

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
Monday, July 17, 2023

CALL TO ORDER

Vice Chair John Hodkinson called the July 17, 2023, meeting of the YVCOG Executive Committee to order at 2:37 p.m.

ROLL CALL &
INTRODUCTIONS

- **Members present:**
 Patricia Byers: City of Yakima Council Member
 Janice Gonzales: Zillah City Council Member, Area 2 – Harrah, Toppenish, Wapato, Zillah
 John Hodkinson, Vice Chair: Mayor of Union Gap, Area 1 – Moxee, Naches, Selah, Tieton, Union Gap
 LaDon Linde: Yakima County Commissioner
 Sherry Raymond, Mayor of Selah – Member at Large
 James Restucci, Chair: City of Sunnyside Deputy Mayor
- **Members absent:**
 Jose Trevino, Mayor of Granger: Area 3 – Mabton, Granger, Grandview*
- **YVCOG Staff:**
 Chris Wickenhagen, Vicki Baker, Byron Gumz, Angelica Saldivar, Albert Miller, Shane Andreas, Alma Rabadan, Jodi Smith
- **Others Present** – Jack Galloway and Sandy Dailey from City of Union Gap.
- **A quorum was present.**

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

PUBLIC COMMENT
POLICY

It is the policy of the Yakima Valley Conference of Governments 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**

1. **Approval of Minutes**
 June 20, 2023, YVCOG Executive Committee Meeting
2. **YVCOG June 2023 Budget Report**
 Revenue: \$78,967.37; Expenditures \$567,682.92; Cash Revenue Balance of \$1,278,262.90
3. **Approval of Payroll Voucher**
 As of June 30, 2023, approve payroll EFTs in the amount of \$115,894.79 in Salaries, \$36,145.52 in Personnel Benefits, totaling \$152,040.31.
4. **Approval of Accounts Payable Vouchers**
 As of June 30, 2023, approve claim vouchers numbered JUN-23-002 through JUN-23-033 in the total amount of \$415,642.61

Action: Decision – LaDon Linde, Yakima County Commissioner, moved to approve the Consent Agenda. Patricia Byers, City of Council Member, seconded. The motion carried.

*Executive Director’s
Correspondence*

Chris Wickenhagen, YVCOG Executive Director

- **Introduction of Kathy Geil to Executive Committee:** Local Crime Lab Manager.
- **Single Audit:** beginning in August. State Auditor’s Office is short staffed, but they must comply with the lawn to complete single audits by September.
- **Reviewing Internal Controls and Policies:** YVCOG new program is a great time to review procedures and policies for compliance across all programs.
- **Reviewing Job Descriptions:** This is done every 6-7 years.
- **Updating Employee Handbook** – Will do this and bring back for review.
- **Construction Invoice for Crime Lab:** received receipts, but no itemized statement. Some questions regarding materials such as 2x4s, paint, drywall and paste, tools. Close 1 door and create 2 doors. Pay the bill or continue conversations with Yakima County Facilities? Total \$15,000 including relocating duct work and move thermostat. Consensus that the bill not be paid and work with our County Commissioner on details

** Indicates documents were included and available for meeting.*

of costs. Rent paid is \$13/square foot. What is included? Some services included.
Informational

*Staff Reports**

Byron Gumz, Regional Planning Manager

- Land Use & Regional Planning Program:
 - Housing Action Plans submitted to Commerce and reimbursed. Next step is taking to the 6 City Councils for questions and approvals.
 - Comprehensive Plans need to be updated in the next year. 2-year process
 - Community assistance to Grandview, Granger, Harrah, Mabton, Tieton, Union Gap
 - Sunnyside may be requesting assistance on their Housing Needs Assessment and Housing Action Plan.

Vicki Baker for Angelica Saldivar, Housing Manager

- Housing Program updates include CDBG housing assistance for low-income seniors. Outreach efforts underway in Wapato and Mabton will continue throughout summer. Kresge Healthy Homes has a couple of applicants. Also, will be attending a Housing and Health Equity conference convening and learning and sharing best practices from other organizations, meet with the new Kresge Grant Manager. Continuing research on grant opportunities for Home Ownership through Commerce. Land Trust is funded but no staff to disperse funds yet.

Kathy Geil, LCL Manager

- Local Crime Lab Program:
 - Received ORI number giving “real” agency status. Access visit from WA State Patrol for intel and research cases.
 - Visited 5 of 12 participating law enforcement agencies.
 - Laboratory Information Management System research. Costs are prohibitive. Being managed through Excel and paper right now. Web portal access for field detectives to follow the evidence flow.
 - 2024 Budget with Chris and Vicki
 - Purchased digital subscriptions.
 - Received NIBIN. Phone calls to ATF to facilitate onboarding. Setting it up this Thursday.
 - ATF giving us a contractor position for entry level position in the laboratory.
 - Leeds comparison microscope in time for ribbon cutting.
 - 16 test fires have been completed. 3 NIBIN leads.
 - Memorandums of Understanding to use Union Gap and Grandview to use their range.
 - Finish 7 site visits to participating members.
 - Meeting with Yakama Nation to see if they can participate. They work with FBI, LCL may be able to process faster.
 - Rapid DNA: new system being validated.
 - Crime Lab will have a vehicle by the first of the year.
 - Comment included the Yakima Training Center Yakima Range Control as a resource.

Vicki Baker, Deputy Director

- Funding opportunities research for housing, community outreach, crime lab
- LCL Ribbon Cutting Update: formal invitations will be sent. Tours will be available. Sponsors underwriting.
- Community Law Enforcement grant update; applied for outreach for supporting Handle with care, Block Watch and Signage, community clean-ups, engagement with Yakama Nation, collecting information for regional graffiti abatement, collecting data for regional safe camera program.
- Human Trafficking efforts: coordinating with the Transportation Program to focus efforts locally. Possible links to intelligence analyst, Yakama Nation. Installing flock cameras on Hwy 97.

Information

None.

**UNFINISHED
BUSINESS**

NEW BUSINESS

1. **Authorizing the Investment of Yakima Valley Conference of Governments Monies in A Local Government Investment Pools**, *Chris Wickenhagen, Executive Director*, presented information on Resolution 2023-5. Deposit and withdrawal of monies in a local government investment pool with the County Treasurer.
Action: Discussion and Decision to authorize Chair to sign. Motion to authorize the chair to sign Resolution 2023-5 authorizing the deposit or withdrawal of monies in a local government invest pool” made by Sherry Raymond, member at large. Seconded by Patricia Byers. Motion passed.
2. **Appointing an Investment Officer and Alternate Investment Officer**, *Chris Wickenhagen, Executive Director* presented information on Resolution 2023-6 to appoint Chris Wickenhagen as 2023 Investing Officer and Vicki Baker as alternate Investing Officer, effective July 1, 2023.
Action: Discussion and Decision to authorize Chair to sign. Motion to authorize the chair to sign Resolution 2023-6 appointing 2023 Investing Officers” made by LaDon Linde. Seconded by Patricia Byers. Motion passed.
3. **2024 YVCOG Budget Process**, *Chris Wickenhagen, Executive Director*, presented the schedule for the 2024 Budget process.
Action: Discussion and decision. Motion to approve the 2024 budget schedule made by Patricia Byers. Seconded by Sherry Raymond. Motion passed.
4. **2024 YVCOG Budget Subcommittee**, *Chris Wickenhagen, Executive Director*. Appoint three Executive Committee members to the 2024 Budget Subcommittee.
Action: Discussion and decision. Motion to approve John Hodkins, Janice Gonzales and Patricia Byers to the 2024 Budget Subcommittee made by LaDon Linde. Seconded by Sherry Raymond. Motion passed.

OTHER BUSINESS

The next Executive Committee meeting will be Monday, August 21, 2023.

PUBLIC COMMENT

None.

ADJOURN

With no other business, YVCOG Executive Committee Vice Chair John Hodkinson adjourned the meeting at 4:03 p.m.

Respectfully submitted,

DocuSigned by:

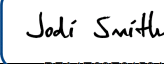
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 James A. Restucci, YVCOG Executive Committee Chair

August 21, 2023

 Date signed

ATTEST:

DocuSigned by:

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 Jodi Smith, Communications Specialist