtaining and maintaining permanent housing, including but not limited to the following categories:

- Health care, including medical, dental, and vision care
- Assist with applying for public benefits and necessary services such as identification
- Support services such as mental health and substance abuse treatment
- Provide housing options, including Access Point for Housing centralized intake, homelessness prevention & rapid re-housing, unaccompanied youth and young adults program, Housing and Essential Needs, and the Landlord Liaison Program
- Provide education and employment services

These events will provide a framework in which the various agencies and systems that serve people experiencing and at risk of homelessness can improve communication and collaboration for this vulnerable population. Ultimately, the experience and knowledge gained from these events should help lower the barriers in our community to **Reduce Homelessness in Yakima County so it is Brief and Rare.**

Project Homeless Connect events should be designed and planned to support ongoing efforts to **Reduce Homelessness in Yakima County so it is Brief and Rare.** These events will take place in Yakima, Yakama Nation, Toppenish, and Sunnyside.

**Deliverables:**

- Provide Yakima Valley Conference of Governments complete lists of roles and job description of each person who participated in each event, the person's name address and telephone number, if the person was a volunteer or paid staff, training the person participated in, a copy of the signed vendor information sheet, the signed volunteer policies, confidential agreement and permission/release of liability to use photographs, and a volunteer release and waiver of liability form for each volunteer.
- Provide Yakima Valley Conference of Governments a complete list of vendors with the name, address and telephone number of each person representing the vendor, a copy of the signed vendor information sheet, the signed volunteer policies, confidential agreement and permission/release of liability to use photographs, and a vendor release and waiver of liability form for each vendor.

- Provide Yakima Valley Conference of Governments a complete list which identifies staff and volunteers who will conduct surveys for Point in Time. Provide a list to Yakima Valley Conference of Governments of all training sites and times to train how to conduct survey. Properly train and staff all four events with all required aspects of surveying this population to gather accurate information.
- Conduct four (4) Project Homeless Connect events on January 25<sup>th</sup> and 26<sup>th</sup>, 2017 in the locations of Yakima, Yakama Nation, Toppenish, and Sunnyside
- Serve approximately 2,000 individuals in a 2-day period.
- Employ staff and volunteers as needed to coordinate the events, fundraise, and staff planning meetings.
- Ensure elected officials within each city are aware of the events in advance, and are invited to attend and volunteer.

**Reporting Requirements for Each Event:**

- Number of clients served
- Number of families with children vs. individuals served
- Percent of survey respondents that received at least one of the services they came for
- Percent of survey respondents that received at least two of the services they came for
- Client satisfaction at exit
- Number and type of services/appointments set up for after the event
- Name, type and number of agencies on site
- Number of referrals for housing and employment services
- Number and types of outreach to elected officials and staff in each event city

**Eligible Participants**

Eligible participants are households who are either at risk of becoming homeless or are literally homeless.

At Risk of Becoming Homeless is defined as being currently housed but facing eviction and in need of housing assistance to prevent household from becoming homeless.

Literally Homeless is defined as households who are unsheltered or are living in a temporary housing situation and need assistance in order to obtain housing.

### **Agency Qualifications**

The successful bidder will demonstrate the experience, ability, and capacity necessary to successfully perform the following:

1. Provide the services listed above
2. Outreach to the target population
3. Past experience successfully organizing and delivering similar events
4. Manage bookkeeping and financial matters
5. Staff recruitment, hiring, and infrastructure
6. Collaborate with homeless connection event partners
7. Raise additional funds as necessary to implement the project budget

### **ANTICIPATED TIMELINES**

The following anticipated timeline is subject to change, at the discretion of the Conference:

- August 23, 2016:** Notification of Request for Qualifications is published in the Yakima Herald, The Daily Sun News, El Sol, and Yakima Valley Conference of Government website.
- September 26, 2016:** Applicant Workshop for all prospective applicants, 1:00 p.m., Yakima Valley Conference of Governments – Law Library (311 North 4th Street, Suite 204 Yakima)
- October 4, 2016:** Responses are due no later than 12:00 p.m. Yakima Valley Conference of Governments – 311 North 4th Street, Suite 204 Yakima, WA 98901
- October 11, 2016** Funding decisions announced.
- January 25, 2017** Project homeless connect Sunnyside, Yakama Nation, & Toppenish
- January 26, 2017** Project homeless connect Yakima metro area

## September

16

17

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19

Presented plan to HPPC

20

21

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30

HPPC study session to discuss plan editions as a group

## October

7

HPPC subcommittee met to discuss further revisions

16

Give YVCOG Exec. Committee access to plan on O:\ Drive for review

17

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19

HPPC subcommittee meeting for final review of revisions

20

21

29

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31

## November

7

HPPC approve releasing plan to public for public comment

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Public Comments Due – Forward to HPPC for review

## December

7

8

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12

HPPC gives blessing to take final draft to Exec Committee for approval

13

14

Final Plan adopted by YVCOG Exec Committee

19

20

29

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31

**YVCOG Executive Committee Meeting October 17, 2016  
BUDGET REPORT  
September 2016**

Prepared By Christina Wickenhagen, Deputy Director

**REVENUES RECEIVED:**

	2015 TOTAL	2016
January	\$ 139,242.72	\$ 85,638.48
February	\$ 8,458.67	\$ 112,354.71
March	\$ 122,787.20	\$ 202,376.73
April	\$ 88,696.32	\$ 108,418.53
May	\$ 73,382.91	\$ 120,008.63
June	\$ 27,377.24	\$ 58,623.14
July	\$ 153,299.59	\$ 119,768.97
August	\$ 18,103.44	\$ 58,619.87
<b>September</b>	<b>\$ 111,391.18</b>	<b>\$ 78,557.30</b>
October	\$ 96,570.50	\$ -
November	\$ 141,987.62	\$ -
December	\$ 100,389.56	\$ -

<b>Total Revenue MTD (through September)</b>	<b>\$ 742,739.27</b>	<b>\$ 944,366.36</b>
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<b>Total Revenue YTD</b>	<b>\$ 1,081,686.95</b>	<b>\$ 944,366.36</b>
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**EXPENDITURES:**

Salaries		2015 TOTAL	2016
January		\$ 44,902.46	\$ 64,453.00
February		\$ 44,973.88	\$ 64,428.77
March		\$ 45,466.69	\$ 65,621.22
April		\$ 45,405.04	\$ 64,674.51
May		\$ 45,262.88	\$ 64,962.08
June		\$ 45,405.04	\$ 65,012.35
July		\$ 56,908.71	\$ 64,685.84
August		\$ 57,255.46	\$ 71,677.89
<b>September</b>		<b>\$ 55,885.22</b>	<b>\$ 58,678.48</b>
October		\$ 60,384.15	\$ -
November		\$ 60,993.62	\$ -
December		\$ 60,750.91	\$ -

<b>Total Salaries MTD (through September)</b>	<b>\$ 441,465.38</b>	<b>\$ 584,194.14</b>
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<b>Total Salaries YTD</b>	<b>\$ 623,594.06</b>	<b>\$ 584,194.14</b>
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Vouchers		2015 TOTAL	2016
January		\$ 37,102.55	\$ 58,972.77
February		\$ 27,281.15	\$ 56,876.72
March		\$ 28,564.67	\$ 45,097.15
April		\$ 25,014.46	\$ 46,943.47
May		\$ 37,301.64	\$ 34,790.03
June		\$ 33,450.80	\$ 45,778.90
July		\$ 31,814.70	\$ 41,822.23
August		\$ 30,891.36	\$ 41,479.03
<b>September</b>		<b>\$ 39,898.68</b>	<b>\$ 56,292.17</b>
October		\$ 35,370.69	\$ -
November		\$ 34,022.79	\$ -
December		\$ 28,643.22	\$ -

<b>Total Vouchers MTD (through September)</b>	<b>\$ 291,320.01</b>	<b>\$ 428,052.47</b>
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<b>Total Vouchers YTD</b>	<b>\$ 389,356.71</b>	<b>\$ 428,052.47</b>
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<b>TOTAL EXPENDITURES MTD (through September)</b>	<b>\$732,785.39</b>	<b>\$1,012,246.61</b>
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<b>TOTAL EXPENDITURES YTD</b>	<b>\$1,012,950.77</b>	<b>\$1,012,246.61</b>
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<b>Revenue Balance</b>	<b>\$68,736.18</b>	<b>-\$67,880.25</b>
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**MONTHLY CASH FLOW (estimate)**

Salaries	\$ 58,678.48	REIMB (SAL)	\$ 58,678.48	ADMIN	\$ -
Vouchers	\$ 56,292.17	REIMBURSED	\$ 46,803.42	ADMIN	\$ 9,488.75

**2016**  
**Yakima Valley Conference of Governments**  
**REVENUE Budget**

75%

GL	Sub-Departments Grants/Contracts	SEPTEMBER	YTD Actual Revenue	2016 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	-	104,265.75	114,986.00	10,720.25	91%
615 100 369.9	Admin-Misc Revenue (copies, posters)	-	115.20	300.00	184.80	38%
615 100 345.8	Admin-Assoc Membership Fees	-	350.00	300.00	-50.00	117%
100 369 10 001	Sale of Scrap & Junk	-	386.55	400.00 *	13.45	97%
	<b>Total Administration</b>	-	105,117.50	115,986.00	10,868.50	91%
615 100 337.X	Intergov-Local Match WSDOT	-	39,412.00	39,412.00	0.00	100%
615 100 368.5	Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
	<b>Total Intergov-Local</b>	-	45,412.00	45,412.00	0.00	100%
615 210 333	<b>STP - Fed Hwy Admin WSDOT</b>	-	16,048.34	25,000.00	8,951.66	64%
	<b>MPO/RTPO</b>					
350 333 20 205	FHWA-DOT-Metro Plan (PL)	29,358.20	136,891.44	350,000.00	213,108.56	39%
350 333 20 505	FTA-DOT-Metro Plan Grant	-	80,978.81	70,000.00	-10,978.81	116%
350 334	RTPO-WSDOT	-	68,562.65	97,000.00	28,437.35	71%
	<b>Total MPO/RTPO</b>	29,358.20	286,432.90	517,000.00	230,567.10	55%
615 440 334	<b>CTR - Plans &amp; Progr WSDOT</b>	-	54,151.55	75,000.00	20,848.45	72%
615 445 333	<b>CMAQ Grant</b>	-	75,117.53	103,750.00	28,632.47	72%
600 36 468	Dept of Health Grant N1557	2,880.29	11,685.35	30,000.00 *	18,314.65	39%
610 333 66 468	Dept of Health Grant N1558	4,054.54	13,802.06	30,000.00 *	16,197.94	46%
700 345 89 003	Homeless PSA	38,921.07	237,106.85	600,000.00	362,893.15	40%
615 100 337.1	Intergov-Scholarship	-	195.00	500.00	305.00	39%
615 5XX 345.8	<b>Intergov Serv-Exec Boards (TA Contr)</b>			72,600.00 *		
	Member TA's 2015	-	1,909.96			
	Grandview TA 2016	-	292.49			
	Grandview GMA PSA	-	6,802.34			
	Granger TA 2016	-	1,334.57			
	Granger GMA PSA	40.88	4,731.98			
	Harrah PSA 2014	-	-			
	Mabton TA 2016	-	5,778.37			
	Mabton GMA PSA	-	6,490.18			
	Moxee TA 2016	-	-			
	Naches TA 2016	-	-			
	Naches GMA PSA	-	7,970.29			
	Selah TA 2016	-	-			
	Selah GMA PSA	1,842.83	6,906.38			
	Tieton TA 2016	-	1,896.48			
	Toppenish TA 2016	1,285.71	4,096.66			
	Union Gap TA 2016	173.78	2,608.66			
	Wapato TA 2016	-	8,607.63			
	Wapato Parks PSA	-	3,635.66			
	Wapato CDBG Grant PSA	-	1,960.08			
	YC HOME Cons PSA 15-19	-	2,352.55			
	Yakima Community Foundation	-	27,000.00			
		-	-			
	<b>Total TA Contracts</b>	<b>3,343.20</b>	<b>94,374.28</b>	<b>72,600.00</b>	<b>-21,774.28</b>	<b>130%</b>
	<b>Total Revenue</b>	<b>78,557.30</b>	<b>939,443.36</b>	<b>1,615,248.00</b>	<b>\$ 278,398.90</b>	<b>58%</b>

\* Denotes budget amendment

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2016  
Yakima Valley Conference of Governments  
**EXPENDITURE Budget**

75%

GL Code & Description	SEPTEMBER	YTD Actual	2016 Budget	Annual \$ Variance	YTD % Variance
<b>Salaries</b>					
10-001 Salaries and Wages	\$ -	\$ 583,601.77	\$ 831,000.00 *	70% \$	247,398.23
10-002 Salaries-Overtime	\$ -	\$ 4,745.67	\$ 8,000.00	59% \$	3,254.33
10-003 Salaries-Extra Help	\$ -	\$ -	\$ -	0% \$	-
<b>Salaries</b>	\$ 58,678.48	\$ 588,347.44	\$ 839,000.00	70% \$	250,652.56
<b>Personnel Benefits</b>					
20-002 Benefits-Direct	\$ 19,359.50	\$ 196,930.42	\$ 290,000.00 *	68% \$	93,069.58
<b>Personnel Benefits</b>	\$ 19,359.50	\$ 196,930.42	\$ 290,000.00	68% \$	93,069.58
<b>Supplies</b>					
31-001 Office & Operating Supplies	\$ 5,761.37	\$ 22,838.64	\$ 44,000.00	52% \$	21,161.36
35-001 Small Tools and Minor Equip	\$ -	\$ 12,710.39	\$ 19,000.00	67% \$	6,289.61
35-002 Computer Software	\$ -	\$ -	\$ 8,000.00	0% \$	8,000.00
35-090 Small & Attractive Items	\$ -	\$ -	\$ 5,000.00	0% \$	5,000.00
<b>Supplies</b>	\$ 5,761.37	\$ 35,549.03	\$ 76,000.00	47% \$	40,450.97
<b>Other Services-Charges</b>					
40-001 Homeless Provider Contracts	\$ 8,702.59	\$ 8,702.59		#DIV/0! \$	(8,702.59)
41-001 Professional Services	\$ 9,765.61	\$ 61,741.56	\$ 99,866.00 *	62% \$	38,124.44
41-092 Prof Serv-Tech Services	\$ 1,200.65	\$ 9,605.20	\$ 14,500.00 *	66% \$	4,894.80
42-001 Communications-Telephone	\$ 875.02	\$ 7,047.23	\$ 10,800.00	65% \$	3,752.77
42-002 Communication-Postage	\$ -	\$ 739.70	\$ 3,500.00	21% \$	2,760.30
43-001 Travel	\$ 374.29	\$ 18,455.89	\$ 80,000.00	23% \$	61,544.11
44-001 Advertising	\$ 546.51	\$ 4,412.91	\$ 12,000.00	37% \$	7,587.09
45-001 Operating Rentals and Leases	\$ 6,894.95	\$ 50,884.61	\$ 97,000.00 *	52% \$	46,115.39
46-001 Insurance	\$ -	\$ 5,317.00	\$ 6,100.00	87% \$	783.00
7-001 Utility Services	\$ 11.47	\$ 102.67	\$ 250.00 *	41% \$	147.33
48-001 Repair and Maintenance	\$ 229.06	\$ 3,080.50	\$ 5,500.00 *	56% \$	2,419.50
49-001 Misc. (registrations, dues, subscription)	\$ 2,571.15	\$ 26,680.36	\$ 80,500.00	33% \$	53,819.64
<b>Other Services - Charges</b>	\$ 31,171.30	\$ 196,770.22 #	\$ 410,016.00 -	48% \$	213,245.78
<b>Debt Services-Interest</b>					
81-001 Interest	\$ -	\$ -	\$ 200.00	\$	200.00
<b>Debt Service - Interest</b>	\$ -	\$ -	\$ 200.00 -	\$	200.00
<b>Total Expenditure</b>	<b>\$ 114,970.65</b>	<b>\$ 1,017,597.11</b>	<b>\$ 1,615,216.00 \$ -</b>	<b>63% \$</b>	<b>597,618.89</b>

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September 2016

Cash Basis Accounting)

	September	October	November	December	January	February	March	April	May	June	July	August	September
Yakima County Treasurer													
City Bank Custodial Account													
Beginning cash	\$262,761.99	\$278,127.63	\$278,943.29	\$325,914.50	\$414.84	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	\$348,560.44	\$361,708.25	\$304,101.01
Fed Hwy Admin-WSDOT STP		10,144.07	11,434.21	6,328.76	4,986.76	1,256.97	828.89	1,828.00	2,552.49	4,595.23			
FHWA DOT-Metro Plan Grant	57,006.97	23,074.41	19,587.73	13,450.38	13,450.38		47,695.75	28,550.31	0.00	19,971.11	26,416.00		29,356.20
FTA-DOT-Metro Plan Grant					15,549.58		31,069.44	28,550.31	21,359.06				
DOT-RTPO & RTPO Long Range	4,802.47	5,298.24	18,527.51	9,454.29	9,055.81	7,710.42	8,343.17	9,436.69	10,130.68	13,905.75	9,872.11	6,662.90	
CMAQ Plans & Programs	7,495.45		19,863.49	6,277.33	17,761.61	6,003.36	6,102.11	5,972.78	6,081.09		6,140.73	6,089.87	
DOT - CTR		12,361.81							7,365.25	3,590.61	7,596.72		6,934.83
Dept Health Grant													
Active Communities Grant													
Intergov Serv-Exec Boards (TA Contr	42,086.29	35,220.47	72,544.22	78,329.18	1,458.37	9,929.91	78,782.22	51,838.10	55,794.58	6,499.92	39,246.66	45,667.10	42,264.27
Intergov-County/City Share-gen assess		10,471.50			15,376.00	48,735.75	-1,063.00	10,720.25			30,496.75		
Intergov-Local FTA (Yakima Transit)					7,593.00	38,679.00	-860.00						
Intergov -Scholarship									195.00				
Misc Revenue-copies, posters			30.46		20.42	39.30	14.32	50.00	18.76	3,000.00		-3,000.00	
Associate Membership Fees					386.55				50.00	50.00		200.00	
Scrap & Junk					280,000.00			22.40					
Non-revenue				12,181.98									
Expenses Revenue Netted Back													
Total Receipts	\$111,391.18	\$96,570.50	\$141,987.62	\$112,571.54	\$378,320.46	\$188,764.64	\$200,453.73	\$108,418.53	\$120,008.63	\$58,823.14	\$119,768.97	\$55,619.87	\$78,557.30
Available Cash	\$374,153.17	\$374,698.13	\$420,930.91	\$438,486.04	\$378,735.30	\$428,584.72	\$496,566.70	\$494,265.19	\$503,121.11	\$461,290.67	\$468,329.41	\$417,328.12	\$382,658.31
Salaries	55,705.23	60,792.26	60,993.62	0.00	64,453.00	64,428.77	65,621.22	64,674.51	64,962.08	65,012.35	64,685.84	71,677.89	58,678.48
Personnel Benefits	19,430.49	23,272.46	20,117.30	0.00	19,538.08	34,884.63	21,581.89	21,357.02	21,412.82	21,426.18	21,320.88	20,902.72	19,359.50
Supplies	4,360.39	1,749.95	1,368.34	1,219.24	1,296.25	1,803.38	8,190.63	11,188.21	3,076.00	1,700.59	690.49	1,942.11	5,761.37
Other Services	16,529.43	9,940.17	12,537.15	7,169.38	33,102.94	31,231.71	15,324.63	14,398.24	10,301.21	22,652.13	19,653.86	18,634.20	31,171.30
Custodial Account				280,000.00	500.00								
Debt Service - Interest	96,025.54	95,754.84	95,016.41	288,388.62	118,915.22	132,471.75	110,720.04	111,152.71	100,453.58	112,730.23	106,821.16	113,227.11	115,032.76
Total Cash Out	\$278,127.63	\$278,943.29	\$325,914.50	\$150,097.42	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,825.55
<b>Net Cash Flow</b>													

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## YVCOG Code of Conduct

YVCOG Executive Committee members and staff will conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the Conference of Governments:

1. Maintain decorum and set an example for conduct when representing the Conference, and endeavor not to disgrace or embarrass the Conference while acting in an official capacity;
2. Represent that opinions stated are their own and do not necessarily represent those of the YVCOG unless the stated policy or position has been adopted by the Executive Committee or General Membership;
3. Not divulge information discussed in executive session;
4. Make public any conflict of interest s/he has with respect to any issue under consideration by the Executive Committee. The Executive Committee Member shall not participate in discussions of the subject nor vote on **the subject** if the Executive Committee Member has a personal, financial or property interest in the subject;
5. Not use their position or Conference resources for personal or **family professional** gain, especially financial gain, including the acceptance of gifts and gratuities, and
6. Shall not make knowingly and intentionally false statements on which the Executive Committee, YVCOG staff or Conference Members rely to establish policy or make important decisions.

### DEFINITIONS

**Code of Conduct** – Officials and employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Conference.

While it is not possible to develop a comprehensive detailed set of rules to address every situation, the Conference does adhere to and will strictly enforce any applicable laws or regulations relating to conflicts of interest, appearance of fairness and ethics that apply to the employees and officials of Yakima Valley Conference of Governments. The statutes provide detailed outlines of what constitutes ethical and appropriate behavior while **held holding** office or employed with the Yakima Valley Conference of Governments.

### PROCEDURE

All meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order as a guide. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Chair or an Executive Committee member and must be approved by majority vote of the members present

Meetings will be scheduled according to the By-laws of the Yakima Valley Conference of Governments and meetings deemed essential by the Executive Committee to be in the best interests of the Conference. All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

# CONFLICT OF INTEREST DISCLOSURE FORM

## PURPOSE

To document the policy of Yakima Valley Conference of Governments to assure that the YVCOG Executive Committee and Policy Board and other individual(s) acting on behalf or for the Conference is in compliance with the laws of the state of Washington.

## A. REVISED CODE OF WASHINGTON

1. Chapter 42.23, Code of Ethics for Municipal Officers - Contract Interests, includes the following RCW Sections:

- 42.23.010 Declaration of purpose
- 42.23.020 Definitions
- 42.23.030 Interest in contracts prohibited - Exceptions
- 42.23.040 Remote interests
- 42.23.050 Prohibited contracts void - Penalties for violation of chapter
- 42.23.060 Local charter controls chapter
- 42.23.070 Prohibited acts
- 42.23.900 Construction - Chapter applicable to state registered domestic partnerships

**B. PUBLIC TRUST:** Yakima Valley Conference of Governments, as a local government, operates according to the Revised Code of Washington and is subject to scrutiny by, and accountable to, the governmental authorities thereof as well as to members of the general public.

1. Consequently, there exists between Yakima Valley Conference of Governments, its YVCOG Executive Committee and Policy Board and its management employees and the general public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity.
2. The YVCOG Executive Committee and Policy Board and management employees have the responsibility of administering the affairs of Yakima Valley Conference of Governments honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Yakima Valley Conference of Governments. These persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Yakima Valley Conference of Governments, or knowledge gained therefrom, for their personal benefit. The interests of the Conference must be the first priority in all decisions and actions.
3. If an issue is to be decided by the YVCOG Executive Committee and Policy Board that involves potential conflict of interest for an individual, it is the responsibility of that person to:
  - a. Identify the potential conflict of interest
  - b. Not participate in discussion of the program or motion being considered
  - c. Not vote on the issue
4. It is the responsibility of the YVCOG Executive Committee and Policy Board to:
  - a. Only decide to contract with that individual if he or she is the best qualified individual available, and willing to provide the goods or services needed at the best price
  - b. Record in the minutes of the meeting of the YVCOG Executive Committee and Policy Board the potential conflict of interest, and the use of procedures and criteria contained in this policy
5. It is not a conflict of interest to reimburse YVCOG Executive Committee and Policy Board for expenses incurred (such as the purchase of supplies, as one example).

C. EXAMPLES OR AREAS where conflicts of interest may arise with third parties are:

1. Persons and firms supplying goods or services to Yakima Valley Conference of Governments
2. Persons from whom Yakima Valley Conference of Governments leases property and equipment
3. Persons with whom Yakima Valley Conference of Governments is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
4. Competing interests or affinity with individuals, firms or organizations
5. Donors and others supporting Yakima Valley Conference of Governments
6. Agencies, organizations, and associations which affect the operations of the Yakima Valley Conference of Governments
7. Family members, friends, and other employees
8. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Yakima Valley Conference of Governments
9. Receiving remuneration for services with respect to individual transactions involving Yakima Valley Conference of Governments
10. Using Yakima Valley Conference of Governments' time, personnel, equipment supplies, or good will for other than Yakima Valley Conference of Governments' approved activities, programs and purposes
11. Receiving personal gifts or loans from third parties dealing or competing with Yakima Valley Conference of Governments. The receipt of any gift is disapproved except gifts of a value less than \$50 which could not be refused without discourtesy. No personal gift of money should ever be accepted.
12. Refrain from obtaining any list of Yakima Valley Conference of Governments' clients for personal or private purposes

D. LETTER OF UNDERTAKING shall be signed by any individual who is elected or appointed as a member of the YVCOG Executive Committee and Policy Board which shall be considered to be in full force and effect until the expiration of his or her term of office. Refer to Exhibit A.

E. INTERPRETATION OF THIS STATEMENT OF POLICY: The examples and areas of possible conflicts of interest in Section C are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the YVCOG Executive Committee and Policy Board and employees will recognize such areas and relations by analogy.

LETTER OF UNDERTAKING

YVCOG Executive Committee, Policy Board members and staff will conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the Conference of Governments

Officials and employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Conference.

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A potential or actual conflict of interest will be disclosed if the Official or employee has an economic interest in or any personal, business or volunteer affiliations that may give rise to a real or apparent conflict of interest.

I have no conflict of interest to report

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit business for which you or an immediate family member are an officer or direct, or a majority shareholder, and the name of your employer and any business you or a family member own:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last Updated   Approved  
2-1-13   2-20-13  
10-17-16   *submitted for review*

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ARTICLE IV-A  
Associate Membership

Associate Membership of the Yakima Valley Conference of Governments shall be composed as follows:

The opportunity for the designation of Associate Member of the Yakima Valley Conference of Governments shall be made available to governmental organizations, agencies and special service districts upon making written application to the YVCOG office. Following the submission of an application(s), the YVCOG Executive Committee, at its next regular meeting, will review the Associate Membership application(s). The Executive Committee will base its approval or disapproval of applications on the need for the services provided by YVCOG, and the overall benefits the specific membership application will have on the Yakima Valley Conference of Governments' purposes and goals.

Associate Membership Privileges

The Associate Member will receive notification of all YVCOG meetings, conferences, work sessions, and will be included in all general membership activities. The Associate Member will also receive the YVCOG monthly newsletter and other YVCOG publications which are developed by any members or the YVCOG staff. Associate Members will have the opportunity to contract with the YVCOG for technical planning assistance at the prevailing rate.

The Associate Member does not retain voting privileges in the YVCOG. The authority to make motions, seconds, and hold Executive Committee positions is not provided.

Associate Member Fees

A yearly fee of ~~\$50.00~~ \$500.00 will be mandatory for accepted non-profit applicants to retain their Associate Membership status.

The failure of any Associate Member to keep current their yearly fees will result in forfeiture of Membership status and require reapplication.

## ARTICLE IV-A

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The Associate Member does not retain voting privileges in the YVCOG. The authority to make motions, seconds, and hold Executive Committee positions is not provided.

### Associate Member Fees

A yearly fee ~~of \$50.00~~ **to be determined by the budget subcommittee and approved by the General Membership in October** will be mandatory for accepted non-profit applicants to retain their Associate Membership status **in the subsequent year**.

The failure of any Associate Member to keep current their yearly fees will result in forfeiture of Membership status and require reapplication.