

Regional Housing Council

Agenda: Wednesday February 23rd, 2022 (4:00 p.m. – 6:00 p.m.) (via Zoom)

Carolyn Cox: Chair, Carolina Mejia: Vice-Chair

#	TIME	AGENDA ITEM	LEAD	ACTION
1	4:00 – 4:05	Welcome and Introductions <ul style="list-style-type: none"> • Check-in • Review Agenda/Meeting Purpose 	Carolyn	
2	4:05 – 4:15	Public Comment For public comment, please keep your comments to 3 minutes.	Carolyn	Information
3	4:15 – 4:20	Approval of January minutes	Carolyn	Action
4	4:20 – 4:30	2022 Request for Proposals	Tom	Action
5	4:30 – 5:10	Technical Team working group updates <ul style="list-style-type: none"> • Home Fund • Scattered Site • Hotel Acquisition • Property Acquisition • DEI Contractor Update 	Keylee and Tom	Information
6	5:10 – 5:25	HAT and RHC Retreat Update <ul style="list-style-type: none"> • Funding for Retreat • Discussion topics/Scope 	Carolyn	Information
7	5:25 – 5:35	Discuss twice monthly RHC meeting	Carolyn	Discussion
8	5:35 – 6:00	Good of the Order	Carolyn	Information
9	6:00	Upcoming Meetings <ul style="list-style-type: none"> • Next RHC Meeting Wednesday March 23rd 2022 Location: Zoom meeting 		Information

REGIONAL HOUSING COUNCIL

Wednesday January 26th, 2022 Meeting Minutes

ATTENDEES:

Lacey: Carolyn Cox, Andy Ryder, Kelly Adams, Scott Spence, Rick Walk

Tumwater: Michael Althaus, Joan Cathey, Brad Medrud, John Doan

Olympia: Jim Cooper, Dani Madrone, Keith Stahley, Darian Lightfoot

Thurston County: Carolina Mejia, Ramiro Chavez, Keylee Marineau, Tom Webster, Jacinda Steltjes

South County: Holly Smith

Public: Tye Gundel, Brian Hess, Jennifer Milchenko

Meeting began at 4:00 pm.

Agenda Item 1: Agenda approved

Agenda Item 2: Public Comment: None

Agenda Item 3: Minutes from October and December, motion and second, approved

Agenda Item 4: Vote for Chair and Vice Chair

Councilmember Cooper offers a thanks to the County jurisdictions for forming this Council and organizing this conversation and identifying ways to do this work together. Housing is the most important issue to citizens at the moment, all residents are touched by this issue. Commended staff work on this subject, reminded elected officials that their messages and comments can make staff work more difficult.

Councilmember Cooper reminded the Council that this process occurs annually, the new Chair will run the next meeting. Nominations: Carolyn Cox for Chair, no other nominations. Vote: all in favor, Councilmember Cox elected Chair. Councilmember Cox added a reminder to commit to work together and give grace to each other. Co-Chair nomination: Commissioner Mejia. Vote: all in favor, Commissioner Mejia elected Vice-Chair.

Agenda Item 5: Scattered Site Project status

Keylee gave an update, with Tye Gundel and Jenny Milchenko from OlyMAP. In the fall of 2020 in lieu of finding a safe parking site for those parking on Ensign Rd, they developed a Scattered Site pilot program to provide site management and case management to those living in 3 sites around the County. OlyMAP was contracted to provide services. This is the 6 month check-in to inform the RHC about how the project is going. OlyMAP sent a packet of information for RHC review, including case management data, their process and procedures for site management.

Tye gave an update, as program coordinator for OlyMAP, and Jennifer Milchenko, data management for OlyMAP. This pilot project arose because there are not enough shelter beds or housing in the community. Intention was to pilot a more effective response to camp communities and provide shelter

in place assistance to camp communities. Focus was to provide case management and services to camp communities to provide help and connection to social services. They are contracted to work on Deschutes Parkway (currently at hotels in the area), Ensign road, and Wheeler Ave.

Some outcomes from case management, they have worked with about 180 individuals. Case management program is mobile, outreach based, meet people where they are, low barrier. They do not have enough case managers to meet the need, therefore they prioritize based on risk and vulnerability. Have provided case management to 65 people, had about 240 referrals, most referrals were for basic needs such as housing, medical, basic hygiene needs. Provided information on site support process and collective management including self governance. Presented an example of collective management at Nickerson.

Challenges include a crisis driven approach, having to make decisions quickly. The second challenge is sweep or displacement, when there is no option for other housing options to locate people. About half of the people they were working with were displaced by Deschutes and Ensign sweeps, and they have lost contact with many of them. Other challenges are conflicting goals and lack of site control, as well as staff burn out. Positive outcomes include case management and ability to mitigate some crisis situations. Tye gave an overview of future priorities and objectives including defined goals, reduced crisis response, unified narrative ad communication.

Chair Cooper commended their written summary. How can the contract be modified to make the future priorities happen? Will incorporate these into their weekly meetings with County staff. Chair Cooper would also like to ensure that OlyMAP staff is taken care of. City of Olympia has moved 369 tons of garbage, contract funds are nearly expended. Hope is that Olympia will be fully staffed shortly to alleviate the crisis response. Tom added that the City has reached out about amending their contract budget to modify the use of funds to direct funds where they are most needed. Keylee adds that this is a brand new agency that has taken on a lot in the last 6 months.

Agenda Item 6: 2022 Request for Proposals

Tom gave an overview of the 2022 RFP. In 2021 there was a substantial funding award as 2-year contracts, therefore this year's funds available are less. Funds in this RFP will include:

- HOME funds for capital development,
- CDBG funds for the South County jurisdictions,
- 2060 funds for capital projects,
- 2163 homeless services fund for cold and hazardous weather

Total HSF funds available this year will be \$291,041, which is roughly \$18K more than last year to allocate for the second year of 2-year contracts. Tom gave a summary of the 2163 Set-Asides for 2022, including the second year of the Coordinated Entry and Housing Basic Needs contracts. Recommendation is to increase the cold and hazardous weather set aside to \$400,000. Proposed schedule is to issue the RFP on February 25th, applications will be due April 1st. RHC final recommendations will be in May and approvals by BoCC in June to complete the HUD annual action plan in July.

For the Request for Information for future capital projects, the recommendation is to hold this RFI process until they have more information on the Home Fund, to incorporate the Home Fund into the

RFI. They are also waiting on guidance from Commerce on future 1277 funds, staff will come back to the RHC for 1277 activity recommendations. This will involve a second RFP process for 1277 funds, later in 2022.

Action requested: Approve the set asides for 2022, and approve a cold and hazardous weather and capital projects RFP. Recommendation for additional \$18K of HSF funds is to distribute those funds among existing awardees for the second year.

Question to clarify hazardous weather, is this not just cold weather? Yes it includes heat, smoke, other hazards.

Motion regarding the Set Aside recommendations from the funding subcommittee. Move to approve the proposed 2163 set asides for 2022 and a second. All approved.

Motion to approve the RFP for Cold and Hazardous weather and capital projects, second. All approved. The Capital projects will be for the current pipeline, and any other projects are able to apply.

Motion to approve distribution of \$18K additional HSF funds to existing 21/22 awardees on a proportional basis and a second. All approved.

Agenda Item 7: Technical Team Working Group Updates

Commissioner Mejia updated on the BoCC vote to pass the Home Fund Ordinance. They are happy with the final ordinance and excited to work on this project.

Keylee gave an update on the DEI consultant, they received 2 applications and the review panel will include BIPOC and persons with lived experience from local providers.

Tom added that on the Home Fund ordinance they will be meeting with County Manager Chavez to determine the next steps. Manager Chavez added that the ordinance is fairly prescriptive about how the Home Fund will operate, they will be working on an agreement with the City Olympia about combining funds. They will also be finalizing how the RHC will oversee the Home Fund. On the RHC and HAT retreat, it would be helpful to have an in-depth Home Fund conversation at the retreat, the RHC structure, and including how the executive arm of the RHC will operate, and the citizen group. Mayor Ryder adds that Lacey has started to discuss the updated interlocal and the next steps for the RHC, any structural changes coming to the RHC including dedicated staff, policy, and communication.

Agenda Item 8: HAT and RHC Retreat Updates

Chair Cooper asked if the RHC is Ok with him working with Carolyn as the leads on the retreat planning. RHC agreed this is OK. Chair Cooper gave a summary of retreat topics: Home Fund discussion, Committee structure, HAT and subcommittees relationship with RHC, a lot to cover at the retreat that may not all fit into 4 hours. Everyone should be aware that this will be a time commitment, likely 2 different days not back to back to meet people's schedules. Four topics: 1) What is the strategic vision for the next few years, 2) what is the organizational structure and meetings, 3) what is the upstream work to get ahead of the crisis response including funding, 4) initiatives including Community Solutions, 5 year plan, and the DEI consultant. They would like to bring in a retreat facilitator, and get the facilitator to help set agenda/scope. Recommendation is to engage with Megan from Athena Group as facilitator, within the costs of a small works procurement for all jurisdictions.

Concerns: Mayor Ryder adds that a month is too far away to wait, perhaps the RHC needs to meet more often to ensure items can be handled more frequently. Scott asked about HAT, should the retreat be limited to RHC to resolve RHC issues prior to meeting with HAT. Perhaps one day of the retreat is just the RHC and the second day includes the HAT. Carolina asks to hear from staff regarding meeting more frequently. Tom agrees that meeting more frequently would be beneficial, and there is also a staff capacity issue to support more frequent meetings. Discussed increasing meeting to 2 hours for now. Discussion follows regarding the timeline of the Interlocal with the County and Olympia. Two processes happening, both the new ILA's as well as changing the structure of the RHC and ensuring that the RHC business can get accomplished. Agree to change meeting to 4:00 – 6:00 meeting. Carolyn would like RHC to inquire if they are able to call special meetings in cases where they need to vote or resolve rapid decisions as needed.

Agenda Item 9: Good of the Order

Meeting Adjourned: 5:40 pm

Next Meeting: February 23rd, 4:00 pm

Regional Housing Council, Thurston County

Retreat Services Scope and Budget



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February 11, 2022

Darian Lightfoot
Program Coordinator
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Dear Darian,

Please find included in this document a draft scope and budget for retreat services to be delivered this Spring for Thurston County's Regional Housing Council. I hope you will find that the scope of work reflects the RHC's needs as it seeks to improve how the region approaches funding for affordable housing and other efforts to address homelessness throughout Thurston County.

I am available to respond to any questions or concerns you may have. You can reach me at 360-951-4793 or meaganp@athenaplace.com.

Thank you for the opportunity! I look forward to working with you and all others who are part of this important effort.

Sincerely,

Meagan Eliot Picard
Partner and Principal Consultant
The Athena Group

Project Overview

The Athena Group understands that Thurston County's Regional Housing Council is seeking a strong facilitation team to design and facilitate a two-day retreat to address how the region approaches funding for affordable housing and other efforts to address homelessness throughout Thurston County. Desired outcomes include but are not limited to improvements that will allow for greater collaboration and that will work well as leadership changes over time. Specific goals for the event may be refined during the planning and design phase of this project, with input from key informants and to be finalized with the county and city staff who will provide internal project management services on behalf of the Regional Housing Council (RHC).

We understand that there may be up to 25 participants in the retreat, including all RHC members and their alternates (total of 10 individuals), the RHC's technical team (6 individuals), Thurston Thrives' Housing Action Team executive team members (3 additional, unduplicated individuals), and selected additional leadership from each RHC member jurisdiction (approximately 5 managers/administrators anticipated). Each participant brings a different perspective, all of which are important and some of which may be in conflict.

We also understand that affordable housing and homelessness have been major challenges in the region, and that establishing a regional funding system that is highly functional for all involved is an important part of making progress on these issues. This is high stakes and highly political work.

Because of this, we anticipate conducting interviews with RHC members and other individuals who can provide insights into current dynamics, system strengths, challenges, risks, and visions of a future that is desirable and distinct from the present/past. With these inputs, we will design and facilitate a retreat that, at a minimum:

- Makes room for all participants to be heard and respected,
- Establishes safe space for honesty,
- Encourages and support curiosity,
- Enables all to embrace discomfort and engage fully in both challenging conversations and opportunities to explore possibilities without commitment or risk,
- Develops the fundamentals (governance and/or staffing structure) of a highly functional regional funding system that can be implemented with confidence and produce "wins" for all involved.

Project Team

[Meagan Picard](#), Athena Partner, will manage the project, co-design and conduct interviews, and co-design and facilitate the retreat.

[Ava McGee](#), Friend of Athena, will co-design and conduct interviews, and co-design and facilitate the retreat.

[Crystal Leatherman](#), Athena Partner, will provide logistical and other support on the project.

Scope of Work, Deliverables, and Cost

Tasks	Deliverables	Team Costs	Other Costs
<p>Task 1 – Project Management</p> <p>This task includes up to three meetings with the RHC’s project management team and quality control procedures for all project tasks.</p>	N/A	\$1,600.00	--
<p>Task 2 – Retreat Planning and Design</p> <p>This task includes:</p> <ul style="list-style-type: none"> • Conducting up to 12 remote interviews (telephone, Zoom, or Teams). Interviews will include RHC members (individually or combined with their alternates), RHC technical team members (individually), a small group interview with HAT representatives, and a small group interview with frontline workers. • Developing and gaining approval of the retreat agenda and materials, including a detailed facilitation guide to assure clear understanding of all activities in advance of the event. Note that facilitators may recommend adjustments to the day 2 agenda based on day 1 progress. • Coordinating retreat logistics 	<p>Interview script</p> <p>Up to 12 remote interviews</p> <p>Retreat agenda and supporting materials</p> <p>Retreat logistics, including meeting location reservations, catering arrangements, and plans for meeting supplies</p>	\$12,175.00	--
<p>Task 3 – Retreat Facilitation and Documentation</p> <p>This task includes retaining two facilitators for both days of the retreat. It is anticipated that the retreat will be held in early May and will take place over two days, 10am-4pm each day, with one day off in between. Each day, facilitators will arrive 90 minutes early to set up and will stay an additional 30 minutes to load out. Facilitators will work with RHC project management to ensure all supplies are available at the retreat site. All retreat artifacts will be delivered within one week of the conclusion of the retreat.</p>	<p>2-day retreat facilitation</p> <p>Retreat materials</p> <p>Retreat artifacts and documentation of decisions/agreements</p>	\$9,260.00	\$2,800.00 (covers travel, catering, and limited* production costs)
Subtotals		\$22,065.00	\$2,800.00
Total Project Value			\$24,865.00

*Total project cost will not exceed \$25,000. If the cost to produce materials is higher than anticipated, we will adjust plans to stay within the budget without hindering the quality of the retreat.

Schedule

Work is expected to commence in mid-late March 2022 and end by mid-May 2022. Following is a sample calendar, subject to change based on start date and other scheduling issues that may arise.

2022	March		April				May		
	21-27	28-3	4-10	11-17	18-24	25-1	2-8	9-15	16-22
Task 1	Mtg 1				Mtg 2		Mtg 3		
Task 2	Design & schedule interviews		Conduct interviews			Design retreat			
Task 3								Retreat: 5/11, 5/13	Final deliverables