

**Thurston County HOME Consortium
Meeting Minutes
December 12, 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	X	Dawna Kelley Donohue – Tenino	X
Mike McGowan – Yelm	X	Andrea Fowler – Bucoda	
Other Attendees See Sign In Sheet			
Curt Andino	Tom Lawson	Emmie San Nicolas (Notetaker)	
Cynthia Cook	Jane Mt. Joy-Venning	Anna Schlecht	
Dwight Edwards	Jan Naughton	Tom Rawson	
Mark Freedman	Mary Pontarolo	Jessica Honiker	
Cynthia Clark	Marcus Golby	Trudy Soucoup (Home First)	
Welcome and Introductions			
Consortium Chair, Mike McGowan, called the meeting to order at 11:13AM. Introductions followed.			
Approval of Agenda			
ADD: Salvation Army Contract - Discussion *Requested by Councilmember Buxbaum *Scheduled after the review of the 2012 Calendar			
A motion was made by Councilmember Lawson to approve the 12/12/11 HOME Consortium Meeting Agenda with one (1) added item: Salvation Army Contract. The motion was seconded, approved, and unanimously passed.			
Public Comments/Announcements			
Thurston County PHSS “Healthy Homes”– Jane Mt. Joy-Venning: Announced that the department is launching a new program called “Healthy Homes”. Kickoff in January. Volunteers will be attending a ten (10) week training. They will also be visiting homes to conduct healthy home assessments that will identify environmental health issues (mold, dust, lead, toxins, and other indoor-air quality issues). Program brochures are available. If anyone is interested in learning more about the volunteer training program or in having an assessment performed on a home or childcare facility, contact (360) 867-2674, or email HealthHomes@co.thurston.wa.us .			
Approval of Minutes			
A motion was made by Councilmember Lawson and seconded to approve the 11/14/11 Meeting Minutes as written. Motion passed unanimously.			
Review of Financial Report			
Connie Rivera provided updated financial activity reports for Administration, and the Affordable Housing and Homeless programs. Revenue collections are on pace with 2012 budget forecast. Affordable Housing showed no activity for the month of November, and Homeless Housing had very little activity except for a few contract invoices paid in November.			
Review Calendar for December 2011 and Draft January-December 2012			
The Advisory Committee meeting schedule for December 27 th may be switched to the 20 th . January’s calendar includes discussion on the upcoming RFP process, and HOME Program priorities, goals, and budget. February’s calendar will include additional discussions of the HOME Program (if necessary), and beginning discussions on the Affordable and Homeless Housing Programs. Staff will work on the HOME Action Plan in March. Councilmember Buxbaum recommended that January’s HOME Consortium meeting include the Homeless			

Coordinator update and/or final report. Also, a timeline should be developed to perform a needs assessment for HOME resources, taking into consideration updated housing data and goals. Longer range planning for the 2013 Consolidated Plan should also be beginning. Curt Andino announced that the CAC has already performed a needs assessment, which the committee will make available. Connie stated that the Housing Authority of Thurston County also has relevant data from a market study, which she will provide.

Salvation Army Contract (ADDED ITEM)

Steve Buxbaum has been involved in the discussion of the disassembling of the Occupy Olympia camps currently housed at Heritage Park. Discussion included planning for how to accommodate the homeless park residents. Of immediate concern, is finding a way to open the Salvation Army's overflow shelter so that it is an available source of housing for some of the men at the park. However, current restrictions in the county contract do not allow the overflow shelter to open unless the temperature is at or below thirty-two (32) degrees. The Salvation Army's Major Bill Lum, would like an exception waiver to the temperature proviso. Councilmember Buxbaum recommended lifting the provision in order to meet the anticipated need. Discussion followed in regard to other service providers' assistance, rotation schedules, emergency funds, and the length of time to keep the overflow shelter open on an emergency basis with an assessment each month end.

A motion was made by Commissioner Valenzuela to approve the waiver of The Salvation Army's thirty-two (32) degree proviso was approved. In sixty (60) days the decision will be reassessed. The motion was seconded, approved, and passes unanimously.

Review Five-Year HOME Program Allocation Matrix

Connie Rivera provided an update on the Five-Year Home Program Allocation outlining the actual funds encumbered during the first four (4) years, the number of units committed and completed, and outcomes achieved. She also stated that all of the goals were met, except for special needs housing, which was identified as a low priority in the Consolidated Plan. Nevertheless, HUD expects the county to address special needs housing at some point. There was some concern and confusion over how CHDO outcomes and accomplishments are shown in the Allocation Update matrix. Members asked Connie to update and remove CHDO as being shown as a Program Activity from the matrix. Mark Freedman recommended that CHDO targets and goals are identified in the short term needs assessment.

Discuss Contract Matrix

The contract matrix was revised to include the contract expiration date as requested by the consortium. Connie Rivera shared that the matrix was developed for the 2011 RFP awarded projects. She explained that the awards and matrix were divided into four categories (Operation and maintenance, rental assistance, capital, and obligated/pending funding), along with contract expiration dates. Members agreed that the matrix provides information and data that will be useful in next year's planning process.

SafePlace-Previous Awarded in 2010, \$180,000 Affordable Housing Funding To Build Housing Units

Last year, the HOME Consortium awarded SafePlace \$180,000 of capital funding from the Affordable Housing Fund (2160) for the housing portion of their new community service center project in downtown Olympia. Mary Pontarolo, Executive Director, explained that SafePlace does not expect to receive any State Housing Trust Fund dollars next year toward this project, and therefore are forced to abandon the housing portion of the project. SafePlace request s a fund switch from Affordable Housing funds to Homeless Housing Funds in the amount of \$180,000. Funds will be used toward construction of the community service center only.

A motion was made by Commissioner Valenzuela to transfer SafePlace's current funding from the Affordable Housing Fund to the Homeless Housing Fund. The motion was seconded, approved, and passed unanimously.

Homeless Coordinator RFQ Position - Discussion - Mark Freedman

Mark Freedman announced that the BOCC approved the RFQ process. The next two (2) weeks will be used to develop the RFQ and will be available possibly in January. The selection process will follow. Further discussion included concerns regarding the criteria for the selection committee and possible conflict of interest issues.

Yelm Homeless Forum Update

Anna Schlecht briefly reported on the December 4th Homeless Forum conducted in Yelm. Those in attendance included members of the HOME Consortium, as well as regional partners. It was a very robust discussion focused on how the strong faith-based network of communities is stepping forward to help and accommodate the poor in our area. Good discussion also led to the sharing of some grim statistics regarding the rise in requests for government services, including the dramatic increase in kid's receiving free lunches.

Citizen Advisory Committee Update

Jan Naughton, Committee Chair, announced that the Advisory Committee is helping to coordinate HMIS and to encourage all contractors to sign agreements. Discussion also included data collection, generation of monthly dashboard reports, agency needs, and the lack of system and/or coordination. The committee is also actively seeking out new members from rural areas. The Executive Director of Rochester Organization of Families (ROOF), Kellie McNelly, attended the most recent Advisory Committee Meeting.

The Advisory Committee recommended that the HOME Consortium require contractors to enter their own data into the HMIS System. Connie mentioned that the county already requires contractor participation through language in the program contracts. Chairman McGowan would like to include the discussion for contractors to utilize the HMIS System in January's HOME Consortium Meeting.

Additional Public Comments/Announcements

Next Meeting

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

Meeting Agenda Topics:

- Point In Time
- Homeless Coordinator Update/Report
- Five-Year Timeline (Needs Assessment) cultivate
- HMIS Contractor Participation

Meeting Adjourned at 1:12PM