

**Thurston County HOME Consortium
Meeting Minutes
September 12, 2011 11:00AM-1:00PM
Thurston County Public Health & Social Services Department 107ABC
412 Lilly Rd NE, Olympia WA**

In Attendance: Consortium Members			
Karen Valenzuela – Thurston County	X	Stephen Buxbaum – Olympia	X
Ron Lawson – Lacey	X	Rick Succow – Rainier	X
Neil McClanahan – Tumwater	X	Dawna Kelley Donohue – Tenino	X
Mike McGowan – Yelm	X	Andrea Fowler – Bucoda	
Other Attendees			
Curt Andino		Bob Ricks	
Dwight Edwards		Connie Rivera	
Mark Freedman		Emmie San Nicolas (Notetaker)	
Paul Knox		Anna Schlecht	
Maureen McLemore		Jill Severn	
Jan Naughton		Shellie Slaughter	
Phil Owen		Karmel Shields	
Welcome and Introductions			
Consortium Chair, Mike McGowan called the meeting to order at 11:06AM. Introductions followed.			
Approval of Agenda			
A motion was made by Councilmember Lawson and seconded to approve the 9/12/11 Meeting Agenda as written. Motion passes unanimously.			
Public Comments/Announcements			
Karmel Shields – YWCA of Olympia			
<ul style="list-style-type: none"> • On behalf of the YWCA, Ms. Shields presented Anna Schlect a Women’s Empowerment t-shirt in appreciation of the work she has dedicated to homelessness throughout our county. 			
Approval of Minutes			
A motion was made by Commissioner Valenzuela and seconded by Councilmember McClanahan to approve the 7/11/11 Meeting Minutes as written. Motion passes unanimously.			
Review Financial Report			
Connie Rivera provided updated financial activity reports for Administration, and the Affordable Housing and Homeless Housing programs. She also announced that the fiscal year (September 2010-August 2011) ended with a surplus. Connie presented the 2012 budget forecast, which included the total budgets for: revenues and projected allocation/expenses for program administration, CHDO, point-in-time, emergent Needs, and ten percent contingency.			
Review Calendar for September - December 2011			
Connie Rivera reviewed the calendar for the months of September and October. Upcoming events include preparing the draft FY2010 Consolidate Action Plan Evaluation Report (CAPER), preparing an accomplishment report for the Affordable and Homeless Housing Programs, and preparation of the 2012 RFP application and guidelines, which are expected to be completed by the end of October.			
Proposed to amend the Consolidated Plan: to include Homeownership program as a eligible Request for Proposals without having to be a Community Housing Development Organization (CHDO):			
Five-Year HOME Program Allocation – Update			
Connie Rivera presented a brief update on the HOME Five-Year Program Allocations (Consolidated Plan), which include the following eligible activities: CHDO, Homeownership, Homeowner Rehabilitation, Rental Production & Acquisition/Rehabilitation, and TBRA. This is the last year of the five-year plan.			
Curt Andino explained that his request was not to move funding from one activity to another, but to include “New Construction” as an eligible use of funding under Rental Production & Acquisition/Rehabilitation. Mr. Andino clarified that he is not asking for more money, but just the ability to access non-CHDO eligible HOME funds like			

other applicants. Connie mentioned that it is more appropriate to add new construction under Homeownership, than under the Rental Production & Acquisition/Rehabilitation, which is designated for multiple family housing.

A motion was made by Chairman McGowan and seconded by Councilmember Lawson to move to amend the consolidated plan to allow “New Construction” as an eligible use of funds under the Homeownership category. Motion passes unanimously.

Homeless Coordinator Discussion

Citizen advisory’s: Recommended Motion for “Homeless System Manager” position

Citizen Advisory Chair, Jan Naughton, stated that the Citizens Advisory Committee’s written recommended motion to hire a Homeless System Manager (agenda packet attachment), also includes a recommendation to solicit an RFQ.

Commissioner Valenzuela mentioned that the county commissioners met with staff last week to discuss the Homeless System Coordinator issue. The commissioners agreed that homelessness is a countywide problem that requires better coordination of homeless resources throughout the county. The commissioners support the need to hire a coordinator, but would like to see a final job description that identifies goals, performance measures, and deliverables. Commissioner Valenzuela also reported that unspent \$90,000 service program funds from this fiscal year could be used as potential seed money to facilitate the hiring.

Staff was directed to work with the advisory committee to develop an RFP/RFQ proposal. The cost for the position will be determined by the person’s qualifications. The consortium members agreed that the position should be funded effective January 2012. Commissioner Valenzuela thanked the community for its efforts to support the position. Chairman McGowan mentioned that he would like to see specific language included in the job description that addresses the priorities and needs of the rural county and special needs groups. ,

A motion was made by Chairman McGowan and seconded that the Thurston County Home Consortium directs the HOME Citizen Advisory Committee to prepare a Request for Qualification (RFQ) to solicit interested persons or organizations to serve as the Homeless System Manager and perform the scope of work entitled *Homeless System Management and Improvement Project* and the assumption that details will be reviewed in a month’s time. Motion passes.

PANZA requesting change scope of work for their August 2010 to October 2011 contract, attached August 11, 2011 letter:

Jill Severn reported that the Olympia City Council has approved Panza’s plans to build in the City of Olympia, on county property next to an industrial park off of Mottman Road. Panza is requesting permission to re-purpose \$6,000 of its Homeless Housing Grant to contract with Community Frameworks for developing a feasibility study that includes identifying and estimating pre-development costs.

A motion was made by Councilmember McClanahan and seconded by Chairman McGowan to accept the Panza request to re-purpose approximately \$6,000 of this year’s grant funding to fund a feasibility study for Quixote Village, to be performed by Community Frameworks. Motion passes unanimously.

Update on the County’s Homeless Essential Needs and Consolidated Homeless Grant Applications

Connie provided a brief update on the County’s Homeless Essential Needs (HEN) and Consolidated Homeless Grant Application from the Department of Commerce

Housing and Essential Needs Grant (HEN) application the county is recommending a sole source contract because the grant requires subrecipients to have access to the Benefits Verification System (BVS) Software, which is necessary to verify eligibility. The Housing Authority and Community Action Council (CAC) of Lewis, Mason and Thurston Counties are the only agencies that have access to the software system in Thurston County. Staff met with both agencies and determined that the CAC would administer the program. The funding allocation is \$2,099,939 for two years.

Consolidated Homeless Grant (CHG) application is due September 26, 2011. The CHG is designed to support an integrated system of housing assistance to prevent homelessness and quickly re-house households who are unsheltered. Currently the following providers receive these funds: Housing Authority of Thurston County, Community Youth Services, Yelm Community Services, SafePlace, and The Salvation Army. The county is recommending the continued funding of these agencies through sole source contracts.

There are two incentive budget allocations that the county is applying for: 1) \$44,102 for homeless people with severe and persistent disabilities, 2) \$88,205 for serving people discharged from systems of care (such as: aged out of foster care, jails, psychiatric facilities, etc...). Count staff will be sending out a Request for Proposals for this portion of the CHG program application.

Council members requested from staff more detailed information be provided by email.

Election of Officers (Chair and Vice-Chair)-term 1 year for September 2011-August 2012

Chairman McGowan called for the nominations of Chair and Vice-Chair of the Home Consortium.

A motion was made by Councilmember Dawna Kelly-Donohue to re-elect Mike McGowan as Chair and Neil McClanahan as Vice-Chair. Motion was amended.

A motion was made by Councilmember McClanahan and seconded to amend Councilmember Dawna Kelly-Donohue's motion and to re-elect a Mike McGowan and Neil McClanahan in two (2) separate motions.

A motion was made by Councilmember Dawna Kelly-Donohue to nominate Mike McGowan as Chair.

To clarify the nomination and election process, the following motions for nominees were as follows:

CHAIR NOMINEE:

A motion was made by Councilmember Dawna Kelly-Donohue to nominate Mike McGowan as Chair for a one (1) year term.

A motion was made by Councilmember Buxbaum to nominate Karen Valenzuela as Chair for a one (1) year term.

A motion was made by Chairman McGowan for nominations to be closed for the Chair position.

Councilmember Mike McGowan accepted the nomination for Chair from Councilmember Dawn Kelly-Donohue. Commissioner Karen Valenzuela accepted the nomination for Chair from Councilmember Buxbaum.

By the show of hands, the following results:

HOME Consortium Chair: Mike McGowan 4 votes; Karen Valenzuela 3 votes.

VICE-CHAIR NOMINEE:

A motion was made by Councilmember Dawna Kelly-Donohue to nominate Neil McClanahan as Vice-Chair for a one (1) year term.

A motion was made by Councilmember Lawson to nominate Dawna Kelly-Donohue as Vice-Chair for a one (1) year term.

A motion was made by Chairman McGowan for nominations to be closed for the Vice-Chair position.

Councilmember Neil McClanahan accepted the nomination for Chair from Councilmember Dawn Kelly-Donohue. Councilmember Dawna Kelly-Donohue declined the nomination from Councilmember Lawson.

A motion was made by Councilmember Lawson to withdraw Councilmember Dawna Kelly-Donohue's nomination for Vice-Chair for a one (1) year term.

By the show of hands, the following results:
HOME Consortium Vice-Chair: Neil McClanahan 7 votes

Final Votes Confirmed:

Mike McGowan, HOME Consortium Chair September 2011 – August 2012

Neil McClanahan, HOME Consortium Vice-Chair September 2011 – August 2012

Citizen Advisory Committee Update

Homeless Women in Thurston County: Commissioner Valenzuela announced that the county and City of Olympia have received concerns regarding an increase in women's homelessness in the county. Data is being collected to determine the extent of the problem. The consortium members asked the Citizen Advisory Committee to be prepared to become involved as details are received.

Chairman McGowan requested the Citizen Advisory to look into the data for the undeveloped areas or Rural Thurston County. Paul Knox volunteered to provide the service providers by geographic area. The Citizen Advisory members requested the Consortium members to provide them with the listing of their contacts in their jurisdictions. Chairman McGowan requested staff to send out an e-mail to the elected members requesting the information.

Additional Public Comments/Announcements

PIT Forum – Anna Schlect: Saturday, October 22nd, 2011, from 9:00AM-12:00PM, at the Thurston County Courthouse, Bldg.1, Room 152. The community will be invited to discuss information released in the Point-In-Time Report. More information will be shared when available.

Next Meeting

Monday, October 12th, 2011 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC
Meeting Agenda Topics: Review Draft FY2010 CAPER; Review Draft Report Affordable and Homeless Housing funding accomplishments

Meeting Adjourned at 1:16 PM