

# BOARD OF YAKIMA COUNTY COMMISSIONERS

## Weekly Agenda Meeting

Tuesday, October 2, 2018 at 10:00 AM

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

- **PRESENT:** Michael D. Leita, J. Rand Elliott, Legal Counsel Stefanie Weigand, Clerk of the Board Rachel Michael. Chairman Ron Anderson was excused.
- **PROCLAMATION:** Domestic Violence Awareness Month; *Executive Director Cheri Kilty Presenting:*
- **ANNOUNCEMENT:** David Haws selected as Environmental Service Director; *Jacqui Lindsay Presenting:*
- **PUBLIC COMMENT:**

**Larry Matson – YVCOG Executive Director:** Good morning Commissioners. Just a few minutes ago I gave you a copy of the 2018 Annual Report and I'd like to walk through briefly some of the highlights of that. And just for our audience, I want to make sure people know this report is available on the Cog website, so if you wish to view it or download it, it is on our [www.YVCOG.org](http://www.YVCOG.org) website. Unlike the point in time count, which estimates the number of homeless in the Valley and comes out in the Spring. This report looks internally at the operation of the program and it describes the funding processes and which agencies were awarded what in terms of dollars. In summary, our annual report describes YVCOG as an effective and efficient steward of the Public's dollars. We've administered the homeless program via annual contract with you, Yakima County, for the last three years. I wanted to draw your attention to page 3 of your report, it is at the very bottom, we did receive a score of 99% for annual reporting from the Department of Commerce, which was the third highest in the State, so we are happy to report that. On page 4, the top there we talk about the Zoom Grants Program that we began utilizing about a year and half, two years ago and that's an online request for proposal program that saved thousands of dollars in time and expense during each proposal review cycle that we've gone through. And, on page 8, the first paragraph after the table, talks about the 2-year contracts that were left this Summer. Those contracts were approved by the YVCOG Executive Committee and two agencies that were awarded funds, and the 2-year contracts reduce paperwork and improved funding predictability for those agencies that were awarded funds and do meet the terms of their contract and just so you know there are annual review clauses in those, so there is no guarantee of the second year of funding, but as long as they do meet the terms of their contract, they do get that second year. The other item is the effectiveness of YVCOG with our 52-year track record of effectively managing federal, state and local funds and passing those through the local agencies. Three years ago, we brought local elected officials and other neglected voices to the planning and funding tables for homelessness, as you are aware Commissioner Leita, given your role on the YVCOG Executive Committee. We've also implemented a transparent funding process that has been reviewed by the State Auditor's Office with no findings and our fiscal management of service provider contracts has been reviewed by the Department of Commerce, again with no findings. Lastly, we brought the program into compliance with the Department of Commerce's contract requirements. That concludes my summary.


**Mike Leita-** Thank you, Larry. First of all, you as the Executive Director of YVCOG, I want to thank you for your leadership as well. That is what we are talking about this morning. You've led YVCOG well in your tenure and not only with homelessness, but also with the other activities with the Yakima Valley Conference of Governments, which is a collection of all the City governances and Yakima County working collectively together on transportation issues, homelessness and other issues where we can collectively bring higher value to our communities and I think you've been very effective in your leadership. Homelessness is something that Yakima County has been charged with assisting and, if you will, creating programs that will reduce homelessness significantly, making it rare, if you will. We went through a significant change here, 3 or 4 years ago, where we, Yakima County, believed there was room for improvement. We spent over 10 years in an effort to deal with homelessness and had spent nearly during that tenure nearly 20 million dollars towards solving homelessness and the Board of Commissioners was concerned that we still had not made adequate inroads and felt a change was necessary and I think you highlighted a couple of words here that echoed and forced the Commissioners direction at that time and that was to be inclusive of all of our community members, not just a select few that had expertise or homeless needs. You had a charge to be inclusive of all communities throughout Yakima County from the smallest communities, to the City of Yakima, to Yakima County and I would say that your process has been very transparent. Because of your transparency, you've had a lot of challenges that have confronted you. Unfortunately, I believe that all of those challenges that confronted you were with the best of intent. So, I thank you for enduring those challenges and keeping this homeless effort on a straight

path for gaining compliance, which you now have achieved. YVCOG, as you know the County is currently looking at how we can continue that journey of reducing homelessness in Yakima County and we will be happy to report, my understanding next week from the homeless task force, which included one of your own, Crystal Testerman. So, the Board will be hearing that and deciding what direction might be in the best interest of our communities and certainly for the homeless community. I want to take this special moment to say well done and thank you for your leadership role and we support you. Any other public comment. Hearing none, we move to our consent agenda.

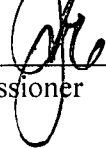
• **CONSENT ITEMS:**

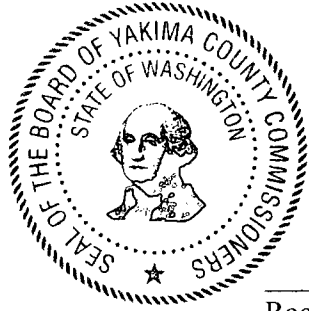
FUNDING LEVEL: A=No Impact B=Under \$100,000 C=\$100,000- \$500,000 D=Over \$500,000				
DEPARTMENT	ITEM	DESCRIPTION	FUNDING LEVEL	ACTION
<b>Public Services</b> Harold MacLean, Building Official	Reso 325-2018	Awarding Bid to Safeguard Abatement for the Lead Hazard Control Program; Project No. LD16-038:	B	APPROVED
Lynn Deitrick, Planning Official	Reso 326-2018	Setting Public Hearing Date for a Closed Public Hearing to Consider Rezoning 132 Acres From Remote/Extremely Limited Development Potential to AG: <i>Tuesday October 23, 2018 @ 10:30 a.m.:</i>	A	APPROVED
Harold MacLean, Building Official	Agreement BOCC230-2018	Agreement with Safeguard Abatement for the Lead Hazard Control Program; Project No. LD16-038:	B	APPROVED
Matt Pietrusiewicz, County Engineer	Agreement BOCC231-2018	Agreement with Reclaim Company for the MP 3666 White Swan Tree Removal & Naches Tree Removal Project:	B	APPROVED
Don Gatchalian, Assistant Director	Agreement BOCC232-2018	Agreement with Yellow Jacket Drilling Services, LLC. for the FC 3463 Lower Yakima Valley GWMA Monitoring Wells Project:	C	APPROVED
<b>Commissioners</b> Ron Anderson, Chairman	Voucher/Warrant	Certification of Salary Clearing Warrant No. 652815 through 653385 in the net amount of \$602,110.47:	A	APPROVED
	Voucher/Warrant	Certification of Claims Clearing Warrant No. 746307 through 747010 in the net amount of \$6,391,145.78:	A	APPROVED
	Minutes	Approve Agenda Minutes of 9/25/18:	A	APPROVED
<b>Auditor</b> Charles Ross, Auditor	Reso 327-2018	Changes to Auditing Officers for Specific Funds:	B	APPROVED
<b>Corporate Counsel</b> Don Anderson, Chief Civil Deputy Prosecuting Attorney	Reso 328-2018	Claim No. 39-2018 as Filed by Annette Hernandez:	B	APPROVED
<b>Human Resources</b> Jacqui Lindsay, Director	Reso 329-2018	Additions/Deletions to Budgeted Positions in Fund 121, Public Services County Road:	B	APPROVED
<b>Department of Corrections</b> Ed Campbell, Director	Agreement BOCC233-2018	2018 Inmate Housing Agreement with Whatcom County Sheriff's Office for the Care and Custody of Inmates in Yakima County Department of Corrections:	B	APPROVED

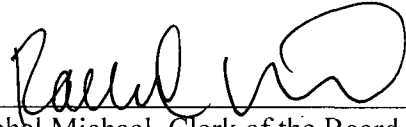
Approved this 9<sup>th</sup> day of October 2018.

  
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Ron Anderson, Chairman

  
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Michael D. Leita, Commissioner

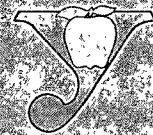
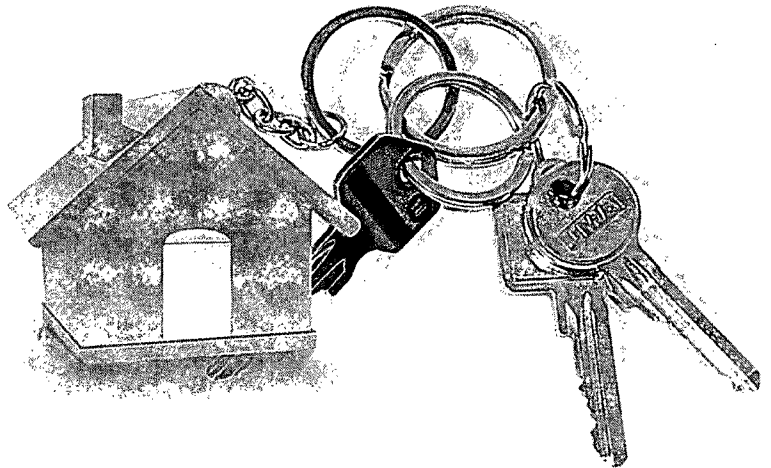
  
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J. Rand Elliott, Commissioner



  
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Rachel Michael, Clerk of the Board

2018  
Annual  
Report

Homeless Housing and Assistance  
Program for Yakima County



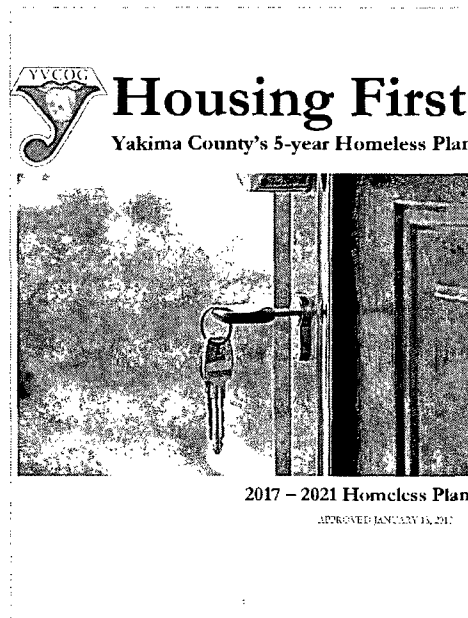
Yakima Valley Conference  
of Governments

**HOMELESS HOUSING AND ASSISTANCE PROGRAM  
FOR YAKIMA COUNTY  
Yakima Valley Conference of Governments  
Annual Report – Issued September 2018** (Rev. 09-11-2018)

For over 50 years, the Yakima Valley Conference of Governments (YVCOG) has administered regional programs funded with State, Federal and Local dollars. The Washington State Auditor and its funders have found YVCOG competent, transparent and compliant as Program Administrator, receiving no findings to date.

In 2014, the Yakima County Commissioners approached YVCOG requesting they administer the Homeless Housing and Assistance Program based on YVCOG’s broad representation of all 14 Cities and the County. The General Membership of Yakima Valley Conference of Governments voted unanimously to adopt the Homeless Program. Following that decision, the Yakima Board of County Commissioners authorized YVCOG to manage the Homeless and Housing Assistance Program local funds through an Interlocal Agreement as a vendor. Yakima County remains the legislative authority over the local funds. YVCOG’s Executive Committee has the legislative authority over state funds.

The YVCOG Executive Committee consists of Elected Officials from 6 cities, the county and 1 ad hoc position. The Executive Committee adopted the “*Housing First 2017-2021 Yakima County 5-Year Homeless Plan*” in December 2016. This plan identifies 12 goals for making homelessness *Brief and Rare* and serves as a tool to allocate funding.



In its capacity as the program administrator, YVCOG acts as a pass-through agency for State and Local Homeless Funds. Through YVCOG's competitive procurement process, projects that align with the goals as outlined in the 5-Year Plan can apply to receive funding. The Annual Report gives detailed information of this process (*see page 3*). YVCOG then issues sub-contracts to local service providers to deliver those essential services to the homeless population.

### **FUNDING ADMINISTERED BY YVCOG**

**STATE:** State funding comes from **Consolidated Homeless Grants (CHG)** issued by the Department of Commerce directly to the Yakima Valley Conference of Governments. As the recognized lead entity, YVCOG has the ultimate authority and responsibility for compliance of required activities, monitoring spending, competitive procurement, allowable expenditures, and abiding by Chapter RCW 43.185c Homeless Housing and Assistance.

**LOCAL:** The Yakima County Auditor's Office collects the Local funding, otherwise known as **2163 Local Filing Fees**. This is a percentage of local recording fees on the sale or refinance of property/real estate. The Auditor's office withholds \$62 per recording fee and processes it as dictated by HB1570 passed in Legislature on March 25, 2018. The Yakima County Treasurer's Office deposits these fees into the Homeless Housing and Assistance Fund. As the legal legislative authority, the Yakima County Commissioners hold the ultimate authority and responsibility for these local funds.

### **PROGRAM OVERSIGHT**

The Department of Commerce audits YVCOG program compliance annually. Most recently audited in February 2018, YVCOG received one discrepancy on HMIS data timeliness. This was due to complete staff turnover at YWCA and a data entry lag. YVCOG staff immediately worked with YWCA to fix the issue and received a close-out letter from the Department of Commerce acknowledging satisfaction the issue had resolved. YVCOG now runs weekly HMIS data timeliness reports to ensure ALL agencies are up to date on reporting activities. YVCOG received overall positive feedback from the CHG Program Manager for this audit and awarded no findings requiring corrective actions. The program compliance audit included review of subgrantee monitoring, review of financial records, and review of HMIS data entry requirements per the *Guidelines for the Consolidated Homeless Grant*.

YVCOG reports all Yakima County expenditures in an Annual Report to the Department of Commerce. This all-inclusive report gives information on all homeless service providers' expenses and not limited to funds passed through YVCOG. Per the *Washington State Homeless System Performance: Report Card – Winter 2018*, Yakima County scored:

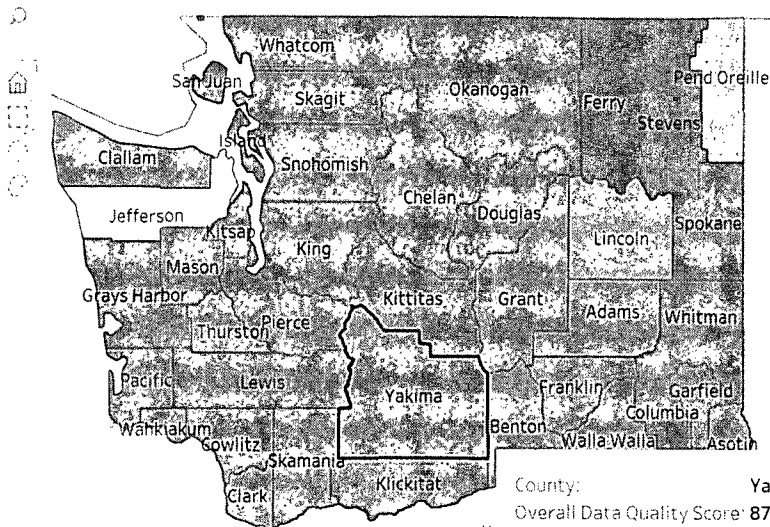
- 87% for overall data quality (average)
- 76% for HMIS data entry: service providers (slightly below average)
- 99% for Annual Reporting: program administrator - YVCOG (3<sup>rd</sup> highest in the State).

# Washington State Homeless System Performance: County Report Cards ⓘ



Report Card Release  
Winter 2018 ▾

Total Project Entries	Length of Time Homeless	Exits to Permanent Housing	Returns to Homelessness	Unsheltered Entries
81,054	68	55%	10%	57%

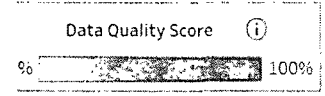


**Instructions**  
Default numbers are state totals, averages, and medians. To obtain county level information, select the specific county on the map. Click anywhere else on the map to get back to the state numbers.

You can download a PDF copy of this report card on the bottom right corner of this dashboard.

How the data quality score is calculated  
Each county is scored based on the completeness of data collected in HMIS (50%) and the quality of data submitted to the Department of Commerce for the 2016 Annual Report (50%).

County:	Yakima
Overall Data Quality Score:	87%
HMIS Score:	76%
Annual Report Score:	99%



OpenStreetMap contributors

The State Auditor’s Office also regularly audits YVCOG. The last financial audit occurred in July 2016. Ann Strand, Audit Manager for the State Auditor’s Office, also reviewed YVCOG’s procurement process in August 2017 and found to have no concerns.

## PROCESS FOR AWARDING FUNDS

YVCOG issues funding through a competitive Request for Proposal (RFP) Process. Request for Proposals must align with the goals found in the *Housing First – Yakima County’s Local 5-Year Homeless Plan*.

## YVCOG 2018-2020 CONSOLIDATED FUNDING - REQUEST FOR PROPOSAL (RFP)

The planning process for the new 2-year contract cycle **July 1, 2018 – June 30, 2020** began in January 2018. On January 30, 2018, YVCOG hosted an open public workshop with the assistance of mediator Matt Fairbank of Sageland Mediations. The first session intended to identify new funding priorities to address goals of the 5-Year Plan. The workshop identified no new priorities. The Homeless Planning and Policy Council therefore recommended adopting

the priorities of the previous year contract awards. The second session intended to open for public comments to improve the RFP process.

The YVCOG *2018-2020 RFP for Homeless Housing and Services* opened to applicants from March 15, 2018 through April 9, 2018. The RFP advertisement ran for three days in the Yakima Herald Newspaper, the Daily Sun News, and on the YVCOG website at [www.yvcog.org](http://www.yvcog.org).

The RFP utilized *ZoomGrants*, an online grant management system. All applicants submitted applications and supporting documents via private *ZoomGrant* accounts. Applicants received the RFP Guidelines detailing the entire process. RFP Guidelines outlined the following:

- Eligible applicants.
- Detailed instructions for application process.
- Priorities for project funding.
- Scoring criteria for award selection.
- Timeline for application, award, and appeal deadlines.
- Terms and conditions of funding.
- Appeal process.
- Reporting requirements, if awarded.

YVCOG conducted a Pre-Application Workshop to answer applicant questions and published an FAQ page on the website. After the online application closed April 9, 2018, YVCOG staff assessed all 24 applications for minimum threshold requirements. The Scoring Committee received qualifying applications via the *ZoomGrants* Scoring Module.

#### RFP SCORING

The scoring committee consisted of 6 neutral members of the community - 3 elected officials, 1 City Staff person, and 2 subject matter experts. YVCOG used information from a signed Conflict of Interest Statement and personal interviews to determine eligibility to serve on the Scoring Committee without bias.

1. Wayne Hawver – Naches City Council
2. Pat Krueger – Harrah City Council
3. Clara Jimenez – Toppenish Mayor
4. Arlene Fisher – Union Gap City Manager
5. Jayson Harmon – Blue Mountain Action Council (Veteran Homelessness)
6. David Wells – Union Gospel Mission

Prior to scoring applications, the scoring committee participated in a workshop to train the scorers on the *ZoomGrants* software, utilization of the scoring matrix tool, and to discuss scoring expectations. All scorers signed a *Statement of Acknowledgement* that they received



