

**Thurston County HOME Consortium  
MEETING MINUTES  
January 14<sup>th</sup>, 2013 11:00AM-1:00PM  
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	Stephen Buxbaum	X
Ron Lawson – Lacey	X	Dennis McVey– Rainier	X
Joan Kathy – Tumwater	X	Robert Scribner – Tenino	X
Mike McGowan – Yelm	X		
<b>Other Attendees</b>			
Gary Aden	Harry Lester	Jill Severn	
Mark Freedman	Cindy Marchand-Cecil	Anna Schlect	
Tom Hide	Jan Naughton	Theresa Slusher	
Danny Kaden	Tim Ransom	Don Sloma	
Paul Knox	Bob Ricks	Trudy Soucup	
Bree Lafreniere	Emmie San Nicolas <i>*Minute Taker</i>	Vera Williams	
<b>Welcome and Introductions</b>			
Chairman McGowan called the meeting to order at 11:03AM. Introductions followed.			
<b>Approval of Agenda for January 14, 2013</b>			
<b><i>ACTION: A motion was made by Commissioner Lawson to approve the 1/14/2013 agenda as written. The motion was seconded to approve the amended the 1/14/2013 Meeting Agenda. Motion passes unanimously.</i></b>			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li><b>CITY OF OLYMPIA: Anna Schlect</b> – Ms. Schlect is looking for anyone interested to assist with the Homeless Census Activities scheduled for in Thursday, January 24<sup>th</sup>. Homeless Connect event will be featured that will draw many folks throughout the county. There will be a broad range of activities available. Communities across the nation have done these and this event has been customized to fit our community needs. Please contact Anna Schlect if interested in participating.</li> </ul>			
<b>Approval of Minutes for December 10th, 2012</b>			
<b><i>ACTION: A motion was made by Councilmember Lawson and seconded to approve the 12/10/12 Meeting Minutes as written. Motion passes unanimously.</i></b>			
<b>Review of Financial Report</b>			
<p>Gary Aden provided a budget forecast on the financial activity reports for Administration, and the Affordable Housing and Homeless program revenues, expenditures, collections, and the availability of funds for the current year. Information also included funding activities for 2060 and 2163 dollars. Next month's financial report will include funding activity for Emergency Solutions Grant (ESG), Consolidated Homeless Grant (CHG), and Housing And Essential Needs (HEN).</p> <p>Mayor Buxbaum led a brief discussion on the change in the definition of the program year from previous documents. Current financial reports have changed dates in the past months as oppose to previous years. The program year currently listed is for the periods of 9/1/12 – 8/31/13. The concern is that the collection of money now for Program Year 2014 does not make sense and some are not comfortable with the collection process being framed in that way. If money is collected in the current year, it should reflect on the year's financial report. Mayor Buxbaum will follow-up with Robin Campbell to discuss consistency and how we frame our resource availability.</p>			
<b>Review Calendar HOME Consortium Timeline calendar</b>			
Gary Aden reviewed the HOME Consortium timeline calendar covering the periods of January 2013 - March 2013. Upcoming activities: (February) HOME RFP Release date; HEN, ESG, & CHG Timeline process; Finalizing			

the RFP Process; Select RFP Review Committee.

**Update on Bucoda Consortium Representative**

Gary Aden announced that the Town of Bucoda reported that they do not have any staff that can attend the HOME Consortium Meeting, but would like to continue to receive meeting materials.

**Combined Funding Group (CDBG, HSRC, HOME, etc.)**

Don Krupp, County Manager, was present and provided a brief background about the "Combined Funding Group" highlighting the work of the Human Services Regional Council (HSRC) which includes twenty (20) + years of history investing local funding in Human Services programs in the Community. Today, the council is now referred to as the Health and Human Services Council (HHSC) with its primary goal of creating a unified system of funding for all dollars rated to Health, Human Services. Two (2) primary changes includes: allowing for other fund sources to be included, and allowing for "regional" projects to be created e.g. consolidated data base for any grant writing. Funding of about \$25,000 will be awarded to local based organizations through an RFP process to be used to meet the community's needs and to ensure that the services available are making a difference to those who need it the most.

HHSC vision includes: a unified funding process for all revenues, a one stop allocation process for community partners based on Best Practice Models, and targeted investments to address community needs.

The current CDBG Program Funding is based on a competitive bid process with only one (1) bid per region at a time. Bids are awarded based on Department of Commerce priorities. Automatic Public Service Grant funds are provided to Community Action Council.

Why Become a CDBG Funding Entitlement? The benefits would provide countywide assistance for a variety of programs e.g. Public Works, Affordable Housing, provide a predictable funding stream for effective long range planning, the ability to self select one (1) or more projects within HUD allowable requirements, capital/physical improvements, and public service funding up to fifteen (15) percent.

For the last decade the HOME Consortium was created with all city's, towns and the county participating, to recommend to the Thurston County Board of County Commissioners (BOCC) how to invest federal funding in housing programs. Document Recording Fees (2060 and 2163) were included in the Consortium's purview. In the last year, additional funding streams from the State to the County, focusing on Homelessness, have been added to the HOME Consortium mission.

Starting October 2013, HUD has determined that Thurston County plus the cities of Lacey, Tumwater, Rainier, Yelm, Tenino and the Town of Bucoda are now an Urban County eligible to receive directly from HUD - CDBG Entitlement Funds. HOME funding will also be included "automatically" for the Urban County. At an interlocal level CDBG Interlocal/MOU identifies an equal number of representatives from each of the "three" participating entities for the decision making process. The Cities of Lacey and Tumwater and Thurston County with the South County Cities will each have priority for project selection on a rotating basis annually.

The next steps would be the start up of the administration and governance of the new CDBG entity, approval of the Consolidated Plan (CDBG Entitlement, HOME and City of Olympia CDBG), to execute a new Interlocal between the Urban County and the City of Olympia for the HOME Program, and complete a planning and implementation process for CDBG such as setting priorities based on Consolidated Plan, initiating RFP process and identifying eligible projects.

Mr. Krupp answered questions from members. Chairman McGowan thanked Mr. Krupp for the presentation.

**Interfaith Ministries Change Order Request (Letter)**

Daniel Kadden, Executive Director, was present to explain that an opportunity has come for the agency to purchase a van from a local church. Mr. Kadden provided information to the members on how beneficial it would be to have a van to provide transportation to agency clients. Operations and van routes were presented. Mr. Kadden is not asking for more funding, but to reallocate current funding as currently stated in

the original contract.

**MOTION: A motion was made to amend the contract of Interfaith Works to reallocate \$1,373 in funds originally intended for “Supplies – Daily bus passes” and up to \$1,200 originally planned for “Equipment.” The motion was seconded to approve to amend the Interfaith Works contract. Motion passes unanimously.**

**HOME RFP Application and Priorities will be released in February**

Gary Aden briefly provided members with a brief update on the HOME RFP process with the mention that the application will need to be reviewed and priorities set. The application is scheduled to be released in February.

**Emergency Solutions Grant (Esg), Consolidated Homeless Grant (Chg), And Housing And Essential Needs (Hen) Funding Role For The Consortium (Attachment With Timelines)**

Gary Aden spoke briefly of the funding role for the Homeless Essential Needs (HEN) funds and its relationship with the county. Mr. Aden gave a brief explanation of the funds purpose, use, intent of funding, originator and the dates it will become available. The HEN program provides the largest amount of funds. The Department of Commerce has said that funds for this program are in jeopardy during this legislative session and may not be available in the future due to the shortfall of state dollars.

Mr. Aden suggested that the consortium prepare for the HEN Program despite the possibility that future changes could mean dissolving of funds. The program will bring in a significant amount of dollars to the county that can ultimately fund projects.

**Homeless Services Coordinator Discussion**

Members led a brief discussion in regard to the Homeless Service Coordinator position. As a result of a long conversation over the years to create a system and develop relationships between agencies and coordinate actual use of funds, the position of the Homeless Services Coordinator position was created and filled by Theresa Slusher. Ms. Slusher’s contract paid by 2163 funds ends on March 31, 2013. Members need to discuss if the position will continue after the contract end date. If so, the contract will need to be renewed. Members agree that the position should continue and focus on “Homeless” issues and concerns. In addition, collaborative work should be conducted between the coordinator and county staff.

**Homeless Services Coordinator Report**

Theresa Slusher, Homeless Service Coordinator reported that her work on Point-In-Time has taken priority. The Homeless Connect Event is scheduled for January 24<sup>th</sup>. Also, a lot of work is being done with the Cold Weather Shelter overflow and downtown ordinance. Community Youth Services Overnight Youth Shelter is looking at a January 23<sup>rd</sup> as an opening date. Finding qualified individuals to agree with pay level has been the challenge in hiring staff for the shelter. In regard to Gaps Analysis, Ms. Slusher continues to conduct meetings with service providers. She will also be assisting with the homeless piece of the Consolidated Plan.

**Housing Citizen Advisory Committee (HCAC) Report**

Paul Knox, HCAC Chair, announced that a meeting has been scheduled with the Salvation Army to discuss Cold Weather Shelter issues. The committee is also reviewing the Gaps Analysis presented by Theresa and preparing to finalize. The committee will provide a list of members who are currently serving on the HCAC as to the Consortium as soon as possible.

**Additional Public Comments/Announcements**

- **YWCA** – Bre LaFriener announced that the YWCA has contracted with Community Action Council to work homeless client and have access the Housing and Essential Needs (HEN) electronic system.

**Next Meeting**

**Monday, February 11<sup>th</sup>, 2013** – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC

Meeting Agenda: HOME RFP Process

**Meeting Adjourned at 1:03PM**