



# BOARD OF YAKIMA COUNTY COMMISSIONERS

## Agenda Request Form (ARF)

*Deliver completed ARF and finalized agenda item to the Clerk or Deputy Clerk of the Board at the Yakima County Commissioners' Office, Room 232.*

Prepared by: Commissioner Curtis

Department: Board of County Commissioners

Requested Agenda Date: 4/23/24

Presenting: Commissioner Curtis

Board of County Commissioners Record Assigned

#

**120-2024**

### Action Requested – Check Applicable Box:

☒ PASS RESOLUTION

☐ EXECUTE or AMEND

☐ PASS ORDINANCE

AGREEMENT, CONTRACT, or GRANT

☐ ISSUE PROCLAMATION

☐ OTHER \_\_\_\_\_

### Document Title:

Adopting Revised Yakima Homeless Housing and Assistance Program Charter replacing Resolution 376-2018.

### Background Information:

Proposed changes to Yakima Homeless Housing and Assistance Program Charter to change meeting requirements, clarify duties of Executive Committee, increase Executive Committee Membership, define Sub-Committees and clarify preferred membership of Competitive Scoring Committee.

### Describe Fiscal Impact:

None.

### Summary & Recommendation:

Recommended for adoption from Yakima Homeless Coalition and Executive Committee. Discussed in BOCC worksession on 3.21.24. Recommending passage.

*Kyle Curtis*

Department Head/Elected Official Signature

Corporate Counsel Initial (for Agreements Only)

## BOARD OF YAKIMA COUNTY COMMISSIONERS RESOLUTION

### IN THE MATTER OF ADOPTING THE REVISED YAKIMA HOMELESS HOUSING AND ASSISTANCE PROGRAM CHARTER

120-2024

**WHEREAS**, the Yakima County Board of Commissioners adopted the Homeless Housing and Assistance Program Charter by Resolution 376-2018; **and**,

**WHEREAS**, proposed changes to the Charter have been submitted to change meeting requirements, clarify duties of the Executive Committee, increase Executive Committee membership, define established sub-committees and clarify preferred membership of the Competitive Scoring Committee; **and**,

**WHEREAS**, the purpose of the Homeless Housing & Assistance Program Charter of Yakima County is to address the wide range of matters associated with homelessness in Yakima County with the goal of making homelessness in Yakima County brief and rare; **and**,

**WHEREAS**, the Yakima Board of County Commissioners (BOCC) is the local legislative authority and holds the ultimate responsibility for the homeless housing programs within the Yakima County, as outlined in RCW 43.185C; **and**,

**WHEREAS**, the Yakima County Homeless Coalition serves as the “task force” contemplated by RCW 43.185C and should perform all the action items outlined in that statutory section; **and**,

**WHEREAS**, the Board of County Commissioners have the ultimate decision-making authority as to the final distribution of local funds for each competitive funding cycle; **and**,

**WHEREAS**, the Coalition, and its Executive Committee and sub-committees, are created and can be terminated by the Board of County Commissioners at its discretion without notice; **now, therefore**,

**BE IT HEREBY RESOLVED** by the Board of Yakima County Commissioners adopt the revised Yakima Homeless Housing and Assistance Program Charter.

**DONE** this 23<sup>rd</sup> day of April 2024.

Attest:



Julie Lawrence, Clerk of the Board *or*  
Erin Franklin, Deputy Clerk of the Board



*Amanda McKinney*

Amanda McKinney, Chair

*LaDon Linde*

LaDon Linde, Commissioner

*Kyle Curtis*

Kyle Curtis, Commissioner

*Constituting the Board of County Commissioners  
for Yakima County, Washington*

# **HOMELESS HOUSING and ASSISTANCE PROGRAM CHARTER OF YAKIMA COUNTY**

## **I. PURPOSE**

The purpose of the Homeless Housing & Assistance Program Charter of Yakima County is to address the wide range of matters associated with homelessness in Yakima County with the goal of making homelessness in Yakima County brief and rare.

## **II. OVERVIEW**

The state legislature passed House Bill 1570, which requires the creation of a homeless housing task force to evaluate homelessness within its community, determine the best methods to address homelessness, and provide a homeless housing plan to the local legislative authority. To comply with this requirement, the Homeless Housing & Assistance Program Charter of Yakima County is created to provide community partners, providers, and interested parties a forum to efficiently and effectively address the challenges of homelessness in Yakima County.

## **III. LEGISLATIVE AUTHORITY**

The Yakima Board of County Commissioners (BOCC) is the local legislative authority and holds the ultimate responsibility for the homeless housing programs within Yakima County, as outlined in RCW 43.185C.

## **IV. COALITION**

### **a. PURPOSE**

The primary purpose of the Yakima County Homeless Coalition (YHC) is to develop and review the Yakima County Homeless 5-Year Plan. The YHC is a forum to address the wide range of matters associated with homelessness, consisting of community members, organizations and interested stakeholders with the goal of making homelessness in Yakima County brief and rare.

The Yakima County Homeless Coalition serves as the “task force” contemplated by RCW 43.185C, and should perform all the action items outlined in that statutory section.

### **b. MEMBERSHIP**

The YHC is open to all members of the community. Any community member, provider, elected official, businessperson, chamber member, or any other person or entity interested in addressing homeless matters in Yakima County is encouraged to be a member and participate in the Coalition or associated subcommittees.

### **c. ELECTION OF CHAIR AND VICE CHAIR**

The Yakima County Homeless Coalition shall choose, by majority vote, a Chair and Vice-Chair for the coalition at the first Yakima County Homeless Coalition meeting of each calendar year, by majority vote, from its membership. The members present at the meeting constitute a quorum.

### **d. ELECTION OF BALANCE OF STATE REPRESENTATIVES**



Yakima County participates in the Balance of State (BoS) Continuum of Care (CoC). Yakima County is allocated two (2) representatives to the Washington State Balance of State Board. Yakima County's two representatives shall be chosen at the first Yakima County Homeless Coalition meeting of each calendar year, by majority vote, from its membership.

e. MEETINGS

The Yakima County Homeless Coalition shall meet a minimum of twice a year (biannual). Meetings shall follow the basic rules set forth in Robert's Rules of Order.

f. PRIORITIES

The following items are priorities for the Yakima County Homeless Coalition. Other issues may arise that are either short-term or long-term issues, and the Coalition may create, or disband, sub-committees as it deems appropriate by a majority vote of the Coalition.

1. 5 Year Plan to End Homelessness. The Coalition shall evaluate the Yakima County 5-Year Plan to end homelessness and annually recommend updated plans to the County Commissioners for adoption prior to state deadline as required by HB1570.
2. Establish Housing Project Guidelines. The Coalition shall establish and evaluate housing project guidelines that are consistent with the statewide homeless housing strategic plan for the following projects: a) emergency shelter; b) short-term housing needs; c) temporary encampments; d) supportive housing for chronically homeless persons; and e) long-term housing. All established guidelines and updates of guidelines shall be recommended to the Board of County Commissioners for adoption prior to any changes becoming effective as required by HB1570.
3. Data Collection and Review. The Coalition should review HMIS and project performance data and evaluate how that data is collected to ensure standardized collection procedures and what additional data may be useful to be collected. The Coalition may collaborate with service providers when necessary regarding data collection.
4. Youth Services. The Coalition should evaluate issues facing homeless youth and services being provided, or that could be provided, to homeless youth.
5. Affordable Housing. The Coalition should evaluate the housing stock in Yakima County and discuss matters pertaining to affordable housing.
6. Homeless Services for Special Needs Populations. The Coalition should evaluate current homeless services for special needs populations and provide input as to what services could be added.
7. Emergency Shelter. The Coalition should evaluate and review emergency homeless shelter options ensuring that shelter beds are available during all times of the year.

V. COALITION EXECUTIVE COMMITTEE

a. PURPOSE

The purpose of the Coalition Executive Committee is to provide strategic oversight and accountability for the YHC. The County Commissioner shall serve as Chair of the Executive Committee.

**b. DUTIES**

The Executive Committee shall be responsible for the following duties:

- The Executive Committee will advise the Program Administrator on initiatives.
- The Executive Committee members should be engaged in processes and planning regarding homelessness in Yakima County. This includes committing to regular attendance of both YHC General Membership and YHC Executive Committee meetings.
- By June, the Executive Committee will submit an Annual Update to the Board of County Commissioners on the state of homelessness in Yakima County. This update should include a review of the 5- Year Plan the Annual Point In Time (PIT) data, local shelter bed capacity, and feedback gathered from the YHC General Membership.
- The Executive Committee may create, or disband, sub-committees as it deems necessary.
- All Executive Committee members are expected to be available to serve on the Competitive Process Scoring Committee (CPSC) if no conflicts of interest exist.
- All Executive Committee members are expected to attend a majority of regular YHC meetings each calendar year. Those unable to meet this requirement can be removed by the Board of County Commissioners.

**c. EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet as needed and may be called by the Chair or Program Administrator staff with 48 hours' notice, which may be provided by email.

**d. EXECUTIVE COMMITTEE MEMBERSHIP**

There shall be thirteen (13) members of the Executive Committee falling into the following positions:

<b>Category</b>	<b>Position</b>	<b>Appointment Method</b>	<b>Term Limit</b>
Government Representatives	Yakima County Elected Official or Designee	Appointed by the Yakima County Board of County Commissioners	One (1) Year
	City of Yakima Elected Official or Designee	Appointed by the City of Yakima City Council	One (1) Year

	Yakama Nation Elected Official or Designee	Appointed by Yakama Nation Tribal Council	One (1) Year
	Remaining Jurisdictions Elected Official	Appointed by the Yakima Valley Conference of Governments General Membership	One (1) Year
Yakima County Homeless Coalition General Membership Representatives	Homeless Coalition Chair	Appointed by the General Membership at the first YHC meeting of the year	Two (2) Years
	Homeless Coalition Vice Chair	Appointed by the General Membership at the first YHC meeting of the year	Two (2) Years
	Balance of State Representative	Appointed by the General Membership at the first YHC meeting of the year	Two (2) Years
	Balance of State Representative	Appointed by the General Membership at the first YHC meeting of the year	Two (2) Years
Sector-Specific Representatives	Individual with Lived Experience in Homelessness	Appointed by the Lived Experience Advisory Committee at the first meeting of the year	Three (3) Years
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	Individual with Lived Experience in Homelessness	Appointed by the Lived Experience Advisory Committee at the first meeting of the year	Three (3) Years
	Public Safety Representative	Appointed by the Yakima County Board of County Commissioners	Three (3) Years
	For-Profit Business Representative	Appointed by the Yakima County Board of County Commissioners	Three (3) Years

Terms run January 1<sup>st</sup> through December 31<sup>st</sup>. If a position is filled mid-year, the first year of that term will begin at the time of appointment and will extend to the end of the calendar year. If a position is vacated prior to the end of a term, the individual filling the vacancy mid-term will fulfil the remainder of the term in accordance with how much time was remaining for that position before seeking re-appointment. Appointments shall be made in January each calendar year, or at the first Yakima County Homeless Coalition meeting of each calendar year for positions appointed by a vote of the General Membership.



## VI. SUBCOMMITTEES

The Yakima Homeless Coalition Executive Committee shall establish sub committees as it deems necessary.

### a. DATA COMMITTEE

The Data Committee aims to continuously analyze and assess the catalysts propelling change in order to equip the homeless and housing system with vital insights for crafting data-driven strategies. This will be achieved through the following objectives:

- Guiding the Yakima County Homeless Coalition in evaluating the data quality within the Homeless Management Information System (HMIS).
- Collaboratively addressing data inquiries from the wider community, including non-housing sectors.
- Leveraging HIMS, Commerce resources, and Point in Time data throughout the year to inform system-level decisions.
- Providing data support to community-wide initiatives, such as the Anchor Community Initiative, to bolster their objectives and undertakings.
- Employing data to appraise and foster inclusivity and equity in service provisions and housing choices.
- Ensuring that data is analyzed and interpreted in a manner that promotes equitable evaluation of program effectiveness.
- Regularly reviewing the HMIS metrics dashboard(s) developed by the Human Services Department with the goal of achieving zero functional homelessness.
- Notifying the Yakima County Homeless Coalition of providers whose data compromises the overall system's integrity.
- Offering counsel to the Yakima County Homeless Coalition on items relating to the Annual Point In Time count, biannual assessments of housing requirements or gaps, and the annual inventory of housing dedicated to homelessness.

### b. LIVED EXPERIENCE ADVISORY COMMITTEE (ADVISORY COMMITTEE)

The Advisory Committee is a body made up of individuals with lived experience in homelessness. The objectives of the Lived Experience Advisory Committee are:

- Creating working relationships with persons with current and past lived experience of homelessness.
- Providing feedback and suggestions on policies, procedures, and standards development within the YHC.
- Providing input on the quality and types of services provided within Yakima County.
- Creating accessible forums, listening sessions, and other meetings or opportunities to engage persons with lived experience.

The Advisory Committee may be called upon or request to collaborate with and/or support other subcommittees of the YHC.

### c. COMPETITIVE PROCESS SCORING COMMITTEE (CPSC)

The Competitive Process Scoring Committee shall convene on an ad hoc basis as requested by the Board of County Commissioners, to provide expert and community feedback for Homeless Housing and Assistance Program (HHAP) competitive funding. The CPSC will be comprised of seven (7) members having subject matter expertise, lack of conflict of interest (i.e. being a staff, a volunteer, current recipient of services, or somehow personally connected to an applicant), and appropriate experience to properly evaluate the competitive funding process. Executive Committee members without conflicts of interest are expected to be available to serve on the CPSC. All positions will be appointed by the BOCC. The CPSC will review and score the applications independently, as guided by staff at the Human Services Department. The CPSC may conduct interviews. After all scoring and interviews (if conducted) are complete, scores and comments are provided by the CPSC to Human Services Department staff to present to the Board of County Commissioners, along with the grant application materials. The Board of County Commissioners will then consider the scores and feedback in their decision-making process. Local HHAP contracts will be approved by the BOCC and administered by the Human Services Department.

The Board of County Commissioners have the ultimate decision-making authority as to the final distribution of local funds for each competitive funding cycle.

#### I. PROGRAM ADMINISTRATOR

##### a. PURPOSE

The purpose of the Program Administrator is to have an entity who is responsible for ensuring that funding and reporting requirements of federal, state, and local funds are appropriately managed. The Yakima County Human Services Department serves as the Program Administrator in Yakima County.

##### b. SUPPORT

The Program Administrator shall provide administrative support to the YHC General Membership and Executive Committee.

The Program Administrator shall administer County contracts for local funds for homeless services within Yakima County and shall issue and administer contracts for state funds for homeless services within Yakima County.

##### c. FUNDING PROCESS

Homeless Housing and Assistance Program (HHAP) funds (funds generated by the Consolidated Homeless Grant and 2163 filing fee revenues) awarded by the Board of County Commissioners must be in alignment with addressing the goals and priorities defined in the Yakima County Five-Year Plan to End Homelessness. This will be achieved by requiring demonstration of alignment with said goals and priorities in the competitive funding cycle, administered by the Human Services Department.

Each funding cycle the BOCC will utilize the Competitive Process Scoring Committee (CPSC) to evaluate and score all Request for Proposals (RFPs).



The Board of County Commissioners will direct the Human Services Department to draft the Scope of Work, Special Terms and Budget to include in awarded contracts. Local Funding contracts will then be approved by the BOCC and administered by the Department.

The Board of County Commissioners have the ultimate decision-making authority as to the final distribution of local funds for each competitive funding cycle.

## II. TERMINATION

The Coalition, and its Executive Committee and sub-committees, are created and can be terminated by the Board of County Commissioners at its discretion without notice.

ADOPTED – APRIL 23, 2024