

**Thurston County HOME Consortium  
MEETING MINUTES  
November 18, 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: Consortium Members</b>			
Karen Valenzuela – Thurston County	X	Jim Cooper – Olympia	X
Ron Lawson – Lacey	X	Dennis McVey (Vice-chair) – 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	Danny Kadden	Bob Ricks	
Curt Andino	Danille Kettel	Dan Schnabel	
Kathy Cooper	Paul Knox	Schelli Slaughter	
Liz Gotelli	Kellie Patton	Theresa Slusher	
Diane Harris	Fia Phillips	Trudy Soucoup	
Lydia Hodgkinson	Mary Pontarolo	Amanda Lehr <i>*Minute Taker</i>	
Kenya Johnson	Tim Ransom		
<b>Welcome and Introductions</b>			
Chairman McClanahan called the meeting to order at 11:03 AM. Introductions followed.			
<b>Approval of Agenda</b>			
<b><i>ACTION: A motion was made by Commissioner Valenzuela to approve the 11/18/13 agenda as written. The motion was seconded by Councilmember Cooper. The motion passed unanimously.</i></b>			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li>Paul Knox - Thanked staff for helping with the Performance Improvement Clinic. It was excellent and well done by Washington State Department of Commerce.</li> </ul>			
<b>Approval of Minutes for August and September, 2013</b>			
Commissioner Valenzuela verified that the amendments suggested to the 8/12/13 meeting minutes were satisfactory. Councilmember Cooper agreed.			
<b><i>ACTION: A motion was made by Commissioner Valenzuela and was seconded by Councilmember Lawson to approve the 8/12/2013 Meeting Minutes as amended and the 9/9/2013 Meeting Minutes as written. Motion passed unanimously.</i></b>			
<b>Review of Financial Report</b>			
Gary Aden noted that the financial report reflects all current contracts. There has been one (1) change since their execution: From the Emergency Set-Aside funds of \$50,000, a contract for an emergency cold weather shelter with the Salvation Army has been approved by the Board of County Commissioners (BOCC) on 11/12/2013 in the amount of \$48,700. There are currently \$271,498 in unobligated funds. Collections are currently below projections, which are based on real estate transactions. Commissioner Valenzuela requested clarification on the recording fees, since her records show fees running above projections. Mr. Aden clarified that collections fluctuate based on the real estate market, which typically goes down in the winter months, but does not affect obligated funds, which were previously set aside. This projection is for the next funding round, and the program is working on a cash basis due to funds being spent.			
<b>Review Calendar HOME Consortium Timeline Calendar</b>			
Gary Aden reviewed the calendar for the upcoming months, and noted that the key item is the acceptance of the FY 2012 Consolidated Annual Performance and Evaluation Report (CAPER). A public hearing was held on 11/5/2013, to which no one attended. One (1) comment was received in writing and was incorporated into the report. The final CAPER will be sent to the U.S. Department of Housing and Urban Development (HUD)			

pending final approval by the BOCC on 12/3/2013. December Items: staff is working on the Consolidated Development Block Grant (CDBG) and 2060/2163 compliance, as well as goals and priorities for the upcoming year.

Discussion: Councilmember McGowan asked if highlighted items from the HOME Consortium Retreat will be discussed during today's meeting. Mr. Aden confirmed that the winter shelter and South County assessment are on the agenda. Chairman McClanahan requested that Kitsap County's consolidated Request for Proposal (RFP) process is included on the December HOME Consortium agenda. Paul Knox said that the HOME Citizen Advisory Committee (HCAC) will be discussing these items at their next meeting as well. Commissioner Valenzuela pointed out that the Point-in-Time (PIT) Homeless Count and Homeless Connect Event (HCE) contracts are separate this year, with the PIT Count occurring in January 2014, and the HCE occurring in December 2013. Theresa Slusher, Homeless Coordinator, had flyers of the HCE that was distributed to attendees. Ms. Slusher also gave further information on the HCE, which is on Saturday, 12/7/2013 from 8:00 AM to 6:00 PM at the Olympia Community Center located at 222 Columbia Street NW, and will include free immunizations, three (3) meals, haircuts, commodities, and will promote the PIT Count. Commissioner Valenzuela clarified that immunizations are funded through the Thurston County's Public Health and Social Services (PHSS) Department. Ms. Slusher also announced that there will be assistance available to those who want to sign up for Medicaid.

#### **CAPER Review – Gary Aden, Consortium**

Gary Aden described the FY 2012 CAPER as an annual report required by HUD that reflects the program year for the period of September 1, 2012 to August 31, 2013. Mr. Aden reported ten (10) units completed and eighteen (18) households assisted with the expectation that numbers will increase next year. He requested that the HOME Consortium approve the FY 2012 CAPER.

***ACTION: A motion was made by Councilmember McVey and was seconded by Councilmember Cooper to approve the FY 2012 CAPER including the comment incorporated by Mr. Aden. Motion passed unanimously.***

#### **HOME Consortium Annual Report**

Gary Aden gave an overview of the 2012 HOME Consortium Annual Report, for the period of September 1, 2012 to August 31, 2013. The report covers resource allocation for the program year, and includes a spending pattern chart. There are detailed information on the funding sources, as well as on each agency that received funding and the specified program or activity the funding was spent. Information on the Homeless Management Information System (HMIS) is included, and expected to be reported on a quarterly basis. The report also includes the number of individuals/households permanently housed, goals and objectives, projections for the next funding round, and the total investments approved by the HOME Consortium over the past four (4) years. The report was posted to the PHSS website and was distributed to the HOME Consortium and HCAC members and attendees.

Discussion followed. Councilmember McGowan recommended delivering this information to the media or other organizations in a series of press releases. Paul Knox recommends the Consortium members and HCAC delegates meet with the editorial board of The Olympian. Commissioner Valenzuela noted that the information is newsworthy. Councilmember Cooper, Chairman McClanahan, and Councilmember Lawson requested copies for their respective councils. Chairman McClanahan noted that each agency should have copies of this for their councils. Commissioner Valenzuela stated that the Thurston County Public Information Officer (PIO) will be contacted to develop a communication plan to outside organizations. Commissioner Valenzuela requested that Councilmember McGowan be the envoy for the Nisqually Valley News, and that Councilmember Scribner be the envoy for the Tenino Independent & Sun News. Councilmember McGowan requested that everyone report a follow up at the next Consortium meeting in December, and requested that staff send out the report to all agencies that hold contracts with the County by email and/or postal mail. Councilmember McVey suggested including School District Superintendents and Board Members in the mail out. Gary Aden acknowledged Kathy Cooper's work on the document.

### Update on the People's House

Danny Kadden, Executive Director for Interfaith Works, thanked the HOME Consortium Members for their continued and mature engagement with the difficult issues that face shelters. As Interfaith Works continues to promote Peoples House, there are three (3) facets:

- 1) **Interim Winter Shelter:** People's House has not yet open this winter. Alternate arrangements have been made for a women's shelter to serve up to eighteen (18) beds nightly and located at First Christian Church. In addition, arrangements have also been made for a men's shelter to serve up to twelve (12) beds nightly at St. Michael's Parish. There is also involvement from the Salvation Army for additional beds for the coldest nights, currently set at below thirty-six (36) degrees. The shelter for men and women with the Sidewalk program is currently filled with a waiting list;
- 2) **Community Engagement and Outreach:** Outreach done by Interfaith Works has reflected well on the need for shelter. They took a hiatus during the election, and will begin work again in the next several months with members and organizations in the community in public forums and private engagements.
- 3) **Site Location:** The goal is to support necessary services and understanding the impact while realizing the need for such services in or near downtown where the target population is largely congregated. There is a need to find a center point between our collective responsibility and individual family and homeowner based fears. There is not a list of sites yet; we will look closely at locations in the downtown area, and will engage in thoughtful and deliberate conversations with stakeholders, and then will talk on a more public level.

Discussion: Councilmember Lawson noted that low-barrier demographic information has not been made available. Mr. Kadden stated that this information can be provided. Having a winter shelter is the biggest need. The People's House proposal includes forty (40) overnight beds combining men and women, but in separate areas for safety reasons. The day component is harder to predict since there are no such resources available now. Based on public facility use (ie. library), the estimated daily use is between 50-100 individuals per day. There will be space for napping and access to mental health and housing services on-site.

Commissioner Valenzuela thanked Mr. Kadden and clarified that funding provided to the Salvation Army was due to the inability to start People's House in time for winter. Mr. Kadden clarified that the beds provided by the People's House is a consolidation of beds, not supplemental to the current beds. Theresa Slusher offered the term "Interim Housing" in place of "Low Barrier" due to the latter term not being understood by public. There will be no restriction based on drug use (though use is not allowed at the facility), and there will be screening for sex offenders, and it is unclear whether level one (1) offenders are allowed in the shelter or not. Councilmember McGowan asked how individuals access the shelter in Lacey. Mr. Kadden replied that a volunteer driver meets individuals at 9:00 PM in the Salvation Army parking lot in downtown Olympia and takes those on a sign up list and waiting list (if available) to both shelter locations. If the individuals cannot get into either of the shelters and the temperature is below thirty-six (36) degrees (predicted at approximately sixty (60) percent of the winter nights), they may be able to stay at the Salvation Army Cold Weather Shelter (at the same site), otherwise they are turned away back onto the street. Councilmember McGowan asked if the People's House is planning to open in winter of 2014. Mr. Kadden replied that is the earliest possible time; the issues of sheltering become more acute in winter but are year round. There is a plan to have further discussions about specific sites by spring of 2014. Mr. Kadden clarified that funding received by Interfaith Works was only enough to accomplish the pre-development phase. Councilmember McVey asked if the HOME Consortium has given money to a mobile shelter in the past. Chairman McClanahan stated that historically there has been van pooling to transport individuals to locations, but has never considered a mobile shelter. There were more brainstorming about different ideas, and Chairman McClanahan tabled the idea for a later date.

### HOME Retreat Follow-up

Chairman McClanahan apologized for his absence from the HOME Consortium Retreat which was due to a personal emergency. Theresa Slusher reviewed the notes and goals with the Consortium. Ms. Slusher will combine the goals from the Ten (10) Year Plan, the 2013-2017 Consolidated Plan, and the 2013 HOME Retreat. This information will be presented as a matrix to the HOME Citizen Advisory Committee (HCAC) meeting scheduled for November 21, 2013. Common goals and a report can be presented to the HOME Consortium in

December 2013. This information was also reviewed during the Performance Improvement Clinic held on November 14, 2013, where all Consortium members and providers were invited. Representatives from the Department of Commerce presented Homeless Management Information System (HMIS) data about Thurston County to get a sense of what the raw data shows. They also provided a homeless system simulator for participants. Three (3) strategies were discussed at the event: rapid re-housing, coordinated entry, and permanent supportive housing.

Discussion: It was asked if some transitional housing could be converted to one (1) of the three (3) mentioned above. Councilmember McVey asked if the City of Olympia could waive fees to the County for these kinds of shelters. Councilmember Cooper will bring this suggestion back to the Olympia City Council. Theresa Slusher suggested that HCAC take on some tasks. Discussion followed.

Chairman McClanahan requested the HCAC look at these goals, and Councilmember Cooper suggested the HCAC also look at the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for additional information. Councilmember McGowan requested that discussions should stay on a schedule with deadlines for work.

#### **Winter Shelter Update**

Theresa Slusher stated that the reason for a cold weather shelter this season is due to People's House not being open yet. All jurisdictions in Thurston County expressed the need for an emergency shelter and came up with a model based on a two (2) week rotation with each jurisdiction. Logistics for transportation became difficult, and Salvation Army suggested providing the shelter instead.

Councilmember McGowan asked what the net result of available shelter beds is. Theresa Slusher replied that the number is a moving target. Danny Kadden suggested a follow-up in writing on exact numbers, and stated that shelter beds are historically winter only, and that other seasons are minimum. Theresa Slusher stated there are 169 total shelter beds. Councilmember McGowan requested a complete inventory of beds, which Ms. Slusher agreed to provide. The contract amount with Salvation Army is \$48,700, and it will be open more nights than in the past, with the degree threshold increased to 38 degrees. Use levels are at about 40 beds, and the City of Olympia keeps good records of monthly use. Councilmember Cooper asked if the Salvation Army could be open for 100% of nights, to which Mr. Aden replied that they are unable to do so. Councilmember Cooper requested that official numbers of beds versus a homeless count be made available for public to view. Theresa Slusher agreed to provide this. Ms. Slusher also said that in case of emergency, historically shelter beds have been used as overflow. Very few generators are available for use. Discussion followed regarding those who cannot access shelters due to waiting periods, lack of beds, etc.

#### **Performance Improvement Clinic**

Theresa Slusher reported on the Performance Improvement Clinic at the beginning of the meeting and used this opportunity for discussion and feedback. Paul Knox asked if there was a PowerPoint presentation given by the Department of Commerce. Ms. Slusher confirmed and will send it out to Consortium members.

#### **Update on South County Assessment**

Chairman McClanahan confirmed that there is a budget allocation for a South County assessment, and requested permission from Consortium members to move forward. Councilmember McClanahan stated that the previous experience with Evergreen was not a good one; nothing came of it. Chairman McClanahan requested a meeting with all south county representatives to discuss a method to go about this. Paul Knox stated that United Way has found organizations to do small projects, can share information with the Consortium. Commissioner Valenzuela suggested not moving forward without collaborating with the South Thurston Economic Development Initiative (STEDI) through the Thurston Regional Planning Council (TRPC). Councilmember McVey stated that STEDI received a \$150,000 grant for three (3) years from the Port of Olympia, with another \$150,000 in matching funds for a total of \$300,000 for economic development. Councilmember McGowan requested information on STEDI's next meeting. Councilmember Cooper asked about the scope of the assessment. Chairman McClanahan offered that the south county portion of the community is unique, and to assess what the housing issues are. Councilmember McVey suggested coordinating efforts with the Economic Development Council (EDC) and STEDI, and possibly conducting an

analysis of the highway 507 corridor. Councilmember McVey suggested a meeting with south county representatives; Mr. McVey will take this project on and will provide an update for the December meeting.

**Discussion on Unobligated Funds from 2060/2163 Funding Round**

Gary Aden stated that there is \$166,498 of 2060/2163 funding that is currently unallocated to any projects. Councilmember McGowan stated that it was discussed to use this funding for Tenant Based Rental Assistance (TBRA). Mr. Aden confirmed that it was suggested for use on shelters and rapid re-housing. Commissioner Valenzuela thought it was decided that the excess funds would be set aside for rapid re-housing. Councilmember McGowan expressed uncertainty regarding who allocated the funding in this manner. Councilmember Cooper reminded Consortium members that a package of funding recommendations was forwarded to the Board of County Commissioners, and the Commissioners decided not to move forward. More information was requested from Commissioner Valenzuela. Commissioner Valenzuela responded that the Commissioners did not move forward on the amendment to use the unallocated funds for three (3) rapid re-housing providers. They instead acted on the original list of recommendations and made the decision to leave the \$166,498 in excess for emergency funding for rapid re-housing or shelter. Councilmember McGowan stated that this warrants a discussion item; money was left on the table without a use. There is a need in the community with money not being used. Commissioner Cooper stated that it was clear that this funding was to be used for rapid re-housing and suggested a recommendation be made on how to allocate funding to the two (2) current contract recipients for rapid re-housing. Commissioner Valenzuela clarified that rapid re-housing funding was granted to providers who have not signaled that more funding is needed. Keeping the Emergency Set-Aside funding was due to the underfunding of shelter and rapid rehousing, and that until requests are made for it, the set-aside funds should stay for emergencies. Discussion followed regarding the underestimation of costs for coordinated entry efforts, an idea for a mobile shelter, and concern about the vagueness of a reserve fund. It was decided that the HCAC would make a formal recommendation to the HOME Consortium regarding this matter.

**Homeless Coordinator Report - Theresa Slusher**

Theresa Slusher gave an update on the 10-Year Plan outline, which is set to include a matrix of goals that were collected from the HOME Retreat and the Performance Improvement Clinic. Ms. Slusher would like to get feedback from the HCAC and then present it to the Consortium. This project should be complete by January or February, as the contract is over in March. Gary Aden handed out the requested annual reports to Consortium members. Commissioner Valenzuela stated that the information presented by Commerce at the clinic was focused on rapid re-housing, coordinated entry, and increasing permanent supportive housing to make real measurable outcomes, and requested Ms. Slusher's help in deciphering it. Ms. Slusher suggested that this information and recommendations be included in the 10-Year Plan. Commissioner Valenzuela requested HCAC members to help make recommendations about those three (3) strategies as methods for system improvement (future agenda item). Ms. Slusher stated that she developed three (3) pieces of information for the strategies suggested; she will write it out and report back to the Consortium. Commissioner Valenzuela stated that what was learned at the clinic warrants further conversation.

**Additional Public Comments/Announcements**

- **Charles Shelan – Community Youth Services:** Announced that the Young Adult Shelter opened on 11/1/2013 with a ten (10) bed capacity. The shelter is open seven (7) nights a week from 9:00 PM to 7:00 AM and located at the State Avenue Building. Reports show that 122 youth signed up and 92 were served, which represents 22 unduplicated. The shelter is expected to move to 522 Pear Street in December or January. Other shelters includes: Rosie's Place (Day Shelter), Haven House (Night Shelter) serving seven plus (7+) individuals per night. There is a dire crisis regarding treatment beds, with decreased funding and bed availability, and difficulty getting into treatment. Suggested that housing, Economic Development Council, and treatment community collaborate together.

**Next Meeting**

**Monday, December 9, 2013 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**

**Meeting Agenda:** Shelter Beds Available; Goals & Strategies; South County Assessment; PIT & HCE

**Meeting Adjourned at 1:05 PM**