

# BOARD OF YAKIMA COUNTY COMMISSIONERS

## Weekly Agenda Meeting

Tuesday, July 31, 2018 at 10:00 AM

City Council Chambers, 129 North 2<sup>nd</sup> Street, Yakima, Washington

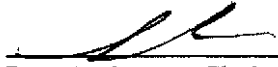
- **PRESENT:** Chairman Ron Anderson, Michael D. Leita, Legal Counsel Don Anderson, Clerk of the Board Rachel Michael. J. Rand Elliott was excused.
- **PUBLIC COMMENT:** None.
- **PRESENTATION:** Homelessness Governance Committee; *Lowell Krueger and Sara Watkins Presenting (See attached):*
- **CONSENT ITEMS:** Approved as presented.

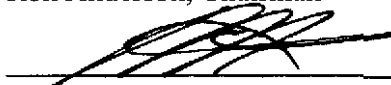
FUNDING LEVEL: A - No Impact B - Under \$100,000 C - \$100,000 - \$500,000 D - Over \$500,000				
DEPARTMENT	ITEM	DESCRIPTION	FUNDING LEVEL	ACTION
Public Services Matt Pietrusiewicz, County Engineer	Agreement BOCC179-2018	Amendment #1 to Local Agency Grant Agreement Supplement No. 2 with the Washington State Department of Transportation for Fort Road Bridge No. 1353 Replacement Project; Project No. RC 3556:	A	APPROVED
Commissioners Ron Anderson, Chairman	Reso 260-2018	Appointing One Member to the Yakima County Veteran's Advisory Committee:	A	APPROVED
	Reso 261-2018	Considering the Application by Chinook Entertainment, LLC for Outdoor Festival ChinookFest Central:	A	APPROVED
	Agreement BOCC180-2018	Amendment No. 2 to the Washington State Military Department E911 Reimbursement Agreement:	B	APPROVED
	Voucher/Warrant	Certification of Salary Clearing Warrant No. 649523 through 650092 in the net amount of \$600,050.00:	A	APPROVED
	Minutes	Approve Agenda Minutes of 7/24/18:	A	APPROVED
Corporate Counsel Don Anderson, Chief Civil Deputy Prosecuting Attorney	Reso 262-2018	Rejecting Offer to Settle Open Public Meeting Act Litigation:	A	APPROVED
	Reso 264-2018	Claim 29-2016 as filed by Juana and Raul Mendoza:	C	APPROVED
	Reso 265-2018	Claim 66-2017 as filed by Jasmine Aldaco:	C	APPROVED
	Reso 266-2018	Claim 67-2017 as filed Jasmine Caballero:	C	APPROVED
	Reso 267-2018	Claim 27-2018 as filed by Joel Kennedy	A	APPROVED
Department of Corrections Ed Campbell, Director	Agreement BOCC181-2018	Personal Services Chaplain Agreement with Tony Hillerman to Provide Chaplain Services to Inmates:	B	APPROVED
Technology Services Gene Pugnetti, Director	Agreement BOCC182-2018	Agreement with Alterton Technology Services (ATS) to Provide HVAC Technical Support for the Yakima County Data Center:	B	APPROVED

• **REGULAR AGENDA:**

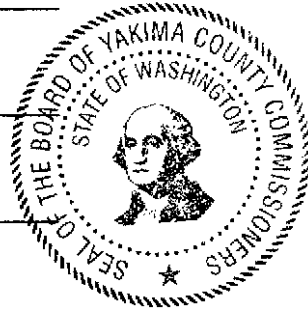
FUNDING LEVEL: A - No Impact B - Under \$100,000 C - \$100,000 - \$500,000 D - Over \$500,000				
DEPARTMENT	ITEM	DESCRIPTION	FUNDING LEVEL	ACTION
Public Services Don Gatchalian, Assistant Director	Reso 263-2018	Authorizing Advertisement for Bids for the Rambler's Park Levee N-1 Setback Phase II; Project No. FC 3542; <i>Don Gatchalian Presenting:</i>	D	APPROVED

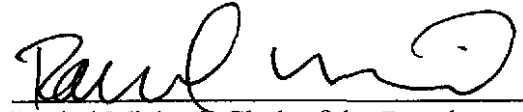
Approved this 14<sup>th</sup> day of August 2018.

  
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Ron Anderson, Chairman

  
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Michael D. Leita, Commissioner

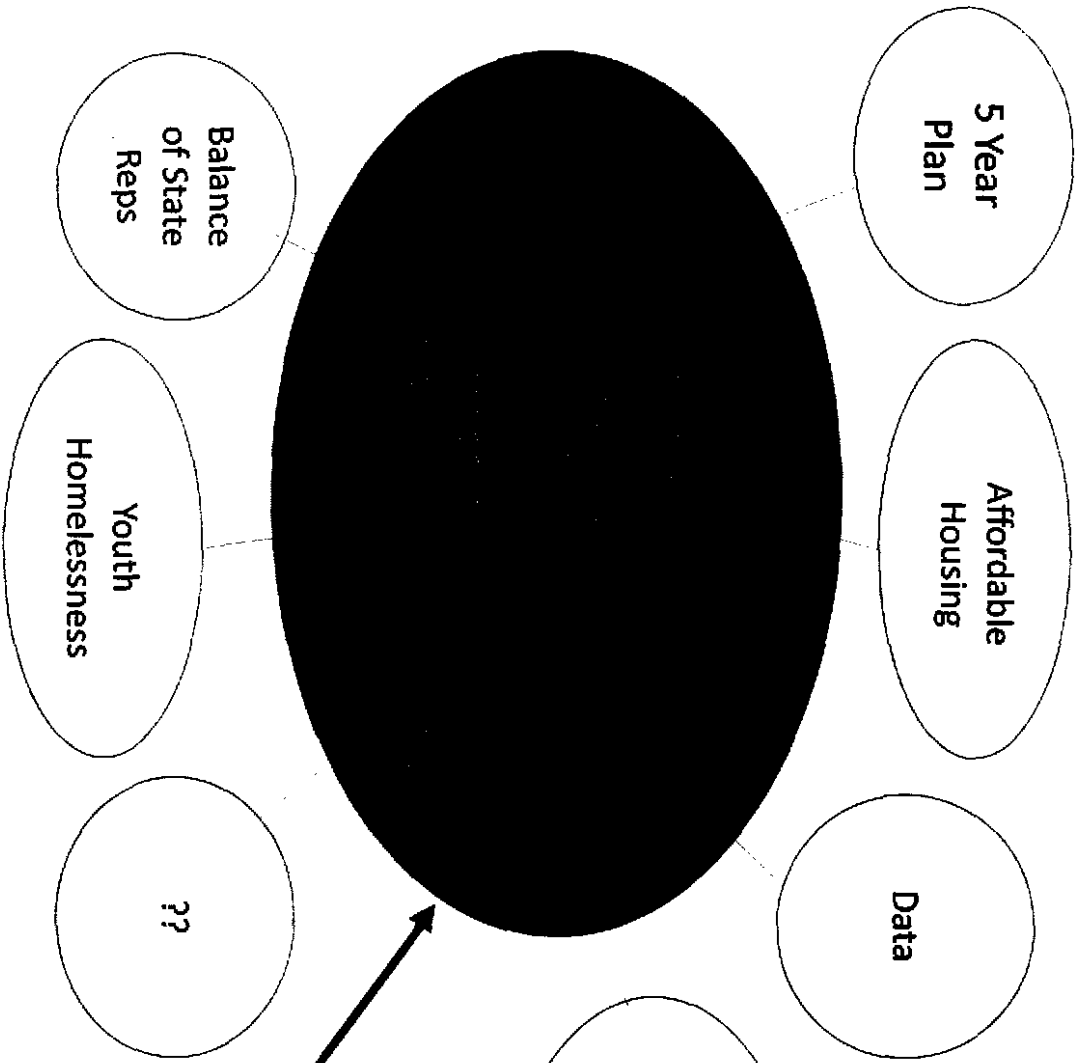
  
\_\_\_\_\_  
J. Rand Elliott, Commissioner



  
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Rachel Michael, Clerk of the Board

## Goals of Governance Structure

- Provide for a strategic collaborative approach to addressing homelessness in Yakima County
- Get all interested parties to the table
- Ensure fair and unbiased method of distribution of state and local funding through a conflict-free funding committee
- Increase communication and understanding between providers and the community
- Maximize communication and cross-educate all sectors and community groups affected by and responding to homelessness

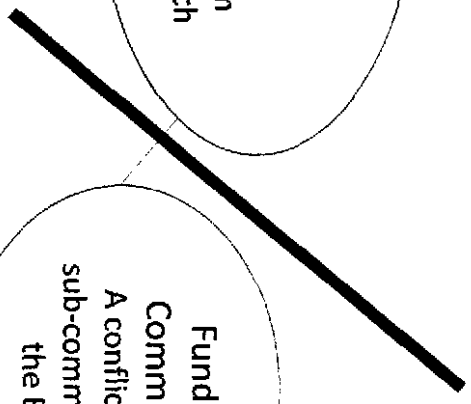
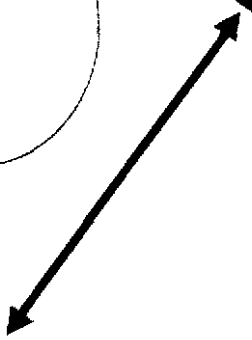


**Executive Committee**  
 This is the Program Management branch

**Funding Committee**  
 A conflict-free sub-committee of the EC

Separation from other EC functions so that the Funding Committee is conflict-free.

Contract Administrator



## Yakima Homeless Coalition

The Yakima Homeless Coalition would be the main body tasked with research, committee work, planning, and collaboration. It would function much like the Continuum of Care—an open body of all interested community members. Here are some of the items the Coalition would be charged with:

- Establishing committees to research specific matters and bring back information to the Coalition members. Examples might include: Affordable Housing, Planning/5 Year Plan Updates, metrics and evaluation.
- The Coalition would have open and fluid membership—any community member, provider, elected official, business person, chamber member, or other person interested in addressing homeless matters in Yakima County could be a member (much like the CoC before going Balance of State).
- Most of the work would get done at this level.
- Would also serve as the synchronizing agency for the CoC. Balance of State Board members to be determined by a vote of the Coalition.

## Executive Committee Members (Proposed)

The Executive Committee is a committee of the Yakima Homeless Coalition, charged with oversight and accountability, and to look at matters strategically. They are the Program Manager for homeless programs in Yakima County. The Executive Committee would be made up of 9 members elected by the Coalition (unless otherwise noted as follows) falling into the following groups:

1. 1 City of Yakima elected official or staff person (determined by City Council)
2. 1 County elected official or staff person (determined by County Commissioners)
3. 1 Elected official (determined by the YWCOG General membership)
4. 1 representative working in public safety
5. 1 representative from a for-profit business
6. 1 consumer representative (homeless or formerly homeless person)
7. 3 community members determined by the Coalition from its membership.

## Executive Committee

All members of the Executive Committee must attend and participate in Coalition meetings to ensure that the Executive Committee has knowledge and training on the issues being discussed. Engagement of the Executive Committee in the work of the Coalition is one key to the success of this structure, which is why attendance and participation at the Coalition meetings is required.

**Engagement = Good Decision-making = Best Use of  
Funds = Lowering Instances of Homelessness**

# Executive Committee

## Executive Committee Role:

- Oversight and Accountability
- Provider leadership and strategic thinking
- Evaluate long term goals and strategies
- Implement Coalition strategic plans, such as the 5 Year Plan
- Review and approve RFP and Scoring Matrix as appropriate (but not score the RFP as that is the work of the Funding Committee)
- Elect a Chair, Vice Chair and Secretary positions
- Chair should run the Coalition meetings and the Executive Committee meetings, and set all agendas.
- Be knowledgeable about homeless matters
- Attend and participate in all Coalition meetings with a requirement to attend at a minimum 60% of the Coalition meetings each calendar year.
- Be engaged in processes and planning regarding homelessness in Yakima County
- Provide information and/or support to the Contract Administrator when necessary



## Funding Committee

The Funding Committee is an offshoot of the Executive Committee and has exclusive authority to score the RFP and determine what entities receive funding. **They do not make a recommendation to any other body. They make the funding decision and direct the Contract Administrator to execute contracts.**

All Executive Committee members constitute the Funding Committee EXCEPT those Executive Committee members that are applying for funding, have applied for funding in the past 10 years, or anticipate applying for funding in upcoming funding cycles. Any Executive Committee member who falls under these categories, or otherwise has a conflict of interest, must remove themselves from the Funding Committee.

## Funding Committee Members (Proposed)

The Funding Committee shall have no fewer than 7 people. If more than 2 Executive Committee members are conflicted, then the Funding Committee is supplemented by members of the Coalition who are not applying for funding. The Coalition will vote in those members to the Funding Committee for that funding cycle only.

The Funding Committee could also include ad hoc members. Examples could be:

- A Balance of State Representative
- Department of Commerce Representative
- Washington Low Income Housing Representative
- Additional members elected from the YWCOG general membership

## **Contract Administrator/Staff**

- **Role:** To provide administrative support to the Coalition, Executive Committee and select core committees as determined by the Executive Committee, and to administer the funding contracts for state and local funds.
- Should be an organization well-suited to carrying out the functions of contracting with agencies and oversight of contracts.
- Has no independent authority to determine policy and must follow a scope of work determined by the Coalition and Executive Committee—has an administrative function only—brings matters to the Executive Committee for review and approval.
- Contract Administrator would be selected by the Executive Committee
- Signs onto the Inter-local Agreement with the County regarding funds

# Contract Administrator/Staff

## Additional Roles and Responsibilities

- Administer the contracts awarded by the Funding Committee
- Provide administrative support to the Coalition and Committees
- Collaborate with federal, state and local governments to provide technical assistance on data quality
- Provide documentation to government and non-government entities as requested and necessary
- Provide budget and performance reports to the Executive Committee and Coalition, as requested
- Ensure compliance with federal, state and local requirements and ensure that providers are following contracts for funding
- Must be knowledgeable about the process and homelessness
- Should be engaged at meetings and support the work of the Committees and Coalition—works closely with committees and members
- Report to the Executive Committee about status of contracts as required
- Determine an effective and efficient procurement process and meet procurement guidelines
- Provide technical assistance as needed

## Next Steps: Documents

The following operational documents will need to be drafted and approved:

1. Charter
2. Bylaws
3. Conflict of Interest Statement and Policy
4. Calendar of Year and Deadlines (especially for funding/RFP)

These documents could be drafted by a Steering Committee, which also could determine other aspects of the structure and host the first Coalition meeting.