

**Thurston County HOME Consortium
MEETING MINUTES
October 8, 2012 11:00AM-1:00PM
Thurston County Public Health & Social Services Department
412 Lilly Rd NE, Olympia WA 98506-5132
Conference Room 107ABC**

In Attendance: Consortium Members			
Karen Valenzuela – Thurston County	X	Stephen Buxbaum	
Ron Lawson – Lacey	X	Dennis McVey– Rainier	X
Neil McClanahan – Tumwater	X	Robert Scribner – Tenino	X
Mike McGowan – Yelm	X	Andrea Fowler – Bucoda	
Other Attendees			
Gary Aden	Paul Knox	Anna Schlect	
Curt Andino	Maureen McLemore	Theresa Slusher	
Mark Freedman	Jan Naughton	Don Sloma	
Bonnie Hill	Phil Owen	Trudy Soucoup	
Valerie Gerst (sp?)	Bob Ricks		
Patty Gregory	Emmie San Nicolas <i>*Minute Taker</i>		
Welcome and Introductions			
Chairman McGowan called the meeting to order at 11:00AM. Introductions followed.			
Approval of Agenda			
<i>ACTION: A motion was made by Councilmember Lawson and seconded to approve the 10/08/12 Meeting Agenda as written. Motion passes unanimously.</i>			
Public Comments/Announcements			
<ul style="list-style-type: none"> • None 			
Approval of Minutes			
<i>ACTION: A motion was made by Councilmember Lawson and seconded to approve the 09/10/12 Meeting Minutes as written. Motion passes unanimously.</i>			
Review of Financial Report			
Val Casterline, Fiscal Manager, provided information on the financial activity reports for Administration, and the Affordable Housing and Homeless program revenues, expenditures, and collection for Program Year 2011. Ms. Casterline briefly reported that the program year did quite well with a 2% overture collected than originally planned.			
Review Calendar HOME Consortium Timeline calendar			
Gary Aden reviewed the HOME Consortium timeline calendar covering the periods of September – December 2012. Upcoming activities include: Review of the RFP process and timing; Operation & Maintenance discussion; Final Consolidated Annual Performance Evaluation Report (CAPER) completed & presented to the Thurston County Board of County Commissioner (BOCC) (November). *Request to add dates m/dd/year to calendar.			
2011 Annual Report			
Gary Aden presented the 2011 Annual Report (September 2012 to August 2012) that outlines the HOME Consortium Programs of HOME, Affordable Housing (HB2060), and Homeless Housing (HB2163) background, deliverables, 2011 Outcomes, and 2012 Goals & Objectives. Member's briefly discussed ways to publicize the consortium successes, and positively note accomplishments, as well as ways to stay connected with the public. The importance of members attending related events and meetings to show representation of the HOME Consortium was mentioned by Chairman McGowan. Currently, the 2011 Annual Report is available via the department's website, and will be presented to City meetings by their representatives. The county's Public Information Officer should also be contacted for news release options.			

2011 Consolidated Annual Performance Evaluation Report (CAPER) *Draft

Gary Aden presented a preliminary report of the 2011 Consolidated Annual and Evaluation Report (CAPER). The final report should be available at the November's meeting.

Fiscal Report on 2060 and 2163 Contracts of 8/31/2012

Val Casterline presented a fiscal report that included a fund balance statement of funding source 2060 and 2163 for Program Year 2011 for period 9/01/11 – 8/31/12 beginning with the balance of the recording fees collected on 9/1/2011. The statement included interest earnings, expenditures, earmarks, total obligations, and unallocated/available balances for Program Year 2013 for Affordable Housing and Homeless Housing. In addition, a budget forecast for Program Year 2013 (9/1/13 – 8/31/14) was also presented outlining a fund balance carried forward from Program Year 2012, anticipated interest earnings, projected revenues, projected allocations, and subcontractor activities. Members discussed process improvement in tracking program funding, as well as the need to include clarifying language in the contract about program year spending and billing.

Emergency Solutions Grant (ESG), Consolidated Homeless Grant (CHG), Housing & Essential Needs (HEN)

Theresa Slusher provided a report to introduce the three (3) funding streams of Emergency Solution Grant (ESG), Consolidated Homeless Grant (CHG), and Housing And Essential Needs (HEN) to the Consortium further explaining prior to January 1, 2012, it was decided that the Department of Commerce was to grant an distribute funds directly to the county recipient, rather to lead agencies as in the past. The chart distributed included the origin of the funding stream; its purpose; grant activities; and intent of funding; current awards; and staff and Home Citizen Advisory Committee (HCAC) recommendation. Chairman McGowan requests that staff and HCAC work collaboratively to provide recommendations on how we can simplify accounting and what will work best with the RFP process for these grants. Also, include any consequence that would be the result of simplifying the process. Concerns and recommendations are to be included during future RFP Process discussion.

Salvation Army – Cold Weather Shelter

Chairman McGowan spoke briefly of the Salvation Army-Cold Weather Shelter funding history coming from the emergency fund in past years. It was recommended that future funding request should submitted through the Request for Proposal (RFP) process. The most current process does not show that funding has been requested specifically for the 'Cold Weather Shelter' by the Salvation Army. More discussion about the status of the shelter, the Salvation Army's plans on offering a shelter this season, and multiple jurisdictions involvement followed. Chairman McGowan requested an update from participating local jurisdictions as soon as available.

SideWalk

Phil Owen provided a brief background on the RFP review team recommendation for Community Action Council (CAC) Homeless Prevention project a total of \$183,000 which includes Rapid Rehousing funding that was to be distributed through SideWalk. The original request was for \$198,000 of which \$100,000 was to be distributed as Rapid Re-Housing dollars. The second CAC recommendation was for \$100,000 in rental assistance. Sidewalk is requesting to be funded its full requested amount of \$100,000. Mr. Owen's provided a brief explanation of how much services and assessments can be provided if full funding is received further explaining the difference between the Tenant Based Rental Assistance process (TBRA) and the Rapid Re-Housing system aimed to assist low to moderate risk clients. The effects of receiving less than the requested funds would be difficult to maintain current TBRA clients. The original request for Rapid Rehousing would have been sufficient to move sixty (67) clients to housing. SideWalk is requesting that the Consortium consider funding their Rapid Re-Housing partnership with CAC using an emergency grant or other contingency funds.

Other community members supported the Rapid re-housing model as did several Consortium members.

MOTION: A motion was made by Councilmember McClanahan and seconded to award \$92,500 for Community Action Council to work with SideWalk Rapid Re-Housing Program for contract period November 1, 2012 – August 31, 2013. Motion passes unanimously. Note: Commissioner Valenzuela and Mayor Buxbaum were not in attendance during the motion, however, shared their support with Chairman McGowan.

Report on Resale Recapture Language

Gary Aden reported that he and Curt Andino (Habitat for Humanity of South Sound) have met. Information will be shared when available.

Housing Citizen Advisory Committee (HCAC) Report

HCAC Vice-Chairman Paul Knox reported that the advisory members meet monthly and continue to discuss and work on recommendations that came from the Joint Meeting in August. October's discussion will include the RFP Process, Cold Weather Shelter, and budget allocations.

Homeless Services Coordinator Report

Theresa Slusher was excited to report upcoming work in the next few months with the mention of the following: working on a standard assessment tool for those entering into the system; gap analysis (Point In Time (PIT), HMIS, Downtown surveys); and working with outreach teams to determine ways to connect with those needing housing/homeless services and developing relationships. Chairman McGowan requested information to be shared at the next meeting about what is projected for the PIT count and future changes in preparation for the 2013 PIT contract.

Additional Public Comments/Announcements

- **SafePlace – Mary Pontarolo:** Ms. Pontarolo wanted to publicly thank Phil Owens for coming to the Community Service Office to conduct indepth work with the Residental Service Coordinator on Sexual Assault and Homeless Child Victims.

Next Meeting

Monday, November 19th, 2012 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC
Meeting Agenda: RFP Process Discussion, Grant Fiscal Cycle and funding year discussion, PIT Preliminary Screening (formal agenda item/Homeless Report).

Meeting Adjourned at 1:00PM