

**Thurston County HOME Consortium
MEETING MINUTES
April 8th, 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	<i>Vacant – Bucoda</i>	
Other Attendees			
Gary Aden	Cindy Marchand-Cecil	Julie Rodwell	
Curt Andino	Maureen McLemore	Jill Severn	
Jefferson Doyle	Monserrat Morales	Dan Schnabel	
Derek R. Harris	Jan Naughton	Don Sloma	
Selena Kilmoyer	Rosalinda Noriega	Theresa Slusher	
Paul Knox	Tim Ransom	Trudy Soucoup	
Nancy LaMusga	Bob Ricks	Amanda Lehr <i>*Minute Taker</i>	
Welcome and Introductions			
Chairman McClanahan called the meeting to order at 11:02AM. Introductions followed.			
Approval of Agenda for March 11, 2013			
<i>ACTION: A motion was made by Councilmember Lawson to approve the revised 4/8/2013 agenda as written. The motion was seconded to approve the 4/8/2013 Meeting Agenda. Motion passes unanimously.</i>			
Public Comments/Announcements			
<ul style="list-style-type: none"> • Jefferson Doyle (EGYHOP) – spoke about People’s House, a low-barrier shelter that came about as a response to the City of Olympia ordinance passed in December. Wanted those in the community to be aware of their existence. 			
Approval of PANZA Emergency Funding Request			
<p>Jill Severn and Tim Ransom (PANZA) – Gary Aden noted that a late request for emergency funding was received Friday afternoon on 4/5/13. Mr. Ransom introduced himself and Jill Severn. Ms. Severn summarized the PANZA capital budget, and explained the reason for the emergency request: to close a \$170,000 budget gap to avoid delay in construction of Quixote Village. Discussion followed. Commissioner Valenzuela noted that the project has the Commissioners’ support, and that if the HOME Consortium recommends this project, they are ready to move forward with the request. Chairman McClanahan added that in the future, a percentage of the budget could be allocated to emergency funding to address these kinds of requests.</p> <p><i>ACTION: A motion was made by Councilmember McGowan and seconded to approve the PANZA emergency funding request of \$170,000, submitted on Friday 4/5/13. Motion passes unanimously.</i></p>			
<p>*Tabled item: Councilmember McGowan noted that structure is needed for further discussions regarding funding, planning, and execution, to avoid scrambling in the future. Discussion followed, and the topic was tabled.</p>			

Approval of Minutes for March 11, 2013

ACTION: A motion was made by Councilmember Cooper and seconded by Councilmember McGowan to approve the 03/11/2013 Meeting Minutes as written. Motion passes unanimously.

Review of Financial Report

Gary Aden reviewed the financial reports, and explained that the projected allocations for Affordable and Homeless Housing is approximately 5% above the current available budget, but that projects are currently on schedule and there are no issues of concern. Mr. Aden suggested discussing the impact of the budget at the next month's meeting. Councilmember McGowan confirmed that the 2013 HOME RFPs have been received, and Mr. Aden clarified the total amount of funds requested and the shortfall in the available budget. Commissioner Valenzuela noted that HOME RFP applications have not been distributed in the past unless specifically requested. Councilmember McGowan requested copies of the applications. Mr. Aden offered to send each member a thumb drive containing the applications.

Review Calendar HOME Consortium Timeline Calendar

Gary Aden reviewed the HOME Consortium timeline calendar covering the periods of April – June 2013 mentioning the following: (April) – HOME RFP review committee to start selection process (clarified the process should take between 6-8 weeks); CDBG RFPs are due on April 19th; Staff will continue to work on the 2013 Consolidated Plan and Homeless Systems Plan; (May) – Project selection of final HOME and CDBG projects should be completed in May which will finish the action plan elements for the federal programs of the Consolidated Plan.

Consolidated Plan Strategic Goals and Annual Plan Timeline

Gary Aden explained the goals and sub-goals of the 2013 Consolidated Plan (draft), which included suggested action steps. The five-year goals were arranged by funding source, with approximately \$1.9M in funding from HUD. Mr. Aden provided a 2nd draft document titled Thurston County Homeless Systems Plan, which discusses funding and other important topics relevant to homeless housing. With no significant change in funding streams, there is a \$6.3M need in the first year, with only \$4.1M to spend. Additional burdens to the budget include administrative costs and inflation in the following years, with the revenue stream remaining flat. Discussion followed.

A suggestion was made to allocate a set amount or percentage of funding specifically for broadening shelter and low barrier housing in rural communities. Councilmember McGowan suggested as a topic for the following month to set up a process to measure outcomes more effectively. Councilmember Cooper noted that measurable factors can arise from common constructs and vision of who to serve. The numbers in the consolidated plan were questioned due to the RFP selection process still in process; the document was confirmed to be a draft.

Mr. Aden stated the final projects selected by the committees will be sent to the Commissioners for approval. The City of Olympia will select their projects to be included in the Consolidated Plan. Commissioner Valenzuela clarified that the existing interlocal agreement will dictate how decisions are made. Councilmember McGowan mentioned a meeting taking place on April 17, 2013 to address the matter with the Mayors and the County Manager.

Homeless RFP Status Report

Gary Aden noted that the priority recommendations are pending review by the RFP Review Committee, which is scheduled for Monday, April 15th. Once recommendations are in place, it will be sent to Theresa Slusher, Homeless Coordinator, and HCAC, which will be followed by a discussion about releasing funding to RFP, knowing that the \$1.1M “bubble” is a one-time opportunity. It was clarified that the HOME RFP applicants are aware of the \$1.1M “bubble” fund as well as the funding gap, which was disbursed to the community via the RFP process. Discussion followed.

Mr. Aden is working on a set of proposals which needs to be reviewed by HCAC. Mr. Aden recommends separating RFP awards as coming from either the \$3.1M standing fund, or the \$1.1M “bubble” fund.

Discussion followed regarding the following topics:

- Definition of a “core program” and what are the performance standards for services?
- Lack of oversight and transparency in the current system.
- Brainstorming the needs of rural community service providers.
- State and local funding, and whether an RFP process should be used for all funding sources, considering the following:
 - Start date of CHG is January 1st.
 - Start date of ESG/HEN funds is July 1st – quick action needed to change this process.
 - Possibility of a special session in May if Consortium cannot come to a decision in May’s meeting.
 - Changes would require approval by BoCC by the end of May.
 - Possibility of a task force or use of the annual retreat to address future funding.

Ms. Slusher reminded the Consortium that HEN is the biggest priority. Community Action Council (CAC) is the administrator, and therefore should not be included in an RFP process. Commissioner Valenzuela mentioned that ESG and HEN funds have always been handled in this manner, and mentioned that the conversation is starting a too late to make a decision for this year. Councilmember McVey suggested using the current system in place, and concentrate on implementing RFPs for future funding. Chairman McClanahan suggested making this decision process a priority on future agendas. It was decided that ESG and HEN funds should have a one-year contract.

Gary Aden stated that he, Theresa Slusher, and Paul Knox would draft a plan and present it to the HOME Consortium at the May meeting. Discussion followed.

Status of Homeless Coordinator Contract

Gary Aden gave a summary of the approved status of the Homeless Coordinator contract. Commissioner Valenzuela thanked Theresa Slusher for her work as the Homeless Coordinator.

Sidewalk Request for a Change Order

Phil Owen, of Sidewalk, was not present to talk about the change order requests. Commissioner Valenzuela confirmed with Gary Aden that representatives of requesting organizations are given notice and opportunity to attend meetings. Gary Aden summarized the change orders as follows: 1) to extend the current contract for one year, currently set to expire on August 31, 2013; and 2) to allocate \$8,000 of funding to help cover ½ of the administrative costs. Discussion followed.

ACTION: A motion Councilmember McGowan to amend the contract with Sidewalk for the requested change orders. Commissioner seconded the motion. Discussion followed. Motion passed unanimously.

Emergency Funding Request from Community Youth Services

Chairman McClanahan recused himself from the meeting. Community Youth Services (CYS) staff summarized the request for \$14,000 in emergency funding to cover April's operation expenses for the Federal Transitional Living Program. It was emphasized that Federal funding was reassured to start May 1st. Discussion followed.

ACTION: A motion was made by Commissioner Valenzuela to approve \$14,000 in emergency funding to CYS to support the gap needed to fund the Federal Transitional Living Program. Councilmember Cooper seconded the motion. The motion passed unanimously.

Emergency Funding Request from PiPE

Rosalinda Noriega and Nancy LaMusga represented PiPE, and gave a summary of their request for emergency funding, starting with some background information regarding past funding and why they were not a part of the HOME RFP process this year. Commissioner Valenzuela questioned if they would be involved in the upcoming RFP process. Rosalinda and Nancy both gave information regarding the community's overwhelming need for services (especially since a recent rise in violence), and that PiPE provides a stop gap for young adults who are not served by other organizations in the community for one reason or another. Discussion followed.

ACTION: A motion was made by Councilmember Cooper to approve \$35,000 in emergency funding to PiPE. More discussion followed. The motion was seconded by Councilmember McGowan. The motion did not pass, with three (3) votes in favor and three (3) votes not in favor.

Commissioner Valenzuela emphasized to PiPE the importance of continuing to request other organizations for funding, including the City of Olympia and in the upcoming RFP funding round. PiPE was instructed to work with County Staff to develop a new Proposal for submission at the next consortium meeting.

HCAC Member Recommendation

Theresa Slusher, Homeless Coordinator, received an application for membership on the HOME Citizens Advisory Committee (HCAC) from Pam Grindstaff of Pacific Mountain WorkSource, and recommended her for approval by the HOME Consortium. There was discussion about the application process, the number of available seats on the committee, and whether there is language about how to cycle out inactive members. Councilmember Cooper requested that the current HCAC member list and all pertinent materials be sent to the HOME Consortium via email. Commissioner Valenzuela requested name tents for all HCAC members at the next HOME Consortium meeting.

ACTION: A motion was made by Councilmember Lawson to accept Theresa Slusher's recommendation of adding Pam Grindstaff to HCAC. The motion was seconded by Commissioner Valenzuela. The motion passed unanimously.

Homeless Coordinator Report

Theresa Slusher, Homeless Coordinator, drafted priorities for the next RFP Homeless finding round. She is also working with HCAC Chair Paul Knox and others to update the 10 Year Plan scheduled to be ready in September. In that planning process, gaps have been identified, and strategies to address them will be discussed with HCAC. It was mentioned that supporting rural needs is difficult to mirror Olympia services. She is currently working with HCAC Chairman Paul Knox to address this issue. Since the status of HCAC was addressed in other agenda items, discussion of HCAC concluded.

Additional Public Comments/Announcements
<ul style="list-style-type: none">• None
Next Meeting
Monday, May 13th, 2013 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC <u>Meeting Agenda:</u>
Meeting Adjourned at 1:23PM