

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.

*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.

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

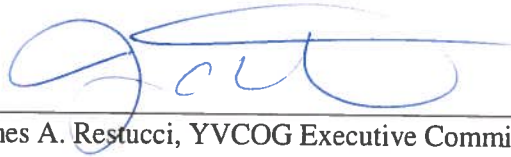
Jim Restucci, Chairman.
Reconvene in open session at 3:30 p.m. following conclusion of the executive session.
Action: Discuss; approve potential 2019 salary adjustment per performance review is tabled until the December 17, 2018 meeting.

OTHER BUSINESS

PUBLIC COMMENT

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

Respectfully submitted,

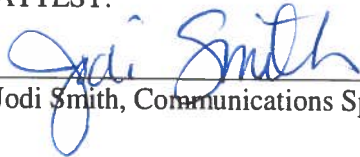


James A. Restucci, YVCOG Executive Committee Chair

17 Dec 2018

Date signed

ATTEST:



Jodi Smith, Communications Specialist