

**Thurston County HOME Consortium
Meeting Minutes
November 14, 2011 11:00AM-1:00PM
Thurston County Public Health & Social Services Department 107ABC
412 Lilly Rd NE, Olympia WA**

In Attendance: Consortium Members			
Karen Valenzuela – Thurston County	X	Steve Buxbaum – Olympia	X
Ron Lawson – Lacey	X	Rick Succow – Rainier	
Neil McClanahan – Tumwater		Dawna Kelley Donohue – Tenino	
Mike McGowan – Yelm	X	Andrea Fowler – Bucoda	
Other Attendees See Sign In Sheet			
Cynthia Cook	Howard Nason	Anna Schlecht	
Dwight Edwards	Mary Pontarola	Karmel Shields	
Mark Freedman	Bob Ricks	Chris (COL)	
Paul Knox	Emmie San Nicolas (Notetaker)	Jessie (COL)	
Welcome and Introductions			
Consortium Chair, Mike McGowan, called the meeting to order at 11:16AM. Introductions followed.			
Approval of Agenda			
ADD: Homeless Coordinator Position - Discussion *Requested by Mark Freedman *After the review of the 10-Year Plan A motion was made by Commissioner Valenzuela and seconded to approve the 11/14/11 Meeting Agenda as written. Motion passes unanimously.			
Public Comments/Announcements			
• None			
Approval of Minutes			
A motion was made by Councilmember Lawson and seconded to approve the 10/10/11 Meeting Minutes as written. Motion passes unanimously.			
Review Financial Report and updated HOME program allocation			
Dwight Edwards provided an updated financial activity reports on the Administration budget, and the Affordable Housing and Homeless programs. Approximately \$1.4 million will be available for the Request for Proposal (RFP) from Affordable and Homeless Housing recording fees. No HOME dollars are currently included in the projected amount.			
Review Calendar for November - December 2011			
Dwight Edwards suggested that given the complexities of the various funding sources, the Consortium might want to consider scheduling additional time for the discussion of next year's budget, housing priorities, and RFP goals. It might help to focus on just the HOME Program and consolidated planning goals for this month, and discuss the Affordable and Homeless Housing Programs and Ten-Year Homeless planning process in December. Chairman McGowan stated that having separate discussions would make things simpler and was a good idea. Councilmember Buxbaum recommended that discussion also include policy development on things the Consortium has direct control of such as the recording fees.			
CAPER: the public comment period for the CAPER (Consolidated Annual Performance and Evaluation Report) ends today. The final report will be sent to HUD by the November 30th.			
Draft RFP: the draft cannot be done until budget and priority funding decisions are made. Therefore the review of the final RFP will need to be postponed until January or February.			

Consortium members agreed to move forward and adjust the current monthly timeline to note that January will not include the RFP process. The calendar is to be amended to note two (2) different tracks and remove any specific timeline for the Ten Year Plan and RFP process.

Review HOME and Consolidated Plan Goals/Strategies for 2012

Dwight stated that the proposed federal reduction (38%) in funding for the HOME Program will have a significant impact on the county's housing programs. He walked through a budget scenario based on if there is a reduction in next year's HOME allocation, using this year's budget as a baseline. A reduction would amount to a funding allotment of approximately \$335,000, of which fifteen percent is federally mandated to be awarded to CHDO's.

The Consortium members requested that staff revise the Five-Year Home Program Allocation matrix (Handout) by inserting an additional column showing how the reduction would impact the HOME eligible activities.

Councilmember Buxbaum stated that the HOME consolidated planning process should be separate from the Ten-Year Homeless Planning process. One of the reasons the city of Olympia adopted the county's consolidated planning fiscal year was to make it easier to align housing resources for service providers. The idea is not to couple funding sources together as they are now. Recording fee dollars are flexible. Although they may be coupled with HOME funds, they are not part of the HOME consolidated planning process. The planning sequence should involve the collection of data, the development of the plan, and then the creation of a RFP. After considerable discussion, the members agreed to develop separate planning tracks and RFP's processes for the HOME Program and local surcharge fees for next year. Current plans to solicit an RFP in February may be postponed to a later date. There were concerns expressed over the impact a postponement would have on service providers currently under contract with the county.

The members asked staff to prepare a summary report outlining obligated and committed contracts with their contract expiration dates. Chairman McGowan would like this summary to be available a week prior to the next meeting.

Homeless Coordinator Position

Mark Freedman announced that the county anticipates soliciting the RFQ for the Homeless Coordinator position in December, with expectations of hiring an individual or organization, within two months of selection. The position will be for 18 months, to be paid from available reserve funds. Both organizations and individuals may apply. The RFQ is divided into two phases. The first phase is to design the project plan, to be completed within six months (January 2012 – June 30th, 2012). The second phase will be for implementation of the plan, which will be over a twelve month period (July 1, 2012 – June 2013). Paul Knox stated that the Citizen Advisory Committee was pleased with the content of the RFQ. Permission to solicit the RFQ is scheduled for the county commissioner's approval on December 6th.

Councilmember Buxbaum mentioned that he would like to ensure the success of this position. Project goals listed are critical. The organization/person that fills this position needs to be clear on where the directions will come from and the primary focus. Commissioner Valenzuela commented that the list of duties does not include the Point In Time Survey (PIT). She would like it included as one of the coordinator's tasks.

Stephen Buxbaum expressed concern that some of the language in the RFQ is ambiguous as it relates to supervisory, liaison, and reporting responsibilities. The language needs to be more explicit so there is a clear understanding of who the coordinator reports to.

AMENDMENT TO THE COORDINATOR POSITION DESCRIPTION DOCUMENT: Add statement to the first paragraph of the RFQ that the reporting authority will be the Board of County Commissioners. Also include the PIT as an additional program task. Mark Freedman and Commissioner Valenzuela will work on the interview

process.

A motion was made by Commissioner Valenzuela to recommend approval of the RFQ to the BOCC.

Citizen Advisory Committee Update

Paul Knox announced that the committee participated in a productive meeting that involved discussions of the HMIS System and the special outreach efforts that are being made by committee members to service providers in south and east county.

Additional Public Comments/Announcements

Anna Schlect announced that there will be a housing forum meeting at the Emmanuel Lutheran Church n Yelm on December 4th, 2011 (4:00PM-6:00PM). The meeting will be with service providers involved in homeless prevention programs to see how services can be enhanced in the Yelm area. Commissioner Valenzuela encouraged Consortium members to attend.

Next Meeting

Monday, December 12th, 2011 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC

Meeting Agenda Topics:

- To discuss a matrix/table narrative that will summarize obligated funds/cash flow analysis showing funds spent, accomplished, etc.

Meeting Adjourned at 1:02PM

