

**Thurston County HOME Consortium
MEETING MINUTES
November 10, 2014 11:00 AM-1:00 PM
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	Jeannine Roe	Olympia	X
Virgil Clarkson	Lacey	X	Dennis McVey	Rainier	x
Neil McClanahan (Chair)	Tumwater	x	Craig Lester	Tenino	x
<i>Vacant</i>	Yelm		<i>Vacant</i>	<i>Bucoda</i>	
Other Attendees					
Paul Knox	Theresa Slusher	Derek Harris			
Danny Kadden	Tammie Smith	Anna Schlecht			
Danille Kettel	Schelli Slaughter	Don Sloma			
Kellie Patton	Curt Andino	Gary Aden			
Jill Severn	Rob Richards	Linda Abell *Minutes*			
Amy Haller	Phil Owen				
Welcome and Introductions					
The meeting was called to order by Neil McClanahan at 11:00 AM. Introductions followed.					
Public Comments/Announcements					
There were no public comments.					
Approval of Agenda for November 10, 2014					
Commissioner Valenzuela made a motion to approve the agenda. The motion to approve the agenda was seconded by Councilmember Clarkson.					
Approval of Minutes for September 8, 2014 and October 13, 2014					
Councilmember Clarkson make a motion to approve the meeting minutes from both the September and October meetings. The motion to approve the September and October minutes was seconded by Chairman McClanahan.					
Review of Financial Report - Gary Aden					
Gary Aden reports that the financial report has been updated to include all current contracts. Gary continues to work with staff on projections for next year's funding which is not included in this report.					
Review HOME Consortium Timeline Calendar - Gary Aden					
Gary pointed out a typographical error where and October date was noted within the month of the November timeline. Gary reviewed the calendar of staff projects, the upcoming RFP and ongoing contract compliance along with Consortium business from today through January.					
There were no questions or comments.					

INTERFAITH OVERNIGHT SHELTER PROGRAM UPDATE – DANNY KADDEN

Danny reports that the Interfaith Overnight Shelter opened on November 1st. He expressed gratitude to all the volunteers and contractors who worked around the clock to get the facility ready. Their work was nearly completed on opening day. Danny states the shelter is operating at the listed capacity. Some of those who were considered most vulnerable are not ready to come to the shelter yet so beds are being held for them. In addition, there have been walk-ins every night particularly with the first hard freeze. He states that management challenges have been handled and that the shelter is calm and well managed inside and outside. An official Open House will be announced once things settle down.

Councilmember Roe asked about the number of vulnerable people reached with the assessment and how many beds are held for walk-ins with a need for shelter. Phil Owen said that 150 assessments were done at Sidewalk. Danny responded that the need is not a fixed amount and it would vary from night to night but that 3 beds are held for walk-ins.

Councilmember Roe wondered about the storage of personal belongings and was told by Danny that the shelter recently acquired lockers which will be available for holding items during the day, but the lockers are not accessible during the day.

Commissioner Valenzuela asked for a status on the recent Public Hearing on the Overnight Shelter capacity. Danny stated that 2 people spoke against the shelter and that the Hearings Examiner was likely to approve the permit but that he expects the capacity to be reduced to 37 beds rather than the 42 they planned for stating that the limit of beds is based on square footage and the existing city code. The examiner is going to take another week to address some of the questions that were raised and will make a decision within the next week. Danny plans to contact the City of Olympia to restore the additional 5 beds they hoped for.

Tim Ransom reported the good news that a resident of Camp Quixote would be moving out this month because he was hired to work at the Interfaith Overnight Shelter and found housing nearby.

AVAILABLE BEDS SUMMARY REPORT – THERESA SLUSHER

Theresa presented a chart titled *Winter to Winter Shelter Bed Comparison*, effective November 15, 2014.

The chart reflects progress with a total increase of 23 beds between Winter 2013 and Winter 2014, however there was a reduction of beds available for single women.

FY2013 CAPER DISCUSSION AND APPROVAL

Gary gave an overview of the Consolidated Annual Performance and Evaluation Report (CAPER) which is to provide an annual evaluative report on the accomplishments and status of the goals and objectives established in the Thurston County Consolidated Plan for the years 2013 – 2017.

The CAPER is a one-year assessment and report on how federal HOME (Home Investment Partnership Program) and CDBG (Community Development Block Grant) funds were allocated and spent for this past fiscal year (September 1, 2013 through August 31, 2014). Gary shared that this is the first time CDBG funds were included in the report and provided highlights of the current draft of (CAPER) 2013:

- 29: The number of new labor contracts
- 67: The number of households assisted – the majority were extreme low income
- \$35,000: The amount spent on Housing Rehabilitation.
- \$4,243,439: The excess match carried over to the next federal fiscal year for future HOME project programs.
*Thurston County has done an excellent job of leveraging funds resulting in 25 – 30 years of match funding going forward.

Continued -

FY2013 CAPER DISCUSSION AND APPROVAL - Continued

The report is designed to provide a meaningful overview of the urban county and the Consortiums progress in addressing the community development and affordable housing needs and improving the living environment of low-income residents. Gary stated that some projects are not included in the report because they completed after the cutoff date in August. Those projects will be included in the 2014 CAPER.

Members received an electronic copy in advance of the meeting and hard copies were distributed with today's meeting packet. The CAPER 2013 has also been posted on the department website and any public comments will be heard at the Public Hearing scheduled for November 25, 2014.

Councilmember McClanahan confirmed that the report needs approval from the Consortium before it can be considered for BOCC approval. There were no questions by members, only praise to Gary and the HOME Consortium for a job well done.

Councilmember McVey made a motion to approve the 2013 CAPER, the motion was approved by Councilmember Roe.

ANNUAL REPORT FY2013

The Annual Report is a summary of affordable housing, homeless, and services activities funded through the Thurston County HOME Consortium. Under these programs, approximately \$3.8 million in federal, state and local funds were expended in 2013-2014 leveraging more than \$3.1 million of other funds.

An insert was included which provided "success stories" submitted by local agencies and an overview of the Homeless System Performance. Data for the overview was collected from the HMIS Homeless System Performance Measures Report customized for Thurston County by the Department of Commerce.

- **Transitional Housing seems to have the lowest rate (4%) of *Return to Homelessness*.**
- **From all programs overall, the *Return to Homelessness* rate is at 25%.**

Gary has again expressed concern about the accuracy of the data in HMIS. Last year, the number of *Total Households Served* was 3000 which was not correct. Gary and staff from the Department of Commerce have spent a lot of time looking at our data and the observation was made that there is still more training for data entry needed and more data cleanup to do. The current data reflects the *Total Households Served* for this year at 2202 which Gary feels is still not accurate.

It is imperative that the HMIS reporting is done correctly, accurately and timely in order to know where the gaps are and what type of services we need to provide. Gary reminded members that participation in HMIS training is mandated in most contracts and urged all to participate in the next quarterly training sessions. A reminder of the upcoming session was sent electronically to agencies earlier this month.

ESG CONTRACTS

Gary reports the Emergency Solutions Grant (ESG) Federal Funding Award is higher than what was estimated last spring. The estimate was for \$183,069 but the actual award came in higher at \$219,234. Rather than go through an additional RFP process for the \$36,135 staff recommends to the Consortium to allocate those additional funds to the three agencies with existing awards on a pro-rata basis based on the original Consortium Award. The contract date is January 1, 2015 through December 31, 2015. Chair McClanahan confirmed the addition of the award funds and acknowledged the tight timeline. Councilmember McVey agrees that the timeline does not easily allow for a new round of RFP's for the additional \$36,135 and supports allocation on a pro-rata basis to the current award recipients:

Family Support Center (\$11,211.), Community Action Council (\$22,422.), and Catholic Community Services (\$2,532.).

Commissioner Valenzuela asked a follow-up question to Schelli Slaughter of the Family Support Center (FSC) wondering if the recent \$30,000 allocation of Cold Weather Shelter funds provided to the FSC could be returned or reduced in light of this unexpected award. Schelli Slaughter replied they would not be able to adjust or return funds because the ESG funds are only to be used for Rapid Rehousing they could not be used for emergency cold weather shelter expenses.

Motion to approve the allocation to the current ESG recipients was made by Councilmember McVey. Motion was seconded by Councilmember Lester.

Coordinated Entry Written Plan / Homeless Coordinator Monthly Report – Theresa Slusher

Coordinated Entry Plan: Theresa provided a Power Point presentation of the latest draft of the plan which is due in December of 2014. She walked the group through the plan explaining the process of intake and the different types of Housing Program Referrals. Theresa pointed out that many of the documents included in the draft were presented to the group in September. Members received copies of the draft plan before the meeting (an electronic copy) and a hard copy was included in today’s packet. In late November or early December Theresa plans to hold a meeting with the broader community of providers and ask for feedback on the CE plan. She hopes this will create an increase the number of partnerships.

Don Sloma asked if there were plans to mandate the use of HMIS and the Coordinated Entry Plan in future contracts. Theresa replied that the county certainly could include that mandate in contracts going forward. Commissioner Valenzuela and Councilmember McVey recommend mandating CE for the 2015 RFP process. Paul Knox pointed out that HMIS reporting is required if providers receive Commerce funds through the county. Theresa feels the system is not quite ready to move forward and will be meeting with providers in the next month to discuss this further. The CE plan will be finalized in December and released to the community along with a resource flier for CE which includes the Housing Hotline phone number.

Councilmember Roe invited Theresa to attend an Olympia City Council meeting sometime after the new year to introduce and explain the final Coordinated Entry Plan and to answer the questions that city council members will have.

Monthly report: Theresa provided an overview of her monthly report. For the rural Homeless Connect Events she will be inviting affordable housing partners and agencies who provide housing rehabilitation to do outreach and set up tables at the events as a way to spread the word about assistance that is currently available for their unique needs. Tenino is coming together will a lot of community involvement providing haircuts, clothing and a community dinner. This event is scheduled for Saturday January 31st. Theresa is working with ROOF for their event in Rochester which is scheduled for Thursday January 29th. Theresa reports she is still without a contact for the Yelm Homeless Connect Event.

HCAC REPORT

From Paul Knox: The HCAC reviewed a Power Point presentation about CE from Theresa Slusher and the group discussed the Shared Learning on Housing Summit with the Asset Building Coalition. That event is tentatively proposed for February 2015.

Additional Public Comments/Announcements

- Councilmember Roe asked for the status of Yelm representative for a seat on the HOME Consortium council. Chairman McClanahan stated he sent a letter to Yelm city officials in September and recently heard that a replacement had been selected. The new member was expected to attend today’s meeting.
- Councilmember McVey pointed out that the City of Olympia’s reduction of 5 shelter beds at the Interfaith Works Overnight Shelter equates to 1,825 persons who cannot be served over the course of the year. He appealed to anyone who might be able to help with getting authorization to add the additional 5 beds to the permit. Danny Kadden suggested they speak further after today’s meeting.
- Anna Schlecht presented copies of the draft Citizens Summary of the City of Olympia Community Development Block Grant (CDBG) Annual Report which is their version of the CAPER. The full report can be found on the city’s website.

NEXT MEETING

Monday, December 8, 2014 11:00 a.m. – 1p.m.
Thurston County Public Health
412 Lilly Road, Olympia 98506

Meeting Adjourned at 12:40 PM