

**Thurston County HOME Consortium**  
**MEETING MINUTES**  
**December 9, 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	
Mike McGowan – Yelm	X	<i>Vacant – Bucoda</i>	
<b>Other Attendees</b>			
Gary Aden	Heather Moore	Tammie Smith	
Mark Collins	Andrew Oomen	Trudy Soucoup	
Kathy Cooper	Fia Phillips	Vera Williams	
Diane Harris	Tim Ransom	Amanda Lehr *Minute Taker	
Derek Harris	Anna Schlecht		
Bonnie Hill	Dan Schnabel		
Danny Kadden	Schelli Slaughter		
Paul Knox-	Theresa Slusher		
<b>Welcome and Introductions</b>			
Chairman McClanahan called the meeting to order at 11:07 AM. Introductions followed.			
<b>Public Comments/Announcements</b>			
<ul style="list-style-type: none"> <li>• None.</li> </ul>			
<b>Approval of Agenda</b>			
<b>ACTION: A motion was made by Councilmember Lawson to approve the 12/9/13 agenda as written. The motion was seconded by Councilmember Cooper. The motion passed unanimously.</b>			
<b>Approval of Minutes for November 2013</b>			
<b>ACTION: A motion was made by Councilmember Cooper and was seconded by Commissioner Valenzuela to approve the 11/18/2013 Meeting Minutes as written. Motion passed unanimously.</b>			
<b>Review of Financial Report - Gary Aden</b>			
Gary Aden reported that agencies are billing in a timely manner, which is appreciated. The balance looks like it is in the negative, but this is not an issue for concern: 2060/2163 fees are driven by real estate sales, which are slow during this time of year, and will pick up in spring and summer. There is no need for concern over fees and projected collections.			
<b>Review Calendar HOME Consortium Timeline Calendar - Gary Aden</b>			
Gary Aden reviewed the upcoming calendar. The FY2012 Consolidated Annual Performance and Evaluation Report (CAPER) has been approved by the Board of County Commissioners, and is on its way to the U.S. Dept of Housing and Urban Development (HUD). December 2013: Finalize the HOME and CDBG contracts, and 2060/2163 contract compliance. January 2014: Finalize goals for the Request for Proposals (RFP) for 2060/2163, scheduled to be released in February or March. Contract compliance through January and February. February 2014: Annual planning process for HUD. Discussion: Theresa Slusher clarified that this is the second (2 <sup>nd</sup> ) year action plan of the five (5) year plan.			
<b>Other County Presentation Discussion - Gary Aden, Consortium</b>			
Councilmember McGowan stated that he is open to hearing from other counties on how they operate, after hearing Kitsap County’s presentation at the HOME annual retreat; it brought up important issues like unifying the Request for Proposal (RFP) process and the makeup of their review committee. Commissioner Valenzuela asked if the Kitsap presentation was sufficient to go forward with a change before the 2014 RFP process. Councilmember McGowan stated that having other presentations is always welcome, but thinks that there is enough to make some changes for the upcoming RFP process. Commissioner Valenzuela asked if it is the hope to proceed with a unified RFP process. Councilmember McGowan recommended sending out a simple questionnaire to any organization that has applied for or received funds to take comments regarding the process, and also requested feedback from the HOME Citizen’s Advisory Committee (HCAC). Chairman McClanahan asked why Kitsap County was chosen. Theresa Slusher answered that they are seen as leaders in homeless work in terms of coordinated entry and heard that they were happy with the consolidation for staff and providers. Councilmember Lawson stated that Kitsap is not exactly comparable to Thurston County, and asked if			

they are getting the benefit of a full comparative analysis. Theresa Slusher pointed out that they have a rural and urban divide, their population is similar, homeless counts were similar, and that funding amounts from state and federal sources are similar. There are other counties that could be looked at (Yakima, Bellingham, and Whatcom counties for example) depending on what is being compared. Paul Knox stated that most of what was learned from Kitsap County was their RFP process and the citizen review team. Councilmember Cooper stated that Kitsap County's health & human services level is comparable to Thurston County; both are doing work in new and innovative ways. Kitsap County and urban city has their own entitlements and planning committee for the Community Development Block Grant (CDBG), and the CDBG process is unified for both entitlements. Councilmember McVey stated that he likes the idea of a consolidated RFP, and suggested sending out a questionnaire asking for feedback on a few comments regarding what went well, and what needs improvement. Heather Moore stated that it might help to hear from agencies in Kitsap about the change in the RFP process from their point of view. Chairman McClanahan requested that Kitsap County's process be looked at more closely, and to discuss before the next meeting. Councilmember McGowan will look at Kitsap County's process to discuss further at the next meeting. Councilmember McGowan did not want to wait until the next meeting and requested to send the survey question out sooner to agencies and start to see results before the next meeting because the RFP process is approaching quickly. Chairman McClanahan confirmed that Kitsap County presented a PowerPoint. It was agreed that talking to agencies or representatives from Kitsap County would be helpful. Councilmember McVey asked if there is capability to do conference call. Gary Aden confirmed that is possible. Commissioner Valenzuela stated that there has already been a visit to and from Kitsap, we have access to their handout, and asked for the Consortium to make a decision today whether this is being done or not. Paul Knox agreed, and acknowledged a desire for knowledge and change. It might be nice to see how others organize their homeless services. Would someone from the state's Homeless Coalition and Affordable Housing Alliance be able to describe how other counties are doing this process? Theresa Slusher stated that there may be members who could answer to that as the new staff person is not up to speed yet. Ms. Slusher recommended either herself (Co-chair), or a representative from Bellingham or Whatcom counties. Councilmember McGowan stated that if the Consortium is ready to move forward with the consolidated process he is willing to support it; the previous challenge with consolidated RFP process was the deadline differences between county, state, and federal funds. There is more time to discuss the review committee. Commissioner Valenzuela requested to move the 12:20 p.m. agenda item and go over it now.

#### **Update on RFP Process - Gary Aden, HCAC, Consortium**

Gary Aden referenced a chart on the wall that shows funding timelines through 2016. The Emergency Solutions Grant (ESG) starts in January 2015 and the rest will start in September 2014. Contract start dates: Consolidated Homeless Grant (CHG) and Housing and Essential Needs (HEN) are two (2) year contracts and will start in 2015 on the calendar year. With no changes to the RFP process, there will be three (3) RFP's in 2014 and four (4) in 2015. If the RFP process is consolidated, all funding sources would be rolled into one (1) RFP with contract start dates for each funding cycle remaining unchanged. The RFP for all would go out in March 2014. The review and decision process would be in May or June 2014, with staff preparing contracts by September or January (depending on funding source). Multiple issues will be addressed in the RFP to separate capital and service needs from the programs and funding; they have a good handle on that. Health and Human Services Council (HHSC) and CDBG will still be in the community. The City of Lacey is unsure about what they will do with the CDBG funding. Commissioner Valenzuela and Councilmember Cooper discussed and clarified that Lacey or Tumwater can use the CDBG funding in 2014 (whoever has a project), the other would be awarded it in 2015, and then to the south county in 2016. Commissioner Valenzuela does not think that CDBG funding can be included in the consolidated RFP process yet. Chairman McClanahan wants to look at the presentation from Kitsap. Gary Aden clarified that the consolidated RFP would be released in March 2014, ending in April, and funding decisions in May and June. Councilmember McGowan stated that they could decide today, but that it shouldn't be a problem to move on it next month. Providers would specify what funding source they are applying for, which would dictate what sections of the application to complete. Paul Knox stated that the HCAC supports the consolidated RFP process, and requested that goals and criteria be set by the Consortium, with details of the RFP handled by staff. Councilmember McVey stated that his preference is to wait until next month's meeting to see if something might be missing from the process. Commissioner Valenzuela agreed with approving the RFP process in January. Kathy Cooper clarified that applicants in Kitsap County specify whether federal is requested, then staff and review committee members decide on specific funding source(s). Chairman McClanahan requested that the presentation from Kitsap County be sent out, and the topic will be on the agenda in January; Contact Kitsap county with questions to be prepared for the next meeting. County staff will be sending out a "survey monkey" to providers. Councilmember McGowan requested that comments be an option in the survey, as well as a list of ideas.

### **Homeless Connect Report - Theresa Slusher and Anna Schlecht**

Theresa Slusher introduced Anna Schlecht to discuss highlights from the Homeless Connect Event (HCE) that took place on December 8, 2013. Anna Schlecht stated the need was great for a low-barrier shelter, given the weather. The Olympia Center provided services for up to 350 unique individuals, who received immunizations, coats, foot care, dog food, and areas to sleep. They served 600 meals, 900 haircuts, 43 visitors through the health services, handed out 420 cubic feet of coats and sweaters, and over 100 pounds of dog food. There was a mix of homeless people together, happy, and helping each other. There were many hours of music, which was coordinated by Danielle Westbrook. People felt like they belonged. Costs for the day: \$1000 for vaccines, \$4000 to run event, \$900 in cash, \$500 in food, \$5000 in in-kind labor. Generators didn't work due to the cold, but went very well over all. Medical services went very well. Partners included Thurston County Medical Reserve Corps, Capital Recovery Center, Downtown Ambassadors, Krosbie Carter with the City of Olympia, Emma Goldman Youth and Homeless Outreach Project (EGYHOP) and many service providers assisted. Trudy Soucoup worked in kitchen, Mark Collins worked security and did prep work, and Commissioner Valenzuela talked to the public and let them know of the government presence, they care, and is doing the best that they can, Heather Moore was there also. Theresa Slusher stated that Schelli Slaughter had the Family Support Center open where families could go to warm up and get pictures taken. Commissioner Valenzuela stated that South Sound Reading Foundation came in to read and give away books. There were vision and dental checks provided, as well as seven (7) different immunizations (flu, HEP A and B, shingles, pneumonia, MMR, and TDaP). Malika Lamont with the Thurston County Public Health & Social Services Department's Needle Exchange Program was there. It was amazing to see what can happen when people can relax without being asked of anything. Councilmember McGowan asked if there is a plan to return to this source of inspiration in the south county. Anna Schlecht stated that this had been discussed, and Theresa Slusher stated that connections have been made, but it has not been advanced from there since the HCE and Point-in-Time (PIT) Count have taken precedence. The PIT Count will take place on January 23, 2014. Choice (Regional Health Network) and the Health Plan Finder was there to get people signed up for health insurance. Need to do a better job getting the word out to homeless individuals who need to get signed up for health care. Heather Moore talked with Anna about challenging individuals in the community and to be prepared at the event. However, the fears were alleviated; there were no problems which was phenomenal. Significant challenges were being met with kindness and love. Anna Schlecht stated that for next year's event, it would be helpful to have planning start earlier than three (3) months to ensure better outreach to rural communities.

### **Point-in-Time Count - Theresa Slusher and Anna Schlecht**

No handout has been prepared yet for the PIT Count; with everyone working overtime to set up warming and overflow shelters. Theresa Slusher stated that separating the PIT Count from the HCE was a good idea. Thursday January 23, 2013 will be the first and major day of the count. Interviews have been completed with most jurisdictions except Tumwater and Lacey. Maps of camping sites will be made to try and count those who stay under the radar. The planning group decided to use all of the allowed 10 days to complete the count (the last 10 days of January). Will have to hone in on collecting identifying information and get all questions answered in order to catch duplicates. Will work with Community Youth Services (CYS), the Downtown Ambassadors, and Capital Recovery Center (CRC). Wants to get into rural areas more thoroughly with the 10 day timeframe. With 25 percent of homeless unsheltered, they will be sought in a variety of ways: street and site census and in unique gathering areas (especially in rural areas). There will be rovers in areas and event-based census. It will be geared towards the urban hub, and rural partners will focus on rural. Service providers involved will be the Food Bank, Yelm Community Services (YCS), CRC, EGYHOP, and others. A handout about the PIT Count was requested to be sent out with the Meeting Minutes. About duplicates: people will be asked to give their name and birthday, and HMIS will be used to compile information. Sometime in February, providers will receive a notice to get HMIS current before Commerce pulls a report (snapshot) to be included in the count. Commerce may require providers to do a paper survey for clients on the day of the count (but this is still undecided and does not apply to rural areas). Councilmember Cooper asked that when comparing data over time, will there be accounting for methodology changes? Theresa Slusher said that with the count changing each year, the data will give an idea for trends and averages of chronically homeless. Anna Schlecht stated that with the recession, countywide numbers have matched those trends and seems accurate, however be aware that it is not a controlled environment. Some individuals are easy to count one year and not the next.

### **Update on South County Assessment - Dennis McVey, Consortium**

Councilmember McVey stated that a note was sent to elected officials, requesting them to report back their ideas. Information will be shared with the Consortium as it becomes available. The 510 Corridor assessment is in full force, and not sure when it will be complete. Councilmember McGowan told a story of a student in Yelm who was sent to the Salvation Army in Olympia and has not been heard from again; the referring agency did not know of other resources, and neither did the homeless liaison at the student's school. They had not heard of Theresa Slusher, or other resources. There is an immediate need for contact and coordination with providers and schools, the PIT Count and homeless event. Discussion followed regarding bringing the FY 2012 Annual Report to organizations. It was given it to the Nisqually Valley

News, but was not published and had no follow up. Numbers from the PIT Count will make funding amounts relevant. Derek Harris with CYS stated that they have shelters for youth both under and over 18 years old, and will ensure this week that various organizations and individuals have their information. Paul Knox stated that this is a telling lack of information when people don't know where to get help; organizations need to have this information. Councilmember McGowan stated that he has a map on where to get meals, and will bring it to the next meeting. Theresa Slusher pointed out that school liaisons are mandated to make connections with the homeless system, but are very much underfunded and instead spend majority of time on transportation and gas for busses. Ms. Slusher will work with liaisons and to make sure they have the information they need. Commissioner Valenzuela suggested that the narratives from Gary Aden regarding the Annual Report should be given to the Public Information Officers in the county who can prepare news releases to media outlets, and would like to see something specific to Yelm and Tenino. Commissioner Valenzuela further invited Councilmember McGowan to write a guest editorial, but would prefer news coverage.

**Shelter Beds Availability - Theresa Slusher and Anna Schlecht**

Danny Kadden with Interfaith Works has worked with Ms. Slusher and Ms. Schlecht over the last week to gather information. Interfaith Works has done much of the work to create this information. Anna Schlecht reviewed that in November, shelters were at almost 75 percent capacity, which is average. Utilization is always between 74 and 76 percent. Out of the Woods is out of commission due to repairs, Bread and Roses is in transition, and there is no information on Salvation Army's overflow shelter (they have a new staff person). Over the past year, 69 percent of shelter utilization during the warmer months, with almost 83 percent as the high point. Youth shelters have lower capacity due to the difficulty in reaching homeless youth. Single women shelters are underutilized. Salvation Army has operated at times as low as 50 percent capacity. This month they are at 81 percent for men and 19 percent for women. The family shelter is always packed with no room. Danny Kadden stated that the People's House is focused on single adult populations, which is the largest share and most beds utilized generally. Historically the area has not been able to run year-round shelters for all populations, despite the need. For future discussion: Where on continuum of shelter operations do shelters fit (more or less requirements)? Salvation Army just sent in two (2) weeks of data. There was an uptake in shelter use for men, women, families, and for youth due to the cold weather, as well as warming shelters during the day. Day respite centers are much needed in freezing temperatures. Councilmember McGowan stated that this is a good tool, and wanted to bring up that Yelm is the only south county provider for shelter beds, making up only 2.4 percent of total shelter beds.

**HCAC Presentation & Discussion of Goals and Strategies for 2014 - Theresa Slusher, Consortium**

Theresa Slusher reported that she looked at different attempts by this or other groups regarding goals for the affordable and homeless housing system. The HCAC and Ms. Slusher reviewed information from the Ten Year Plan update, HOME Consortium goals from the retreat, the Performance Improvement Clinic (PIC) workshop, the Consolidated Plan, and Thurston Thrives Housing Action Team. This was an exercise in categorizing commonalities from all planning processes and goals. The handout is a matrix of common goals, which are: Affordable Housing; Coordinated Entry; Interim Housing; Rapid Rehousing; Permanent Supportive Housing (PSH); and Planning and Community Development. In the handout, each subject area provided more detail on goals and strategies to achieve them.

**Homeless Coordinator Report - Theresa Slusher**

Theresa Slusher stated that she will communicate with Homeless Liaisons, and requested feedback from the group. The idea presented at the PIC to move PSH to a much larger scale is very inspiring.

**Additional Public Comments/Announcements**

- McClanahan recognized Ron Lawson's service to the HOME Consortium board. He has been a key member for the City of Lacey and has done a lot in the last four (4) years. Councilmember Lawson thanked the board for the incredible experience.
- Mark Collins: Stated his background as a social worker in child welfare, Child Protective Services (CPS), SafePlace, Adult Protective Services (APS), etc. He has been a social worker for the Office of Public Defense for eight (8) years, specializing in hard to serve clients. It was a privilege to serve as "security with a smile" at the HCE. The HCE was a beautiful event served subsystem individuals, which was incident-free. Participated in a low-barrier day center at each cold weather location. Urged the Consortium to continue to support day and warming centers.
- Theresa Slusher: YCS and the Tenino Food Bank offered their building for day and warming centers.

**Next Meeting**

**Monday, January 13, 2014 – 11:00AM-1:00PM – Thurston County PHSS Conference Room 107ABC**

**Meeting Agenda:** Follow up on presentation from Kitsap County; PIT Count on January 23, 2013; Slusher to work with Homeless Liaisons; Councilmember McGowan will bring a map of meals; handout about the PIT Count to be sent out with this month's Meeting Minutes; "survey monkey" results regarding on consolidated RFP process.

**Meeting Adjourned at 1:07 PM**