

**Thurston County HOME Consortium  
Meeting Minutes  
March 12, 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	Bob Scribner – Tenino	X
Mike McGowan – Yelm	X	Andrea Fowler – Bucoda	
<b>Other Attendees See Sign In Sheet</b>			
Dwight Edwards	Paul Knox	Anna Schlect	
Mark Freedman	Cindy Marchand-Cecil	Karmel Sheilds	
Bonnie Hill	Maureen McLemore	Therese Slusher	
Gene Hoover	Bob Ricks	Trudy Soucoup	
Selena Kilmoyer	Emmie San Nicolas *Minute Taker	Dawna Kelly-Donohue	
<b>Welcome and Introductions</b>			
Co-chairman McClanahan called the meeting to order at 11:05AM. Introductions followed. Chairman McGowan facilitated the meeting upon his arrival.			
<b>Approval of Agenda</b>			
A motion was made to add the following item for discussion to the agenda: a discussion in regard to food and/or lunch options for the meetings, since the meeting times are held during lunch hours.			
A motion was made to move the Citizen Advisory Committee Update to 11:30AM rather than 12:50PM.			
A motion was made by Councilmember Lawson to approve the amended agenda for 03/12/2012 HOME Consortium Meeting Agenda as requested. The motion was seconded, approved, and passes unanimously.			
<b>Public Comments/Announcements</b>			
<b>GENE HOOVER</b>			
<b>Distributed: Statement &amp; Proposal by Gene Hoover</b>			
Mr. Hoover, a homeless advocate for the past twenty-one (21) years shared with the HOME Consortium his thoughts and concerns related to the Emergency Cold Weather Shelter program that the Salvation Army operated between November 15 <sup>th</sup> and March 7 <sup>th</sup> , 2012. Concerns such as:			
<ul style="list-style-type: none"> <li>• the false impression that the shelter is readily available;</li> <li>• spaces made available for four (4) jurisdiction as temporary shelters are not used and are unlikely to ever be used;</li> <li>• the contract language with the Salvation Army does not include specifics to compel them to open up one of the other shelters regardless of the amount of people being served;</li> <li>• no active notice available to homeless men about the shelter other than a sign near their facility;</li> <li>• negative experience that prevents some homeless men from returning to the shelter</li> </ul>			
The purpose of the program is to be activated only when temperatures are predicted to fall below 32 degrees seems punitive. Mr. Hoover is proposing that funds set aside for the Salvation Army instead be made available to other qualified agencies that can provide similar services. Background materials and/or more information can be requested at (360) 943-3070, or email: <a href="mailto:mmhoove@aol.com">mmhoove@aol.com</a> .			
<b>Approval of Minutes</b>			
A motion was made by Councilmember Lawson to approve the 02/13/2012 HOME Consortium Meeting Minutes as written. The motion was seconded, approved, and passes unanimously.			

### Review of Financial Report

Mark Freedman presented the consortium members an update on the most recent budget forecast with another version of the financial report that includes the recommended changes requested by the consortium members last month. The report includes a separate column for recording fees only. The separation clearly tracks revenue and expenditures, and show where funds are being obligated. Also, the dates indicated on the report mirror the HOME program fiscal year dates. Members thanked staff for their efforts in generating a simple and easy to read document.

### Review Calendar HOME Consortium Timeline calendar

Dwight Edwards reviewed the HOME Consortium timeline calendar through the month of July. In April, members should be reviewing Affordable and Homeless Housing needs data and a draft of the HOME Action Plan. The action plan only pertains to HOME Dollars and HOME activities, and contracts. Dwight stated that the draft plan would not be project specific, but would be revised at a later date once funding was awarded. Staff will prepare a project summary analysis of the HOME RFPs for the Consortium's review in May. In the meantime, staff will publish a Public Notice Draft for the FY 2012 Action Plan. The goal is to award HOME, and Affordable & Homeless Housing funds by the end of July so contracts can be prepared and executed by September.

### Homeless Services Coordinator Update

Mark Freedman discussed the Scope of Work and deliverables that the coordinator will be expected to complete over the contract period. Mark also mentioned that because of time constraints, he wants to resolve any concerns or problems as soon as possible so that the candidate could start in the position by April 1st. Curt Andino recommended that the HOME Citizen Advisory Committee (HCAC) review the scope of work and make recommendations. Members discussed the contract deliverables and liked the idea of incorporating some of the tasks of the Point-In-Time Census with the coordinator. However, the coordinator's primary role will be to develop a rapport between service providers and the HCAC.

Members briefly discussed areas of concern in regard to the coordinator hiring process, and the possible confusion caused by how the RFQ was written. Also, the members recognized and applauded the work of the HCAC.

Theresa Slusher plans to meet with service providers to solicit their input by April, and then meet with the Department of Commerce for their suggestions. Theresa plans on developing an efficient system that addresses homeless needs, while working collaboratively with the HCAC as a work group.

### Review of 2012 Home Budget, Goals, and Housing Data (Allocation of Home Activities \$431,664)

On behalf of the HOME Citizen Advisory Committee, Curt Andino presented HCAC's HOME budget recommendation that was submitted to the consortium at last month's meeting. The committee's recommendation to the Consortium was to not allot HOME funds for Tenant-Based Rental Assistance Program (TBRA) for 2012, but rather use Homeless Housing funds to meet that need. The rationale for the recommendation:

- HOME Funds are primarily intended to be used for creating housing units; not rental assistance
- HOME-funded TBRA cost more administratively to operate and the rules are more stringent
- HOME does not allow for case management
- HOME TBRA commitment is for two years

Members led a brief discussion noting their appreciation to the HCAC. There was general agreement among the members that there needs to be a transition plan in place to ensure that current TBRA clients do not become displaced. During the transition period (one year), focus should be placed on identifying and targeting the highest need population, using the more flexible state recording fee dollars to fund the program, and adopting a rapid re-housing program. The Consortium members would like the HCAC to work in collaboration with the new Homeless Services Coordinator in developing a viable rental assistance model.

### Point-In-Time Survey

Anna Schlecht distributed the initial results of the 2012 Point In Time (PIT) Count. She is looking forward to

working with the Homeless Coordinator to share her thoughts on how to improve the homeless census and reports. Extracting specific and accurate s data from HMIS has become a challenge. At this point, 2012 census reveals that 467 people are homeless, which is 6% above last t year's number. The school census numbers only reflect seven (7) months of the academic year. The number is down three percent (3%) over last year. The homeless count for homeless students has slightly increased from last year.

#### **Food**

*Agenda item tabled to April 2012 HOME Consortium Meeting.*

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

- **INCLEMENT WEATHER PLANNING:** With recent power outages and weather advisories, Chairman McGowan would like to discuss developing a plan of communication should a meeting be cancelled and members and attendees

#### **Next Meeting**

**Monday, April 9, 2012 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**

#### Meeting Agenda Topics:

- **Affordable and Homeless Housing RFP Allotment**
- **Affordable and Homeless Housing Needs Data**
- **Priorities & Activities**
- **RFP rating and selection process**
- **Food availability during meeting**

**Meeting Adjourned at 1:20PM**