



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, November 19, 2018
1:30 p.m.

The 300 Building
311 North 4th St, Suite 204, Yakima

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, City of Sunnyside
Janice Gonzales, Council Member, City of Zillah
Mike Leita, Commissioner, Yakima County
Vacant, Member-at-Large

John Hodkinson, Vice-Chair, City of Union Gap
Brad Hill, Council Member, City of Yakima
Bill Moore, Council Member, City of Grandview

❖ **CALL TO ORDER** – The November 19, 2018 meeting of the YVCOG Executive Committee will come to order at ____ p.m.

❖ **INTRODUCTIONS / ROLL CALL**

❖ **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*

CONSENT AGENDA

Larry Mattson, Executive Director

The items listed below may be acted upon by a single motion and second of the Executive Committee. By the simple request to the Chair, any Executive Committee Member may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items.

1. Approval of Minutes: October 15, 2018 YVCOG Executive Committee Meetings *pp 4-5*
2. Approval of Payroll: As of November 19, 2018, approve payroll vouchers NOV-18-001 through NOV-18-006 in the amount of \$91,235.00 through electronic fund transfers. *pp. 6-8*
3. Approval of Accounts Payable Vouchers: As of November 19, 2018, approve claim vouchers numbered NOV-18-007 through NOV-18-048 in the total amount of \$246,081.25 *pp. 6-8*

Action: *Discuss and approve*

Motion: *“I move to approve the Consent Agenda.”*

OLD BUSINESS

None.

NEW BUSINESS

1. YVCOG Policies

Chris Wickenhagen, Deputy Director

- Structuring Policies Within YVCOG *p. 9*
- Signing Contracts *p. 10*
- Issuing Warrants and Claims *p. 11*
- Procuring Services or Goods *p. 12*
- Supporting a Wellness Program *p. 13*

Action: *Discuss and approve.*

“I move to approve and authorize the Chair to sign YVCOG Policies:

POL-100: Structuring Policies Within YVCOG

POL-102: Signing Contracts

POL-105: Issuing Warrants and Claims”

POL-107: Procuring Services or Goods

POL-405: Supporting a Wellness Committee

“I move to approve and authorize chair to sign Resolution 2018-6 approving a formal procedure for issuing warrants and claims”. *p. 14*

2. Public Hearing: Policy on Charging for Public Records pp. 14-17
James Restucci, Chair
- "The public hearing for the Policy on Charging for Public Records is now open. The purpose of this hearing is for the Executive Committee to hear and consider pertinent facts and to take action relating to this Policy.*
 - All persons wishing to be heard should sign in*
 - Do any Executive Committee members have any interests, financial or property, to disclose in connection with this matter?*
 - The order of speaking will be:*
Staff presentation
Comment from members of the public
Response from staff
Questions from Executive Committee members
 - Discussion*
- Action: Discuss and approve.**
"I move to approve and authorize chair to sign Resolution 2018-5 adopting a public records fee schedule".
- This concludes the public hearing for this matter*
3. Executive Director's Correspondence
Larry Mattson, Executive Director
- Regional Planning for Local Action Vignette: Yakima Health District*
- Action: Information**
4. Executive Committee Vacancy
Jim Restucci, Chair
- Action – Discussion and possible appointment.**
5. 2019 Meeting Dates pp. 18-19
Jodi Smith, Communications Specialist
- Action: Discuss and approve.**
"I move to approve and authorize the publication of YVCOG 2019 meeting dates."
6. 2018 Budget Amendment
Chris Wickenhagen, Deputy Director
- Discuss and approve 2018 Budget Amendment, Executive Committee* pp. 20-21
"I move to approve the 2018 budget amendment."
- 2018 Budget Increase Amendment: pp. 22-24
- Discuss and approve sending budget amendment to the General Membership*
"I move to send the balanced budget amendment increasing the budget by \$ 819,655 for a total balanced budget of \$4,758,927 to the General Membership for discussion and approval."
7. Homeless Housing & Assistance pp. 25-30
Larry Mattson, Executive Director
- Contract Execution (Sole Source) – 2019 Point in Time (PIT) contract with ACR Business Consulting.
- Action: Approval**
Motion: "I move to Approve the Chair to sign contract ACR Business Consulting PSA for contract period 11/1/18 – 3/31/19".

8. 2019 Technical Assistance Contracts pp. 31-32
 Larry Mattson, Executive Director
- Consideration of pre-approved Technical Assistance Contracts with member jurisdictions.
Action: Discuss and approve
"I move to approve and authorize the Chair to sign 2019 contracts when initiated by members."
9. Appoint 2019 Auditing Officer and Alternate Auditing Officers, by Resolution 2018-7 p. 33
 Larry Mattson, Executive Director
- Appoint Lauris C. Mattson as 2019 Auditing & Investing Officer and Christina Wickenhagen and Tamara Hayward as alternate Auditing Officers, effective January 1, 2019
Action: Approve and authorize Chair to sign
"I move to authorize the chair to sign Resolution 2018-7 appointing 2019 auditing & investing officer"
10. Staff Reports
- A. Budget Report – Chris Wickenhagen, Deputy Director pp. 34-37
Action: Information
 - B. Planning Program – Larry Mattson, Executive Director p. 38
Action: Information
 - C. Homeless Program– Crystal Testerman, Program Manager pp. 39-43
Action: Information
11. December 12, 2018 YVCOG General Membership Meeting
 Larry Mattson, Executive Director
- Location: Harman Center, Yakima
 - Business: Budget Amendment ,
 - Program: 2018 Highlights and 2019 Focus
 - 2018 Outstanding Service Award – nominees wanted
- Action: Information. General Membership approved one time \$25 meal fee for this meeting.**
12. Executive Session – Executive Director Annual Performance Review
 James Restucci, Chairman
- Executive session to discuss the performance of Executive Director, Larry Mattson.
 "The Yakima Valley Conference of Governments shall convene an Executive Session, pursuant to RCW 42.30.110(1)(g) ("review the performance of a public employee") for the purpose of reviewing the performance of the Executive Director Larry Mattson. This session will begin at _____ o'clock, and will be concluded at _____ o'clock."
- Action: Information**
13. Executive Director's 2019 Compensation
 Jim Restucci, Chairman
- Reconvene in open session following conclusion of executive session.
Action: Discuss; approve potential 2019 salary adjustment per performance review.

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
October 15, 2018

CALL TO ORDER Chair John Hodkinson called the October 15, 2018 meeting of the YVCOG Executive Committee to order at 2:03 p.m.

ROLL CALL & INTRODUCTIONS

- Members present: John Hodkinson, Bill Moore and Mike Leita and Brad Hill
- Members present via teleconference: Brad Hill
- Members absent: Jim Restucci and Janice Gonzales*
- YVCOG staff present: Chris Wickenhagen, Mike Shuttleworth and Jodi Smith,
- Others present: None
- A quorum was present.

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

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.

Consent Agenda*

A. Approval of Minutes: September 17, 2018 YVCOG Executive Committee Meetings

B. Approval of Payroll: As of October 12, 2018, approve payroll vouchers OCT-18-001 through OCT-18-006 in the amount of \$91,235.00 through electronic fund transfers

C. Approval of Accounts Payable Vouchers: As of October 12, 2018, approve claim vouchers numbered OCT-18-007 through OCT-18-050 in the total amount of \$269,925.84.

Mike Leita moved to approve the Consent Agenda. Bill Moore seconded the motion. The motion passed.

OLD BUSINESS

None.

NEW BUSINESS

Executive Director's Correspondence Chris Wickenhagen, Deputy Director. None to report.
Action: Informational.

Homeless Program* Chris Wickenhagen, Deputy Director presented information on a Contract Modification – YNHS contract period modification to February 28, 2019. Funding for a sprinkler system and furnishings of the YNHS Community Services Resource Center.
Motion to approve the Chair to sign contract 17-18 PSA YNHS-MOD1 to extend the contract end date to February 28, 2019 made by Bill Moore. Seconded by Mike Leita. Motion passed.

Staff Reports*

Budget Report – Chris Wickenhagen, Deputy Director reported on the budget for September and October 2018. Revenue and expenditures on track for the year. A budget amendment will be presented later this year. Homeless provider contracts going up faster than anticipated for this calendar year. Timing issue.

Planning Program – Mike Shuttleworth, Planning Manager reported on community assistance projects for the month including Granger, Mabton and Union Gap, the South County solar project, Healthy Valley in Granger and small cell project regulations with smaller jurisdictions. Participated in training on collaborative engagement.

Homeless Program – Chris Wickenhagen, Deputy Director. Current contracts have performance measures. Staff is developing report for the Executive Committee using data measures and evaluation. Coordinated Entry meeting with providers has become a resource valued by the participating organization/providers.

Action: Information

24

October 17, 2018
General Membership

- Location: Naches Train Depot
 - Business: 2019 YVCOG Budget Approval
 - Program – Steve Maher, “Our Valley, Our Future”
- Action: Information*

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN With no other business, John Hodkinson adjourned the meeting at 2:14 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Office Specialist

DRAFT

p.5

INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$332,248.44**

		Auditing Officer		
	VENDOR	INVOICE #	AMOUNT	WARRANT #
	2018			
1	Salaries & Wages, *November*	NOV-18-001	\$67,000.00	
2	Retirement, *November*	NOV-18-002	\$8,510.00	
3	Employment Security Dept/Social Security, *November*	NOV-18-003	\$4,800.00	
4	Employee Benefit Trust/Medical, *November*	NOV-18-004	\$9,900.00	
5	Worker's Compensation/Worker's Comp, *November*	NOV-18-005	\$210.00	
6	Employment Security Dept/Unemployment, *November*	NOV-18-006	\$815.00	
7	Catholic Charities - Homeless services	NOV-18-007	\$13,000.00	
8	City of Yakima - Homeless services	NOV-18-008	\$27,000.00	
9	Generating Hope - Homeless services	NOV-18-009	\$8,000.00	
10	Lower Valley Crisis Service - Homeless services	NOV-18-010	\$4,000.00	
11	People for People - Homeless services	NOV-18-011	\$150.00	
12	Rod's House - Homeless services	NOV-18-012	\$2,500.00	
13	Transform Yakima Together - Homeless services	NOV-18-013	\$48,000.00	
14	Yakima Neighborhood Health - Homeless services	NOV-18-014	\$60,000.00	
15	Yakima Valley Farmworkers/NCAC - Homeless services	NOV-18-015	\$38,000.00	
16	YWCA - Homeless services	NOV-18-016	\$15,000.00	
17	Alliant Communications - Phone System Service & Support	NOV-18-017	\$172.04	
18	Allstream - DSL/Phone Service	NOV-18-018	\$1,000.00	
19	Conference of Governments - petty cash reimbursement	NOV-18-019	\$200.00	
20	Graf Investments - Rent/Janitorial, *December*	NOV-18-020	\$2,197.28	
21	Graf Investments - Rent/Janitorial, *December*	NOV-18-020	\$4,453.07	
22	Key Bank - Monthly banking fees	NOV-18-021	\$100.00	
23	LiftForward - Microsoft Surface Plus for Business - monthly computer business membership	NOV-18-022	\$350.01	
24	Meyer, Fluegge, & Tenney - Professional Legal Services	NOV-18-023	\$1,500.00	
25	Printing Department - Purchasing support / printing	NOV-18-024	\$500.00	
26	US Bank (JR) - P-card	NOV-18-025	\$2,500.00	
27	US Bank (LM) - P card	NOV-18-026	\$5,000.00	
28	US Bank (TH) - P-card	NOV-18-027	\$5,000.00	
29	USPS - Postage reimbursement	NOV-18-028	\$100.00	
30	Xerox Corp / Copier Lease	NOV-18-029	\$700.00	
31	Yakima County Technology Services	NOV-18-030	\$1,217.04	
32	Yakima Waste Systems	NOV-18-031	\$24.00	
33	Alan Adolf - Travel & Registration Reimbursement	NOV-18-032	\$300.00	
34	Brian Galloway - Travel & Registration Reimbursement	NOV-18-033	\$50.00	
	Sub Total		\$332,248.44	

INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$5,067.81**

Auditing Officer

	VENDOR	INVOICE #	AMOUNT	WARRANT #
35	Chris Wickenhagen - Travel & Registration Reimbursement	NOV-18-034	\$50.00	
36	Crystal Testerman - Travel & Registration Reimbursement	NOV-18-035	\$200.00	
37	Jodi Smith - Travel & Registration Reimbursement	NOV-18-036	\$50.00	
38	Lance Larsen - Travel & Registration Reimbursement	NOV-18-037	\$50.00	
39	Larry Mattson - Travel & Registration Reimbursement	NOV-18-038	\$300.00	
40	Mike Shuttleworth - Travel & Registration Reimbursement	NOV-18-039	\$300.00	
41	Tamara Hayward - Travel & Registration Reimbursement	NOV-18-040	\$50.00	
42	Advanced Travel Fund - IACC & M/R Regional mtg.	NOV-18-041	\$707.58	
43	Advanced Travel Fund - L. Mattson - Meeting of the Minds - Sacramento, CA - 11/27-11/29/18	NOV-18-042	\$725.00	
44	eRMSi (Eco Resource Management)	NOV-18-043	\$1,462.50	
45	Office Depot - Miscellaneous Office Supplies	NOV-18-044	\$500.00	
46	Yakima Herald Republic - Public Hearing Notice	NOV-18-045	\$152.98	
47	Yakima Herald Republic - November Policy Board Meeting Cancellation Notice	NOV-18-045	\$52.75	
48	Association of Washington Cities - webinar and Member Expo 2018 (Chelan)	NOV-18-046	\$50.00	
49	Greater Yakima Chamber of Commerce - L. Mattson luncheon registration (SOZO and YMCA updates)	NOV-18-047	\$22.00	
50	The Rotary Club of Yakima - L. Mattson - 9/6-9/30/18 dues/meals/admission fee	NOV-18-048	\$395.00	
51				
52				
53				
54				
55				
56				
	Sub Total		\$5,067.81	
	November 2018 GRAND TOTAL		\$337,316.25	



Effective Date:

Cancels:

See Also:

POLICY

Approved by:

POL -100 Structuring Policies Within YVCOG

This policy applies to all policies approved or policies to be developed.

The Executive Director will develop essential and required policies

Staff may submit policies to the Executive Director for consideration

The Executive Committee has final authority to approve policies

Administrative updates may be made to policies without bringing the policy back to the Executive Committee

The Executive Director will review all policies on a 3-year rotation basis

Staff will organize policies by a numbering index system

ADMINISTRATION
100 - BUSINESS AND FISCAL
200 - TRAINING AND STAFF DEVELOPMENT
300 - RECORDS
400 - PAYROLL & BENEFITS
500 - TRAVEL
600 - (VACANT)
OPERATIONS AND SAFETY
700 - EMERGENCY PREPARDNESS
800 - VACANT

Policies will be made available electronically and on YVCOG webpage



Effective Date:

Cancels: RES 2013-01, Exhibit A RES
2013-01

See Also:

POLICY

Approved by:

POL -102 Signing Contracts

This policy applies to all contracts.

The Executive Director shall negotiate contracts and agreements up to \$50,000

Staff may submit policies to the Executive Director for consideration

The Executive Director will authorize grants, technical assistance contracts or other services of YVCOG's defining activities up to \$50,000

Services or payments up to \$50,000 not in the approved budget or normal work program require approval by the Executive Committee

The Executive Committee will sign contracts above \$50,001

Approved contracts will be reviewed and approved by the Executive retroactively

Contracts will be made available electronically and on YVCOG webpage



Effective Date:

Cancels:

See Also: RES 2018-6

POLICY

Approved by:

POL -105 Issuing warrants and claims

This policy is for authorizing issuance of warrants and claims before Board approval.

The Executive Director shall have the responsibility to faithfully release warrants

The Executive Director is designated as Auditing Officer

The Alternate Auditing Officer shall have the responsibility to faithfully release warrants in the absence of the Executive Director

The Executive Committee shall review documentation supporting warrants or claims paid at a regular scheduled meeting

The Executive Director is responsible to pursue collection diligently for any disapproved warrants or claims by the Executive Committee



Effective Date:

Cancels:

See Also:

POLICY

Approved by:

POL -107 PROCURING SERVICES OR GOODS

This policy applies when there is new or additional money available for services or goods over \$ 50,000.

Open and Free Competition for services or goods will be made available for contracts or purchases over \$ 50,000

Program Manager Will Develop A Request For Proposal (RFP) or Request For Quote (RFQ) Requesting Services or Goods

The Program Manager will:

- Determine funding award or multiple awards for services or goods
- Provide to Finance Officer a budget for anticipated award(s) for internal approval

Executive Committee have final authority to release RFP/RFQ

- Program Manager will provide to Communication Specialist a request to advertise an RFP/RFQ

Program Manager Will Oversee the Awardee Selection

The Program Manager will:

- Determine compliance
- Determine award selection process

Executive Committee have final authority to approve awards for contract or purchase



Effective Date:

Cancels:

See Also: RCW 41.04.362

POLICY

Approved by:

POL -405 PARTICIPATING IN A WELLNESS PROGRAM

This policy applies to all employees

Employees may choose to participate in the Wellness Program

The Deputy Director will approve Wellness Committee members

The Executive Committee will determine allotted funds during the budget process

The Wellness Committee will perform the following responsibilities

- Meet quarterly during regular working hours
- Apply for AWC Wellness grant funding
- Manage the Wellness budget and grant funding requirements
- Develop and implement Wellness activities for staff

The Wellness Committee will sign a confidentiality agreement

**RESOLUTION NO. 2018-6
APPROVING PAYMENT OF EXPENDITURES**

WHEREAS, the Yakima Valley Conference of Governments is establishing a formal procedure for approving vouchers for payment,

THEREFORE BE IT RESOLVED AND ORDERED THAT:

1. The Executive Director has been designated as Auditing Officer of the Yakima Valley Conference of Governments and that the Executive Director or in their absence the written designee, shall audit, verify, and sign all claims, payroll, etc.;
2. The Chair of the Yakima Valley Conference of Governments shall review, sign, and approve as needed the Voucher Approval Form so that warrants may be issued for budgeted items, and
3. During the regularly scheduled meeting of the Executive Committee, normally held each month, the Council shall review and approve the accumulated Voucher Approval Form Summary retroactively.

BE IT FURTHER RESOLVED THAT when the Council meets and approves and signs the voucher summary, they hereby authorize the automatic placement of the following statement in the official minutes of that meeting:

"Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Council."

"As of this date _____ the Council by a (unanimous majority) vote, approve for payment those vouchers included in the above list and further described as follows: voucher numbers _____ through _____ in the total amount of \$ _____

**APPROVED BY THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
THIS 19TH DAY OF NOVEMBER 2018.**

ATTEST:

James A. Restucci, Chair
Yakima Valley Conference of Governments

Lauris C. Mattson, Executive Director



Effective Date:

Cancels: n/a

See Also: RCW 42.56.120,
RCW 42.56.070(7), RES 2018-5

POLICY

Approved by:

POL -301 CHARGING FOR PUBLIC RECORDS

This policy applies to all YVCOG records requested to be reviewed, copied, or provided to, by a person or entity outside of the organization

Records Created for Business Will Be Made Available for Review at a Fee

Cost set by RCW 42.56.120

The Public Records Officer Will Calculate the Cost for Records

The Public Records Officer will:

- Use RCW 42.56.120 to determine cost
- Notify the requester for the cost of records
- Notify the finance department for the cost of records

Records Are Released After Payment is Received

The Finance Department will:

- Notify the Public Records Officer after payment is received for records

Public Records Officer Releases Records to Requester

RCW 42.56.120**Charges for copying.**

(1) No fee shall be charged for the inspection of public records or locating public documents and making them available for copying, except as provided in RCW 42.56.240(14) and subsection (3) of this section. A reasonable charge may be imposed for providing copies of public records and for the use by any person of agency equipment or equipment of the office of the secretary of the senate or the office of the chief clerk of the house of representatives to copy public records, which charges shall not exceed the amount necessary to reimburse the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives for its actual costs directly incident to such copying. When calculating any fees authorized under this section, an agency shall use the most reasonable cost-efficient method available to the agency as part of its normal operations. If any agency translates a record into an alternative electronic format at the request of a requestor, the copy created does not constitute a new public record for purposes of this chapter. Scanning paper records to make electronic copies of such records is a method of copying paper records and does not amount to the creation of a new public record.

(2)(a) Agency charges for actual costs may only be imposed in accordance with the costs established and published by the agency pursuant to RCW 42.56.070(7), and in accordance with the statement of factors and manner used to determine the actual costs. In no event may an agency charge a per page cost greater than the actual cost as established and published by the agency.

(b) An agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons doing so would be unduly burdensome. To the extent the agency has not determined the actual costs of copying public records, the agency may not charge in excess of:

(i) Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;

(ii) Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;

(iii) Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and

(iv) Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations; and

(v) The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

(c) The charges in (b) of this subsection may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

(d) An agency may charge a flat fee of up to two dollars for any request as an alternative to fees authorized under (a) or (b) of this subsection when the agency reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars. An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments. An agency that has elected to charge

the flat fee in this subsection for an initial installment may not charge the fees authorized under (a) or (b) of this subsection on subsequent installments.

(e) An agency shall not impose copying charges under this section for access to or downloading of records that the agency routinely posts on its public internet web site prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means.

(f) A requestor may ask an agency to provide, and if requested an agency shall provide, a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.

(3)(a)(i) In addition to the charge imposed for providing copies of public records and for the use by any person of agency equipment copying costs, an agency may include a customized service charge. A customized service charge may only be imposed if the agency estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other agency purposes.

(ii) The customized service charge may reimburse the agency up to the actual cost of providing the services in this subsection.

(b) An agency may not assess a customized service charge unless the agency has notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice also must provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.

(4) An agency may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request, including a customized service charge. If an agency makes a request available on a partial or installment basis, the agency may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request. An agency may waive any charge assessed for a request pursuant to agency rules and regulations. An agency may enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

[2017 c 304 § 3; 2016 c 163 § 4; 2005 c 483 § 2. Prior: 1995 c 397 § 14; 1995 c 341 § 2; 1973 c 1 § 30 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.300.]

NOTES:

Finding—Intent—2016 c 163: See note following RCW 42.56.240.

RESOLUTION 2018-5
ADOPTION OF YVCOG PUBLIC RECORDS FEE SCHEDULE

WHEREAS, the Yakima Valley Conference of Governments is a municipal jurisdiction established under RCW Section 36.70.060 and Section 36.64.080, and required by law to establish a record fee schedule under RCW 42.56.120; and,

WHEREAS, the Yakima Valley Conference of Governments has established to adopt the record fee schedule in RCW 42.56.120; and,

WHEREAS, on July 23, 2017, the Washington State legislature enacted new requirements under RCW 42.56.120 regarding charges for copying public records; and

WHEREAS, the YVCOG Executive Committee determines it is unduly burdensome for the YVCOG to determine actual costs of copying public records due to the organizational structure; and

WHEREAS, the Public Records Act provides that if determining actual costs is unduly burdensome to the agency then it may not charge in excess of the fees established in RCW 42.56.120; and

WHEREAS, RCW 42.56.070(7) requires any statement of costs may be adopted by an agency only after providing notice and public hearing; and

WHEREAS, on November 19, 2018, the Executive Committee held a public hearing to hear from citizens on the proposed YVCOG Public Records Fee; and,

WHEREAS, the Executive Committee now finds it to be in the best interest of the YVCOG to establish the YVCOG Public Records Fee Schedule consistent with RCW 42.56.120(2)(b)(i-v);;

THEREFORE, BE IT RESOLVED, The YVCOG Public Records Fee Schedule is hereby established consistent with the Revised Code of Washington (RCW) section 42.56.120(2)(b)(i-v), as written or hereafter amended.

DATED, this 19th day of November 2018.

ATTEST:

James A. Restucci, Chair
Yakima Valley Conference of Governments

Lauris C. Mattson, Executive Director



2019 Meeting Dates Yakima Valley Conference of Governments

311 N. 4th Street, Suite 204 • 509-574-1550

(modifications highlighted in yellow)

Transportation Policy Board	Executive Committee	General Membership
Meets on the 3 rd Monday at 1:30 p.m. except for January & February. YVCOG Conference Room	Meets on the 3 rd Monday at 1:30 p.m. except for January & February. YVCOG Conference Room	Meets at 6:00 p.m. Hosted by Member Jurisdictions
January 14	January 14	January 16
Wednesday, February 20	Wednesday, February 20	March 20
March 18	March 18	
April 15	April 15	
May 20	May 20	May 15
June 17	June 17	
July 15	July 15	
August 19	August 19	
September 16	September 16	September 18
October 21	October 21	October 16
November 18	November 18	
December 16	December 16	December 11

2019

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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14	15	16	17	18	19	20
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28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

June						
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23	24	25	26	27	28	29
30						

July						
Su	M	Tu	W	Th	F	Sa
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28	29	30	31			

August						
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31						

September						
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29	30					

October						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2018
Yakima Valley Conference of Governments
Revenue Budget

75%

Monday, November 19, 2018

PROPOSED

Grants/Contracts	2018 Budget	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **	205,000	205,000 **		
Administration				
Admin-Gen'l Assessment	121,440	121,440	0	100%
Admin-Misc Revenue (copies, posters)	300	300	0	100%
Admin-Assoc Membership Fees	2,000	2,500 *	500	80%
Admin-Gen'l Ala Carte	140,000	120,500 *	-19,500	116%
Other Income (Rebates)	200	200	0	100%
Community Services	6,000	20,000 *	14,000	30%
Sale of Scrap & Junk	400	400	0	100%
Total Administration	270,340	265,340	-5,000	102%
Intergov-Local Match WSDOT	43,831	43,831	0	100%
Intergov -Local Transit	6,000	6,000	0	100%
Total Intergov-Local	49,831	49,831	0	100%
CTR - Plans & Progr WSDOT	75,000	75,000	0	100%
CMAQ Grant	103,750	103,750	0	100%
Human Services Transp Plan	12,000	32,000 *	20,000	38%
FHWA-DOT-Metro Plan (PL)	350,000	329,999 *	-20,001	106%
FTA-DOT-Metro Plan Grant	70,000	70,001 *	1	100%
RTPO-WSDOT	96,996	96,996	0	100%
Total TRANSPORTATION	707,746	707,746	-	100%
Homeless Local Fees	1,258,510	1,258,510 *	0	100%
CHG State Grant	693,000	693,000	0	100%
TANF State Grant	55,000	55,000	0	100%
HEN State Grant	765,345	765,345	0	100%
HUD CoC Federal Grant	25,000	25,000	0	100%
Total HOMELESS	2,796,855	2,796,855	0	100%
Intergov-Scholarship	500.00	5,500 *	5,000	9%
Member TA's 2017				
Grandview				
Granger				
Harrah				
Mabton				
Moxee				
Naches				
Selah				
Sunnyside				
Tieton				
Toppenish				
Union Gap				
Wapato				
Zillah				
Intergov Serv-Exec Boards (TA Contr)	114,000.00	114,000.00	0.00	100%
Total Revenue	3,939,272	3,939,272	0.00	100%

2018
Yakima Valley Conference of Governments
PROPOSED BUDGET AMENDMENT #3
Monday, November 19, 2018

	2018 Budget	PROPOSED 2018 Budget	Annual \$ Variance	YTD % Variance
Salaries				
Salaries and Wages	\$ 870,000.00	\$ 870,000	100% \$	-
Salaries-Overtime	\$ 8,000.00	\$ 8,000	100% \$	-
Total Salaries and Wages	\$ 878,000.00	\$ 878,000	100% \$	-
Personnel Benefits				
Benefits-Direct	\$ 310,000.00	\$ 310,000	100% \$	-
Total Benefits	\$ 310,000.00	\$ 310,000	100% \$	-
Supplies				
Office & Operating Supplies	\$ 32,000.00	\$ 32,000	100% \$	-
Small Tools and Minor Equip	\$ 12,000.00	\$ 12,000	100% \$	-
Small & Attractive Items	\$ 5,000.00	\$ 5,000	100% \$	-
Total Supplies	\$ 49,000.00	\$ 49,000	100% \$	-
Other Services-Charges				
Professional Services	\$ 88,000.00	\$ 95,000	93% \$	7,000.00
Prof Serv-Tech Services	\$ 16,000.00	\$ 16,000	100% \$	-
Community Services	\$ 500.00	\$ 500	100% \$	-
Communications-Telephone	\$ 11,000.00	\$ 14,000	79% \$	3,000.00
Communication-Postage	\$ 700.00	\$ 700	100% \$	-
Travel	\$ 64,000.00	\$ 64,000	100% \$	-
Advertising	\$ 15,000.00	\$ 15,000	100% \$	-
Operating Rentals and Leases	\$ 190,000.00	\$ 179,000	106% \$	(11,000.00)
Insurance	\$ 9,000.00	\$ 10,000	90% \$	1,000.00
Utility Services	\$ 275.00	\$ 275	100% \$	-
Repair and Maintenance/Copies	\$ 5,500.00	\$ 5,500	100% \$	-
Homeless Provider Contracts	\$ 2,243,510.00	\$ 2,243,510	100% \$	-
Misc. (registrations, dues, subscriptions)	\$ 58,587.00	\$ 58,587	100% \$	-
Total Services	\$ 2,702,072.00	\$ 2,702,072	100% \$	-
Debt Services-Interest				
Interest	\$ 200.00	\$ 200	\$	-
	\$ 200.00	\$ 200	\$	-
Total Expenditures	\$ 3,939,272	\$ 3,939,272	100% \$	-

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2018
Yakima Valley Conference of Governments
Revenue Budget

Wednesday, December 12, 2018

PROPOSED

Grants/Contracts	2018 Budget	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **	205,000	205,000 **		
Administration				
Admin-Gen'l Assessment	121,440	121,440	0	100%
Admin-Misc Revenue (copies, posters)	300	300	0	100%
Admin-Assoc Membership Fees	2,500	2,500	0	100%
Admin-Gen'l Ala Carte	120,500	120,500	0	100%
Other Income (Rebates)	200	200	0	100%
Community Services	20,000	20,000	0	100%
Sale of Scrap & Junk	400	400	0	100%
Total Administration	265,340	265,340	0	100%
Intergov-Local Match WSDOT	43,831	43,831	0	100%
Intergov -Local Transit	6,000	6,000	0	100%
Total Intergov-Local	49,831	49,831	0	100%
CTR - Plans & Progr WSDOT	75,000	75,000	0	100%
CMAQ Grant	103,750	103,750	0	100%
Human Services Transp Plan	32,000	32,000	0	100%
FHWA-DOT-Metro Plan (PL)	329,999	329,999	0	100%
FTA-DOT-Metro Plan Grant	70,001	70,001	0	100%
RTPO-WSDOT	96,996	96,996	0	100%
Total TRANSPORTATION	707,746	707,746	-	100%
Homeless Local Fees	1,258,510	1,608,510 *	350,000	78%
CHG State Grant	693,000	772,000 *	79,000	90%
TANF State Grant	55,000	55,000	0	100%
HEN State Grant	765,345	1,156,000 *	390,655	66%
HUD CoC Federal Grant	25,000	25,000	0	100%
Total HOMELESS	2,796,855	3,616,510	819,655	77%
Intergov-Scholarship	5,500	5,500	0	100%
Member TA's 2017				
Grandview				
Granger				
Harrah				
Mabton				
Moxee				
Naches				
Selah				
Sunnyside				
Tieton				
Toppenish				
Union Gap				
Wapato				
Zillah				
Intergov Serv-Exec Boards (TA Contr)	114,000.00	114,000.00	0.00	100%
Total Revenue	3,939,272	4,758,927	819,655.00	83%

Amount	TYPE	From	To	For
\$ 200,000	Local Filing Fees (2163)	Yakima County	City of Yakima	Water / Sewer Homeless Shelter Utility Hookup
\$ 50,000	Local Filing Fees (2163)	Yakima County	City of Yakima	Homeless Shelter Emergency Fund
\$ 100,000	Local Filing Fees (2163)	Yakima County	City of Yakima	Homeless Shelter
\$ 79,000	Consolidated Homeless Grant	Commerce	Service Providers	Rec'd addl \$ for Rapid Rehousing
\$ 390,655	Housing and Essential Needs	Commerce	Service Providers	Rec'd addl \$ for HEN Svs
\$ 819,655	Total Budget Increase			

2018
Yakima Valley Conference of Governments
PROPOSED BUDGET AMENDMENT #4
 Wednesday, December 12, 2018

	2018 Budget	PROPOSED 2018 Budget	Annual \$ Variance	YTD % Variance
Salaries				
Salaries and Wages	\$ 870,000	\$ 870,000	100% \$	-
Salaries-Overtime	\$ 8,000	\$ 8,000	100% \$	-
Total Salaries and Wages	\$ 878,000	\$ 878,000	100% \$	-
Personnel Benefits				
Benefits-Direct	\$ 310,000	\$ 310,000	100% \$	-
Total Benefits	\$ 310,000	\$ 310,000	100% \$	-
Supplies				
Office & Operating Supplies	\$ 32,000	\$ 32,000	100% \$	-
Small Tools and Minor Equip	\$ 12,000	\$ 12,000	100% \$	-
Small & Attractive Items	\$ 5,000	\$ 5,000	100% \$	-
Total Supplies	\$ 49,000	\$ 49,000	100% \$	-
Other Services-Charges				
Professional Services	\$ 95,000	\$ 95,000	100% \$	-
Prof Serv-Tech Services	\$ 16,000	\$ 16,000	100% \$	-
Community Services	\$ 500	\$ 500	100% \$	-
Communications-Telephone	\$ 14,000	\$ 14,000	100% \$	-
Communication-Postage	\$ 700	\$ 700	100% \$	-
Travel	\$ 64,000	\$ 64,000	100% \$	-
Advertising	\$ 15,000	\$ 15,000	100% \$	-
Operating Rentals and Leases	\$ 179,000	\$ 179,000	100% \$	-
Insurance	\$ 10,000	\$ 10,000	100% \$	-
Utility Services	\$ 275	\$ 275	100% \$	-
Repair and Maintenance/Copies	\$ 5,500	\$ 5,500	100% \$	-
Homeless Provider Contracts	\$ 2,243,510	\$ 3,063,165	73% \$	819,655
Misc. (registrations, dues, subscriptions)	\$ 58,587	\$ 58,587	100% \$	-
Total Services	\$ 2,702,072	\$ 3,521,727	77% \$	819,655
Debt Services-Interest				
Interest	\$ 200	\$ 200	\$	-
	\$ 200	\$ 200	\$	-
Total Expenditures	\$ 3,939,272	\$ 4,758,927	83% \$	819,655.00

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ACR BUSINESS CONSULTING PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT made and entered into by and between ACR Business Consulting, hereinafter referred to as the "Contractor", and the Yakima Valley Conference of Governments, hereinafter referred to as the "CONFERENCE",

WITNESSETH THAT:

WHEREAS, the Contractor and the Conference are desirous of entering into a contract to formalize their relationship; and

WHEREAS, it would be beneficial to the Conference to utilize the as Contractor an independent entity to accomplish the Scope of Work as set forth herein and such endeavor would tend to best accomplish the objectives of the Annual Point in Time count for the homeless population within the borders of Yakima County.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and provisions contained herein, and the mutual benefits to be derived there from, the parties hereto agree as follows:

1. Services to be Provided by the Parties:

- a. The Contractor shall complete in a satisfactory and proper manner as determined by the Conference the work activities (Attachment #1)
 1. Strategy planning, implementation, and support leading up to the PIT Count
 2. On-site PIT Count facilitation the week of the census
 3. Post-Census data review and entry into HMIS, data analysis, and report creation in accordance with Yakima Valley Conference of Governments and Department of Commerce / HUD requirements
- b. The Conference will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 below.

2. Time of Performance:

The effective date of this contract shall be the date the parties sign and complete execution of the contract. The termination date of the contract shall be March 31, 2019.

3. Consideration:

The Conference shall reimburse the Contractor in accordance with the Budget described in Attachment #2 of the contract for all allowable expenses agreed upon by the parties following satisfactory and proper manner as determined by the Conference for the deliverables set forth in the Scope of Work. In no event, shall the total amount to be reimbursed by the Conference exceed the sum of \$ 36,300.00. Reimbursement under

this contract shall be based on billings, supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of the agreement.

4. Records:

The Contractor agrees to maintain such records and follow such procedures as may be required as the Conference may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Contractor for a period of three years after final audit of the Conference's project, unless a longer period is required to resolve audit findings or litigation. In such cases, the Conference shall request a longer period of record retention.

The Conference and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records, and books of the involving transactions related to this local program and contract.

5. Relationship:

The relationship of the Conference to the Contractor shall be that of an independent consultant rendering professional services. The Contractor shall have no authority to execute contracts or to make commitments on behalf of the Conference and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the Contractor and the Conference.

6. Suspension, Termination, and Close Out:

If the Contractor fails to comply with the terms and conditions of this contract, the Conference may pursue such remedies as are legally available, including, but not limited to, the suspension or termination of this contract in the manner specified herein:

- a. Suspension - If the Contractor fails to comply with the terms and conditions of this contract, or whenever the Contractor is unable to substantiate full compliance with provisions of this contract, the Conference may suspend the contract pending corrective actions or investigation, effective not less than seven (7) days following written notification to the Contractor or its authorized representative. The suspension will remain in full force and effect until the Contractor has taken corrective action to the satisfaction of the Conference and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the Contractor or its authorized representative during the period of suspension will be allowable under the contract except:

- (1) Reasonable, proper, and otherwise allowable costs which the Contractor could not avoid during the period of suspension;

- (2) If upon investigation, the Contractor is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed; and
 - (3) In the event all or any portion of the work prepared or partially prepared by the Contractor be suspended, abandoned, or otherwise terminated, the Conference shall pay the Contractor for work performed to the satisfaction of the Conference, in accordance with the percentage of the work completed.
- b. Termination for Cause - If the Contractor fails to comply with the terms and conditions of this contract and any of the following conditions exist:
- (1) The lack of compliance with the provisions of this contract is of such scope and nature that the Conference deems continuation of the contract to be substantially detrimental to the interests of the Conference;
 - (2) The Contractor has failed to take satisfactory action as directed by the Conference or its authorized representative within the time period specified by same;
 - (3) The Contractor has failed within the time specified by the Conference or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then,

The Conference may terminate this contract in whole or in part, and thereupon shall notify the Contractor of the termination, the reasons therefore, and the effective date, provided such effective date shall not be prior to notification of the Contractor. After this effective date, no charges incurred under any terminated portions of the Scope of Work are allowable.

- c. Termination for Other Grounds - This contract may also be terminated in whole or in part:
- (1) By the Conference, with the consent of the Contractor, or by the Contractor with the consent of the Conference, in which case the two parties shall devise by mutual agreement, the conditions of termination, including effective date and in case of termination in part, that portion to be terminated;
 - (2) If the funds allocated by the Conference via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services;
 - (3) In the event the Contractor fails to pay the Conference promptly or within sixty (60) days after invoices are rendered, the Contractor agrees that the Conference shall have the right to consider said default a breach

of this agreement and the duties of the Conference under this agreement terminated. In such event, the Contractor shall then promptly pay the Conference for all services performed and all allowable expenses incurred; and

- (4) The Conference may terminate this contract at any time giving at least ten (10) days notice in writing to the Contractor. If the contract is terminated for convenience of the Conference as provided herein, the Contractor will be paid for time provided and expenses incurred up to the termination date.

7. Changes, Amendments, Modifications:

The Conference may require changes or modifications in the Scope of Work to be performed hereunder. Such changes, including any decrease or increase in the amount of compensation therefore, which are mutually agreed upon by the Conference and the Contractor shall be incorporated in written amendments to this contract.

8. Personnel:

The Contractor represents that they have, or will secure at their own expense, all personnel required in order to perform under this contract. Such personnel shall not be employees of, or have a contractual relationship to the Conference.

All services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

None of the work or services covered by this contract shall be subcontracted without prior written approval of the Conference. Any work or services subcontracted hereunder shall be specified in written contract or agreement and shall be subject to each provision of this contract.

9. Assignability:

The Contractor shall not assign any interest on this contract, and shall not transfer any interest on this contract (whether by assignment or novation), without prior written consent of the Conference thereto: provided, however, that claims for money by the Contractor from the Conference under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the Conference by the Contractor.

10. Reports and Information:

The Contractor shall furnish the Conference such periodic reports as the Conference may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.

11. Findings Confidential:

All of the reports, information, data, etc., prepared or assembled by the Contractor under this contract are confidential and the Contractor agrees that they shall not be made available to any individual or organization without prior written approval of the Conference unless otherwise subject to public records laws.

12. Copyright:

No reports, maps, or other documents produced in whole or in part under this contract shall be the subject of an application for copyright by or on behalf of the Contractor.

13. Compliance with Local Laws:

The Contractor shall comply with all applicable laws, ordinances, and codes of the state and local government and the Contractor shall save the Conference harmless with respect to any damages arising from any tort done in performing any of the work embraced by this contract.

14. Title VI of the Civil Rights Act of 1964:

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, creed, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

15. Section 109 of the Housing and Community Development Act of 1974:

No person in the United States shall on the grounds of race, color, creed, religion, sex, or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

16. Interest of Members of the Conference:

No member of the governing body of the Conference and no other officer, employee, or agent of the Conference who exercises any functions or responsibilities in connection with the planning or carrying out of the project, shall have any personal financial interest, direct, or indirect, in this contract; and the Contractor shall also take appropriate steps to assure compliance.

17. Interest of Other Public Officials:

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning or carrying out of the project, shall have any personal financial interest, direct or indirect, in this contract; and the Contractor shall take appropriate steps to assure compliance.

18. Interest of Consultant and Employees:

The Conference covenants that it presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Conference further covenants that in the performance of this contract, no person having such interest shall be employed.

19. Audits and Inspections:

The Conference and State Auditor or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and part of the project and this contract, by whatever legal and reasonable means are deemed expedient by the Conference and the State Auditor.

20. Hold Harmless:

The Contractor agrees to indemnify and hold harmless the Conference, appointed and elective officers and employees, from and against all loss and expense, including attorney's fees and costs by reason of any and all claims and demands upon the Conference, its elected and appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of the Contractor's and its agents' negligent performance of work associated with this agreement. The Contractor shall not be liable for property and bodily injury that may result from the negligence of any construction contractor or construction subcontractor.

This agreement contains all terms and conditions agreed to by the Conference and the Contractor. The Attachments to this agreement are identified as follows:

Attachment #1: Budget

Attachment #2: 2019 Homeless Point-in-Time Count Facilitation Proposal/Scope of Work

CITY OF (JURISDICTION)
TECHNICAL ASSISTANCE CONTRACT NO. 010119GV

THIS CONTRACT, entered into this ____ day of _____, _____ by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, acting hereunto duly authorized, and the City of (Jurisdiction), a municipal corporation, located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by _____, Mayor, hereunto duly authorized:

WITNESSETH THAT;

WHEREAS, the City has determined that a need exists to secure assistance in addition to normal Conference activities; and,

WHEREAS, the City is desirous of contracting with the Conference for certain technical planning assistance; and,

WHEREAS, the Conference possesses the technical planning staff with the necessary expertise to provide the required services;

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services. Services performed under this contract may consist of, but are not limited to, the following tasks. Upon mutual agreement by the City and the Conference of a detailed work program and time schedule, the Conference shall, in a satisfactory and proper manner, perform the following types of services:

- 1.1 Develop or assist in development of grant applications for community projects as requested by the Mayor;
- 1.2 Assist the City in the review of development proposals such as rezone and variance applications, State Environmental Policy Act (SEPA) reviews, planned unit developments and subdivisions as requested by the Mayor;
- 1.3 Assist the City Council and Planning Commission with any other activities mutually agreed upon by the City and the Conference.

2. Time of Performance. The services provided by the Conference pursuant to this contract shall:

<input type="checkbox"/> commence on January 1, 2019 and shall end on December 31, 2019.
<input type="checkbox"/> commence on _____, 2019 and shall end on _____, 2019.

3. Access to Information. It is agreed that all information, data, reports, records and maps as are available and for the carrying out of the work outlined above, shall be furnished to the Conference by the City. No charge shall be made to the Conference for such information, and the City will cooperate with the Conference in every way possible to facilitate the performance of the work described in this contract.

4. Compensation and Method of Payment. The maximum amount of compensation and reimbursement to be paid by the City hereunder shall not exceed \$ _____ .00 for all services required. In addition, the City will provide, at no charge to the Conference, photocopy service and secretarial assistance in typing reports for submittal to the Council and Planning Commission. The Conference shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the

Social Security, Workmen's Compensation and Income Tax Laws for persons other than City employees performing services pursuant to this contract.

5. Invoicing. The Conference shall submit monthly billings to the City for payment based upon work completed for the City. Billing for work shall be based upon actual expenses incurred. If applicable, the detailed budget and work program attached will provide an estimate of those expenses. However, amounts may be shifted between various line items to cover costs incurred. The final invoice shall be submitted within 15 days after the ending date of the contract.

6. Termination.

6.1. Termination of Contract for Cause. If, through any cause, the City or the Conference shall fail to fulfill in a timely and proper manner the obligations contained within this contract, the non-defaulting party shall, thereupon, have the right to terminate this contract by giving, at least fifteen (15) days before the effective date of such termination, written notice to the other of such termination specifying the effective date thereof.

6.2. Termination for Convenience. Either the City or the conference may effect termination of this contract upon thirty (30) days written notice by either party to the other party. If the contract is terminated, the City will compensate the Conference for that portion of services extended unto the City.

7. Modification. The terms of this contract may be changed or modified by mutual agreement of the City and the Conference in the form of written amendments to this contract.

8. Contract for Continuation. The City shall give notice of their intent to continue or discontinue the contractual agreement for the year 2019, at least thirty (30) days prior to the completion of this contract.

YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS

CITY OF (JURISDICTION)
YAKIMA COUNTY

BY: _____
Conference Chair

BY: _____
Mayor

ATTEST: _____
Secretary

ATTEST: _____

RESOLUTION 2018-7

A RESOLUTION APPOINTING AN AUDITING OFFICER AND ALTERNATE AUDITING OFFICERS FOR FUND 615, YAKIMA VALLEY CONFERENCE OF GOVERNMENTS FOR YEAR 2019

WHEREAS, it has come to the attention of the Yakima Valley Conference of Governments Executive Committee that there is a need to appoint an Auditing Officer and alternate Auditing Officers for the Yakima Valley Conference of Governments, Fund 615, for year 2019 by resolution,

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Yakima Valley Conference of Governments that Lauris C. Mattson, Executive Director of the Yakima Valley Conference of Governments, be, and hereby is, appointed to serve as Auditing Officer, Investing Officer and Officer to sign Warrant Registers and void Warrant Agreements for Fund 615, Yakima Valley Conference of Governments for year 2019, and

BE IT FURTHER RESOLVED that Christina Wickenhagen, Deputy Director and Tamara Hayward, Finance Coordinator of the Yakima Valley Conference of Governments, as Alternate Auditing Officers, be, and hereby are appointed to perform the duties of the YVCOG Auditing Officer in the absence of the Executive Director, to sign routine documents that would normally be signed by Lauris C. Mattson, YVCOG Executive Director.

THEREFORE, BE IT RESOLVED that the Yakima Valley Conference of Governments shall implement this resolution effective January 1, 2019.

ADOPTED this 19th day of November 2018.

Signed:

Dated: _____

James A. Restucci, Chair
Yakima Valley Conference of Governments

Attest:

Lauris C. Mattson, Executive Director

Christina Wickenhagen, Deputy Director

Tamara Hayward, Finance Coordinator

**YVCOG Executive Committee Meeting November 19, 2018
BUDGET REPORT
Oct-18**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2017	2018
January		\$ 687,448.01	\$ 804,908.24
February		\$ 222,612.72	\$ 168,643.34
March		\$ 143,691.60	\$ 215,224.77
April		\$ 360,562.37	\$ 549,587.75
May		\$ 153,282.29	\$ 296,490.49
June		\$ 219,035.19	\$ 495,068.52
July		\$ 432,976.93	\$ 177,916.72
August		\$ 162,880.55	\$ 196,495.71
September		\$ 288,891.74	\$ 361,289.63
October		\$ 227,803.38	\$ 609,828.36
November		\$ 182,735.23	\$ -
December		\$ 497,649.16	\$ -
Monthly Revenue		\$ 227,803.38	\$ 609,828.36
Total Revenue YTD		\$ 3,579,569.17	\$ 3,875,453.53
EXPENDITURES:			
Salaries	January	\$ 61,841.37	\$ 63,578.97
	February	\$ 63,175.58	\$ 64,026.97
	March	\$ 57,893.72	\$ 64,026.97
	April	\$ 60,751.40	\$ 64,026.97
	May	\$ 64,794.44	\$ 64,359.97
	June	\$ 63,815.35	\$ 64,359.97
	July	\$ 64,471.15	\$ 65,812.97
	August	\$ 63,344.89	\$ 66,036.97
	September	\$ 63,782.99	\$ 66,834.90
	October	\$ 60,278.48	\$ 62,833.75
	November	\$ 58,075.18	\$ -
	December	\$ 60,464.71	\$ -
Total Current Salaries		\$ 63,782.99	\$ 62,833.75
Total Salaries YTD		\$ 742,689.26	\$ 645,898.41
Vouchers	January	\$ 70,136.49	\$ 352,453.50
	February	\$ 318,813.00	\$ 261,837.78
	March	\$ 243,468.95	\$ 268,900.96
	April	\$ 276,628.38	\$ 371,713.11
	May	\$ 254,611.89	\$ 260,113.70
	June	\$ 258,527.85	\$ 268,426.73
	July	\$ 180,564.54	\$ 216,499.00
	August	\$ 204,038.24	\$ 235,299.83
	September	\$ 197,116.80	\$ 289,074.34
	October	\$ 232,648.43	\$ 272,222.66
	November	\$ 213,241.70	\$ -
	December	\$ 218,074.16	\$ -
Monthly Vouchers		\$ 232,648.43	\$ 272,222.66
Total Vouchers YTD		\$ 2,667,870.43	\$ 2,796,541.61
TOTAL EXPENDITURES SEPTEMBER		\$ 296,431.42	\$335,056.41
TOTAL EXPENDITURES YTD		\$3,410,559.69	\$3,442,440.02
Revenue Balance		\$169,009.48	\$433,013.51

2018
Yakima Valley Conference of Governments
Revenue Budget

83%

Grants/Contracts	October	YTD Actual Revenue	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **		
Administration					
Admin-Gen'l Assessment	12,376.00	121,440.00	121,440.00	0.00	100%
Admin-Misc Revenue (copies, posters)	-	54.71	300.00	245.29	18%
Admin-Assoc Membership Fees	-	2,500.00	2,000.00	-500.00	125%
Admin-Gen'l Ala Carte	-	15,000.00	140,000.00	125,000.00	11%
Other Income (Rebates)	-	134.27	200.00	65.73	67%
Community Services	1,750.00	14,096.00	6,000.00	-8,096.00	235%
Sale of Scrap & Junk			400.00	400.00	0%
Total Administration	14,126.00	153,224.98	270,340.00	117,115.02	57%
Intergov-Local Match WSDOT	898.00	43,831.00	43,831.00	0.00	100%
Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
Total Intergov-Local	898.00	49,831.00	49,831.00	-	100%
CTR - Plans & Progr WSDOT	-	57,611.02	75,000.00	17,388.98	77%
CMAQ Grant	4,501.31	57,100.28	103,750.00	46,649.72	55%
Human Services Transp Plan	-	27,594.61	12,000.00	-15,594.61	230%
FHWA-DOT-Metro Plan (PL)	-	172,209.32	350,000.00	177,790.68	49%
FTA-DOT-Metro Plan Grant	-	70,000.03	70,000.00	-0.03	100%
RTPO-WSDOT	-	75,081.85	96,996.00	21,914.15	77%
Total TRANSPORTATION	4,501.31	459,597.11	707,746.00	248,148.89	65%
Homeless Local Fees	408,510.00	1,602,055.64	1,258,510.00	-343,545.64	127%
CHG State Grant	68,950.90	626,898.69	693,000.00	66,101.31	90%
TANF State Grant	9,391.60	42,625.66	55,000.00	12,374.34	78%
HEN State Grant	98,402.96	925,186.58	765,345.00	-159,841.58	121%
HUD CoC Federal Grant	-	8,719.83	25,000.00	16,280.17	35%
Total HOMELESS	585,255.46	3,205,486.40	2,796,855.00	-408,631.40	115%
Intergov-Scholarship	-	2,218.00	500.00	-1,718.00	444%
Member TA's 2017					
Grandview	147.15	1,877.96			
Granger	2,748.10	10,675.36			
Harrah	-				
Mabton	1,600.78	2,626.72			
Moxee	-	59.53			
Naches	-				
Selah	-				
Sunnyside	-				
Tieton	-				
Toppenish	-				
Union Gap	551.56	14,640.91			
Wapato	-				
Zillah	-				
Intergov Serv-Exec Boards (TA Contr)	5,047.59	37,280.66	114,000.00	76,719.34	33%
Total Revenue	609,828.36	3,907,638.15	3,939,272	31,633.85	99%

2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

83%

	October	YTD Actual	2018 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 62,833.75	\$ 645,898.41	\$ 870,000	74% \$	224,101.59
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0% \$	8,000.00
Total Salaries and Wages	\$ 62,833.75	\$ 645,898.41	\$ 878,000	74% \$	232,101.59
Personnel Benefits					
Benefits-Direct	\$ 21,672.79	\$ 226,144.01	\$ 310,000	73% \$	83,855.99
Total Benefits	\$ 21,672.79	\$ 226,144.01	\$ 310,000	73% \$	83,855.99
Supplies					
Office & Operating Supplies	\$ 1,606.71	\$ 8,036.31	\$ 32,000	25% \$	23,963.69
Small Tools and Minor Equip	\$ 1,405.58	\$ 8,237.77	\$ 12,000	69% \$	3,762.23
Small & Attractive Items	\$ -	\$ -	\$ 5,000	0% \$	5,000.00
Total Supplies	\$ 3,012.29	\$ 16,274.08	\$ 49,000	33% \$	32,725.92
Other Services-Charges					
Professional Services	\$ 11,366.97	\$ 79,608.21	\$ 88,000	90% \$	8,391.79
Prof Serv-Tech Services	\$ 1,217.04	\$ 12,170.40	\$ 16,000	76% \$	3,829.60
Community Services	\$ -	\$ -	\$ 500	0% \$	500.00
Communications-Telephone	\$ 1,040.28	\$ 10,909.13	\$ 11,000	99% \$	90.87
Communication-Postage	\$ 78.10	\$ 312.40	\$ 700	45% \$	387.60
Travel	\$ 5,497.11	\$ 32,674.59	\$ 64,000	51% \$	31,325.41
Advertising	\$ 1,712.04	\$ 7,836.75	\$ 15,000	52% \$	7,163.25
Operating Rentals and Leases	\$ 4,703.09	\$ 55,255.89	\$ 190,000	29% \$	134,744.11
Insurance	\$ -	\$ 9,667.00	\$ 9,000	107% \$	(667.00)
Utility Services	\$ 13.22	\$ 129.95	\$ 275	47% \$	145.05
Repair and Maintenance/Copies	\$ 248.35	\$ 3,311.60	\$ 5,500	60% \$	2,188.40
Homeless Provider Contracts	\$ 221,184.38	\$ 2,271,502.36	\$ 2,243,510	101% \$	(27,992.36)
Misc. (registrations, dues, subscriptions)	\$ 477.00	\$ 50,745.24	\$ 58,587	87% \$	7,841.76
Total Services	\$ 247,537.58	\$ 2,534,123.52	\$ 2,702,072	94% \$	167,948.48
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200	\$	200.00
	\$ -	\$ -	\$ 200	\$	200.00
Total Expenditures	\$ 335,056.41	\$ 3,422,440.02	\$ 3,939,272	87% \$	516,831.98

2017- '18 Cash Flow Statement
Yakima Valley Conference of Governments

October 2018

(Cash Basis Accounting) For the Mo Ended:

	October	November	December	January	February	March	April	May	June	July	August	September	October
Beginning cash	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,872.25	\$612,031.16	\$637,456.36
Fed Hwy Admin-WSDOT STP													
CTR - Grant		31,968.38	10,076.32	6,411.02	13,200.00	13,200.00	6,600.00		13,200.00			11,600.00	
CMAQ Plans & Programs	2,699.65			5,610.75	9,055.17	9,190.70	9,190.70		11,405.25	9,893.56		7,443.54	4,501.31
Human Svs Trasp Plan Grant				2,034.32	4,676.40	3,930.59	3,677.59		5,295.71			3,302.88	
FHWA DOT-Metro Plan Grant		24,462.87	52,054.92	33,547.62				38,067.41	25,379.57	26,662.15	25,489.91	23,062.66	
FTA-DOT-Metro Plan Grant					52,065.61			17,934.42					
DOT-RTPO & RTPO Long Range		5,386.83	11,126.02	4,817.83	20,063.83			31,406.58	268,700.00		7,367.01	11,426.60	
Homeless 2163 Local Fees		203,842.00	494,450.00				313,495.64					116,900.00	408,510.00
STATE FUNDS - Homeless Grant	107,168.47	121,501.50	159,675.55	165,636.72	160,717.30	114,317.61	167,647.82	182,677.76	160,087.11	120,776.55	161,993.79	184,110.81	176,745.46
HUD CoC Grant		9,948.09							8,719.83				
FEDERAL FUNDS - Homeless Grant	95,808.58	13,265.46											
Intergov-Ala Carte				2,500.00			3,966.00	12,500.00					
Technical Assistance Members	11,384.68	985.53	5,692.42	6,865.77		2,583.26	4,475.73	6,084.32	2,281.05	7,891.46		2,543.14	5,047.59
Intergov-County/City Share-gen asse	10,742.00	19,115.50		55,134.50	1,875.00		19,879.00			11,268.00			12,376.00
Intergov-Local Match WSDOT		1,283.00		17,491.00	1,244.00		13,823.00						898.00
Intergov -Local FTA (Yakima Transit)		10,000.00					6,000.00						
YV Community Foundation Grant				33.71		8.70	134.27			925.00	325.00	900.00	1,750.00
Misc Revenue-copies, posters							500.00	500.00			1,000.00		
Associate Membership Fees													
Scrap & Junk													
Scholarship							198.00	1,700.00			320.00		
Expense Revenue Netted Back													
Total Receipts	\$227,803.38	\$182,735.23	\$497,649.16	\$794,533.24	\$168,512.70	\$215,224.77	\$549,587.75	\$296,490.49	\$495,068.52	\$177,916.72	\$196,495.71	\$361,289.63	\$609,828.36
Available Cash	\$632,976.25	\$521,770.19	\$748,102.47	#####	\$1,016,577.07	\$905,937.09	\$1,122,596.91	\$983,347.32	\$1,153,942.17	\$999,184.22	\$913,367.96	\$973,320.79	\$1,247,284.72
Use of Funds													
Salaries	60,618.74	58,075.18	60,464.71	63,578.97	64,026.97	64,026.97	64,026.97	64,359.97	64,359.97	65,812.97	66,036.97	66,834.90	62,833.75
Personnel Benefits	20,507.04	20,474.70	21,699.30	22,457.31	22,638.57	22,653.18	22,615.24	22,693.41	22,723.15	23,044.71	23,117.32	22,528.33	21,672.79
Supplies	1,569.28	451.51	882.21	3,473.28	1,970.26	955.39	1,938.78	501.49	778.25	1,478.70	1,848.25	808.67	3,012.29
Other Services	211,246.23	192,315.49	195,492.65	326,522.91	237,228.95	245,292.39	347,159.09	236,918.80	244,813.30	191,975.59	210,334.26	245,692.53	247,537.58
Total Cash Out	293,941.29	271,316.98	278,538.87	416,032.47	325,864.75	332,927.93	495,740.08	324,473.67	332,674.67	282,311.97	301,336.80	335,864.43	335,056.41
Net Cash Flow	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,872.25	\$612,031.16	\$637,456.36	\$912,228.31

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**11/19/18 EXECUTIVE COMMITTEE MEETING
PLANNING PROGRAM UPDATES**

Program Update:

COMMUNITY ASSISTANCE

- Granger Council Remand Conditional use permit back to Hearing Examiner on waiting for information from applicant.
- Granger Council sub-committee meeting on developing findings for council actions on Rezones- Sub-committee of council reviewing draft ordinance.
- Granger Hearing Examiner conduct a hearing on Preliminary Plat to subdivide 12 acres into 9 lots–Hearing continued to November 7, 2018 recommendation to City Council.
- Working with Mabton on UGA expansion. County Planning Commission considered the application and voted to recommend approval to the County Commissioners .
- Working with City of Union Gap on comprehensive plan amendment. Planning Commission conduct public hearing October 23, 2018 made recommendation to City Council.
Working with Union Gap on 3 short plats and couple of site plan/SEPA reviews.

OTHER PROJECTS

- South County Solar Project. Workshop help conduct workshop on November 1, 2018 in Mabton. Involves communities of Sunnyside, Grandview and Mabton.
- Monday meetings with Union Gap Community Development group to talk about permits.

FUTURE PROJECTS

- Working on Budget and funding plan for long range regional plan.
- Working with cities on possible small cell projects regulations.

TRAININGS

VACATION

- November 13 to November 29.

HOMELESS HOUSING and ASSISTANCE PROGRAM CHARTER

OF

YAKIMA COUNTY

I. PURPOSE

The purpose of the Homeless Housing & Assistance Program Charter of Yakima County is to address the wide range of matters associated with homelessness in Yakima County with the goal of making homelessness in Yakima County brief and rare.

II. OVERVIEW

The state legislature passed House Bill 1570, which requires the creation of a homeless housing task force to evaluate homelessness within its community, determine the best methods to address homelessness, and provide a homeless housing plan to the local legislative authority. To comply with this requirement, the Homeless Housing & Assistance Program Charter of Yakima County is created to provide community partners, providers, and interested parties a forum to efficiently and effectively address the challenges of homelessness in Yakima County.

III. LEGISLATIVE AUTHORITY

The Yakima Board of County Commissioners (BOCC) is the local legislative authority and holds the ultimate responsibility for the homeless housing programs within Yakima County, as outlined in RCW 43.185C.

IV. COALITION

a. PURPOSE

The primary purpose of the Yakima County Homeless Coalition (YHC) is to develop and review the Yakima County Homeless 5-Year Plan. The 5-Year Plan will be reviewed annually by the Board of County Commissioners. The YHC is to collaborate with community members and interested parties to make homelessness in Yakima County brief and rare.

b. MEMBERSHIP

The YHC is open to all community members. Membership is open and fluid. Any community member, provider, elected official, business person, chamber member, or any other person or entity interested in addressing homeless matters in Yakima County is encouraged to be a member and participate in the Coalition.

c. MEETINGS

The Yakima County Homeless Coalition shall meet quarterly (March, June, September, and November).

d. CHAIR, VICE-CHAIR AND BASIC PROCEDURE

At its first meeting of each calendar year, the Yakima County Homeless Coalition shall choose, by majority vote, a Chair and Vice-Chair from its membership. Meetings shall follow the basic rules set

forth in Robert's Rules of Order. Decisions of the YHC shall be by the majority vote of the members present. The members present at the meeting constitute a quorum.

e. RCW 43.185C

The Yakima County Homeless Coalition serves as the "task force" contemplated by RCW 43.185C, and should perform all the action items outlined in that statutory section.

f. PRIORITIES

The following items are priorities for the Yakima County Homeless Coalition. Other issues may arise that are either short-term or long-term issues, and the Coalition may create, or disband, sub-committees as it deems appropriate by a majority vote of the Coalition.

1. 5 Year Plan to End Homelessness. The Coalition shall evaluate the Yakima County 5-Year Plan (titled "2017-2021 Housing First – Yakima County's 5-Year Homeless Plan") to end homelessness and annually recommend updated plans to the County Commissioners for adoption prior to state deadline as required by HB1570.

2. Establish Housing Project Guidelines. The Coalition shall establish and evaluate housing project guidelines that are consistent with the statewide homeless housing strategic plan for the following projects: a) emergency shelter; b) short-term housing needs; c) temporary encampments; d) supportive housing for chronically homeless persons; and e) long-term housing. All established guidelines and updates of guidelines shall be recommended to the Board of County Commissioners for adoption prior to any changes becoming effective as required by HB1570.

3. Data Collection and Review. The Coalition should review HMIS and project performance data and evaluate how that data is collected to ensure standardized collection procedures, what additional data may be useful to be collected and collaborate with service providers when necessary regarding data collection.

4. Youth Services. The Coalition should evaluate issues facing homeless youth and services being provided, or that could be provided, to homeless youth.

5. Affordable Housing. The Coalition should evaluate the housing stock in Yakima County and discuss matters pertaining to affordable housing.

6. Homeless Services for Special Needs Populations. The Coalition should evaluate current homeless services for special needs populations and provide input as to what services could be added.

7. Emergency Shelter. The Coalition should evaluate and review emergency homeless shelter options ensuring that shelter beds are available during all times of the year.

g. BALANCE OF STATE REPRESENTATIVES

Yakima County participates in the Balance of State Continuum of Care. Yakima County is allocated two representatives to the Washington State Balance of State Board. Yakima County's two representatives

shall be chosen at the first Yakima County Homeless Coalition meeting of each calendar year, by majority vote, from its membership.

V. COALITION EXECUTIVE COMMITTEE

a. PURPOSE

The purpose of the Coalition Executive Committee is to provide strategic oversight and accountability of the YHC. The Coalition Executive Committee shall serve as the liaison to make recommendations to the Board of County Commissioners for plan updates and project guidelines. Executive Committee members should be engaged in processes and planning regarding homelessness in Yakima County. The Executive Committee may establish sub-committees as it deems necessary.

b. MEMBERS

There shall be a minimum of nine (9) members of the Executive Committee falling into the following groups:

1. 1 City of Yakima elected official or designee. This seat is filled by the Yakima City Council.
2. 1 County of Yakima elected official or designee. This seat is filled by the Board of Yakima County Commissioners.
3. 1 elected official from any jurisdiction in Yakima County. This seat is filled at the yearly general meeting of the Yakima Valley Conference of Governments by majority vote of the members present.
4. 3 community members. These seats will be filled by a majority vote of the Coalition.

The Board of County Commissioners will then choose three additional members, one of each from the following groups, to also serve as Executive Committee members:

5. 1 representative that works in public safety.
6. 1 representative from a for-profit business or trade association.
7. 1 consumer representative (a homeless or formerly homeless individual).

Executive Committee member terms (other than the term for the Yakima City Council member and Board of Yakima County Commissioner member which are determined by those bodies) are for two (2) years and may be extended for two consecutive terms (six years total). The initial term will extend from appointment through the following December, and terms will run January 1—December 31st thereafter. Appointments will be made yearly at the November Coalition meeting.

All Executive Committee members are members of the Coalition are required to attend and participate in a minimum of 60% of the regular Coalition meetings each calendar year. The Board of County Commissioners can remove a member for failure to meet this requirement.

c. MEETINGS

The Executive Committee shall meet quarterly (January, April, July, and October) or more often if determined necessary by a majority vote of Coalition members. Special meetings may be called by the Chair upon 24 hours' notice, which may be provided by email.

VI. PROGRAM ADMINISTRATOR

a. PURPOSE

The purpose of the Program Administrator is to have an entity who is responsible for ensuring that funding and reporting requirements of federal, state, and local funds are appropriately managed.

The Program Administrator will oversee the funding contracts ensuring that contractual provisions are followed, HMIS data is being entered, and other requirements of the contract and/or law are followed during the contract terms.

The Program Administrator shall fairly and transparently administer state and locally funded contracts for homeless programs and projects free of bias or conflicts of interest.

The Program Administrator will carry out the direction given by the Board of County Commissioners, with regards to the funding goals, qualifications, determinations and contract management.

The Program Administrator may consult with Cities, Towns and County staff for support and information regarding their specific homelessness concerns or future projects.

b. SELECTION

The Program Administrator role will be filled by the Board of County Commissioners per terms of a separate annual contract agreement.

c. SUPPORT –

The Program Administrator shall provide funding for administrative support to the Coalition and Executive Committee.

The Program Administrator shall administer County contracts for local funds for homeless services within Yakima County and shall issue and administer contracts for state funds for homeless services within Yakima County.

d. REPORTS TO BOARD OF COUNTY COMMISSIONERS

The Program Administrator will report to the Board of County Commissioners. The BOCC will determine the extent of administrative funding support that will be given by the Program Administrator to the Coalition.

e. FUNDING PROCESS

The BOCC approved 5-Year Plan as recommended by the YHC identifies the priorities for addressing homelessness in Yakima County.

These priorities will be forwarded to the Program Administrator by the BOCC. The Program Administrator will then create the Competitive Process Scoring Committee (CPSC). The Program Administrator will draft the request for proposal for local funds and forward to County Staff for publication.

The CPSC will be comprised of 7 neutral county-wide community members, as appointed by the BOCC, having subject matter expertise, and appropriate training to properly evaluate the competitive funding process.

The CPSC will review and score the applications independently. The CPSC may conduct interviews. After all scoring and interviews (if conducted) are complete, a recommendation is made by the CPSC to the Board of County Commissioners. The Board of County Commissioners will then approve or deny the recommendation.

The Board of County Commissioners will direct the Program Administrator to draft the Scope of Work, Special Terms and Budget to include in awarded contracts. Local Funding contracts will then be approved by the BOCC and administered by the Program Administrator.

The Board of County Commissioners have the ultimate decision-making authority as to the final distribution of local funds for each competitive funding cycle.

VII. TERMINATION

The Coalition, and its Executive Committee and sub-committees, are created and can be terminated by the Board of County Commissioners at its discretion without notice.