

**Thurston County HOME Consortium**  
**MEETING MINUTES**  
**July 8, 2013 11:00 AM-1:00 PM**  
**Thurston County Public Health & Social Services Department**  
**412 Lilly Rd NE, Olympia WA 98506-5132**  
**Conference Room 107ABC**

<b>In Attendance:</b>			
<b>Consortium Members</b>			
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>	
<b>Other Attendees</b>			
Gary Aden	Heather Moore	Schelli Slaughter	
Jeff Bailey	Jan Naughton	Anna Schlecht	
Kathy Cooper	Leslie Owen	Charles Shelan	
Danny Kadden	Phil Owen	Don Sloma	
Selena Kilmoyer	Kellie Patton	Theresa Slusher	
Paul Knox	Tim Ransom	Trudy Soucoup	
Jodi Lamoreaux	Bob Ricks		
Paul Larsen	Dan Schnabel	Amanda Lehr <i>*Minute Taker</i>	
<b>Welcome and Introductions</b>			
Chairman McClanahan called the meeting to order at 11:02 AM. Introductions followed.			
<b>Approval of Agenda for July 8, 2013</b>			
<b><i>ACTION: A motion was made by Councilmember Lawson to approve the 7/8/2013 agenda as written, and was seconded by Councilmember Cooper. Motion passed unanimously.</i></b>			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li>• None</li> </ul>			
<b>Approval of Minutes for June 10, 2013</b>			
<b><i>ACTION: A motion was made by Chairman McClanahan and was seconded by Commissioner Valenzuela to approve the 6/10/2013 Meeting Minutes as written. Motion passed unanimously.</i></b>			
<b>Review of Financial Report</b>			
Gary Aden reported that the current RFP for \$939,092 as listed on the first page of the financial report is due on Friday, July 19, 2013. The Point in Time (PIT) Homeless Count for \$30 K will be brought to the August HOME Consortium for approval. Current contract status: There are seven (7) contracts with an upcoming end date of August 31, 2013. Those with an excess of funds will be brought to the August HOME Consortium meeting for possible contract extension.			
<b>Review Calendar HOME Consortium Timeline Calendar</b>			
Gary Aden corrected that the “Bubble Fund” RFP is due on July 19, not July 15, 2013. The “Bubble Fund” RFP selections will be ready to present at the August HOME Consortium meeting. The final 2013-2017 Consolidated Plan will also be submitted at the August HOME Consortium meeting, and will then be submitted to HUD. HUD will be conducting a monitoring visit during the first two (2) weeks in August. Housing staff will be contacting contract recipients to help them prepare and verify that all required information is in order. Chairman McClanahan expressed that he would like to be present for the HOME Exit and Entrance Conferences. The CHG RFP will go out to the public in August; it is expected to be a quick RFP process. HEN funding may be added to the CHG funding round, but that is not for certain at this time. HEN is likely to be reduced by approximately 20%. HUD and HOME contracts will be ready for execution by the end of August. Discussion followed.			

### Rural Community - Update

Chairman McClanahan suggested setting aside approximately \$10 K from the contingency fund in order to hire someone to complete a needs assessment of south county. Chairman McClanahan expressed the desire to facilitate this project, and recognized the great need in south county, especially in those areas that are not well represented. The topic was opened up to discussion, with the intention of bringing a final proposal to the August HOME Consortium meeting for approval.

Paul Knox clarified that because of limited resources and organizations in south county, a goal of this assessment would be to develop a service and outreach plan for the area. Having a clear point of entry and funding for rapid rehousing can be made available to organizations and individuals in need. Chairman McClanahan agreed that a clear action plan is the desired outcome. Theresa Slusher commented about the new subcommittee that will be addressing outreach to the south county in terms of homeless and affordable housing. Some comments and discussion followed.

Councilmember McGowan remarked that the information is welcomed and would like to see what kind of action is proposed; he mentioned that he still holds the belief that allocating funding specifically to fund south county projects is the best way to support existing or needed services. There are many small cities that are not public centers, and do not receive tax revenues. Coordinated entry points are needed.

Phil Owen commented that there is a tremendous willingness in south county to help those in need, and suggested organizations partner with each other and with local government operations. Suggested compiling a community map to determine partnering possibilities. Commissioner Valenzuela asked Theresa Slusher if this was not included in recent Homeless Systems Gaps Analysis that was presented at the May HOME Consortium meeting. Theresa clarified that she is currently working on mapping out an informal support network and making invisible lines between agencies visible to those in the community. There is a potential to do more work on this subject, as time and resources are limited. More discussion followed.

Councilmember Cooper questioned whether \$10 K is enough to fund such a project, and asked whether the existing services can be captured more efficiently using the current gaps analysis and whether a separate position is required to do this project. He also mentioned the existence of needs in rural north county as well. Councilmember McVey asked if the two (2) local tribal communities will be considered, who have known needs, or will they not be considered due to their sovereignty. Councilmember McGowan recognized and appreciated the suggested action, and noted the possibility for difficulty with networking between south county organizations. Phil Owen suggested \$30 K for the project. There was much discussion regarding the project's scope, objectives, timeline, and who would be responsible for initiating the project.

Theresa Slusher confirmed that this plan should drive action in the south County, and suggested a SWAT analysis be a part of the scope of work in assessing south County needs. Anna Schlecht offered help from the City of Olympia in gathering information for this project.

A subcommittee was formed to address the issues discussed. Volunteers for the subcommittee are as follows: Paul Knox, Theresa Slusher, Neil McClanahan, and Mike McGowan. Councilmember McClanahan agreed to meet with the subcommittee, draft the scope of work, and bring it to the August Consortium meeting for review.

### **Consolidated Plan – Update on Amendments and Public Hearing - Gary Aden**

Gary Aden reported that two (2) comments were received: one from Theresa Slusher and one from Paul Knox. Final approval of the plan will include these comments, and possibly one other comment. Will be submitted to the Board of County Commissioners tomorrow and to HUD this week.

Commissioner Valenzuela commented that it was helpful to have a complete description of funding streams and what they are spent on. She posed the question: Do we have priorities for use for the funding? The comments that were received touched on this question. Discussion followed regarding the disparate funding sources and should they be applied to homeless and affordable housing? Commissioner Valenzuela mentioned that all Commissioners are not in agreement on this topic, and it is difficult to say what the action will be tomorrow at the Board of County Commissioners meeting, but there is a push to get this ready to give to HUD this week.

Paul Knox made a comment that the current 80% AMI threshold should come down to 60% AMI as the priority for funding.

Commissioner Valenzuela said that given the funding sources, the quandary for Commissioners will be that the flexible use of the funding is nice, but acknowledged the priority need for affordable and homeless housing. Unsure of the outcome for the BoCC tomorrow. Public comment and hearing are closed and over.

### **2060/2163 Affordable & Homeless Housing RFP - Gary Aden, Theresa Slusher**

Gary Aden reported that the selection committee met on July 3, 2013 and came up with a set of recommendations, which are in three (3) parts:

1. Nineteen (19) projects are recommended for funding, one (1) of which is conditional (People's House). Conditions are noted on the attached page.
2. Not all projects received the amount requested. These recommendations would need approval from the Consortium today and approved by the Board of County Commissioners. There was not enough money to cover all the needed projects. Capital projects were deferred to the Bubble Funding round, which is due on Friday, July 19, 2013. Projects listed on the attachment.
3. Two (2) projects were identified as High Performing, which would make them eligible for a 2-year reward, though it is not recommended. One (1) agency was not recommended for funding.

Theresa Slusher confirmed the facts that Gary covered. It was a good exercise to read applications and discuss them with the selection committee. Decisions were tough to make; projects for coordinated entry were given priority. Ms. Slusher stated that she understood that the People's House was a consolidation of the faith community's historic vision of a shelter. The faith community has been stretched, and the population served is very high-need. Continuing in a volunteer capacity (faith community shelter and cold weather shelter combination) is not possible anymore. Paul Knox stated that he struggled with rapid rehousing, and stated that some requests could be deferred to the bubble fund RFP. Ms. Slusher stated that in order to not cut projects requesting Operations & Maintenance (O&M); the decision was made to cut more in rapid rehousing. It was mentioned that Yelm Community Services' rental assistance program was not funded, and only one-half of another of their requests was funded. Councilmember McGowan requested that in the future to list on the recommendations the amount requested by each organization and funded amount, and mentioned that only one (1) percent of the funding is going to the south County; they are literally not being approved for funding. Paul Knox clarified that the recommendations are based on geographic location; the offices may be in a larger city but south County is served. Councilmember McGowan mentioned TBRA programs, that only a fraction of needed services in south county were funded, and posed the question: How is south County supported when only one (1) percent of funding is specifically set aside for south County? Jan Naughton of Community Action Council (CAC) confirmed that if their recommended funding amount is approved, they will not be able to honor rural households.

Commissioner Valenzuela said that good points were made: we do not know how much was funded from each project, and this is needed in order to make a decision. CAC was recommended for less than fifty (50) percent of their O&M needs, and mentioned that the same providers could apply for bubble funding as well. The following two (2) questions were posed: 1) Why were most of recommendations from the 2060/2163 funds are towards Homeless Housing, even though Affordable Housing should have been a priority as well?; and 2) What will be done with the Bubble Fund? This current 2060/2163 round needs to be assessed with the Bubble Fund before taking action on these recommendations.

Chairman McClanahan requested to see total funding request and recommended funding for each agency. Requested that Gary Aden do this, and the Consortium will make decisions at the August meeting.

Theresa Slusher asked if unused funding will go back into the funding pot. Chairman McClanahan replied that this rarely happens. Leslie Owen mentioned that HOME money was for a long time used for TBRA activities, and that currently there is a mixture of needs for the funding money; choices need to be made about models and approaches, and the need for everyone cannot be met. There is currently a transition over funding trends. Ms. Owen asked if some of the bubble money can be set aside for rapid rehousing.

Councilmember McGowan said that these are good points, but there is not enough funding to go around. He mentioned there is a lack of planning and direction by the HOME Consortium on this, and a tactical plan is needed for each funding committee. Taking money from TBRA and putting it into rapid rehousing puts money to good work in Olympia but to an organization that may be maxed out. Policy decisions and planning are being done in half- or full-day sessions in a funding committee. Others on the Board held a different point of view on the subject than Councilmember McGowan.

Councilmember Cooper agreed with Leslie Owen, stating a desire to start doing a better job of creating a homeless system; some things may have to change to start moving in that direction. This work is important, but with no shelter in place it doesn't matter how many rapid rehousing programs exist. Shelters need to be in place first, and then fund the others. Without seeing a matrix of funding requests and recommendations, and without seeing applications from the Bubble Fund, the Consortium is not prepared to make a decision on funding for this round today. The approval timeline was confirmed to be somewhat flexible; the Consortium could easily wait to see recommendations for the Bubble Fund before making a final decision.

Theresa Slusher summarized that the selection committee did not knowingly cut off programs altogether, and looked at all applicants. The recommendations were based on necessity to operate; the desired outcome was to fund as many projects as possible. Factors that were also considered were last year's budget for each agency and whether grants were being spent out, how much of the overall budget was being supported by the County, whether the proposals articulated best practices and the quality of each application and whether all required documents were submitted. Ms. Slusher went on to explain that the reason for Yelm Community Services' rapid rehousing proposal not being recommended for funding was based on their current contract being on target to return funding.

Councilmember McGowan reiterated that families and individuals in need who reside in the south County will have difficulty finding those needed services if they only exist in larger cities like Olympia, and that services are difficult to provide at a distance. The question was posed: Was it the direction from the County Commissioners to move grant funding from TBRA and rapid rehousing? Was it given by the Consortium?

Commissioner Valenzuela asked where the list of criteria for the applications came from. Theresa Slusher replied that it went out with the RFP; the information is in the application itself.

Councilmember McGowan stated that he did not think that TBRA was meant to be underfunded, and that direction to do this was not given. Leslie Owen replied that part of the Homeless System Gaps Analysis identified priorities for funding. Councilmember Cooper verified that the top five (5) priorities in the gaps

analysis were the priorities for funding, but affordable housing is glaringly silent in the RFPs. Jan Naughton agreed that affordable housing is glaringly silent, that a majority of CAC's clients will never be able to hold a job or maintain housing without case management. As a result, clients will be turned away.

Chairman McClanahan stated that the recommendations from the HCAC will not be decided on at today's meeting, but rather the Consortium will be vote on the matter at the August meeting. Both the 2060/2163 and the Bubble Fund rounds will be looked at together. He went on to say that there is no reason why these issues shouldn't be focused on, and that the Consortium needs to focus on where to go in the future.

Tim Ransom of PANZA clarified that their application was for Quixote Village, not Camp Quixote, and that the requested amount was based on High Performance designation and a total for a two (2) year contract. Since that was not approved, the request for one year is approximately \$100 K. Discomfort was expressed about the Bubble Fund.

Paul Knox validated the conundrum; these funding rounds are difficult for those who do not know if they will be receiving funding in one round to know what to ask for in the second round.

Commissioner Valenzuela agreed with what Councilmember McGowan, and suggested putting language in contract that requires agencies to track information regarding south County needs and those served in that community. Theresa Slusher verified that HMIS reporting should provide that information.

Chairman McClanahan stated that the Consortium will be voting on this matter during the August meeting, and closed the topic to discussion.

#### **Bubble Fund RFP Update - Gary Aden**

Gary Aden summarized that the Bubble Fund applications are due on July 19, 2013 with an available funding amount of \$939,092. The topic was opened for discussion.

Chairman McClanahan stated that three (3) of original 2060/2163 applicants were deferred to the Bubble Fund: Yelm Community Services, Family Support Center, and SPS Habitat for Humanity. Those applications will automatically be forwarded to the Bubble Fund RFP round.

There was a general understanding by some in attendance that if O&M needs were not addressed in the first RFP round, the agency will need to apply again for the Bubble Fund round. Commissioner Valenzuela stated that agencies should not have to apply a second time because it would duplicate efforts, and suggested that agencies who applied in the first round send a letter of interest to the County asking to be considered in the second round. Mr. Aden confirmed that a letter from agencies is sufficient to be considered for funding from their previous application. Commissioner Valenzuela reminded the group that no agency has been funded today, and that those agencies who wish to apply their first application to the Bubble Fund round can send a letter to the County requesting this. Mr. Aden confirmed that Bubble Fund applications are due by 4:00 PM on Friday, July 19, 2013.

Councilmember McGowan expressed concern that there may be insufficient outreach to agencies who will be applying for both funding rounds. He expressed that committees for both rounds have essentially formed a de facto policy of the Bubble Fund having a bias towards capital projects. Commissioner Valenzuela asked if capital projects received special consideration in the Bubble Fund RFP round. It was confirmed that they did not receive special consideration, but was a suggestion since the funds will not be continued in the future. Councilmember McGowan stated that he intended to be on the selection committee but cannot attend, and is unsure that the south County will be well-represented.

Chairman McClanahan requested recommendations regarding Bubble Fund awards. Gary Aden emailed the current (first) round applicants stating they can apply for the Bubble Funds as well. Councilmember Cooper expressed that the process sounds too complicated, and that some agencies are already planning a second

application. He suggested sending a letter saying that unless stated otherwise, the funding request from the first round will be brought forward to the bubble round and will be considered for both funding sources. Commissioner Valenzuela confirmed that some applicants are planning on asking twice, and that it should be clear whether applicants need to apply a second time.

Leslie Owen stated that when the selection committee talked about rapid rehousing for bubble money it was considering that this is one-time funding, whereas O&M requests are not one-time. Phil Owen stated that a large request was put in for Sidewalk and expected that their application would be rolled into the next RFP round. Councilmember McVey requested that Gary Aden reiterate who is on the Bubble Fund RFP selection committee. Mr. Aden confirmed the members of the committee: Theresa Slusher, Paul Knox, Councilmember McClanahan, Dan Cochran, Councilmember McVey, and Leslie Owen. The committee is planning to meet on July 31, 2013 to select funding for the Bubble RFP round.

Trudy Soucoup asked if the bubble fund applications are going to be reviewed independently from the first round. It was answered that yes they will be considered independently, however the funds awarded will be considered with each funding source. If the agency wants to apply for more TBRA funds, they can do so with the bubble funds. Councilmember Lawson wanted to clarify that bubble funds are one-time and not repeated, and suggested a motion to follow Councilmember Cooper's recommendation to issue a letter in the simplest possible wording that the bubble funding is a one-time funding source only, and that applicants need to understand and this application should be done separately but will be considered together. Councilmember Cooper clarified that the RFP states that it is one-time funds, and requested for both RFP application rounds to be brought to the next Consortium meeting for deliberation on both RFP funding pots.

No motions were brought forth on this topic.

#### **HOME/CDBG Contract Status Updates - Gary Aden**

Gary Aden reported that PY 2014 HOME and CDBG projects will be under contract in the last week of August, with prior HUD approval. The process for contracting will be completed in the last two (2) weeks of August.

#### **HOME Annual Retreat (*Tabled from Previous Meeting*)**

Commissioner Valenzuela drafted a proposal for the annual retreat, and distributed the draft to the Consortium members for review. Commissioner Valenzuela expressed the need for this annual retreat; it will be a half-day, focused and facilitated, and uninterrupted conversation. Participants would be HOME board members and HCAC members, and asked who else should be involved in this conversation. The purpose of the retreat is to flesh out concerns brought by Councilmember McGowan regarding services in south County, and to discuss a plan for funding that is put before the BoCC. This will be an in-depth conversation on these topics, and others. The desired outcome would be to submit to the BoCC a list of priorities, projects, and actions that will be appropriate for funding streams. Open for discussion.

Chairman McClanahan thanked Commissioner Valenzuela, and reiterated a need for this; there has been a lot of discussion and everyone is ready to talk about this more in depth. Heard verbal agreement from each board member to support this retreat. Commissioner Valenzuela suggested a meeting timeframe of August or September and suggesting taking blackout dates into consideration. Leslie Owen expressed that it is not fair to ask staff to prepare for this in-depth meeting by August. The suggested topics are very in-depth, and require a great deal of information. After some discussion, October was chosen for the month of the retreat.

October 14, 2013 for the HOME Annual Retreat, replacing the regular HOME Consortium meeting on that day. As afternoon worked best for most people, 12:00 PM to 4:30 PM was decided for the meeting time. Councilmember cooper suggested considering hiring a facilitator through Auditor's office. Councilmember McVey suggested hiring a facilitator from TRPC. Councilmember McGowan requested including some "How-To's" in the discussion. The following people volunteered to serve on a subcommittee for the retreat agenda: Jim Cooper, Mike McGowan, Neil McClanahan, Paul Knox, and Theresa Slusher. Some location ideas were discussed.

**Homeless Coordinator Report - Theresa Slusher**

Theresa Slusher reported that in June, she spent a lot of time with data and HMIS, which was very interesting when looking at program and agency reports. Many issues that have come up today have been struggled with by other jurisdictions as well. Ms. Slusher is planning visits to Whatcom and Kitsap Counties to talk about their processes and what they do well that they can share. She expressed excitement to bring back information to the August meeting, where she will share how the RFP process is handled in other counties and what their struggles are.

Councilmember Cooper stated that two (2) agencies have come to him about the High Performing designation; that they could not produce sufficient numbers on HMIS. He asked if the State could be compelled to make InfoNet and HMIS talk to each other so that organizations can get the needed information. He resolved to discuss the issue with Ms. Slusher separately.

**HOME Citizens Advisory Committee Update**

None

**Additional Public Comments/Announcements**

- Theresa Slusher: HCAC has formed three (3) subcommittees that are going to start meeting soon. Sent out a Doodle to schedule something. The meetings are expected to begin by the end of July.

**Next Meeting**

**Monday, August 12, 2013 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**

Meeting Agenda:

**Meeting Adjourned at 1:06 PM**