



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, December 17, 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
Sherry Raymond, Member-at-Large, City of Selah

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 December 17, 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: November 19, 2018 YVCOG Executive Committee Meetings *pp. 4-7*
2. Approval of Homeless Program Contract Modifications:
 - a. TYT – Shelter 2018-2020 *p. 8*
 - b. TYT Outreach 2018-2020 *p. 9*

Administrative modification to change name of subgrantee. Transform Yakima Together has merged with Sunrise Outreach who will be handling the administration for the contracts and accepting contractual obligations; TYT will continue the operation of Camp Hope.

Action: *Discuss and approve*

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

OLD BUSINESS

1. Continuance of executive session from November meeting? See item 7.

NEW BUSINESS

1. Executive Director’s Correspondence
Larry Mattson, Executive Director
 - *WSU College of Nursing Letter* *p. 10*
 - *Introducing Esther Magasis, Regional Program Manager*
 - *Regional Planning for Local Action Vignette #2: YCDA*
 - *Cross-Sector Collaboration: ‘Program Rich, but System-Poor’*

Action: *Information*

2. Department of Commerce: Assistance to Local Communities
Julia Havens, Community Outreach Programs Specialist
Action: *Information*

3. Yakima County Homeless Housing & Assistance Program Administrator Contract Mod #4

Larry Mattson, Executive Director

pp. 11-13

- Extend contract to June 30, 2019
- Increase contract amount \$ 725,000

Action: Discuss and approve. "I move to authorize the chair to sign the Homeless Housing & Assistance Program Administrator Contract Modification #4."

4. YVCOG Policies

Chris Wickenhagen, Deputy Director

- Working from Home for Employees
- Working from Home for Supervisors
- Allowing Digital Signatures
- Receiving Fixed Assets
- Maintaining Fixed Assets

P. 14
P. 15
P. 16
P. 17
P. 18

Action: Discuss and approve.

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

POL-130: Working From Home For Employees

POL-134: Working From Home For Supervisors

POL-109: Allowing Digital Signatures

POL-111: Receiving Fixed Assets

POL-112: Maintaining Fixed Assets

5. Staff Reports

A. Homeless Housing & Assistance Program– Crystal Testerman, Program Manager

Action: Information

B. Planning Program – Mike Shuttleworth, Program Manager

Action: Information

C. Budget Report – Chris Wickenhagen, Deputy Director

pp. 19-22

Action: Information

6. January 16, 2019 YVCOG General Membership Meeting

Larry Mattson, Executive Director

- Location: City of Toppenish
- Business:
- Program: Adverse Childhood Experiences & Your Budget; Mike Johnson, UGM; Debora Gaidos, Counselor

Action: Information.

7. Executive Session – Executive Director Annual Performance Review

James Restucci, Chairman

Continuance of November 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

8. 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
November 19, 2018

CALL TO ORDER Chair Jim Restucci called the November 19, 2018 meeting of the YVCOG Executive Committee to order at 1:32 p.m.

ROLL CALL & INTRODUCTIONS

- Members present: James Restucci, John Hodkinson, Bill Moore, Brad Moore
- Members present via teleconference: none.
- Members absent: Mike Leita*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Crystal Testerman and Jodi Smith
- Others present: Lee Murdock, Joan Davenport and Gordon Heintzman.
- 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: October 15, 2018 YVCOG Executive Committee Meetings
- B. 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.
- C. 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

Bill Moore moved to approve the Consent Agenda. John Hodkinson seconded. The motion passed.

OLD BUSINESS

None.

NEW BUSINESS
*YVCOG Policies**

Chris Wickenhagen, Deputy Director. YVCOG is in the process of clarifying internal Policies and Procedures for Executive Committee review and approval. These include the following:

- Structuring YVCOG Policies and Procedures
- Signing Contracts allowing Executive Director to sign contracts up to \$50,000.
- Issuing Warrants and Claims, paying warrants bringing back to the Executive Committee for approval after being issued.
- Procuring Services of \$50,000 or more. Set at a standard level for government agencies. Contracts can still be sole sourced.
- Wellness Program through Association of WA Cities has impact on insurance premiums.

John Hodkinson made a motion to approve and authorize chair to sign POLICIES 100-Structuring Policies within YVCOG, 102-Signing Contracts, 105-Issuing Warrants and Claims, 107-Procuring Services or Goods and 405-Supporting a Wellness Committee. Bill Moore seconded. Motion passes approving these policies.

After discussion regarding separation of duties, motion to authorize chair to sign Resolution 2018-6 approving a formal procedure for issuing warrants and claims made by John Hodkinson. Janice Gonzales seconded. The motion passes.

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Public Hearing*

James Restucci, Chair opened the hearing. TIME START: 1:44 p.m.

- a. "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.
- b. All persons wishing to be heard should sign in
- c. Do any Executive Committee members have any interests, financial or property, to disclose in connection with this matter? **For the record, there were no responses or disclosures received.**
- d. The order of speakers:

Staff presentation by Chris Wickenhagen - RCW allows to charge for electronic copies. Data storage for 3 years.

Comments from members of the public. No public comments.

Response from staff. None

Questions from Executive Committee members regarding public records process followed. Chris Wickenhagen is the YVCOG Public Records Officer. No purchased software used for public records requests. We have developed our own tracking method for processing requests. Software programs used for the cities of Union Gap and Yakima.

- e. This concludes the public hearing for this matter. TIME END 1:53 p.m.

Action: Discuss and approve.

After discussion, the motion to approve and authorize chair to sign Resolution 2018-5 adopting a public records fee schedule POL 301 is tabled until January 2019 to provide further information to the Executive Committee.

Executive Director's Correspondence

Larry Mattson, Executive Director
Regional Planning for Local Action Vignette: Collaboration with non-profit, philanthropic, civic, business, health and other community organizations. Building collaborative networks to eliminate duplication and fill gaps.
Action: Information

Executive Committee Vacancy

Jim Restucci, Chair.
It is the Executive Committee's responsibility to make an appointment to fill the vacant position through the end of the current term which ends in January of 2020. Janice Gonzales moved to appoint Mayor Sherry Raymond, John Hodkinson seconded. **Motion passes.**

2019 Meeting Dates*

Jodi Smith, Communications Specialist
Action: Discuss and approve.
Motion to approve and authorize the publication of YVCOG 2019 meeting dates for the Transportation Policy Board, the Executive Committee and the General Membership made by John Hodkinson and seconded by Brad Hill. General Membership meeting time to be discussed at the next General Membership meeting in December. **Motion to approve the 2019 meeting dates passed.**

2018 Budget Amendment*

Chris Wickenhagen, Deputy Director
Discuss and approve 2018 Budget Amendment, Executive Committee. Bottom line unchanged. Moving line items to balance budget.
After discussion, motion to approve the 2018 budget amendment made by John Hodkinson, seconded by Bill Moore. Motion passes.

Page 5

2018 Budget Increase Amendment: Increased 2163 funds.

After discussion, motion 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 made by John Hodkinson. Seconded by Bill Moore. Motion passes.

*Homeless Housing & Assistance**

Larry Mattson, Executive Director

Contract Execution (Sole Source) – 2019 Point in Time (PIT) contract with ACR Business Consulting.

After discussion, the motion to Approve the Chair to sign contract ACR Business Consulting PSA for contract period 11/1/18 – 3/31/19 made by John Hodkinson. Seconded by Bill Moore. Motion passes.

*2019 Technical Assistance Contracts**

Larry Mattson, Executive Director

Consideration of pre-approved Technical Assistance Contracts with member jurisdictions.

Motion to approve and authorize the Chair to sign 2019 contracts when initiated by members made by John Hodkinson. Seconded by Bill Moore. Motion passes.

*Appoint 2019 Auditing Officer and Alternate Auditing Officers, by Resolution 2018-7**

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

Motion to authorize the chair to sign Resolution 2018-7 appointing 2019 auditing & investing officer made by Janice Gonzales. Seconded by Brad Hill. Motion passes.

*Staff Reports**

Budget Report – Chris Wickenhagen, Deputy Director

Planning Program – Larry Mattson, Executive Director on behalf of Mike Shuttleworth.

Homeless Housing and Assistance Program – Crystal Testerman. Yakima County is extending the interlocal agreement with YVCOG for 6 months. Governance Agreement draft to be adopted. Sunrise Outreach merging with Transform Yakima. Contract will be revised to reflect this change. Anchor Communities launched in Yakima. Working with Way Home Washington on compiling data on homeless youth. Next month: summary report of Tiny Homes demonstration project.

Citizen Gordon Heintzman spoke about his concerns on homelessness, tiny homes and the “not in my backyard” mentality.

Action: Information

December 12, 2018 General Membership

- Location: Harman Center
- Business: 2018 Budget Amendment. GM meeting times.
- Program – 2018 Highlights and 2019 Focus
- 2018 Outstanding Service Award, nominations being taken. Lifetime Achievement award being considered.

Action: Information

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 3:02 p.m. and will be concluded at 3:30 p.m.

Action: Information

Executive Director’s 2019 Compensation

Jim Restucci, Chairman.

Reconvene in open session at 3:30 p.m. following conclusion of the executive session.

Action: Discuss; approve potential 2019 salary adjustment per performance review is tabled until the December 17, 2018 meeting.

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN With no other business, Jim Restucci adjourned the meeting at 3:31 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Communications Specialist

DRAFT

**AGREEMENT BETWEEN
YAKIMA VALLEY CONFERENCE OF GOVERNEMENTS
AND
SUNRISE OUTREACH CENTER
IN CONJUNCTION WITH PROGRAM YEAR 2018 – 2019 for the
CONSOLIDATED HOMELESS GRANT (CHG) & HOMELESS HOUSING AND ASSISTANCE FUND (HHAF)**

1. GRANTEE Sunrise Outreach Center of Yakima 221 E Martin Luther King Jr. Blvd. Yakima, WA 98901		2. Contract Amount <p style="text-align: center;">\$475,000.00</p>	3. Tax ID # <p style="text-align: center;">51-0175998</p>
4. Grantee's Program Representative Dave Hanson, Executive Director DHanson.sunriseoutreach@gmail.com 509-225-9310		5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
6. Grantee's Financial Representative Dave Hanson, Executive Director DHanson.sunriseoutreach@gmail.com 509-225-9310		7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
8. Contract #/Project Type: TYT – Shelter 2018-2020 Mod 1 Temporary Emergency Shelter		9. CONTRACT START DATE <p style="text-align: center;">7/1/2018</p>	10. CONTRACT END DATE <p style="text-align: center;">6/30/2020</p>
11. Original Grant Amount <p style="text-align: center;">\$475,000</p>	12. Modification Amount 	14. Funding Authority <p style="text-align: center;">Local Surcharge fee -2163 funds</p>	
13. TOTAL CONTRACT AMOUNT <p style="text-align: center;">\$475,000.00</p>		15. State/Federal BARS code <p style="text-align: center;">001-712-516-50-X09</p>	16. CFDA # <p style="text-align: center;">N/A</p>
17. Grantee Selection Process: (check all that apply) <input checked="" type="checkbox"/> Sole Source <input type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		18. Grantee Type: (check all that apply) <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
<p>Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.</p>			
<p>Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.</p>			

(FACE SHEET)

**AGREEMENT BETWEEN
YAKIMA VALLEY CONFERENCE OF GOVERNEMENTS
AND
SUNRISE OUTREACH CENTER
IN CONJUNCTION WITH PROGRAM YEAR 2018 – 2019 for the
CONSOLIDATED HOMELESS GRANT (CHG) & HOMELESS HOUSING AND ASSISTANCE FUND (HHAF)**

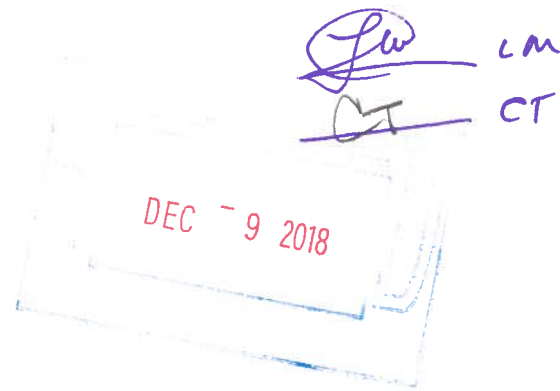
1. Grantee Sunrise Outreach Center of Yakima 221 E Martin Luther King Jr. Blvd. Yakima, WA 98901		2. Contract Amount <p style="text-align: center;">\$15,000.00</p>	3. Tax ID # <p style="text-align: center;">51-0175998</p>
4. Grantee's Program Representative Dave Hanson, Executive Director DHanson.sunriseoutreach@gmail.com 509-225-9310		5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
6. Grantee's Financial Representative Dave Hanson, Executive Director DHanson.sunriseoutreach@gmail.com 509-225-9310		7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
8. Contract #/Project Type: <p style="text-align: center;">TYT – Outreach 2018-2020 Mod 1 Outreach Services</p>		9. CONTRACT START DATE <p style="text-align: center;">7/1/2018</p>	10. CONTRACT END DATE <p style="text-align: center;">6/30/2020</p>
11. Original Grant Amount <p style="text-align: center;">\$15,000.00</p>	12. Modification Amount 	14. Funding Authority <p style="text-align: center;">Local Surcharge Fee - 2163 funds</p>	
13. TOTAL CONTRACT AMOUNT <p style="text-align: center;">\$15,000.00</p>		15. State/Federal BARS code <p style="text-align: center;">001-712-516-50-X09</p>	16. CFDA # <p style="text-align: center;">N/A</p>
17. Grantee Selection Process: (check all that apply) <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		18. Grantee Type: (check all that apply) <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	

Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.

Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.

(FACE SHEET)

Larry Mattson
Executive Director of Yakima Valley Conference of Governments
Yakima Valley Conference of Governments
311 North 4th St. Suite 204
Yakima, WA 98901



Dear Larry Matson,

We are senior students at Washington State University College of Nursing. We would like to begin by sincerely thanking you for taking the time to review this policy letter, addressing the need for increased funding for families who are homeless in Yakima County. Over the past few months we have been researching the needs of the homeless population in Yakima. We have discovered an overwhelming need for affordable housing and funds for existing housing. Yakima Neighborhood Health Services (YNHS) offers a Rapid Rehousing and Rental Assistance program for individuals at-risk of being homeless as well as homeless families and children (2018). This program demonstrated success by helping households exit homelessness and not return to shelter. For this reason, we are proposing the Yakima Valley Conference of Governments allocate additional funds to YNHS for continued permanent housing for families in homelessness.

Through various contacts with different agencies in the community serving the homeless, we found many shelters and resources offer temporarily housing for a specific population. For example, Camp Hope Homeless Encampment document states emergency shelter is provided for single men, women, and couples (2017). Although couples are permitted at Camp Hope, children are not. The Rapid Rehousing (RRH) program at YNHS is available to all individuals and families in homelessness. YNHS Rapid Rehousing and Rental Assistance program evaluation found 85% of participants exited to permanent housing and 77% of families that enrolled in RRH did not return to shelter (2018). According to the *Housing First Yakima County's 5-year Homeless Plan*, there are approximately 800 homeless families in Yakima County; the 2017 annual *Homeless Assessment Report to Congress* reported there was approximately 6,633 homeless families in Washington State, which means Yakima County makes up about 12% of the homeless family population in Washington state (2017). Providing housing for families in homelessness will create stability and serve as a foundation which gives the homeless the opportunity to pursue personal goals and improve their quality of life. In order to provide permanent housing for families experiencing homelessness, additional funds must be directed towards YNHS.

We would again like to thank you for your thoughtful consideration of our initiative to increase funding within Yakima County for families in homelessness. It is our primary goal through this initiative to provide sustained and much needed housing with basic human needs for families experiencing homelessness in the Yakima County. Please feel free to contact us via the emails listed below or at the University Nursing Department (509-494-7900) to discuss any concerns or questions you may have regarding this proposal.

Sincerely,
Silvia Muro-Escalante, Tanner Rapp, Abel Garcia

Camp Hope Homeless Encampment. (2017, April). <https://www.yvcog.org/wp-content/uploads/2017/02/Transform-Yakima-Camp-Hope.pdf>

Yakima Valley Conference of Governments. (2017). *Housing First Yakima County's 5-year Homeless Plan*.

YNHS Rapid Rehousing and Rental Assistance. (2018, April). <https://www.yvcog.org/wp-content/uploads/2018/09/YNHS-RRH-RA.pdf>

U.S. Department of Housing and Urban Development, Office of Community Planning and Development. (2017). *The 2017 Annual Homeless Assessment Report to Congress*.

**HOMELESS AGREEMENT
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: YVCOG 2018-2019 Amendment #4
1. NAME/ADDRESS: Larry Matson, Executive Director Yakima Valley Conference of Governments 402 N. 4th Street, Suite 300 Yakima, WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$1,100,000	5. PREVIOUS CONTRACT AMOUNT: \$1,608,510
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$725,000
	4. TOTAL CONTRACT AMOUNT: \$1,100,000	7. NEW TOTAL CONTRACT AMOUNT: \$2,333,510
8. CONTACT INFO: Christina Wickenhagen, Deputy Director (509) 759-7986 Chris.Wickenhagen@yvcog.org	9. COUNTY PROGRAM CONTACT INFO: Yakima County Financial Services Craig Warner, Director 128 N 2nd Street, Room 231 Yakima, WA 98901-2639 (509) 574-1522 Craig.Warner@co.yakima.wa.us	10. COUNTY FISCAL CONTACT INFO: Yakima County Financial Services Susan Remer, Senior Manager 128 N 2nd Street, Room 231 Yakima, WA 98901-2639 (509) 574-1369 Susan.Remer@co.yakima.wa.us
11. CONTRACT START DATE: January 1, 2018	12. CONTRACT END DATE: June 30, 2019	
13. FUNDING AUTHORITY: Local Funds (2163) Funds		
14. STATE AND FEDERAL "BARS" CODE: N/A	15. CFDA NUMBER(S): N/A	
16. PURPOSE: The contract modification extends the current agreement for six months to include January 1, 2019 to June 30, 2019. Section 3. "Purpose" is amended with the attached Exhibit B, and Section 5. "Mutual Consideration" is amended with the attached Exhibit C to the YVCOG 2018 Master Agreement Exhibit A.		
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): EXHIBIT A – YVCOG 2018 Master Agreement EXHIBIT B – Section 3. Purpose EXHIBIT C – Section 5. Mutual Consideration		
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.		
YAKIMA VALLEY CONFERENCE OF GOVERNMENTS	BOARD OF YAKIMA COUNTY COMMISSIONERS	
_____	_____	
James A. Restucci, Chair	Ron Anderson, Chairman	
_____	_____	
Lauris C. Mattson, Executive Director	Michael D. Leita, Commissioner	
_____	_____	
Date	J. Rand Elliott, Commissioner <i>Constituting the Board of County Commissioners for Yakima County, Washington</i>	
_____	Attest:	
Attest: Secretary	_____	
	Rachel Michael, Clerk of the Board Approved as to form:	

	Deputy Prosecuting Attorney WSBA#	

Exhibit B

Section 3. Purpose

The purpose of this Agreement is to designate YVCOG as the program administrator to manage the local and state resources available in Yakima County to develop, manage and implement the County's Five Year Homeless Housing Plan requirements within Yakima County. This includes being the program administrator for the application and administration of grant funds at the State level to meet these requirements through June 30, 2019. This is in accordance with the Homeless Housing and Assistance Program Charter, adopted November 20, 2018, by Resolution 376-2018 by the Board of Yakima County Commissioners.

Program administration responsibilities include:

- Point-in Time Count Facilitation and Reporting
- State Funding Application for Yakima County to be the legislative authority for homelessness grants beginning July 1, 2019.
- Completion of the Department of Commerce Annual Report
- Coordinated Entry match and referral agency
- HMIS oversight
- Administrate provider contracts for compliance
- Process provider invoices and remit reimbursement payments
- Quarterly data dashboard with analysis of:
 - Clients served
 - Dollars spent
 - Agency project performance
- Work with Yakima County Staff to advertise for community members to establish the Yakima Homeless Coalition (YHC) taskforce
- Assist Yakima County Commissioners in appointing YHC Executive Committee
- Provide administrative support to YHC and the YHC Executive Committee
- Participate on the Anchor Community Care Team as the Coordinated Entry Representative
- Other responsibilities described by the Charter to implement the County's Five Year Homeless Housing Plan

Exhibit C

Section 5. Mutual Consideration

- A. Homeless funds administered by YVCOG shall be applied to program costs and expenses including compensation to YVCOG for homeless programs and program administration services. All funds shall be managed and administered in accordance with applicable grant and/or funding requirements. YVCOG shall provide invoices at mutually acceptable times and forms.
- B. In 2019, Yakima County will advance appropriate monthly payments from the Local Filing Fees to YVCOG for homeless programs and program administration.
- C. In 2018, Yakima County advanced a total of \$1,608,510 of the Local Filing Fees, or 2163 Funds, to YVCOG per the original agreement and Amendments #1, #2 and #3.

By August 30, 2019, YVCOG will reconcile the 2019 expenses charged against the Local Filing Fees and prepare a written report of annual homeless program performance to be submitted to the County. YVCOG, in its summary of expenses, will include notification to the County of any surplus Local Filing Fees received. This surplus will be transferred back to the County on or before August 30, 2019.
- D. Yakima County will provide to YVCOG on a quarterly basis a report of actual Local Filing Fee revenues collected by the County Auditor's Office. The report will be submitted to YVCOG no later than the 15th day of the month following the end of the quarter.
- E. The County shall make the payments required hereunder from the Local Filing Fees commonly known as 2163 funds. The County is not obligated to provide funding for homeless services beyond available revenue collections or the reserves held in the Yakima County Homeless fund.



Effective Date: 12/17/18

POLICY

Cancels:

See Also: PRO-130, CON-130, REQ-130

Approved by: Executive Committee

POL -130 Working From Home For Employees

This policy applies to all staff

The Executive Director determines if the employee may work from home

Employees will video chat with supervisors on work from home days minimizing using email as a communication tool

Employees will provide and maintain their own work-related equipment away from the office

- Portable equipment, such as tablets, Surface Pros may be used off site
- All documents or records are to be maintained according to Washington State Record Retention laws.
- Provide photos of home office work space

Duties, obligations, workday hours, and responsibilities are the same as if on-site

- If an issue arises with staff under the telecommuting supervisor



Effective Date: 12/17/18

POLICY

Cancels:

See Also:

Approved by: Executive Committee

POL -134 Working From Home For Supervisors

This policy applies to managers who supervisor staff

The Executive Director determines if the supervisor may work from home

Supervisors will align work from home days with approved work from home days of their staff

Supervisors will video chat with staff on work from home days minimizing using email as a communication tool

Supervisors will provide and maintain their own work-related equipment away from the office

- Portable equipment, such as tablets, Surface Pros may be used off site
- All documents or records are to be maintained according to Washington State Record Retention laws.
- Provides photos of home office work space

Duties, obligations, workday hours, and responsibilities are the same as if on-site

- If an issue arises with staff under the telecommuting supervisor, the supervisor may be required to come into the office to resolve the issue as directed by the Executive Director



Effective Date:

Cancels: 8/2018 Policy

See Also: RCW 19.360

POLICY

Approved by: Executive Committee

POL -109 Allowing Digital and Electronic Signatures

This policy applies to all YVCOG records, documents and contracts requiring signature; then scanned, emailed or retained electronically.

YVCOG Members may use electronic signatures for documents and contracts with YVCOG.

The Executive Director may use electronic signature for documents and contracts with Members, if the member allows electronic signatures

If there is any question as to the authenticity of the signature, the Executive Director is required to obtain varication



Effective Date:

POLICY

Cancels: 11/19/12 Policy

See Also: POL-112, PRO-111

Approved by: Executive Committee

POL -111 Receiving Fixed Assets

This policy applies to all purchased, constructed, donated, sold, junked or surplus assets

Equipment costing more than \$5,000 with a life expectancy is to be tagged and listed in an inventory list maintained by finance

Equipment costing between \$ 500 and \$4,999 with a life expectancy greater than two years is to be tagged and listed in an inventory list maintained by finance

Assets donated are treated the same as new purchases

Assets costing more than \$5000 that are to be disposed that were purchased with grant funds may be sold at a fair market value

- If sold, the awarding agency shall have a right to the proceeds from the sale

Assets costing less than \$4999 that are to be disposed that were purchased with grant funds may be sold at a fair market value

- If sold, there is no further obligation to the awarding agency

The Executive Director is responsible to conduct a physical inventory annually

The Executive Director will determine assets no longer needed to be declared surplus and properly disposed or sold



Effective Date: 12/17/18

POLICY

Cancels: 11/19/12 Policy

See Also: POL-112, PRO-111

Approved by: Executive Committee

POL -111 Maintaining Fixed Assets Records

This policy applies to all purchased, constructed, donated, sold, junked or surplus assets

Equipment costing more than \$5,000 with a life expectancy is to be tagged and listed in an inventory list maintained by finance

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The Executive Director will determine assets no longer needed to be declared surplus and properly disposed or sold

**YVCOG Executive Committee Meeting December 17, 2018
BUDGET REPORT
Nov-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	\$ 91,476.53
December		\$ 497,649.16	\$ -
Monthly Revenue		\$ 182,735.23	\$ 91,476.53
Total Revenue YTD		\$ 3,081,920.01	\$ 3,966,930.06
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	\$ 62,833.75
	December	\$ 60,464.71	\$ -
Total Current Salaries		\$ 58,075.18	\$ 62,833.75
Total Salaries YTD		\$ 682,224.55	\$ 708,732.16
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	\$ 263,806.49
	December	\$ 218,074.16	\$ -
Monthly Vouchers		\$ 213,241.70	\$ 263,806.49
Total Vouchers YTD		\$ 2,449,796.27	\$ 3,060,348.10
TOTAL EXPENDITURES NOVEMBER		\$ 271,316.88	\$326,640.24
TOTAL EXPENDITURES YTD		\$3,132,020.82	\$3,769,080.26
Revenue Balance		-\$50,100.81	\$197,849.80

2018
Yakima Valley Conference of Governments
Revenue Budget

92%

Grants/Contracts	November	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		121,440.00	121,440.00	0.00	100%
Admin-Misc Revenue (copies, posters)	138.15	192.86	300.00	107.14	64%
Admin-Assoc Membership Fees	-	2,500.00	2,500.00	0.00	100%
Admin-Gen'l Ala Carte	-	15,000.00	120,500.00	105,500.00	12%
Other Income (Rebates)	-	134.27	200.00	65.73	67%
Community Services	1,225.00	15,321.00	20,000.00	4,679.00	77%
Sale of Scrap & Junk			400.00	400.00	0%
Total Administration	1,363.15	154,588.13	265,340.00	110,751.87	58%
Intergov-Local Match WSDOT		43,831.00	43,831.00	0.00	100%
Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
Total Intergov-Local	-	49,831.00	49,831.00	-	100%
CTR - Plans & Progr WSDOT	5,000.00	62,611.02	75,000.00	12,388.98	83%
CMAQ Grant	7,412.51	64,512.79	103,750.00	39,237.21	62%
Human Services Transp Plan	351.74	27,946.35	32,000.00	4,053.65	87%
FHWA-DOT-Metro Plan (PL)	50,206.21	222,415.53	329,999.00	107,583.47	67%
FTA-DOT-Metro Plan Grant	-	70,000.03	70,001.00	0.97	100%
RTPO-WSDOT	21,914.10	96,995.95	96,996.00	0.05	100%
Total TRANSPORTATION	84,884.56	544,481.67	707,746.00	163,264.33	77%
Homeless Local Fees		1,602,055.64	1,608,510.00	6,454.36	100%
CHG State Grant		626,898.69	772,000.00	145,101.31	81%
TANF State Grant		42,625.66	55,000.00	12,374.34	78%
HEN State Grant		925,186.58	1,156,000.00	230,813.42	80%
HUD CoC Federal Grant	-	8,719.83	25,000.00	16,280.17	35%
Total HOMELESS	-	3,205,486.40	3,616,510.00	411,023.60	89%
Intergov-Scholarship	161.32	2,379.32	5,500.00	3,120.68	43%
Member TA's 2017					
Grandview	1,309.43	3,187.39			
Granger		10,675.36			
Harrah	-				
Mabton	968.63	3,595.35			
Moxee	-	59.53			
Naches	-				
Selah	-				
Sunnyside	-				
Tieton	-				
Toppenish	-				
Union Gap	2,789.44	17,430.35			
Wapato	-				
Zillah	-				
Intergov Serv-Exec Boards (TA Contr)	5,067.50	42,348.16	114,000.00	71,651.84	37%
Total Revenue	91,476.53	3,999,114.68	4,758,927	759,812.32	84%

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2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

92%

	November	YTD Actual	2018 Budget	Annual Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 62,833.75	\$ 708,732.16	\$ 870,000	81%	\$ 161,267.84
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
Total Salaries and Wages	\$ 62,833.75	\$ 708,732.16	\$ 878,000	81%	\$ 169,267.84
Personnel Benefits					
Benefits-Direct	\$ 21,633.18	\$ 247,777.19	\$ 310,000	80%	\$ 62,222.81
Total Benefits	\$ 21,633.18	\$ 247,777.19	\$ 310,000	80%	\$ 62,222.81
Supplies					
Office & Operating Supplies	\$ 1,188.43	\$ 9,223.15	\$ 32,000	29%	\$ 22,776.85
Small Tools and Minor Equip	\$ 350.01	\$ 8,587.78	\$ 12,000	72%	\$ 3,412.22
Small & Attractive Items	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
Total Supplies	\$ 1,538.44	\$ 17,810.93	\$ 49,000	36%	\$ 31,189.07
Other Services-Charges					
Professional Services	\$ 3,659.78	\$ 83,267.99	\$ 95,000	88%	\$ 11,732.01
Prof Serv-Tech Services	\$ 1,217.04	\$ 13,387.44	\$ 16,000	84%	\$ 2,612.56
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,046.69	\$ 11,955.82	\$ 14,000	85%	\$ 2,044.18
Communication-Postage	\$ 100.00	\$ 412.40	\$ 700	59%	\$ 287.60
Travel	\$ 1,380.25	\$ 34,100.62	\$ 64,000	53%	\$ 29,899.38
Advertising	\$ 205.73	\$ 8,042.48	\$ 15,000	54%	\$ 6,957.52
Operating Rentals and Leases	\$ 4,703.09	\$ 59,958.98	\$ 179,000	33%	\$ 119,041.02
Insurance	\$ -	\$ 9,667.00	\$ 10,000	97%	\$ 333.00
Utility Services	\$ 13.22	\$ 143.17	\$ 275	52%	\$ 131.83
Repair and Maintenance/Copies	\$ 243.73	\$ 3,555.33	\$ 5,500	65%	\$ 1,944.67
Homeless Provider Contracts	\$ 226,656.34	\$ 2,498,158.70	\$ 3,063,165	82%	\$ 565,006.30
Misc. (registrations, dues, subscriptions)	\$ 1,409.00	\$ 52,154.24	\$ 58,587	89%	\$ 6,432.76
Total Services	\$ 240,634.87	\$ 2,774,804.17	\$ 3,521,727	79%	\$ 746,922.83
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 326,640.24	\$ 3,749,124.45	\$ 4,758,927	79%	\$ 1,009,802.55

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

November 2018

For the Mo Ended:													
(Cash Basis Accounting)	November	December	January	February	March	April	May	June	July	August	September	October	November
Beginning cash	\$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	\$812,228.31
Fed Hwy Admin-WSDOT STP													
CTR - Grant	31,968.38	10,076.32	6,411.02	6,600.00	13,200.00	6,600.00	13,200.00	13,200.00	9,893.56	26,662.15	11,600.00	4,501.31	5,000.00
CMAQ Plans & Programs	24,462.87	52,054.92	33,547.62	4,676.40	3,930.59	3,677.59	38,067.41	25,379.57	9,893.56	25,489.91	7,443.54	4,501.31	7,412.51
Human Svs Trasp Plan Grant			2,034.32				17,934.42	5,295.71			3,302.88		351.74
FHWA DOT-Metro Plan Grant													
FTA-DOT-Metro Plan Grant													
DOT-RTPO & RTPO Long Range	5,386.83	11,126.02	4,817.83		52,065.61		31,406.58	268,700.00		7,367.01	11,426.60		21,914.10
STATE FUNDS - Homeless Grant	121,501.50	203,842.00	494,450.00	160,717.30	114,317.61	167,647.82	182,677.76	160,087.11	120,776.55	161,993.79	116,900.00	408,510.00	
HUD CoC Grant		9,948.09						8,719.83			184,110.81	176,745.46	
FEDERAL FUNDS - Homeless Grant		13,265.46											
Intergov-Ala Carte			2,500.00			3,966.00	12,500.00						1,225.00
Technical Assistance Members	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	5,067.50
Intergov-County/City Share-gen asse	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)						6,000.00							
YV Community Foundation Grant	10,000.00		33.71		8.70	134.27	5,620.00		925.00	325.00	900.00	1,750.00	138.15
Misc Revenue-copies, posters						500.00	500.00		500.00	1,000.00			
Associate Membership Fees													
Scrap & Junk													
Scholarship							198.00			320.00			161.32
Expense Revenue Netted Back													
Total Receipts	\$182,735.23	\$497,649.16	\$794,533.24	\$188,512.70	\$215,224.77	\$549,587.75	\$296,490.49	\$495,068.52	\$177,916.72	\$196,495.71	\$361,289.63	\$609,828.36	\$91,476.53
Available Cash	\$521,770.19	\$748,102.47	\$1,264,096.84	\$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	\$1,003,704.84
Use of Funds													
Salaries	59,075.18	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	62,833.75
Personnel Benefits	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	21,633.18
Supplies	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	1,538.44
Other Services	192,315.49	195,492.85	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	240,654.87
Total Cash Out	271,316.88	278,538.87	416,032.47	325,864.75	332,927.93	435,740.08	324,473.67	332,674.67	282,311.97	301,336.80	335,864.43	335,056.41	326,640.24
Net Cash Flow	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,856.83	\$612,031.16	\$716,872.25	\$637,456.36	\$637,456.36	\$912,228.31	\$677,064.60

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