

**Thurston County HOME Consortium**  
**MEETING MINUTES**  
**January 13, 2014 11:00 AM-1:00 PM**  
**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	Jeannine Roe – Olympia	X
Jeff Gadman – Lacey		Dennis McVey (Vice-chair) – Rainier	X
Neil McClanahan (Chair) – Tumwater	X	<i>Vacant – Tenino</i>	
Mike McGowan – Yelm	X	<i>Vacant – Bucoda</i>	
<b>Other Attendees</b>			
Curt Andino	Danny Kadden	Theresa Slusher	
Gary Aden	Paul Knox	Tammie Smith	
Kathy Cooper	Heather Moore	Trudy Soucoup	
Diane Harris	Kellie Patton	Vera Williams	
Bonnie Hill	Timothy Ransom	Amanda Lehr *Minute Taker	
Mary Kaufman	Anna Schlecht		
Danille Kettel	Charles Shelan		
<b>Welcome and Introductions</b>			
The meeting was called to order by Chairman McClanahan at 11:07 AM. Introductions followed.			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li>Vera Williams: Ms. Williams mentioned the current push to eliminate Tenant Based Rental Assistance (TBRA), for which she has some concerns. Those who benefit from TBRA are chronically homeless and it serves as a stop gap.</li> </ul>			
<b>Approval of Agenda</b>			
Commissioner Valenzuela suggested tabling the board elections until February, and to make February the regular election month annually, since that has been the normal procedure.			
<b>ACTION: A motion was made by Commissioner Valenzuela to approve agenda as amended. The motion was seconded by Councilmember McVey. The motion passed unanimously.</b>			
<b>Approval of Minutes for December 2013</b>			
Amanda Lehr requested to amend the bottom of page two (2) to read "County staff" instead of "Theresa Slusher."			
<b>ACTION: A motion was made by Commissioner Valenzuela and was seconded by Councilmember McVey to approve the 12/9/13 Meeting Minutes as amended. The motion passed unanimously.</b>			
<b>Review of Financial Report - Gary Aden</b>			
Gary Aden reported that the 2012 contracts are nearly done, with a few that held over but are nearing their end. SafePlace has a new project to renovate a building to start in March from funds that were committed in 2010. On the first (1 <sup>st</sup> ) page under "revenues" the negative percentages are not a need for concern; the numbers continue to fluctuate every year and will be higher before the new contract starting dates begin.			
<b>Review Calendar HOME Consortium Timeline Calendar - Gary Aden</b>			
Gary Aden reviewed the upcoming calendar. January and February: Discussion of goals and priorities for the upcoming Request for Proposals (RFP) round in the spring. February: Discussion of the Homeless Coordinator contract to end in March. March: Final presentation from Homeless Coordinator for the previous year. Mr. Aden clarified that "contract compliance" refers to periodic reporting from agencies that have contracts for federal programs and state funded Consolidated Homeless Grant (CHG), Housing and Essential Needs (HEN), and Emergency Solutions Grant (ESG).			
<b>Election of Consortium Officers - Consortium Members</b>			
<b>Tabled until February 10, 2014.</b>			

### **Coordinated Entry MOU - Theresa Slusher, Homeless Coordinator**

Theresa Slusher handed out a draft of a coordinated entry Memorandum of Understanding (MOU) for the Consortium to review. She mentioned that it is required by Commerce that the county have a written set of policies and procedures by the end of 2014. Ms. Slusher explained that three (3) organizations have been identified as “point of entry” organizations that will agree to take on HMIS data entry responsibilities and coordinate with the other “point of entry” organizations. Commerce requested that an MOU be drafted to bring clarity to the process. Commerce will set up a specific program for the three (3) agencies to do the coordinated entry, however they need the MOU to proceed. There was some concern about whether this was a commitment of funds. This is not the case, but organizations could require more funds to manage the work load. The goal is to create a system that is lean to make as little impact as possible to the organization.

Commissioner Valenzuela asked what current contracts with providers say about coordinated entry. Gary Aden answered that coordinated entry contracts are with Interfaith Works and Family Support Center, and clarified that both contracts require coordinated entry in the scopes of work. Commissioner Valenzuela asked if this coordinated entry work can be added into the current contracts by amendment. Ms. Slusher replied that the only agency that does not have a coordinated entry contract is Community Youth Services. The requirements for coordinated entry could go into the scopes of work. Commissioner Valenzuela mentioned wanting to think about coordinated entry as being a basic requirement of contracts. Chairman McClanahan wanted clarification on the purpose of the MOU. Ms. Slusher responded that the MOU provides acknowledgement and credibility to the set up of coordinated entry and that agencies may need more money to carry it out. The MOU is an agreement to move forward with these agencies and this specific design. Danny Kadden included that it is presumed that agencies will be working together, and signals for agencies to share information. Councilmember McVey asked if coordinated entry is based on individuals or families. Ms. Slusher answered that both individuals and families are included, and hopes that in June data will be available to give some answers about people who were exited from the system and not served.

### **Kitsap County Response**

Chairman McClanahan stated that although he was unable to hear the Kitsap County presentation, he had heard positive things about it. Opened up for discussion. Commissioner Valenzuela explained that the topic of condensing the RFP process to a single unified process has been brought up during the last few meetings. This is a piece of information to help inform the discussion, since the presentation was not handed out at the HOME Retreat in October 2013.

### **Discussion of Goals for 2060/2163 & Survey Monkey Results - Theresa Slusher, Homeless Coordinator**

Theresa Slusher embarked on an effort to consolidate the goals in a concise way, with language that will speak to the consortium. Went over the five (5) listed goals and objectives:

- 1. Support inclusive, interim housing for families, youth and individuals**
- 2. Increase number served with rapid rehousing**
- 3. Create permanent supportive housing opportunities to alleviate impact on jails, hospitals, police, downtown and businesses**

Discussion: Councilmember McVey requested to add “fire and medics” or “emergency responders.” Funds could be set aside for permanent supportive housing. Councilmember McGowan expressed concern about rural/south county receiving a decrease in TBRA funds, and that rapid rehousing programs do not include south county either. Kathy Cooper mentioned that Family Support Center’s grant specifies that they will serve rural families. Councilmember McGowan mentioned that there could be set asides during the next RFP process. What is happening with the south county assessment? Paul Knox stated that it should be complete by summer of 2014. Commissioner Valenzuela asked if numbers can be pulled for the rural area serving TBRA or rapid rehousing. Gary Aden answered yes. Councilmember McGowan mentioned that goals and objectives came from the retreat focusing on south county incentives, but the assessment of south county will not be finished before the RFP will be released. Paul Knox mentioned that it makes sense to make mention of rural in the goals and objectives. Councilmember McGowan specifically mentioned incentives in the RFP process for south county providers and programs. Commissioner Valenzuela mentioned that since the total numbers served has yet to be seen, it makes sense to require tracking of numbers to know what percentage of those served comes from rural county. The difference between incentives and set asides was discussed. Councilmember McGowan would like to encourage incentives. Commissioner Valenzuela said that this is an important point: outreach in rural areas and the level of effort and access to services needs improvement. Theresa Slusher confirmed that agencies are using rapid rehousing dollars to house families in rural areas. Councilmember McGowan requested to see numbers. Councilmember McVey is anxious to see numbers from south county assessment. Councilmember McGowan requested that outreach in south county is included in the goals.

**4. Ensure quality coordinated entry system that can meet demand**

Discussion: Theresa Slusher clarified that “quality” refers to “equal access.”

**5. Support the conversion of shelter and transitional housing to rapid rehousing and permanent supportive housing**

Discussion: Theresa Slusher explained that this is a way to have more available beds and help more households with the same amount of funding. The homeless system is most successful when self sufficiency happens earlier and support offered for less time. Heather Moore mentioned that in a lot of cases, two (2) years is necessary to help those who cannot be self sufficient and need those two (2) years on average to be approved for Social Security Insurance (SSI) or Social Security Disability Insurance (SSDI). Theresa Slusher mentioned that TBRA is an old term that came from the HOME program, which worked well for the population at the time. For those who can become stabilized, shorter time frames may work better. Those with mental health issues may need permanent supportive housing right away on a long-term basis, which can be termed “long-term rapid rehousing.” Commissioner Valenzuela mentioned that for those on TBRA, would be in permanent supportive housing moving forward. Ms. Slusher mentioned that “rapid rehousing” is rental assistance. Paul Knox mentioned that the purpose is to remain flexible and not rigid. The HOME Citizen Advisory Committee (HCAC) has talked about recommending a single RFP process. Vera Williams mentioned a concern for families whose head of household has mental health issues or a physical disability. Heather Moore suggested including case management with rapid rehousing. Councilmember McGowan requesting directing the narratives in the RFP to make sure the information received is what is needed. Curt Andino requested to see goals and objectives for affordable housing and not just homeless housing. Commissioner Valenzuela verified with Gary Aden that the Survey Monkey was sent out one (1) week ago with 14 preliminary responses received. The survey closes on January 17, 2014.

**2014 Draft RFP - Gary Aden**

Gary Aden mentioned that the dollar amounts listed are conservative and are based on what was expected from Affordable and Homeless Housing (HB 2060 & HB 2163). ESG comes from state although it is federal funding. Congress has not passed a budget yet for federal funding, so those numbers are estimates. Federal funding amounts may be decided on by the time decisions on grants are made in June 2014. Mr. Aden went over the timeline of contract start and end dates and opened it up for discussion. Mr. Aden confirmed that congress is still working on the current budget. Commissioner Valenzuela mentioned that this proposed RFP draft is for four (4) funding sources that have different calendars. This has been a challenge in the past; however Mr. Aden is presenting a way to work around these difficulties. Jeannine requested background information on HB 2060 and HB 2163, for which Chairman McClanahan provided. Councilmember McGowan reminded members that direction needs to be given to staff about whether the single RFP is moving forward. Commissioner Valenzuela mentioned wanting to hear the viewpoint from the HCAC about a proposed timeline schedule. Trudy Soucoup requested that a scoring rubric be included in the application. Tammie Smith suggested moving towards an on-line application. Councilmember McGowan stated that a draft would need to be approved in February 2014, and that direction should be given to staff on how to reflect goals and incentives in the RFP, while considering the “survey monkey” results. Paul Knox stated that the goals and priorities were meant to be included in the RFP. Heather Moore suggested shortening the time between the RFP due date and review committee meeting. Curt Andino pointed out that the goals and priorities do not mention affordable housing. Commissioner Valenzuela acknowledged the point, and requested that this be reflected in the wording. It was requested to review the proposals early enough in order to bring recommendations to the Consortium in May instead of June 2014. The makeup of the review committee was discussed, and it was requested to be a part of future discussions.

**South County Needs Assessment - Dennis McVey, Paul Knox**

Councilmember McGowan handed out a map of community services available in Yelm. Councilmember McVey stated that the amount discussed for an assessment of south county was between \$8,000 and \$10,000. The assessment should evaluate rural needs and there should be a draft Request for Qualifications (RFQ) prepared for consultants. The consultant is not required to be active in the homeless or affordable housing community; it is more important that they are a data analysis expert to assess who is doing what in the community. Councilmember McGowan mentioned his efforts in trying to find someone interested in this project. Chairman McClanahan asked Commissioner Valenzuela if there were any restrictions to doing a contract in this manner. Commissioner Valenzuela mentioned that her understanding was to approve a draft Request for Proposals (RFP) today. The timeline is tight, but it is workable. Councilmember McGowan pointed out that the Thurston Regional Planning Council (TRPC) has already compiled much of the needed data (including demographic data), as well as other organizations. Commissioner Valenzuela expressed concern about narrow scope of work, that it does not include other demographics except those who are specifically “homeless.” Agreement from others on the board. Needs to also address where there are services, if the demand is too high for their level of services, which would show where there is a need. Chairman McClanahan stated that he will have the chair (himself),

Vice-chair McVey and south county reps decide on a final RFP or RFQ and have it sent out to the community at large. Commissioner Valenzuela clarified that the person doing this work will be contracted with the county.

#### HCAC Report - Paul Knox

Paul Knox stated that the HCAC will re-do the goals and objectives, and will bring the revised document to the next Consortium meeting.

#### Homeless Coordinator Report - Theresa Slusher

Theresa Slusher reported that she is working on school districts, agencies, and the Point-in-Time (PIT) homeless count. The PIT count is on January 23, 2014 and the unsheltered count will be through the end of January. Anna Schlecht mentioned that everyone is welcome to sign up for a volunteer shift to assist. Ms. Slusher mentioned talks with St. Peter's Hospital regarding needy populations who go through the hospital system and need housing. There has been talk about Project Access, and how to create more housing for this needy population. In March 2014 Ms. Slusher will present to the Consortium (including the 10 Year Plan), and the contract will expire at the end of the month.

Ms. Slusher stated that the coordinated entry MOU is not written policy and procedures. She stated that Gary Aden does not feel comfortable signing the MOU. Commissioner Valenzuela replied that the public health Director will be signing the MOU.

Gary Aden mentioned that there have been questions about obligation of funds to agencies for coordinated entry. Ms. Slusher clarified again that the MOU would not guarantee funding. The next 10 Year Plan update is an important one, and offered to meet with Consortium members one by one to go over goals and objectives more comprehensively.

#### Additional Public Comments/Announcements

1. Tim Ransom: Announced that Quixote Village opened on December 24, 2013. There is still a lot of ongoing work to do, but was able to move all 30 residents from Camp Quixote to the Village. A waiting list is developing now, and an open house will be held at the end of January or end of February 2014.
2. Jeannine Roe: Stated that she went out to Quixote Village; it is beautiful.
3. Heather Moore: Take a minute to look at the front page of The Olympian; Josh Black received the "Homeless Hero Award" from the Housing Task Force.

#### Next Meeting

**Monday, February 10, 2014 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**

Meeting Agenda: Draft Consolidated RFP for approval; South County Assessment RFP responses; HCAC Goals & Objectives, Makeup of the RFP Review Committee

**Meeting Adjourned at 1:00 PM**