



## Whatcom County Housing Advisory Committee Meeting Minutes

**Meeting Date/Time/Location:** December 14, 2006 9:00– 10:30 AM - Courthouse Room # 512

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

**WCHAC Members Absent:** Sigfried Stillman, Regina Delahunt, Gail DeHoog, Paul Schissler, John Harmon,

**Whatcom County Health Depart Staff:** Gary Williams, Human Services Division Supervisor, Pat Fisher, Clerk, Terry Hinz, Assistant Director

| <b>Agenda Item</b>                              | <b>Discussion</b>  | <b>Action/Who</b>  |
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| <b>1. Review November 9, 2006 minutes</b>       | The November 9, 2006 WCHAC Minutes were reviewed.  | It was moved, seconded and passed unanimously to approve the November 9, 2006 WCHAC Minutes. |
| <b>2. Report on the County HGAP Application</b> | There were 12 competing mid-size counties. The allocation interview was conducted and follow up questions were submitted. Gary provided the members with a copy of the questions and asked for comment/input/questions. There was minor discussion regarding time lines and amounts. It is anticipated that the decision will be made sometime in January. |  |
| <b>3. WCHAC Board Member Orientation</b>        | Gary stated that he would like to make appointments in February with new members of the WCHAC to provide member orientation.   |  |

| Agenda Item  | Discussion  | Action/Who  |
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| <p><b>4. Review WCHAC Membership term sheet</b></p>  | <p>Gary reviewed WCHAC member term limits. Ron Buchinski stated that he drew a two-year membership and the November minutes record as one year. After discussion Ron agreed to leave it as noted in the November minutes.</p> <p>There was discussion regarding the homeless representative member. Mr. Stillman has not attended six of the seven meetings since his appointment. Attempts have been made to reach him through established contacts that stated that Mr. Stillman is having life challenges that would make it difficult for him to continue to attend Committee meetings.</p> <p>It was the consensus of the Committee that in the best interest of Mr. Stillman and the Committee that his appointment should be terminated and filled by another homeless representative.</p> <p>A Nominations Committee will be established and applications accepted and reviewed for recommendation to the County Executive.</p> | <p><b>Motion #1/12/2006</b><br/>It was moved, seconded and approved unanimously to forward a recommendation to the County Executive to terminate the current homeless representative member and appoint a replacement.</p> <p><b>Motion #2/12/2006</b><br/>It was moved, seconded and approved unanimously to appoint Carole Wells and Ron Buchinski to a Nominations Committee to review applications and make recommendations to the County Executive for consideration to fill the position of homeless representative</p> |
| <p><b>5. Staff proposal to Amend and extend 2006 current Operation contracts for one year.</b></p> | <p>Gary stated that WCHD Staff would like to recommend that the Housing Advisory Board extend the existing 2006-2060 Operation Contracts for one year. The Board previously recommended to delay the 2007-2060 Operations RFP process to better coordinate county Phase II housing planning. Delays by the state CTED HGAP RFP application process no longer support this decision to delay. This will allow these funds to continue to provide services and</p>  | <p><b>Motion #03/12/2006</b><br/>It was moved, seconded and approved unanimously to amend the existing 2006 – 2060 Operations contracts for a one-year extension.</p>   |

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|  | <p>supports without interruption.</p> <p>There was a great deal of discussion and clarification of questions from the Committee regarding extension of funds as opposed to releasing an RFP for 2007. Gary stated that the time involved would create a gap in funding to providers.</p>   |  |
| <p><b>6. Repair &amp; Retention RFP Application Review Committee Recommendations</b></p> | <p>Gary provided a list of the recommendations from the Applicant Evaluation Committee for WCHAC member consideration.</p> <p>After a great deal of discussion a motion was made to accept the RFP Applicant Evaluation Review Committee recommendations.</p>  | <p><b>Motion 4/12/06</b></p> <p>It was moved, seconded and approved unanimously to accept the 2007-2016 Repair &amp; Retention RFP 06-103 funding recommendation from the Applicant Evaluation Review Committee:</p> <ol style="list-style-type: none"> <li>1. \$100,000 Opportunity Council</li> <li>2. \$14,788 Interfaith Coalition</li> <li>3. \$35, 212 Archdiocesan Housing Authority</li> </ol> |
| <p><b>7. 2007 – 2163 Point in Time (PIT) LOA</b></p>                                     | <p>Because last year's contracted PIT Coordinator is unavailable to provide services for this year's count, it was the recommendation of the Whatcom County Coalition for Homeless (WCCH) Steering Committee that a new Coordinator be hired. The WCCH Steering Committee recommended a Letter of Agreement in the amount of \$9,600, with Greg Winter, Cornerstone Strategies, to coordinate and complete the 2007 PIT Count.</p>   |  |
| <p><b>8. Request by YWCA for R &amp; R funding</b></p>                                   | <p>The YWCA has requested reconsideration of the R&amp;R allocations. The YWCA Application was rejected by the County Finance Department after further review by the County legal staff. The County Executive has requested the WCHAC consider and review alternatives. The options are as follows:</p> <ol style="list-style-type: none"> <li>1. WCHAC could authorize additional funds to support a letter of agreement. Max amount would be \$10,000. (there may be residual funds to cover this without reducing future R&amp;R allocations)</li> <li>2. WCHAC could authorize a new RFP offering</li> </ol> | <p><b>Motion #5/12/06</b></p> <p>That the WCHAC recommends to the County Executive that the Whatcom County Health Department enter into a Letter of Agreement with the YWCA not to exceed \$10,000.00 of residual funds, with the condition that they procure all the funds necessary to complete the roofing project prior to September 1, 2007.</p>  |

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|                        | <p>using future R&amp;R and a small residual balance from 2005 and 2006.</p> <ul style="list-style-type: none"> <li>a. This would have to be an open and new application process allowing new requests from all housing agencies</li> <li>b. This is a lot of staff work on top of already scheduled contract activities</li> <li>c. Need to establish an amount for the RFP</li> </ul> <p>3. WCHAC could choose to throw out the applications from RFP 06-103 and issue a new RFP.</p> <p>Several Committee members expressed a strong lack of willingness to reconsider the proposal. It was determined that this was not an option, that the RFP would need to be released again for new consideration with new applications from all interested parties.</p> <p>There was discussion regarding the amount available in the residual funds and how those funds could be used to enter into a Letter of Agreement with YWCA.</p> <p>Emergency funds were also discussed and it was committee consensus that this situation did not meet the criteria.</p> <p>It was confirmed that should the YWCA not procure all the funding needed to complete the anticipated roof repairs, they would lose the City of Bellingham CDBG grant fund.</p> |  |
| <p><b>9. Other</b></p> | <ul style="list-style-type: none"> <li>1. Westcoast Counseling and Treatment announced the recent employee changes in their organization.</li> <li>1. Gary stated that CTED has contracted with Aids Housing of Washington to do an evaluation of best practice model of re-entry and has selected Whatcom</li> </ul>   |  |

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|                     | County as a contact. Aids Housing of Washington may be contacting local agencies for input.    |  |
| <b>Adjourn</b>      | Meeting was adjourned at 10:33 AM  |  |
| <b>Next Meeting</b> | <b>9:00 - 10:30 AM</b><br><b>2nd Thursday—January 11, 2007</b><br><b>Courthouse, Room #512</b> | <b>PUBLIC HEALTH</b><br><small>ALWAYS WORKING FOR A SAFER AND</small><br><b>HEALTHIER WASHINGTON</b> |