

**Thurston County HOME Consortium  
MEETING MINUTES  
November 19, 2012 11:00AM-1:00PM  
Thurston County Public Health & Social Services Department  
412 Lilly Rd NE, Olympia WA 98506-5132  
Conference Room 107ABC**

<b>In Attendance: Consortium Members</b>			
Karen Valenzuela – Thurston County	X	Stephen Buxbaum	X
Ron Lawson – Lacey	X	Dennis McVey– Rainier	X
Neil McClanahan – Tumwater	X	Robert Scribner – Tenino	X
Mike McGowan – Yelm	X	<del>Andrea Fowler – Bucoda</del>	
<b>Other Attendees</b>			
Gary Aden	Maureen McLemore	Theresa Slusher	
Steve Friddle	Jan Naughton	Don Sloma	
Bonnie Hill	Bob Ricks	Trudy Soucoup	
Patty Gregory	Emmie San Nicolas <i>*Minute Taker</i>	Wendy Tanner	
Paul Knox	Schelli Slaughter	Vera Williams	
Bree Lafreniere	Anna Schlect		
Major Bill Lum	Dae Shogren		
<b>Welcome and Introductions</b>			
Chairman McGowan called the meeting to order at 11:03AM. Introductions followed.			
<b>Approval of Agenda</b>			
<b>ACTION: A motion was made by Commissioner Valenzuela and seconded to approve the 11/19/12 Meeting Agenda as written. Motion passes unanimously.</b>			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li>• None</li> </ul>			
<b>Approval of Minutes</b>			
<b>ACTION: A motion was made by Councilmember Lawson and seconded to approve the 10/08/12 Meeting Minutes as written with one (1) request. Motion passes unanimously.</b>			
<b>REQUEST: To remove Andrea Fowler, Town of Bucoda Representative, from the Consortium Members list. Ms. Fowler is no longer a councilmember representative and has been absent from meetings. Chairman McGowan requested that Mr. Aden contact Bucoda to determine if a replacement can be made.</b>			
<b>Review of Financial Report</b>			
<p>Gary Aden provided a budget forecast on the financial activity reports for Administration, and the Affordable Housing and Homeless program revenues, expenditures, collections, and the availability of funds for the current year. Information also included all available resources that are currently available to fund projects. Mayor Buxbaum led a discussion regarding his concerns and issues over unobligated and obligated dollars and the amount of operating reserves, and requested that the funding process be improved by having a different resource allocation process. Some members were in support of Mayor Buxbaum’s request with the mention of appropriate cash flow issues and disbursing funding sooner to contract agencies. Not all members were in support of Mayor Buxbaum’s request and shared their concerns. It was recommended to make contact with other county agencies with Housing programs to determine their funding process for contracts.</p> <p><b>MOTION: A motion was made by Commissioner Valenzuela and seconded requesting that the HOME Consortium Chair appoint a task force made up of county staff, HOME Consortium members, and HOME Citizen Advisory Committee (HCAC) members to study what Mayor Buxbaum has requested in regard to a</b></p>			

**streamline funding process and resource allocation for the money received. The motion carried by a vote of Yes – 5, No – 2, Abstain - 0.**

An amendment followed.

**AMENDMENT: The motion was amended by Mayor Buxbaum to request that the Thurston County Board of County Commissioners (BoCC) rather than the HOME Consortium chair appoint the body to study the streamline funding process and resource allocation for the money it received.**

**MOTION: A motion was made by Mayor Buxbaum and seconded for the BoCC to appoint a task force made up of county staff, HOME Consortium, and HCAC to study the streamline funding process and resource allocation for the money it received. The motion carried by a vote of Yes – 5, No – 2, Abstain - 0.**

#### **Review Calendar HOME Consortium Timeline calendar**

Gary Aden reviewed the HOME Consortium timeline calendar covering the periods of November 2012 – February 2013. Upcoming activities include: (November) – Review Consolidated Plan goals/strategies for 2013 Request for Proposal (RFP) process; Submit Consolidated Annual Plan Report (CAPER) to HUD; (December) – Finalize HOME RFP for 2013; (January) – Set priorities for Affordable and Homeless Housing RFP; (February) – Finalize Affordable/Homeless Housing RFP.

#### **Discussion of a Youth Shelter**

At the request of the Consortium, Maureen McLemore & Dae Shogren, Community Youth Services (CYS), provided information about the need for a local transitional youth shelter, as well as statistics based on preliminary research to support the request. In 2011, CYS served 400 unduplicated youth seeking shelter from the Lacey, Olympia, and outside Thurston County areas. The Consortium asked CYS staff questions regarding the cost to develop and operate a youth shelter. CYS staff estimated that it would take \$42,059.08 for a 3-month pilot project. Funding will be used to adequately equip Rosie's Place, the designated site for the shelter that will provide safe overnight accommodations for up to 8-10 youth (boys/girls/transgender) between the ages of 18-22 years. Additionally, funding will be used to purchase permit(s) and cots, as well as to hire at least two (2) staff and provide training. The estimated opening date for the shelter would be January 2013. CYS staff were asked if the project could be opened earlier than January. CYS staff indicated that they needed the time to hire staff and obtain needed supplies.

The consortium requested a written proposal to summarize what was presented before a decision can be made. Ms. Shogren is willing to provide a proposal later in the week.

Commissioner Valenzuela is requesting that CYS and county staff work together to determine available funding and what needs to be done to start in January 2013.

Councilmembers shared their recommendation.

**MOTION: A motion was made by Councilmember Scribner and seconded to fund the CYS Youth Shelter pilot project for \$42,059.08 for a 3-month pilot project period. A written proposal will be submitted to the HOME Consortium in the next week, and more discussion will be conducted on December 10, 2012, HOME Consortium Meeting. The motion carried by a vote of Yes – 5, No – 1, Abstain - 0.**

#### **2013 HOME Consortium Affordable and Homeless Housing RFP Process**

Theresa Slusher provided a handout of the current RFP process to members explaining that the timeline is meant to show the groups and tasks involved during a period of time throughout the RFP cycle. The timeline was created to show the work and individuals involved in the process and are intended to address the complexity and alleviate community RFP concerns. The goal is to determine a clear and standardized way to make recommendations to the Consortium during the process. Chairman McGowan mentioned that it would be helpful to determine a process by bringing to the table a mix of an outside and more neutral participation

and to gather information on how other jurisdictions manage their process.

#### **Homeless Services Coordinator Report**

Theresa Slusher reported that she worked on gaps analysis during the month of October and November, and is currently researching Point-In-Time (PIT) numbers, HMIS data, and current use of services based on feedback from individuals. Ms. Slusher's primary goal is to refine the gaps analysis, provide results to the HCAC in January and present the information to the Consortium in February. Information will also be available for the entire county including South County needs, priorities and gaps to be addressed immediately, etc. Priority levels will also be identified and the analysis will include housing first for chronic homelessness populations.

#### **Proposed 2013 PIT Homeless Census Work Plan**

Anna Schlect reported that Theresa has been meeting with representatives to build upon comprehensive homeless services and they are working on a plan to develop a Homeless Connect project in relation to the 2013 homeless Point in Time count. The current plan is in development that will give a strong presence in rural areas working on a three (3) HUB approach that includes Tenino and Bucoda, Yelm and Rainier, and one in Lacey-Olympia-Tumwater. Medical service providers will be included next year. Outreach events will continue and a collaborative forum to include HCAC and the HOME Consortium is in the plan. The Homeless count is scheduled for January 24th, 2013. The final report is expected to become available at the end of March. Also, Ms. Schlect mentioned that the U.S. Department of Housing and Urban Development (HUD) has asked that nine (9) communities across the nation conduct a "Youth Count". Thurston County has been selected to participate. More information will be provided later regarding this item.

#### **Salvation Army – Cold Weather Shelter**

Theresa Slusher provided a brief background of the Salvation Army-Cold Weather Shelter and reported that past meetings have been conducted with stakeholders, Major Bill Lum, and others who work with chronic single homeless individuals. The meetings were held to discuss the needs and assistance for this particular population during this winter season. The Salvation Army is willing to extend their Cold Weather Shelter contract through March 15<sup>th</sup>, 2013. Major Lum and members proceeded to discuss the identified resources needed to open the emergency shelter, cold weather declaration time (currently at 1:00PM), and a solution when the shelter is full and a back-up shelter is needed. The set temperature mark to open the shelter is currently at thirty-four (34) degrees.

**MOTION: A motion was made by Councilmember McClanahan and seconded to increase the cold weather shelter temperature to thirty-eight (38) degrees, change the cold weather declaration time from 1:00PM to 10:00AM, and that all jurisdictions are to be included in the contract should there be an overflow/disaster to access jurisdictional space when needed. Motion passes unanimously.**

#### **Housing Citizen Advisory Committee (HCAC) Report**

Paul Knox, HCAC Chair, reported that a new executive team has been formed. HCAC is looking at the RFP process; funding issues/proposal process; membership roles and responsibilities; potential new members in categories, etc.

#### **Additional Public Comments/Announcements**

- **Salmon Run - Jan Naughton:** Ms. Naughton announced the grand opening of forty (40) new units in Yelm to low income individuals/families.
- **Family Support Center – Schelli Slaughter:** Ms. Slaughter announced that the Family Support Center is a recipient of \$750,000 of the Housing Trust Fund.

#### **Next Meeting**

**Monday, December 10, 2012 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**  
Meeting Agenda: CYS Youth Shelter

**Meeting Adjourned at 1:16M**