

**Thurston County HOME Consortium
MEETING MINUTES
May 13th, 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	Monserrat Morales	Robert Richards	
Kathy Cooper	Jan Naughton	Bob Ricks	
Patty Gregory	Rosalinda Noriega	Anna Schlecht	
Bonnie Hill	Deirdra Orr	Charles Shelan	
Danny Kadden	Phil Owen	Don Sloma	
Paul Knox	Kellie Patton	Theresa Slusher	
Cindy Marchand-Cecil	Mary Pontarolo	Trudy Soucoup	
Maureen McLemore	Tim Ransom	Susan Stack	
Heather Moore		Amanda Lehr *Minute Taker	
Welcome and Introductions			
Chairman McClanahan called the meeting to order at 11:08 AM. Introductions followed.			
Approval of Agenda for March 11, 2013			
<i>ACTION: A motion was made by Councilmember Lawson to approve the 5/13/2013 agenda as written. The motion was seconded to approve the 5/13/2013 Meeting Agenda. Motion passes unanimously.</i>			
Public Comments/Announcements			
<ul style="list-style-type: none"> • None 			
Approval of Minutes for April 8, 2013			
<i>ACTION: A motion was made by Councilmember Lawson and seconded by Commissioner Valenzuela to approve the 4/8/2013 Meeting Minutes as written. Motion passes unanimously.</i>			
Review of Financial Report			
<p>Gary Aden reviewed the financial reports and explained that the projected revenues for Affordable and Homeless Housing Projects based on actual collections as of April 30th, 2013 is approximately 6% over. Mr. Aden further explained that the variance goes up and down with the housing market and interest rates. Commissioner Valenzuela asked if the revenues come in at the same rate during the project year, to which Mr. Aden replied that revenues tend to go down in the winter months, and up in the summer months, coinciding with the housing market. Councilmember McGowan asked for details regarding the project amounts that are unspent. Mr. Aden clarified the numbers and contract and project specifics, and that actual budget numbers are difficult to predict, but that any amount of the budget that is unspent usually gets rolled into the next project year's contract.</p>			
Review Calendar HOME Consortium Timeline Calendar			
<p>Gary Aden reviewed the HOME Consortium timeline calendar covering the periods of May - July 2013 mentioning the following: (May) - CDBG and HOME project selections are completed, and the upcoming 2060/2163 RFP will go out by May 20th. (June) - The Annual Action Plan will include HOME and CDBG information, but not 2060/2163. The plan will be brought before the Commissioners for approval, and the Consolidated Plan will be publicized for 30 days prior to a public hearing set in July. The "bubble fund" RFP will be sent out. 2060/2163 project selections to take place. (July) – 2060/2163 contracts to be prepared by staff.</p>			

Consolidated Plan public hearing is set for July 2nd, 2013, which will then go before the Commissioners for approval. "Bubble Fund" RFP project selections to take place.

2013 HOME Program Review Committee Recommendations

Gary Aden summarized the review of the six (6) applications and committee decisions on project recommendations. It was clarified that half of the homes in the projects are in the South County region, which Commissioner Valenzuela requested be mentioned when it is brought before the Commissioners. Councilmember Cooper asked Commissioner Valenzuela and Councilmember Lawson (both on the project selection committee) to speak about the selected projects and the recommendations as a whole. Councilmember Lawson expressed that the projects were selected because the funding would extend the life of existing permanent housing units. Commissioner Valenzuela stated that she supported the projects and that it was a difficult decision, with not enough funding to support all of the applicants. Chairman McClanahan explained his absence the previous month to the Consortium, and thanked those involved in the selection process.

ACTION: A motion was made by Councilmember Lawson to authorize the 2013 HOME project selections and moved to forward them as written to the Commissioners for approval. Commissioner Valenzuela seconded the motion. The motion passed unanimously.

2013 CDBG Project Selections

Gary Aden summarized the project selection process for 1st year submittals. This year the RFP gave priority, and subsequently so did the selection committee, to projects for improved infrastructure in the South County. Priority jurisdictions rotate on an annual basis. Ms. Slusher clarified that applicants in outside jurisdictions are always welcome to apply. Mr. Aden explained the possibility of sequestration and the alternate funding choices. The committee was comprised of Commissioner Valenzuela and four (4) south county Mayors. No action required by the HOME Consortium; this is for information purposes only. Discussion followed.

HCAC Recommendations Regarding Funding Priorities

Paul Knox summarized the seven (7) recommendations to the HOME Consortium that were approved during the April 18th HCAC meeting, which included the following: organizations requesting emergency funding should be steered to the upcoming RFP process; separate the "bubble funds" into a separate RFP process; put out a RFQ for HEN funds to ensure that other organizations have a chance to show interest; Establish standards for high performing programs and to include the Homeless Plan and the Gaps Analysis in the 2060/2163 RFP; award high performing programs a two-year contract; no recommendation on the homeless RFP; and encouraging Thurston County to become a dues paying member of LIHA. Discussion followed. Paul Knox thanked Ms. Slusher for her work on the HCAC survey. Commissioner Valenzuela thanked those involved in coming up with the recommendations and stated that the outcome of the recommendations was unclear at this point.

2060 – 2163 RFP Recommendations

Gary Aden stated that he was working with Ms. Slusher and Mr. Knox on the RFP, and gave a summary of the application sections, which currently includes the "bubble fund," but that is flexible and can be removed. Mr. Aden noted that the RFP will be ready to go out the following Monday, pending any changes that are decided during the HOME meeting. Councilmember McGowan mentioned that this RFP could not go out before a decision is made by the Consortium on the "Bubble Fund." Discussion followed on the "Bubble Fund," the designation of "High Performing Programs," and the possibility of two-year contracts with such designated programs. The difference between "system-wide" goals and "program" goals was discussed, and it was clarified that this designation would not be punitive to agencies or programs who did not meet the criteria, but that it would reward exceptionally high performing agencies or programs with the stability of a two-year contract.

ACTION: A motion was made by Councilmember McGowan to approve the RFP for \$1,342,903 as it is written and to include the "bubble fund," with contingencies that 15% be awarded to low-barrier shelters and 15% to rural communities. Commissioner Valenzuela asked Councilmember McGowan to amend the motion to include only information pertaining to the RFP. Councilmember McGowan accepted, and discussion

followed. Motion did not make it to the floor because it was not seconded. More discussion followed.

ACTION: *A motion was made by Councilmember Lawson to approve the 2060/2163 RFP for \$1,342,903 as stated and proposed in the RFP draft. Councilmember McVey seconded the motion. Discussion followed. The motion passed unanimously.*

ACTION: *A motion was made by Councilmember McVey to approve the guidelines by which a program could be designated as "High Performing." Commissioner Valenzuela seconded the motion. Discussion followed, and suggestions for changes to the document were made. The motion passed unanimously; changes to the document as discussed in the meeting will be made before the RFP is sent out.*

ACTION: *A motion was made by Councilmember McGowan to separate the "Bubble Fund" into a separate RFP, to be sent out no later than July 7, 2013 with 15% of the funding set aside for low-barrier shelters and 15% set aside for rural development. Councilmember McVey seconded the motion. Discussion followed. The motion did not pass, with two (2) votes in favor and four (4) votes opposed.*

ACTION: *A motion was made by Commissioner Valenzuela to develop a RFP for the "Bubble Fund." Councilmember Cooper seconded the motion. Much discussion followed. The motion passed, with five (5) votes in favor and one (1) vote undecided. Councilmember Cooper excused himself from the meeting.*

Emergency Funding Requests from PiPE and SafePlace

Rosalinda Noriega, representing PiPE, presented an updated budget and emergency funding request of \$12,511 to the HOME Consortium. Councilmember McVey mentioned that this was precluded by the decision to put the "Bubble Fund" out for RFP. Commissioner Valenzuela stated that no emergency funding remained for the year. It was decided that the Citizen's Advisory Committee (HCAC) will designate emergency funding for the next program year, which is planned to be \$50,000 in emergency funding and \$130,000 in contingency. Much discussion followed.

There was no motion made regarding the emergency funding requests.

Homeless Coordinator Report – Gaps Analysis

Theresa Slusher presented and gave a summary of the Homeless Systems Gaps Analysis draft. Ms. Slusher requested corrections or additions before going out to the community for referral. Commissioner Valenzuela stated that the Citizen's Advisory Committee (HCAC) could use reports like these during its meetings when deciding on recommendations to the HOME Consortium. Ms. Slusher stated that she will include updates in future reports at the Consortium meetings, and stated that she is working with low-barrier shelters and HCAC to collect pertinent information. Mr. Knox stated that HCAC will discuss and make a recommendation on the "Bubble Fund" RFP during the May 23rd HCAC meeting.

Additional Public Comments/Announcements

- **Rob Richards – Handed out brochures for the Downtown Ambassador Program.**
- **Theresa Slusher – Posed the question: what can be done for those with chemical dependencies or mental health challenges to fill gaps and housing needs.**
- **Phil Owen – Shared Bread & Roses' 90 day limit, and that their average stay is 1 ½ months.**
- **Charles Shelan – Gave a brief project update; shared appreciation from inhabitants.**
- **Tim Ransom – Announced the June 8th Ground Breaking for Quixote Village. Email invite to follow.**
- **Cindy Marchand-Cecil – Gave an update on construction project.**

Next Meeting

Monday, June 10, 2013 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC

Meeting Agenda:

Meeting Adjourned at 1:18 PM