

1 **YAKIMA COUNTY HOME TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**

2 **MEETING SUMMARY**

3 **Tuesday, May 18, 2021 – 3:00 p.m. – 4:00 p.m.**

4 *Virtual Meeting via Microsoft Teams*

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6 **MEETING MATERIALS:** Meeting Agenda, Yakima HOME Consortium Consolidated Plan and
7 Annual Action Plan Power-Point, 2020-24 Final Consolidated Plan (ConPlan), April 20, 2021, Home
8 Consortium Meeting Summary.

9 **I. Call to Order:** This meeting was called to order at 3:01 PM by Brian Hedengren, Senior
10 Program Analyst (Facilitator).

11
12 **A. Roll Call**

Member Jurisdiction	TAC Representative	Present	Absent
City of Grandview	Anita Palacios, City Clerk		P
City of Sunnyside	Mike Shuttleworth, Office of Community Development	P	
City of Toppenish	Debbie Zabell, Administrative Services Director	P	
City of Union Gap	David Dominquez, Civil Engineer	P	
City of Wapato	Margaret Estrada, Major Pro Tem		P
City of Zillah	Ardele Steele, Planning and Community Development Director/Building Official	P	
Yakima County	Noelle Madera	P	

Yakima County Staff Present: Brian Hedengren, Senior Program Analyst; Lee Murdock, Director of the Homeless Network of Yakima County; Karri Espinoza, Office Coordinator.

13 **B. Introductions** No new introductions

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15 **II. Housekeeping:**

16
17 **A. Approval of April 20, 2021, HOME Consortium TAC Meeting Summary:**

- 18 ❖ Mike Shuttleworth – moved to approve
- 19 ❖ Ardele Steele – seconded the motion
- 20 ❖ Motion was carried

21 **III. Old Business:**

22

23 A. Planning

24 ❖ **Caper Status:** The CAPER was submitted to HUD last month, they
25 sent back comments, comments were discussed and corrections
26 made, it was re-submitted and currently in final review with HUD.

27 ❖ **Review of the 5-year ConPlan:** Lee Murdock gave a PowerPoint
28 presentation and the document was emailed to the committee.

29 ❖ **Q&A:** A question was raised by Mike Shuttleworth regarding why
30 the Administrative costs under the year one (2020) column of the
31 timeline section are 25%. Lee Murdock mentioned that the
32 percentage was recommended by HUD but a breakdown of those
33 funds should be available to the committee.

34

35 B. Action Items:

36 ❖ Brian will look into the breakdown of the 25% for the 2020
37 Administrative costs and get back to the committee.

38 ❖ The committee has been asked to review the 2020-24 Final
39 ConPlan document and submit any comments to Brian by
40 **Monday, May 24, 2021**. These comments will be addressed and
41 the ConPlan will be presented to the HOME Board at the May 25,
42 2021 meeting.

43 **IV. New Business**

44

45 A. Administration

46 ❖ **Program Brochure Translation:** A Spanish version of the program
47 brochure has been created and posted on the HOME Consortium
48 webpage.

49 **V. Next Meeting: June 15, 2021, at 3:00pm - 4:00pm**

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51 **VI. Adjournment:** The meeting was adjourned at approximately 3:50 PM.

52

53 ❖ Ardele Steele – moved to adjourn

54 ❖ Mike Shuttleworth – seconded the motion

55 ❖ Motion was carried

VII. Meeting Summary approved by the HOME TAC on June 15, 2021.