

**Thurston County HOME Consortium
MEETING MINUTES
March 10, 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**

In Attendance: Consortium Members					
Karen Valenzuela	Thurston County	X	Jeannine Roe	Olympia	X
Virgil Clarkson	Lacey	X	Charmayne Garrison <i>(Alternate for Dennis McVey)</i>	Rainier	X
Neil McClanahan (Chair)	Tumwater		Sirena Painter <i>(Alternate for Craig Lester)</i>	Tenino	X
Mike McGowan	Yelm	X	<i>Vacant</i>	<i>Bucoda</i>	
Other Attendees					
Gary Aden	Derek Harris		Kellie Patton		
Ken Adney	Diane Harris		Tim Ransom		
Curt Andino	Julia Hicks		Anna Schlecht		
Kathy Cooper	Theresa Hinds		Don Sloma		
Patty Gregory	Paul Knox		Theresa Slusher		
Danny Kadden	Keylee Marineau		Tammie Smith		
Danille Kettel	Heather Moore		Cathy Wolfe		
			Amanda Lehr *Minute Taker		
Welcome and Introductions					
In the absence of the Chair and Vice-Chair, the meeting was called to order by Councilmember Mike McGowan at 11:15 AM. Introductions followed.					
Public Comments/Announcements					
<ul style="list-style-type: none"> Ken Adney: Commented on the People’s House low-barrier shelter and the possible location at the old Steam Plant at 113 Thurston Avenue NE; Olympia, WA 98501, which is being considered for rehabilitation. Mr. Adney estimated the rehabilitation to cost between \$200,000 and \$400,000, rather than the previously estimated \$208,000, which he claimed exceeds the value of the potential use of the facility. Mr. Adney suggested continued or expanded funding for rapid rehousing or supportive housing instead of low-barrier shelters. 					
Approval of Agenda for March 10, 2014					
Commissioner Valenzuela requested to add an agenda item regarding SHB 5875. Councilmember McGowan requested that an agenda item be added at 12:46 PM titled “Update on SHB 5875.”					
<i>ACTION: A motion was made by Councilmember Clarkson and was seconded by Councilmember Roe to approve the agenda for March 10, 2014 as amended. Motion passed unanimously.</i>					
Approval of Minutes for February 2014					
Theresa Slusher noted the first -page under “Public Comments/Announcements,” and requested to change the amount from “about one third” to “sixty-two percent (62%).”					
<i>ACTION: A motion was made by Councilmember Roe and was seconded by Councilmember Clarkson to approve the Meeting Minutes for February 10, 2014 as amended. Motion passed unanimously.</i>					
Review of Financial Report - Gary Aden					
Gary Aden reported that invoices have been received in a timely manner, which is appreciated. The fiscal team has concerns about the budget that will be in 2014 Request for Proposals (RFP). Revenues for collection of recording fees are running twenty-six percent (26%) below what they were a year ago. Though this usually picks up in the summer, the future trend of the percentage is unknown. Caution is suggested; the economy is not recovering as quickly as hoped from the recession. Currently, the first - of the recording fee sunsets is scheduled to take effect next year, and will reduce revenues by about twenty-five percent (25%). The estimated funding amounts listed in the RFP are conservative. All reserve funds have been committed. There will be a need for a clause in future contracts for a possible reduction in funds; a request will be made to the HOME Consortium members of what the funding priorities are in that case. Discussion followed.					

Review HOME Consortium Timeline Calendar - Gary Aden

Gary Aden reported that the 2014 RFP was scheduled to be released on Friday, March 7, 2014, but due to technical issues will be released by March 11, 2014. This is the first single RFP round for these funds, including Emergency Solutions Grant (ESG), Affordable and Homeless Housing funds (HB 2060 and HB 2163), and HOME Investment Partnership Program (HOME) in one RFP. A bidder's conference is currently scheduled for Wednesday, March 12, 2014, from 2:00 PM to 4:00 PM at Thurston County Public Health and Social Services, Conference Room 107ABC. Those who wish to submit an application are encouraged to attend; it will provide clarity for applicants about amounts of funding, and answers to questions in regard to the RFP or needed technical. In April 2014, the 2014 RFP review committee will review applications received by the County. In May 2014, projects selected for funding will go before the Board of County Commissioners (BOCC) for approval.

Councilmember McGowan clarified that the 2014 RFP includes \$2.4 million in funding, which takes into account the twenty-six percent (26%) reduction in recording fees. The U.S. Department of Housing and Urban Development (HUD) has not yet determined the allocation for HOME funding due to a lack of an approved federal budget.

South County Needs Assessment Update and Recommendation - Gary Aden, Consortium

Gary Aden reviewed the applicants, and announced that the winning bid came from the City of Olympia. Mr. Aden requested that the HOME Consortium allow the County to enter into a contract not to exceed \$10,000 with the City of Olympia for the South County Needs Assessment. Councilmember Clarkson found the proposal from the City of Olympia to be unacceptable, and pointed out that there is a law that local municipalities cannot compete for contracts. Further, there was no indication of cost in the proposal. No jurisdiction should be made profitable from the contract; the City of Olympia has no costs related to overhead, resources, or transportation, which puts private sector at a tremendous disadvantage. Councilmember Clarkson further stated that he will be voting against a motion to approve a contract with the City of Olympia. Councilmember McGowan stated that this is a legitimate concern, and pointed out that municipalities have received contracts for various similar contracts in the past. It was suggested, and ultimately agreed, that Thurston County staff will have a legal representative from the Prosecuting Attorney's office review these circumstances and look at the contract as a general practice. Councilmember McGowan decided that a vote on the matter will continue as planned, and asked how close the applicant scores were. They ranked as follows:

- 1st - City of Olympia
- 2nd - POWER
- 3rd - Tim Sweeney
- 4th - Athena Group

Councilmember McGowan stated that this situation is unique; usually a subcommittee would review the scores, and the scoring and voting method may need to be reviewed.

ACTION: A motion was made by Councilmember McGowan to authorize the Director of Thurston County Public Health & Social Services to enter into a contract with the City of Olympia to conduct the South County Needs Assessment. Councilmember Painter seconded the motion. Motion did not pass, with two (2) votes in favor (Councilmember McGowan and Councilmember Painter), two (2) votes against (Councilmember Clarkson and Charmayne Garrison), and one (1) recused (Councilmember Roe).

2014 RFP DISCUSSION - Gary Aden

Gary Aden requested that HOME Consortium members select review committee members who will be charged with reading, reviewing, and ranking applications for funding received by the County. The committee is tentatively scheduled to meet on Wednesday, April 23, 2014 and Wednesday, April 30, 2014, from 1:00 to 4:00 PM in PHSS Conference Room 107ABC. Members of the review committee must meet the following requirements:

1. Cannot be affiliated with the agencies;
2. Must be knowledgeable on issues around affordable housing and homelessness in the community; and
3. Commit to read (and deliberate on) each application.

Councilmember McGowan mentioned that there was at one time a review of Kitsap County's RFP process, but no recent discussion since. Paul Knox stated that there was discussion about moving one (1) step closer to the Kitsap model with a citizen review committee. Mr. Knox also mentioned that few members of the HOME Citizens Advisory Committee (HCAC) who have submitted an application cannot be part of the review committee due to conflict of interest. Theresa Slusher mentioned that in the future it would be beneficial for applicants to be able to present their request for funding to the review committee. Councilmember McGowan agreed and would like to build time into the review process to review

representation from each applicant. Ms. Slusher reminded everyone that for HOME programs the Annual Action Plan must be submitted to HUD by July 15, 2014, which left no time for presentations in this application round. Mr. Knox suggested that in order to get questions answered in a timely manner this year, questions that come up for the review committee members during their first meeting on April 23, 2014, can then request and receive answers by the second meeting on April 30, 2014.

Curt Andino voiced concern over the haphazard conversation on committee membership, and suggested looking at other boards for examples (e.g., Thurston Thrives and Thurston Regional Planning Council). Ms. Slusher commented that what Mr. Andino suggested is what was intended for this review committee. Mr. Knox stated that there is no time to wait until the next HOME Consortium meeting; Consortium and HCAC members around the table can help with the nomination process. Councilmember McGowan stated that suggestions from members of the Consortium and HCAC are to email nominations, including a brief description of their qualifications to County staff within ten (10) days. Members of the Consortium who are willing to participate on the review committee can nominate themselves as well. At the April 14th, 2014 Consortium meeting, members will decide the size of the review committee and its members based on the nominations received. Councilmember Clarkson suggested considering Ron Lawson for the review committee.

PERFORMANCE REVIEW - THERESA SLUSHER

Theresa Slusher reviewed her scope of services for the contract beginning April 1, 2013 and ending March 31, 2014, and gave a presentation that reviewed the last two (2) years of service and trends observed in the County as they relate to the Homeless Coordinator Project (HCP). Commissioner Wolfe requested that the PowerPoint presentation be emailed to the HOME Consortium. Commissioner Valenzuela requested an update on how the County is doing on performance measures. Ms. Slusher replied that there are six (6) months worth of performance measures, and the trends are improving. Data coming from agencies still needs to be cleaned up and worked on for accuracy.

PROPOSED SCOPE OF SERVICES - 2014 HOMELESS COORDINATOR PROJECT

Councilmember McGowan stated that due to time restraints the Consortium should make a recommendation on the scope of services beginning on April 1, 2014 and ending on March 31, 2015. Commissioner Valenzuela stated that she is willing to approve this scope of services, and mentioned that the performance measures should be a major topic of discussion at the 2014 HOME Consortium Annual Retreat.

ACTION: A motion was made by Commissioner Valenzuela to approve the scope of services for the Homeless Coordinator Project beginning April 1, 2014 and ending March 31, 2015, and to recommend the Board of County Commissioners approve the contract. The motion was seconded by Councilmember Clarkson. Discussion: Councilmember McGowan requested to see a timeline for performance measures before the annual retreat. Motion passed unanimously.

Theresa Slusher mentioned that the performance measures are being looked at by County staff on a program basis, and clarified that the 2013 data should be used for the baseline because it is more reliable. Ms. Slusher agreed to compile the 2013 data and prepared for the next meeting.

REQUEST FOR ADDITIONAL FUNDING

In the 2013 Affordable and Homeless Housing (HB 2060 and HB 2163) RFP round, \$160,000 was set aside to be used at a later date for rapid rehousing emergent needs. Three (3) agencies submitted a request for additional funding from these reserves: SideWalk and Family Support Center (FSC) requested to split the total reserves, or \$80,000 each. Community Youth Services (CYS) requested \$20,000. The new 2014 RFP contracts will start on September 1st, 2014. This emergency funding would serve as a stop gap for all three (3) agencies from May 1, 2014 to Aug 31, 2014. Discussion followed.

ACTION: A motion was made by Commissioner Valenzuela to allocate the \$160,000 emergency set-aside from 2060 and 2163 funds to support rapid rehousing as follows: \$20,000 for CYS, \$70,000 for SideWalk, and \$70,000 for FSC. The motion was seconded by Councilmember McGowan. Motion passed unanimously.

HCAC Report - Paul Knox

Don Sloma was present at the last HCAC meeting to review the Thurston Thrives Housing Action Team, and discussed the Ten Year Plan update.

UPDATE on SHB 5875 - Karen Valenzuela

Commissioner Valenzuela gave a summary of a hearing she attended in the Washington State Senate Ways and Means Committee regarding SHB 5875, of which she did not know the content until the hearing. SHB 5875 extends the sunset of document recording fees by one (1) year until July 1, 2016. It would change some of the documents to which the fees are attached, it would restrict Commerce's use of the fees, and compels reporting from private landlords when interacted with to place people in housing. There would also be an audit by the WA State Auditor's Office. Commissioner Valenzuela left before the official vote was taken and cannot predict what will happen. Recording fees will begin to sunset next year,

putting the HOME Consortium funding in a precarious position. This will definitely affect the funding amounts available in 2015, and may affect the 2014-2015 funding. The decrease would be very rapid. Another legislative session is scheduled between now and then, however, and it may change.

Additional Public Comments/Announcements

- Councilmember McGowan: Has been meeting with Capital Recovery Center (CRC) and they are looking forward to doing more work in the rural areas of Thurston County.

Next Meeting

Monday, April 14, 2014 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC

Meeting Agenda: Approve members of the 2014 RFP Review Committee; 2014 RFP summary; report on the legal status of municipalities competing for contracts for services; South County Needs Assessment - second vote.

Meeting Adjourned at 1:20 PM