Steering Committee Meeting Minutes  
January 12, 2015  2:00 - 4:00 PM  
Thurston County Public Health & Social Services  
400 Lilly Road  
Olympia, Washington

Committee Members in Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Status</th>
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<tbody>
<tr>
<td>Virgil Clarkson</td>
<td>City of Lacey</td>
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<td>Jeannine Roe</td>
<td>City of Olympia</td>
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<td>Joan Cathey</td>
<td>City of Tumwater</td>
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<td>Sandra Romero</td>
<td>Thurston County</td>
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<td>Paul Knox</td>
<td>United Way</td>
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<td>Dennis Mahar</td>
<td>United Way</td>
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<td>Faith Trimble</td>
<td>United Way</td>
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<td>Ben Morales</td>
<td>United Way</td>
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- Don Sloma, Gary Aden, Linda Abell: Thurston County  
- Sarah Kukkonen: United Way

Welcome and Introductions
The meeting was called to order at 2:05 PM by Co-Chair Dennis Mahar; Commissioner Sandra Romero was welcomed as the Thurston County Representative. Introductions were made.

Agenda and Minutes Review
Minutes from the last meeting were reviewed. Jeannine asked Virgil to clarify last month’s announcement of “The Lacey Challenge” and asked for the amount of funding that the City of Lacey is willing to increase. Virgil stated that both the City Director and the Finance Manager confirmed that funds are available and that the contribution would be the same as the former amount which was $86,000. Paul Knox moved to approve the minutes, Ben Morales seconded.

Dennis led the group through a review of the agenda.  
The meeting dates and times for 2015 were reviewed. Members were in agreement to continue meeting on the 2nd Monday of each month at the Thurston County Courthouse.
CIP – Approval of RFP and Timeline

Timeline: Paul provided an overview of the Operational Plan and Timeline and dates were confirmed. There was discussion about upcoming tasks for the months February and March. Dennis pointed out that our next meeting (February 9th) is the same day that the RFP will be released. Members felt comfortable with the timeline. Paul made a motion to approve the Operational Plan and Timeline, the motion was seconded by Virgil.

Grant Instructions and Application: Gary provided an overview of both the Application Instructions and the Grant Application and confirmed that it will be sent out to anyone who applied for or received funding from the CIP, HSRC, HOME, and United Way. All are asked to forward to anyone else in the community who may be interested.

Both documents were reviewed and edits were suggested, making sure that questions are consistent with outcomes and objectives stated in the documents. The series of questions on the Application Narrative were discussed and changes were recommended to the language about objectives, key measures, and leveraged or matching funds. Staff will make the changes. Virgil expressed concern because senior citizens are not named in the Priority Goal Areas section of the Application Instructions. There was agreement to add the language “for all ages”

Gary mentioned that two other RFP’s are being released within weeks of the CIP. Between HOME and the Tumwater CDBG, approximately $2.5 million dollars will be available for projects including affordable and homeless housing projects. Faith mentioned the RFP for Treatment Sales Tax will be released in the same period as well. Gary reminded members that while there will be overlap in the deadlines for the multiple RFP’s, the release dates follow federal guidelines which we cannot change. Members feel strongly about keeping lines of communication open between staff, providers and agencies during this busy timeline.

Members suggested creating a panel to preview the other RFP’s that are submitted in order to look for duplicate requests from agencies also seeking CIP funding. After discussion it became clear that this would be a large commitment and that there is not sufficient time available. Staff will review all requests for duplications. As a reference Gary offered to provide a list from last year’s funding cycle showing which agencies were awarded funds from each of the different sources.

Members wondered if the other local jurisdictions, including the HOME Consortium, are using the Thurston Thrives Strategies when making funding decisions. It was agreed that after this round of funding is awarded some time needs to be dedicated to having conversations with these other groups to discuss the Thurston Thrives Strategies, coordination of funding, cost sharing and maybe moving to a single RFP.

Faith asked if the Treatment Sales Tax RFP aligns with the Thurston Thrives Strategies. Sandra reported that the Thurston Thrives outcomes are indeed aligned with the funds.
Paul asked if Tumwater has a target project for their CDBG funds and Gary stated that they did not have anything specific and so they have decided to open the opportunity to the entire urban county with the exception of the city of Olympia who has their own CDBG entitlement. Gary explained that it would not be out of the question to invite and consider an Olympia project but that a formal agreement between the Thurston County and Tumwater would be required followed by an official request for approval by HUD.

Gary will incorporate the discussed changes to the RFP documents and then send electronically to members for comments. No response means members are fine with updates and changes.

2015 CIP Steering Committee Co-Chairs

Dennis Mahar has agreed to continue as Co-Chair and Sandra Romero agreed to take the second Co-Chair position.

Virgil made a motion to approve Dennis Mahar and Sandra Romero as Co-Chairs on the CIP Steering Committee for 2015. Motion was seconded by Faith.

CIP Members & Review Committees – Roles

Members chose to serve as Co-Chairs on the following Review Panels:

- **Child and Youth Resilience:** Paul Knox / Joan Cathey
- **Financial and Residential Stability:** Ben Morales / Jeannine Roe
- **Healthy Choices and Behaviors:** Faith Trimble / Virgil Clarkson

CIP Steering Committee Co-Chairs Dennis Mahar and Sandra Romero will serve as the liaisons for Review Panels and the point of contact for agencies.

Sarah is heading the recruitment for 9 volunteers to serve on the Review Panels. Paul sent the volunteer information packet to steering committee members. Dennis encouraged all to distribute the announcement or provide Sarah’s contact information to interested community members. Applications from interested citizens will be reviewed at the February meeting.

Next Steps and Next Meeting:

- The Bidders Conference will be held February 18, members are welcome to attend.
- Select Members for Review Committees
- Report out: 2014 Funded Agencies at 6 months

The next meeting will be February 9, 2015.

With no further business, the meeting was adjourned by Co-Chair Dennis Mahar at 4:00 p.m.