

# BOARD OF YAKIMA COUNTY COMMISSIONERS

IN THE MATTER OF ADOPTING )  
THE YAKIMA HOMELESS HOUSING ) RESOLUTION 376-2018  
AND ASSISTANCE PROGRAM CHARTER )

WHEREAS, 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; and,

WHEREAS, 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; and,

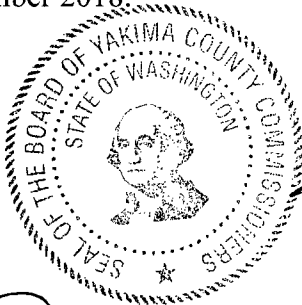
WHEREAS, the Yakima County Homeless Coalition serves as the “task force” contemplated by RCW 43.185C and should perform all the action items outlined in that statutory section; and,

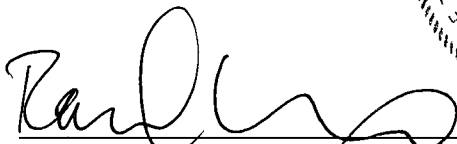
WHEREAS, the Board of County Commissioners have the ultimate decision-making authority as to the final distribution of local funds for each competitive funding cycle.; and,

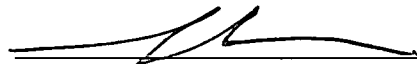
WHEREAS, The Coalition, and its Executive Committee and sub-committees, are created and can be terminated by the Board of County Commissioners at its discretion without notice; and,

**BE IT HEREBY RESOLVED** by the Yakima County Board of Commissioners to adopt the Homeless Housing and Assistance Program Charter.

DONE this 20<sup>th</sup> day of November 2018.



  
Attest: Rachel Michael  
Clerk of the Board

  
Ron Anderson, Chairman

  
Michael D. Leita, Commissioner

  
J. Rand Elliott, Commissioner  
*Constituting the Board of County Commissioners  
for Yakima County, Washington*

# **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 31<sup>st</sup> 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.