

**Thurston County HOME Consortium  
MEETING MINUTES  
February 11<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	Jim Cooper - Olympia	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	Danny Kaden	Anna Schlecht	
Krosbie Arnold	Jan Naughton	Schelli Slaughter	
Curt Andino	Tim Ransom	Theresa Slusher	
Julie Baker	Bob Ricks	Trudy Soucoup	
Bonnie Hill	Emmie San Nicolas *Minute Taker	JoAnn Young	
<b>Welcome and Introductions</b>			
Chairman McGowan called the meeting to order at 11:03AM. Introductions followed.			
<b>Approval of Agenda for February 11, 2013</b>			
<b>Action: A motion was made by Councilmember Lawson to amend the 2/11/13 agenda with revisions. The motion was seconded to approve the amended the 02/11/13 Meeting Agenda. Motion passes unanimously.</b>			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li>• <b>PANZA: Tim Ransom</b> - With the mention of the recent two (2) murders of men who where identified as homeless, Mr. Ransom announced that our community is in a crisis with homelessness. The murders are a clear indication of ongoing issues surrounding homelessness. This brings the importance of great clarity for planning process to emphasize needs.</li> </ul>			
<b>Approval of Minutes for January 14, 2013</b>			
<b>Action: A motion was made by Councilmember Lawson and seconded to approve the 01/14/2013 Meeting Minutes. Motion passes unanimously.</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 current collections for 2060/2163 dollars; current activities of all active contracts for 2060/2163; and statues of the HEN Program (Emergency Solution Grant, etc.).</p> <p>Further discussion included monies that have been awarded during the current year and how it is misleading to indicate that money that has been awarded has not been distributed. It was recommended that all activities should be noted as soon as the money is awarded. Also, the allocation and application process was discussed.</p>			
<b>Review Calendar HOME Consortium Timeline calendar</b>			
<p>Gary Aden reviewed the HOME Consortium timeline calendar covering the periods of February 2013 - March 2013. Upcoming activities: (February) HOME RFP Release date; HEN, ESG, &amp; CHG Timeline process; Finalizing the RFP Process; Select RFP Review Committee.</p> <p>Mr. Aden recommended that the RFP applications be sent on March 1st and due mid-April. A review committee should be convened and ready by the first week of April. Applications can be presented to the HOME Consortium the first week in May, and then to the Board of County Commissioners at the end of May. Chairman McGowan recommended that the review committee be assembled and presented to the HOME Consortium earlier than May. He suggested moving the date earlier than anticipated. Commissioner</p>			

Valenzuela suggested presenting the proposals in April which would change the open time frame for applications to four (4) weeks rather than six (6) weeks. Mr. Aden will make the changes as discussed.

#### **Election of 2013 Officers**

Election of 2013 HOME Consortium Officers was conducted. Positions will begin at the next meeting scheduled for March 11th, 2013.

#### **NOMINATION FOR CONSORTIUM CHAIR:**

A nomination was made to elect Neil McClanahan as Officer of Chair. The nomination was seconded by Councilmember Lawson. Discussion followed. Councilmember McClanahan mentioned that his nomination was to re-elect Chairman McGowan for another term for he has been stellar in keeping the relationship with South County. Councilmember McClanahan accepted the nomination.

**Action: A motion was made by Chairman McGowan and seconded to approve Neil McClanahan as the 2013 HOME Consortium Chair. Motion passes unanimously.**

#### **NOMINATION FOR CONSORTIUM VICE-CHAIR:**

A nomination was made to elect Dennis McVey as Officer of Vice-Chair. The nomination was seconded by Councilmember Lawson. Councilmember McVey accepted the nomination.

**Action: A motion was made by Chairman McGowan and seconded to approve Dennis McVey as the 2013 HOME Consortium Vice-Chair. Motion passes unanimously.**

#### **2013 HOME CONSORTIUM OFFICERS**

**March 2013 - February 2014**

**Chair: Neil McClanahan**

**Vice Chair: Dennis McVey**

Councilmember McClanahan made a brief comment on the work of Chairman McGowan and all of the accomplishments under his tenure as the HOME Consortium Chair, and thanked him for all the work he has done. Members and attendees applauded and thanked Chairman McGowan for his efforts.

#### **New County Staff Member - Dan Schnabel**

Gary Aden introduced Dan Schnabel. Mr. Schnabel is the program's new full-time Program Specialist II and will be working mostly with CDBG related projects. Mr. Schnabel comes to Thurston County from Seattle Public Schools and has an extensive background as a Housing Program Coordinator working on Capital, HOME and CDBG projects. Welcome Dan!

#### **2013 Funding Rounds (HOME March 1) (Staff recommendation of HEN, ESG CHG, 2060, 2163)**

Gary Aden (Staff) recommendation was to release the HOME RFP on March 1. Commissioner Valenzuela asked that it be released earlier in order to have sufficient time to complete all appropriate reviews.

Gary Aden (staff) recommendation is to offer one (1) Request for Proposal (RFP) after the completion and acceptance of the Homeless Plan by the HOME Consortium so that the Consortium knows the objectives of the plan and can match them with the resources. The state revenue sources are released at different times and it is recommended we be prepared to accommodate those funding sources. ESG and HEN will be the first programs we will need to address.

Members discussed concerns surrounding the timeline and decision-making process. Clarification is needed with unincorporated areas (rural vs. unincorporated), and the percentage allocation of relevant needs. Regional discussion needs to be emphasized in order to build relationships. Members agree and would like more discussion on the funding rounds and how it will be set up for future meeting.

#### **UPDATE: Point In Time**

Anna Schlecht provided a brief Point In Time update announcing efforts towards elevating outreach events to a

higher profile as in the Homeless Connect event continues. The briefing process for planning has already started for 2014. Ms. Schlecht thanked all those who participated in making the event successful.

In regard to data, 80% have been entered into HMIS. People have been making reference to the school district numbers reporting 68% statewide, an increase since over the last year. Thurston County's number has decreased by three (3) students, and although small, it is heading in the right direction. The data presented revealed the breakout of school districts and individual graphs that show district information. Rainier School District is not included in the census because of the double-up in count. Representation data will be demonstrated by grade level. More information will be shared when available.

#### **UPDATE: Consolidated Plan**

Gary Aden reported that he anticipates to have available the Consolidated Plan by Friday, February 15th. The plan should include three (3) elements: Needs Assessment; Strategic Goal, and Action Plan. Immediate action starts from the Consolidated Plan in order to address issues. The plan is due to HUD mid-July.

#### **UPDATE: Disappearing Task Force Report (Information Only)**

Don Sloma, PHSS Department Director, gave a brief description of how the HOME Consortium Task Force came about and the task force members. Members convened at the request of the Board of County Commissioners during the months of December and January to determine if there was a more efficient and responsive way to distribute the 2060 Affordable Housing and 2163 Homeless Housing revenues collected by the County and managed through the Thurston County HOME Consortium.

#### MEMBER RECOMMENDATIONS:

##### **Fiscal Recommendation:**

- Change existing fiscal policy regarding revenue in order to expend 2060 and 2163 funds in the year in which they are collected. However, maintain sufficient cash reserves to secure a positive fund balance. All contracts shall be completed at the end of the fiscal period for which they were contracted for.

##### **Other Recommendations:**

- The HOME Consortium to meet on a quarterly basis to review recommendations from HCAC and the HOME Consortium should operate at a higher and broader level of policy review.
- HCAC should focus on homelessness issues and expand its scope of thinking to include all aspects/issues related to homelessness including for example: jail, mental health and chemical dependency.
- PHSS should write standards and guidelines for contracts, play a more engaged role and consider longer term, multi year performance based contracts.
- PHSS, with the input of the HCAC, should create policies, procedures, monitoring standards and performance standards which will be incorporated into the consolidated plan, contracts and Requests for Proposals.

#### **Homeless Services Coordinator Report**

Theresa Slusher reported that she presented the Gaps Analysis to the City of Olympia, stakeholders, and other agencies and welcomes any feedback of the presentation. Ms. Slusher will be including all of her recommendations in her final report and will also include lessons learned; accomplishments in the rural community; developing vs. coordinating, etc. She will present a thirty (30) minute report to the HOME Consortium in March. Ms. Slusher will also be contributing the Homeless piece in the Consolidated Plan.

Also, the Youth Shelter at Rosie's Place is expected to open at the end of the month. A revision in the contract needs to be made to get the full ninety (90) day contract period.

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

Schelli Slaughter, HCAC Vice-Chair, reported that the committee continues to seek membership in schools and other agencies related to business and employment such as WorkSource. A representative from the

Washington State Department of Corrections was in attendance at January's HCAC Meeting and provided great insight of its system as it pertains to its homeless programs and the release of inmates. Theresa Slusher has presented the Gaps Analysis to the committee and the committee provided feedback in return. Reports of the following have been made to the committee: Disappearing Task Force; Salvation Army's goal to increase capacity and use of the shelters; Youth Shelter update; and the Point -In Time Count. The committee will also be reviewing the Consolidated Plan. Also, Theresa Slusher has provided Chairman McGowan a list of HCAC members with detailed information on attendance. An on-going list of attendees was requested. The next HCAC Meeting is scheduled for Thursday, February 21st.

**Additional Public Comments/Announcements**

- **Housing Advocacy** – Schelli Slaughter announced that today's is Housing Advocacy Day at the State Capital Building.

**Next Meeting**

**Monday, March 11th, 2013** – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC

Meeting Agenda: Select Review Committee; Homeless Coordinator Discussion/Final Report; CYS-Youth Shelter update & contract extension.

**Meeting Adjourned at 1:24PM**