

**Thurston County HOME Consortium  
Meeting Minutes  
October 10, 2011 11:00AM-1:00PM  
Thurston County Public Health & Social Services Department 107ABC  
412 Lilly Rd NE, Olympia WA**

<b>In Attendance: Consortium Members</b>			
Karen Valenzuela – Thurston County	X	Rhenda Straub – Alternate for Olympia	X
Ron Lawson – Lacey		Rick Succow – Rainier	X
Neil McClanahan – Tumwater	X	Dawna Kelley Donohue – Tenino	X
Mike McGowan – Yelm	X	Andrea Fowler – Bucoda	
Stephen Buxbaum			
<b>Other Attendees</b>			
Curt Andino	Bob Ricks	Leslie Owen(SafePlace)	
Cynthia Cook	Connie Rivera	Jan Naughton	
Dwight Edwards	Emmie San Nicolas (Notetaker)		
Mark Freedman	Anna Schlecht		
<b>Welcome and Introductions</b>			
Consortium Chair, Mike McGowan called the meeting to order at 11:06AM. Introductions followed.			
<b>Approval of Agenda</b>			
<b>A motion was made by Commissioner Valenzuela and seconded to approve the 10/10/11 Meeting Agenda as written. Motion passes unanimously.</b>			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li>• <b>PIT Forum – Anna Schlecht:</b> Saturday, October 22<sup>nd</sup>, 2011, from 9:00AM-12:00PM, at the Thurston County Courthouse, Bldg.1, Room 152. The community is invited to discuss information released in the Point-In-Time Report, and issues pertaining to resolving and responding to homelessness in Thurston County.</li> </ul>			
<b>Approval of Minutes</b>			
<b>A motion was made by Vice-Chair McClanahan and seconded to approve the 9/12/11 Meeting Minutes as written. Motion passes unanimously.</b>			
<b>Review Financial Report and updated HOME program allocation</b>			
<p>Connie Rivera provided updated financial activity reports for Administration, and the Affordable Housing and Homeless Housing programs with the mention that the new fiscal year started in September. All new contract allocations awarded last April have been included in the reports distributed.</p> <p>Connie reported that HOME dollars could receive a thirty-eight percent (38%) reduction next year and should be considered when planning for the upcoming Request for Funding Proposals (RFP). To prepare for the impact of reduction of funds, Connie recommended that prioritizing funding recipients would be beneficial. With the reduction in mind, members discussed areas of concerns with the upcoming RFP process. Staff will have a better idea of how much funding will be received by the time contracts are ready to be signed. Also, any change in the recording document fees is unclear at this time. Members agree that a discussion needs to take place during next month’s meeting regarding possible changes in the RFP process to reflect funding reduction and also address homeless issues and funding distribution. Members would also like to review needs data for specific areas of Thurston County that would be beneficial when making budget decisions.</p>			
<b>Review Calendar for September - December 2011</b>			
<p>Connie Rivera reviewed the calendar for the months of October and November. Upcoming events include the review of the Consolidated Annual Performance Evaluation Report (CAPER) that will be submitted for public review this week and its 30-day public comment period. Staff will submit the report to HUD mid-November. The RFP application and guideline process is scheduled to begin mid October.</p>			

### Review Draft FY2010 CAPER

The Consolidated Annual Performance and Evaluation Report (CAPER) is a one-year assessment and report on how federal HOME dollars were allocated and spent in Fiscal Year (FY) 2010. The purpose of the report is to provide an annual evaluative report on the accomplishments, as well as the goals and objectives that have been established in the HOME Consolidated Plan for 2008-2012. Connie Rivera mentioned that one of the biggest projects funded in this fiscal year is the Magnolia Villa, twenty-one (21) units of multifamily town-homes that is under way for renovation. In addition, the Community Action Council (CAC) currently has a new project that is not yet under contract as of September for renovations to the Killion Court Apartments, which is also a rental housing project in Yelm. The CAPER also includes an illustration of HOME dollars spent by geographical areas, a summary of the Five-year Strategic Plan and Priorities, Homeless and Special Needs Population, Fair Housing & Barriers to Affordable Housing, Continuum of Care, and Leveraging Resources.

### Review Draft FY2010 Report Affordable and Homeless Housing funding accomplishments

Connie reported that the annual report includes HOME, Affordable, and Homeless housing fund sources, which totaled \$2.2 million. The report includes project specific information including background, deliverables, outcomes, and 2011 goals and objectives. Connie also explained in more detail the status of on-going projects and expenditures.

Reports will be published on the department website, as well as a press released approved by the county's Public Information Officer. A meeting will be scheduled with the Public Information Officer (, John Tennis, as soon as the annual report is final. The two-page report can be included with the annual reports. Chairman McGowan requested pictures of current and completed projects to be included in the press release, which will make the report more compelling.

### Citizen Advisory Committee Update – PIT Report & HMIS Reporting – PIT vs. HMIS

Curt Andino reported that Home Advisory Executive Committee is currently working with Mark Freedman to develop a Request for Qualification (RFQ) application for the Homeless Systems Manager Position. Curt would like to work in concert with Connie Rivera, Sue Allen, & Teresa Slusher to review current available demographic information and regional specific data collection challenges that affect the Point In Time (PIT) gaps. New data may assist with a change in methodology, which would require an increased understanding of the housing needs in the rural county. Anna Schlecht offered to present some useful charts addressing the concerns with the mention that the current HMIS system has shown gaps in its reporting piece as well. Also, Community Action Council (CAC) may have some suggestions as far as data to assist with the planning process next year.

The HOME Consortium expressed concern over a report that local shelters are at full capacity for serving homeless women. The Advisory Committee will provide data when available.

**REVIEW NEW ADVISORY COMMITTEE MEMBER -Teri Bevelacqua (Realtor Representative):** Ms. Bevelacqua submitted her résumé for review and consideration. She will be filling the position of the real estate representative vacated by Mark Kitabayashi. Ms. Bevelacqua was recommended by Mark.

Curt Andino requested that the CAC to review new members to the committee prior to the Consortium taking action. . Consortium members agreed that it would be the responsibility of the CAC to vet all new prospective advisory applicants first, prior to submitting their name to the Consortium for appointment. CAC will interview Teri Bevelacqua and present their recommendation at a future Consortium meeting.

### Additional Public Comments/Announcements

- **Puget Sound Blood Center:** Celebrating its involvement in Thurston and Mason Counties on October 22nd as they kick-off a drive to bring a new bloodmobile and equipment truck to the area - Saturday, October 22<sup>nd</sup>, from 10:00AM-12:00PM at the Tumwater Wal-Mart (5900 Littlerock Road SW).
- **SafePlace:** SafePlace is still conducting its assessment of their grant needs. The project is delayed because of a shortage in state funding. Safe Place is considering alternative design and funding option.
- **Medical Services in Yelm:** Chairman McGowan announced that he will be meeting with officials in Yelm to discuss the possible need of a free medical clinic in the Yelm area.

**Next Meeting**

**Monday, November 14th, 2011 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**  
Meeting Agenda Topics: Review Ten Year Plan/Consolidated Plan Goals/Strategies for 2012 RFP Process, SafePlace update, Invite PIO to review press release for HOME Consortium annual report, Next year homeless census work contract

**Meeting Adjourned at 12:56 PM**