

**Thurston County HOME Consortium  
Meeting Minutes  
February 13, 2012 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	Steve Buxbaum – Olympia	X
Ron Lawson – Lacey	X	VACANT – Rainier	
Neil McClanahan – Tumwater	X	Dawna Kelley Donohue – Tenino	
Mike McGowan – Yelm	X	Andrea Fowler – Bucoda	
<b>Other Attendees See Sign In Sheet</b>			
Jim Cooper	Cindy Marchand-Cecil	Emmie San Nicolas *Minutes Taker	
Dwight Edwards	Phil Owens		
Mark Freedman	Bob Ricks		
Paul Knox	Karmel Shields		
<b>Welcome and Introductions</b>			
Consortium Chair, Mike McGowan, called the meeting to order at 11:10AM. Introductions followed.			
<b>Approval of Agenda</b>			
<b>A motion was made by Commissioner Valenzuela to approve the 02/13/2012 HOME Consortium Meeting Agenda as written. The motion was seconded, approved, and passes unanimously.</b>			
<b>Public Comments/Announcements</b>			
• None			
<b>Approval of Minutes</b>			
<b>A motion was made by Councilmember Lawson and seconded to approve the 01/09/2012 Meeting Minutes as written. Motion passes unanimously.</b>			
<b>Review of Financial Report</b>			
<p>Mark Freedman announced that as a follow-up to last month's discussion in regard to the request to simplify the financial report into an easier to read document, he presented a new version of the report that now includes emergency funds available to date, revenue coming in and the anticipated budget forecast for the next months. In addition, funding collection and the percentage of total actual collections to date is also noted.</p> <p>Members requested to further simply the newest version of the financial report to clarify the difference between program dollars and HOME dollars mentioning that it has been difficult to track revenues and expenditures that also includes recording fees with different fiscal years for three (3) revenue streams. The separation would not only help with tracking revenues and expenses, but will help see where funding is being obligated.</p>			
<b>Review Calendar HOME Consortium Timeline calendar</b>			
<p>Dwight Edwards reviewed the 2012 Timeline. Certain key areas were highlighted pertaining to the FY2012 eligible activities by funding source. He noted that the goal is to make awards on the HOME and the Affordable Housing dollars prior to September with an emphasis on the historical data that illustrates how HOME funds have been spent. In addition, a draft of the action plan will need to be written in April in order to allow for the thirty (30) day public review process, which needs to be submitted to HUD by July 15, 2012. Members shared their concerns that the short time frame for decision making can affect the turn around time for service providers. The request to shorten the decision making time to two (2) months to meet deadlines while keeping the various funding available was made. <u>Adjustments to the timeline calendar are as follows:</u></p> <ul style="list-style-type: none"> <li>• Presentation of needs assessment in March</li> <li>• Draft HOME Action Plan in April</li> <li>• Solicit HOME RFP (30 days) in May</li> </ul>			

**Request (\$6,300) for Emergency Assistance Funds: Yelm Community Services**

Dwight Edwards introduced Cindy Marchand-Cecil, Executive Director of Yelm Community Services (YCS), and announced that the agency submitted an application to request Emergent Needs Assistance Funds. The request for \$6,300 is to replace the sudden loss of funding that would normally come from the Department of Commerce for Operation and Maintenance of its Emergency Shelter Assistance Program. Ms. Marchand-Cecil provided a brief background about the homeless services offered by YCS, further explaining impacts the program, and the reason behind the loss of funding.

**A motion was made by Councilmember McClanahan and seconded to approve the request from YCS for \$6,300 for Emergency Funding from the Emergency Assistance need. Discussion followed.**

Members requested clarification on what funding source the \$6,300 would be withdrawn from. It was confirmed that the \$6,300 will be taken from the Emergent Needs Fund in HB2163.

**A motion was made by Councilmember McClanahan and seconded to approve the request from YCS for \$6,300 for Emergency Funding from the Emergent Needs Assistance Fund (HB2163). Motion passes unanimously.**

**Review of HOME Consolidated Plan Data Allocation of HOME Activities (decision) \$431,664**

Members agreed to defer from making any decision related to the review of the HOME Consolidated Plan Data allocation of HOME activities until next month when the US Homeless Census and the HUD Data becomes available. *Agenda item tabled to March 2012 HOME Consortium Meeting.*

**Homeless Services Coordinator Update**

Mark Freedman reported that the Request for Qualification (RFQ) for the Homeless Services Coordinator was conducted and the interview panel consisting of three (3) members of the HCAC; the HOME Consortium Chair; and one (1) Housing staff met with two (2) applicants. The position was offered to the candidate that the team felt was most qualified. However, the applicant did not submit his/her application based on the RFQ process, but rather proposals that included staff restructuring and compensation requests. This was a professional services contract. The position is currently in a negotiating period and staff is waiting to hear from the candidate. If the candidate does not respond and accept the position, the position will go back and the RFQ process will be re-solicited.

**Point-In-Time Survey**

Overall, the day was successful with a good turnout of volunteers to conduct the Point-In-Time Survey. Weather conditions caused a small delay that could have potentially caused a reduction in counts. The information collected is currently being entered into the Housing Management Information System. Members feel that solid data reports may be available at the March Meeting. The preliminary numbers clearly demonstrates a decrease of homelessness from last year's data.

**Citizen Advisory Committee Update**

*HCAC Recommendation to HOME Consortium. Agenda item tabled to March 2012 HOME Consortium Meeting.*

**Additional Public Comments/Announcements**

- None

**Next Meeting**

**Monday, March 12, 2012 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**

**Meeting Agenda Topics:**

- Review of HOME Consolidated Plan Data Allocation of HOME Activities (decision) \$431,664
- Homeless Coordinator Update/Report
- HCAC Recommendation To HOME Consortium

**Meeting Adjourned at 1:10PM**