



## Whatcom County Housing Advisory Committee Meeting Minutes

**Meeting Date/Time/Location:** February 8, 2007 - 9:00– 10:30 AM - Courthouse Room # 512

**WCHAC Members Present:** Michele Hall, Ronald Buchinski, David Cahill, Laura DeRose, Rebecca Johnson, Nancy Larsen, Sue Parrott, Paul Schissler, Gary Tomsic, Carole Wells

**WCHAC Members Absent:** Gail DeHoog, Regina Delahunt, John Harmon

**Whatcom County Health Depart Staff/Guests:** Gary Williams, Human Services Division Supervisor, Pat Fisher, Clerk, Greg Winter, Cornerstone Strategies

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Who</b>
<b>1. Review January 11, 2007 minutes</b>	The January 11, 2006 WCHAC Minutes were reviewed.	The January 11, 2007 WCHAC Minutes were approved as written.
<b>2. Agenda Additions/Changes</b>		<ol style="list-style-type: none"><li>1. Add – PIT Count, Update – Greg Winter</li><li>2. Add – Affordable Housing Resource Inventory Report – Gary Williams</li><li>3. Add – Housing Operations Contracts, Update – Gary Williams.</li><li>4. Add – WCHAC Membership - Gary Williams</li><li>5. Add – Phoenix Idea – Gary Williams</li></ol>

Agenda Item	Discussion	Action/Who
<b>3. PIT Count Update</b>	<p>Greg Winter updated Members on the PIT count and data results. The Rainbow Center Pizza Feed was well attended. Data entry should be completed by early next week and a rough draft report should be available by the March WCHAC meeting. The development of the Whatcom County database is up and running and will allow for flexibility in homeless reporting data.</p>	
<b>4. Affordable Housing Resource Inventory</b>	<p>Gary provided the Members with a Discussion Draft of the Whatcom County Affordable Housing Resource Inventory document. This document will provide valuable information when looking at planning needs, funding and prioritizing services. Agencies are encouraged to provide input on omissions and corrections.</p>	
<b>5. Report on the County HGAP Workgroup recommendations</b>	<p>Gary updated the Committee Members on the HGAP application process.</p> <p>Technical instructions for the final application process are forthcoming and will be relatively simple.</p> <p>CTED stated that the use of 2163 funds will not impact the HGAP grant amount.</p> <p><b>Discussion - Motion # 01/02/2007</b>-Scheduling a draft development of the Whatcom County Homeless Services Center (WCHSC) RFQ format will allow for a more efficient timeline to have the necessary administrative structure in place to coordinate HGAP funding. The WCHSC RFQ will include language that makes further county action dependent upon completion of the contract negotiations with the State.</p>	<p>The HGAP Workgroup would ask the WCHAC Members to consider the following recommendations:</p> <p><b>Action Requested:</b> Expedited development of a county RFQ to identify and contract with an agency capable of providing administrative supports necessary to operate the Whatcom County Homeless Services Center (WCHSC)</p> <p><b>Motion # 01/02/2007:</b> That the WCHAC requests County staff move forward in developing a RFQ to identify an agency to provide all administrative services and supports necessary to develop and operate the Whatcom County Homeless Services Center (WCHSC).</p> <p><b>Passed by a vote: (Yea 10) (Nay 0) (Absent 3) (Abstention 0)</b></p>

Agenda Item	Discussion	Action/Who
<b>5. Report on the County HGAP Workgroup recommendations (cont.)</b>	<b>Discussion - Motion # 02/02/2007:</b> Use of County held 2163 funds to cover initial administrative costs will allow for a more flexible and expedited timeline to establishing the WCHSC. By having the administrative structure in place State HGAP grant funds can more quickly be made available to meet County homeless needs.	<b>Action Requested:</b> That the WCHAC supports the expenditure of County help 2163 fund to support administrative costs to establish the Whatcom County Homeless Services Center (WCHSC).  <b>Motion #02/02/2007:</b> The WCHAC supports the use of County help 2163 funds as necessary to develop and operate the Whatcom County Homeless Services center (WCHSC). <b>Passed by a vote: (Yea 10) (Nay 0) (Absent 3) (Abstention 0)</b>
<b>6. CTED Technical Instructions</b>	The technical instructions have not been received yet.	Agenda item tabled until further notice.
<b>7. Balance of State Advisory Committee Report</b>	The State intends to seek bids for management of the HMIS and provide administrative funds for local agencies that participate. CTED is providing funds for technical assistance if requested. Whatcom County will need to identify needs and submit a request for this assistance. McKinney Bento funds are delayed until possibly May. The Health Department intends to recommend to all contracted agencies that will be impacted to prepare fund applications for submission in advance and be prepared to submit as soon as applications are being accepted in order to avoid cash flow problems.	
<b>8. Legislative Report</b>	Gail DeHoog is at a National Conference on Homelessness and asked Rebecca to report. Meloshia's new HB 1115 has been released. The Point in Time (PIT) count has been reduced to once a year.	
<b>9. State Advisory Council on Homelessness (SACH) Report</b>	The January meeting of the SACH was canceled until March 2, 2007.	Tabled until March meeting

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<b>10. WCHAC Membership Vacancies and Terms</b>	<p><b>1. Vacancies:</b> One application for the homeless representative vacancy has been received. There are other applications that are pending submission.</p> <p><b>2. Terms: Discussion – Motion #03/02/2007</b> - In an effort to establish a stable ongoing membership a three-year rotation of terms was established at the January meeting. This now presents a problem because the bylaws state that terms for WCHAC membership are 2 year. There is such a large learning curve for participation on this committee it was suggested that a Committee term should be at least 3 years.</p>	<p>The Nominations Committee will schedule a meeting to interview interested applicants and will bring recommendations to the March meeting for Committee vote.</p> <p><b>Action Requested:</b> Amendment of the WCHAC Bylaws, Article 3.3 Terms of Office</p> <p><b>Motion # 03/02/2007:</b> It is recommended that the WCHAC Bylaws Article 3.3 be changed to read: The term of office for Committee members shall be 3 consecutive years.</p> <p><b>Passed by a vote: (Yea 10) (Nay 0) (Absent 3) (Abstention 0)</b></p> <p>Gary will contact Dewey Dessler and discuss a change in WCHAC Bylaws Article #3.3 Term of Office from 2-year terms to 3-year terms.</p>
<b>11. Operations Contract Update</b>	<p>All of the current contracts have been completed and are submitted to County Finance for approval. They are to be submitted for placement on the February 25, 2007 County Council meeting agenda for approval.</p>	
<b>12. Phoenix Idea</b>	<p>The city of Gilbert, a small town outside of Phoenix is bidding out new street names to the public and applying those funds to support homeless programs.</p>	<p>Gary will research adopting this practice in Whatcom County and report back to the WCHAC members on results.</p>
<b>Adjourn</b>	<p>The meeting was adjourned at 10:05 AM</p>	
<b>Next Meeting</b>	<p style="text-align: center;"><b>9:00 - 10:30 AM</b>  <b>2nd Thursday—March 8, 2007</b>  <b>Courthouse, Room #512</b></p>	