

**Thurston County HOME Consortium
MEETING MINUTES
March 11th, 2013 11:00AM-1:00PM
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	Jim Cooper - Olympia	X
Ron Lawson – Lacey	X	Dennis McVey– Rainier	X
Neil McClanahan (Chair) – Tumwater	X	Robert Scribner – Tenino	X
Mike McGowan – Yelm	X		
Other Attendees			
Gary Aden	Paul Knox	Emmie San Nicolas *Minute Taker	
Curt Andino	Maureen McLemore	Stacy Sanders	
Krosbie Arnold	Monserrat Morales	Jill Severn	
Julie Baker	Jan Naughton	Charles Shelan	
Cassie Burke	Leslie Owen	Anna Schlecht	
Jefferson Doyle	Kellie Patton	Schelli Slaughter	
Bonnie Hill	Tim Langer	Theresa Slusher	
Chris Lowell	Bob Ricks	Trudy Soucoup	
Danny Kaden	Robin Rudy	JoAnn Young	
Welcome and Introductions			
Chairman McClanahan called the meeting to order at 11:03AM. Introductions followed.			
Approval of Agenda for March 11, 2013			
<i>ACTION: A motion was made by Councilmember Lawson to approve the 3/11/2013 agenda as written. The motion was seconded to approve the 3/11/2013 Meeting Agenda. Motion passes unanimously.</i>			
Public Comments/Announcements			
<ul style="list-style-type: none"> • None 			
Approval of Minutes for January 14, 2013			
<i>ACTION: A motion was made by Commissioner Valenzuela and seconded to approve the 02/11/2013 Meeting Minutes as written. Motion passes unanimously.</i>			
Review of Financial Report			
<p>Gary Aden provided a budget forecast on the financial activity reports for Administration, the Affordable Housing and Homeless program revenues, expenditures, collections, the availability of funds for the current year, and contractual projects that have not been completed and funds have been returned by agencies. Councilmember Scribner requested more information on the Tenino agencies that are part of the group that returned funding. Also, Mr. Aden reported on special projects such as the Magnolia Villa project having one (1) final contract for a parking lot. The project is expected to be completed in 2-3 weeks.</p> <p>In regard to recording fees revenues, Mr. Aden shared that collections are currently six (6) months into the year and have collected 56% of revenues which is more than anticipated for current collections.</p>			
Review Calendar HOME Consortium Timeline calendar			
Gary Aden reviewed the HOME Consortium timeline calendar covering the periods of March – June 2013 mentioning the following: (March) – Report on Consolidated Planning; RFPs are due on March 22 nd ; (April) – Finalize the Review Committee for the HOME application process; CDBG RFPs are due on April 19 th ; (May) – Select final projects for HOME CDBG process; Finalize the Consolidated Plan.			
2013 Homeless Point-In-Time Count			
Anna Schlecht, Housing Project Manager with the City of Olympia, reported on the 2013 Thurston County Homeless Census Initial Results. Ms. Schlecht distributed copies of her presentation and noted that data is			

expected to change as more information becomes available and recorded into the Homeless Management Information (HMIS) system. The final report will identify the changes.

Ms. Schlecht's presentation highlighted a small decrease in homelessness. The 2013 data found six hundred eight-six (686) homeless people in Thurston County, a 56% increase from 2006, but a decrease from a highpoint in 2010. Data revealed that majority of the homeless people come from the urban hub area and outlining rural areas of Thurston County, and a small percent from other states. In the past four (4) months, shelters have demonstrated the need with majority being full at 76% capacity. Schools have demonstrated to be the best way to measure homelessness among students and families. Ms. Schlecht will update the Consortium when more information on statewide numbers becomes available to compare with Thurston County and other communities.

Homeless Services Coordinator Final Report

Theresa Slusher, Homeless Services Coordinator, presented her final report to the Consortium that consisted of history, data sets, reports, and recommendations on homelessness in Thurston County. Ms. Slusher covered key areas of her report and priorities that included: creating a document recording fee providing revenues to counties for work to reduce homelessness as it relates to the Ten Year Plan; the improvement on data quality and the use of the Homeless Management Information System (HMIS) for current information; shelter exit improvements; gaps by population type; and gaps in Thurston County's Homeless System.

Ms. Slusher shared her vision, goals, and objectives as they align with the state and federal goals. System Performance Tracking is one of the key areas recommended to be reviewed on a quarterly basis so adjustments in strategy can be made if needed in order to stay on target. Tracking would involve three (3) of the required plans as they relate to housing: Ten Year Plan, Continuum of Care Plan, and the Consolidated Plan. Also, emerging issues should be considered such as the need to invest in low-barrier shelter; disconnection between criminal justice, mental health, and homeless housing; and jurisdiction-focused planning versus systems or issue-focused planning. The next steps should consist of: fully developing a coordinated entry; maximization of current system capacity; efficiency and effectiveness; improvement of HMIS data quality; developing low-barrier sheltering capacity; developing permanent supportive housing; work with Community Youth Services to develop youth housing solutions; work with organizations who serve families to incorporate Smith Building and to provide adequate rapid rehousing; update the Ten Year Plan (to include gaps, goals, and strategies; performance measures and timeline, and funding plan); monitor and report on system improvement; and to share vision and successes seeking to leverage other support.

Consolidated Plan – Planning Tool

Gary distributed and reported on the Citizen Summary that was sent via email to the HOME Consortium members, HOME Consortium Advisory Committee (HCAC) members, and others a few weeks ago. The summary was compiled by the City of Olympia, Thurston County, and State of Washington staff covering detailed information specific to Thurston County's demographics and population. Information includes identifying special needs population, requirement of infrastructure needs throughout the community, etc. Also, the Consolidated Plan planning tool includes a four (4) page step by step process on the collection of city suggested priorities that are recommended over the next five (5) years. Mr. Aden met with different cities and non-profit representatives to compile a list of priorities for each of their areas. Essentially, resources could be spent on four (4) general categories of affordable housing, homeless programs, services, and infrastructure. Mr. Aden further explained the use of funding in each categories, how the funds can be spent, and restrictions. Members led a brief discussion on requirements, possible difficulties, and impacts of the resources and how it relates to the needs of each city, as well as the Consolidated Plan, strategic goals, and annual action plan.

Councilmember Cooper provided members an update on his most previous meeting with the City of Olympia Council and the Board of County Commissioners to discuss a planning process on where the city is and what is needed in regard to a homeless system action plan. Councilmember Cooper was given direction from the City Council and the County Commissioners to their respective staff to work together to support the HOME Consortium, take the work achieved by the Homeless Services Coordinator, create a homeless system plan incorporating it into the Consolidated Plan process.

MOTION: A motion was made by Councilmember Jim Cooper that Public Health and Social Services staff and other jurisdictional staff to include the Homeless Services Coordinator to develop a 'recommended strategic goal section' for the consolidated plan regarding homelessness and affordable housing. The plan should include systems development project (coordinated intake, referral system, data training, contract performance standards, performance measures etc.), the type and number of bed capacity and program increases needed, the estimated budget required and an annual plan (project should be pursued in the coming year). The motion was seconded and approved. Discussion followed. Motion passes unanimously.

Determine Review Committee for HOME RFPs

Gary Aden mentioned that last year HOME RFPs Committee members included representation from the HOME Consortium, HOME Citizen Advisory Committee (HCAC), and outside sources. Mr. Aden requested a list of names for the 2013 HOME RFP review process, and mentioned a tentative review of between March 25th and April 5th, 2013. HOME RFPs are due on March 22nd.

The following Consortium Members volunteered to be part of the review panel: Commissioner Valenzuela (Chair); Chairman McClanahan (Vice-Chair); Councilmember Lawson (Member).

HCAC representation will be discussed and identified at their next HCAC Meeting scheduled for March 21st.

Discussion and Decision on Allocation on Revenue from 2060 and 2163

Commissioner Valenzuela led a brief discussion about the request made by members of the HOME Consortium to the Board of County Commissioners a few months ago to appoint members to a "Disappearing Task Force" for the purpose of reviewing the recommendation of the HOME Consortium on allocating 2060/2163 funds. The concern was that the HOME Consortium allocates the funds too slowly and a large portion of the funds do not get disbursed fast enough. The Disappearing Task Force met during the months of January and February to discuss the best way to disburse funding and provided their recommendations to the Board of County Commissioners. The primary recommendation was to disburse funding faster than traditionally done in the past. The recommendation was well received and agreed by the County Commissioners. About \$1M of non-allocated 2060/2163 funds have been accumulated and needs to be disbursed rather quickly. This is separate and apart from the annual RFP process, a one-time only \$1M to spend immediately and is not related to any upcoming RFP process unless Consortium members feel otherwise. Commissioner Valenzuela is in search of a conversation and possible recommendations from the HOME Consortium on how to do this to get the money out immediately. Discussion followed.

Recommendations from the members included: combining the funds into one funding stream; set aside reserves for emergency funding requests; take this as an opportunity to utilize the planning process, address low barrier issues, and start up the programs that was identified in the Homeless Coordinator's report. Members agreed to review the ideas and recommendations as mentioned, and continue the discussion during April's meeting.

Homeless Coordinator Contract Discussion

Consortium member's briefly discussed the need to continue the Homeless Coordinator work and contract, and how it will be funded for an additional year. Members agreed that the work is important and must continue.

MOTION: A motion was made by Councilmember Ron Lawson to recommend to the Board of County Commissioners to continue the contract for another year and keep Theresa Slusher as the Homeless Coordinator. The motion was seconded and approved. Motion passes unanimously.

Emergency Fund Requests from PIPE and Community Youth Services

Charles Shelan, Executive Director for Community Youth Services (CYS), provided a brief background and reported that CYS has worked diligently over the past thirteen (13) years to develop a comprehensive transitional housing program for young adults between the ages of 18 and 23. The program provides housing, intensive case management and counseling support. One (1) of the requirements to participate in the program is enrollment in school, work or both. Transitional Housing Services employ multiple federal, state and local

funding sources.

CYS contract is being refunded for a new five year period for \$190,000 per year with an effective start date of April 1, 2013. However, CYS is left with their responsibility to fund the month of March from other sources. The urgent request is for \$14,000 of emergency funds to support the federal Transitional Living Program.

Gary Aden reported that \$12,700 of HOME Consortium Emergency funds is currently available.

ACTION: A motion was made by Councilmember McGowan to move approximately \$2,300 of 2163 Funds into the HOME Consortium Emergency funds and allocate \$14,000 to Community Youth Services to support the gap needed to fund the Federal Transitional Living Program. The motion was seconded and passes with four (4) votes in favor and two (2) not in favor.

PIPE – Tabled until a representative from PIPE is present.

Housing Citizen Advisory Committee (HCAC) Report

Home Citizen Advisory Committee Chair, Paul Knox, reported that the last meeting was spent reviewing Theresa' Slusher Coordinators final report presentation to the HOME Consortium. Members continue to recruit membership to help fill vacancies in specific categories.

Additional Public Comments/Announcements

- **UPDATE: Rosie's Place** – Charles Shelan expressed much appreciation of quick action to approve Emergency Funding for a youth shelter 18-21 years of age. The pilot project is currently in its 3rd week. The difficulty was getting the program started and sorting out rules and regulations, working with the City of Olympia for Health and Safety concerns, recruitment of staff was a huge barrier due to the salary and work schedule; the response was not overwhelming. Two (2) individuals were selected and provided training. Guests normally sign-up for overnight shelter or referrals are made. If there is an access number, a lottery is placed. The young adults who have utilized the shelter so far have become very appreciative of the service.

Next Meeting

Monday, April 8th, 2013 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC

Meeting Agenda: PIPE Emergency Fund Requests

Meeting Adjourned at 1:17PM