Regional Housing Council

Agenda: Thursday December 17, 2020 (4:30 p.m. – 6:00 p.m.) (via Zoom)
Jim Cooper and John Hutchings: Chair and Vice Chair

#	TIME	AGENDA ITEM	LEAD	ACTION
1	4:30 – 4:35	Welcome and Introductions • Check-in • Review Agenda/Meeting Purpose	Jim	
2	4:35 – 4:50	Public Comment	Jim	Information
3	4:50 – 4:55	Approval of November minutes	Jim	Action
4	4:55 – 5:00	Status of RHC ILA	Tom	Information
5	5:00 – 5:25	Safe Parking Discussion	Keylee and Tom	Information
6	5:25 – 5:50	Technical Team working group updates • Siting (Keith) • Policy ○ Relationships to Stakeholders (Tom) • Eviction (Amy) • Funding/RFP (Tom)	Staff	Information
7	5:50 – 5:55	Continue Public Comment, if needed	Jim	Information
8	5:55 – 6:00	Good of the Order Recognition of Commissioner Hutchings	Jim	Information
9	6:00	Upcoming Meetings • Next RHC Meeting January 21, 2021 Location: Zoom meeting		Information

REGIONAL HOUSING COUNCIL

Thursday November 19, 2020 Meeting Minutes

ATTENDEES:

Lacey: Carolyn Cox, Rick Walk, Scott Spence, Kelly Adams
Tumwater: Joan Cathey, Michael Althauser, Brad Medrud
Olympia: Jim Cooper, Keith Stahley
Thurston County: John Hutchings, Ramiro Chavez, Schelli Slaughter, Tom Webster, Keylee Marineau, Jacinda Steltjes
South County: JW Foster
Public: Peter Cook

Meeting began at 4:30 pm.

Agenda Item 1: Agenda approved

Agenda Item 2: Public Comment

Peter Cook: representing an association of faith-based communities. They have worked with Olympia to establish the first tiny home community and help build their homes. Look forward to working with RHC on more projects. Michael asks Peter to submit comments in writing as well, because audio problems prevented full comment. Jim adds that Peter has asked how to help engage more faith communities around the County.

Agenda Item 3: Minutes from October: Motion and second, all approved.

Agenda Item 4: **Status of RHC Interlocal Agreement (ILA)**

Tom gave an update, have reached out to Mayor Shaw in Rainier, have not heard back. County Attorney has reached out and not heard back as well. Staff will update RHC as soon as they have information.

Agenda Item 5: 1406 ILA

Brad gave some background, staff crafted an ILA for future use of 1406 in 2021 and going forward. ILA structure is based on the RHC ILA. Drafted with a 5-year term and refers back to RHC ILA for governance. Scope of work is contained in items 5 – 8 in the ILA. Discussion follows regarding bonding, reporting back to Councils, ensuring regional impact. Reporting back to the State is also required. Keith highlights the importance of maintaining operating funds for housing projects. Discussion continues regarding debt service, leveraging these funds, short (immediate) term and long term (future) projects.

Brad gave an overview of funding section, including who collects it and who manages it. Will BoCC have final approval, and what does that mean, or is there another structure to be considered? Whoever holds the funds takes on the liability. RHC is the decision-making body but the County is the entity that holds the funds and does the reporting. Discussion follows regarding how long to hold funds with the County if no awards are made. Some members do not want funds to sit too long, they want to see funds out in the Community. Jim asks if they should develop a 3 - 5 year plan then have an annual specific plan, like

what is done for Federal funds. Question raised about how to define a project, in context of short and long term plans as well as funding commitments, do they want to revise to "project and/or action". Discussion follows on 1 year and 3-5 year plan, including breakout of what portion of funds to be used on categories of housing. Brad will incorporate these comments and bring revised draft back to future meeting. Another clarification, there is no administration fees included with 1406 funding, this would be a good topic to bring to AWC.

This ILA will begin January 1, 2021, currently each jurisdiction is working to get their 2020 1406 funds out as rent assistance or in accordance with each jurisdiction's priorities.

Agenda Item 6: Safe Parking

Keylee gave an update, safe parking group is having conversations with providers and jurisdictions. Looking at parking lot of Olympia firing range at Carpenter/Martin Way. They have met with fire department, Olympia City Staff, and providers. Number of vehicles that can park there will depend on if both parcels will be used or just one parcel. Keith adds that there is no sewer, will need portable restrooms, and no power at upper parcel. County has committed a significant amount of funds, however the costs will be higher than initial commitment, may need more from jurisdictions. Tom adds that the $530K is a mix of funds, CDBG-CV, ESG-CV, EHG, and 2163 Emergency fund, each with their own set of rules.

Agenda Item 7: Technical Team working group updates

Siting Committee, Keith: Talked about safe parking at their last meeting, as well as hygiene services. Keylee and Keith will be meeting with YMCA to look at potential use of their building as warming center. Interfaith Works project at the new Martin Way location is in progress, working on permitting. Meg is still looking for additional funds for a $250K gap. There is also a new Family Support Center project on the west side, 80 units of supportive housing for families, and they are also in need of some additional funds to fill a gap of about $150K for the 10 new shelter beds they are creating. Cold Weather shelter and day center, they have been talking to Providence about CCC, that facility is on hold. Keylee can share the current bed capacity document where shelter providers are entering their nightly beds. Salvation Army update: they are doing a case management transitional housing program, serving over 55 or veterans who apply for a bed and meet criteria, may add an additional 10 beds.

Tumwater and Lacey are both looking to give funds to Interfaith and Family Support.

Funding and RFP team, Tom: Funding workgroup met and reviewed the calendar for the 2021 funding cycle, the RFP is issued in February, and awards in April/May. They have reached out to the HAT to provide priorities for the RFP, including capital projects. Staff will come back to RHC in January to get input on what RHC wants priorities to be. In February they will finalize scoring and funding amounts, and final RFP approval, and release the RFP at the end of February. Applications will be due April 2, reviewers will score applications in April, and bring recommendations to RHC in May. Intent is to include 1406 in the RFP, will just need direction on use of the funds.

County is continuing the CARES-funded housing and shelter activities using ESG-CV funds, will continue contracts with existing providers. There will be some ESG-CV funds remaining, County will be looking at opportunities for this fund.

Eviction Team: Eviction prevention after December remains a priority, possibility of additional funding though December 31. The County added $1.6M to the eviction prevention program, can be up to 6 months of assistance, increased eligibility to 80% AMI, and can serve people more than once.

Policy Team: Relationship group, Tom: Relationship group has met several times, discussing the RHC relationship with the HAT and HAT subgroups, and groups/agencies in the Homeless Response system. Drafted a roles and responsibilities document, Tom will send this document out to RHC for comments at the December meeting, and also will share with HAT for feedback from that group. Highlights of broad areas in relationship document: who makes funding decisions, HCRP and who tracks this plan, who makes policies, who does education and advocacy.

Policy Team: Common Understanding, Keylee: Group has met a few times to finalize the glossary of terms, included in packet. The basis of this glossary is the HCRP glossary, with some new terms and acronyms. Send any questions or comments to Keylee.

Agenda Item 8: Public Comment Continued

None

Agenda Item 9: Good of the Order

Keith got a call from Angela Mackey, wants to remind the RHC about Community Solutions, consulting firm that handles homelessness work, want to interview/talk to Committee members as part of the project. Reach out to Keith if you are interested. Jim adds that it would be good for each jurisdiction to participate.

Rick gave an update on the Genesis project, with North Thurston Public Schools and Homes First. Looking to acquire house for homeless students to be able to finish their school year.

Carolyn, working with WDOT to remove debris and garbage from I-5 camp area, and discussion with residents to continue with current residents but discourage additional people.

Reminder from Schelli to not gather and limit COVID risk during upcoming holidays. Joan asks about care facilities in Thurston County. Schelli adds there have been 12 care facility outbreaks, and most of the County deaths have been associated with these facilities. Have expanded testing, but with cases this high it is difficult to meet demand.

Agenda Item 10: Upcoming Meetings

Meeting Adjourned: 6:00 pm

Next Meeting: January 21, 2021, 4:30 pm

RHC – Relationship to Partners and Stakeholders

A Framework of Roles, Responsibilities and Implementation Principles

To ensure the success of the Regional Housing Council (RHC), it is necessary for the RHC to establish clear, effective and open lines of communication with the many partners and stakeholders that have a vital role in the region's homeless crisis response system and to promote equitable access to safe and affordable housing.

A. Categories of Partners and Stakeholders

1. Jurisdictional Partners
- Board of County Commissioners (BoCC)
- Jurisdictions. City Council and staff for Olympia, Lacey, Tumwater and Yelm.
- Thurston County's Public Health and Social Services Office of Housing and Homeless Prevention (OHHP)

2. Homeless Crisis Response System (HCRS) Partners
- Thurston Thrives Housing Action Team (HAT)
- HAT Teams. Includes Homeless Housing Hub (local CoC) (HHH), Affordable Housing, Rental Housing, and Senior Housing teams. There is also a Data Work Group and a 5 Year Plan Homeless Crisis Response Plan (HCRP) Work Group.
- HCRS Teams. Includes Coordinated Entry, Vulnerability Index, Greater Regional Outreach Workers League, BIPOC Caucus, and Hazardous Weather Task Force (HWTF)

3. Other Stakeholders
- Thurston Thrives Coordinating Council
- Unhoused persons and people with lived experience of homelessness
- Service provider organizations
- Local businesses
- Neighborhood associations
- Foundations and funding agencies
- General public

B. Principles
- The 5 Year Homeless Crisis Response Plan (HCRP) will drive funding priorities and decision-making.
- Respect the current structure of the homeless crisis response system and its supporting stakeholder groups
- Ensure affordable housing and homelessness actions and discussions are centered on racial equity
- Value partnership and participation of people with lived experience

- Be innovative in moving forward to identify solutions around affordable housing and homelessness
- Avoid duplication of roles, responsibilities and efforts
- Leverage skills/perspectives of different partners and stakeholders to achieve improved coordination and cooperation
- Establish connections to city councils, BoCC, and Coordinating Council on affordable housing/homeless issues through the RHC
- Promote clear lines/norms of communication that may evolve as organizations, stakeholders and partners grow and change
- Balance the need for the HCRS to be responsive to urgent needs while maintaining focus on long-term planning

C. Areas For Coordination

The relationship between the RHC partners and stakeholders will vary based on the type or nature of an issue. There are four broad areas or categories under which this coordination will occur:

- **Funding**. Funding includes setting funding priorities, implementing a process to make funding awards, and making fund award decisions.
- **5 Year Homeless Crisis Response Plan**. The 5 Year Plan includes development, implementation, monitoring and oversight of the Plan.
- **Policies**. For the RHC, policies refer to a course of action the government takes in response to an issue or problem. This includes identification, research and development, approval and implementation of policies
- **Education and Advocacy**. Education and advocacy include development and dissemination of information to increase knowledge and understanding of issues related to affordable housing and homelessness.

D. Proposed Roles and Responsibilities

1. Funding

Partner/Stakeholder	Role
RHC	- Final determination of RFP funding priorities - Final recommendation of RFP funding awards to BoCC - Set final priorities and approve Capital Pipeline RFI - Approve projects for Capital Pipeline - Seek and collect input of priorities from HAT - Use the 5 Year Plan as basis of funding priorities and recommendations - Plan and oversee implementation of RFP process - Focus on racial equity during priority setting and funding awards.
BoCC	Approval of Funding RFP and Contract Awards
Jurisdictions	- Input on priorities through RHC - Participate on Technical Review Team review of RFP and RFI applications
OHHP	- Implement RFP process -issue RFP and application with racial equity focus - Implement Capital Pipeline RFI process, issue RFI and application - Support Application Review Process - Support RHC in making funding award recommendations - Present funding award recommendations to BoCC - Issue contracts
Coordinating Council	- No direct role in RFP process - Collective impact grant applicant
HAT	- Provide input to RHC as subject matter experts on funding priority recommendations - Ensure racial equity is addressed as part of funding priority recommendations
HHH	Provide input, via HAT, on funding priority recommendations
Other HAT Teams	- Provide input, via HAT, on funding priority recommendations - Provide input on Capital Pipeline RFI and Priorities
HCRS Teams	No specific role, although may provide input to HHH on funding priority recommendations

Other Stakeholders	• Providers bring additional resources into HCRS through other funders • Local funders direct resources to support the 5 Year Plan and to projects that work in tandem or compliment the RHC funding awards

2. 5 Year Plan

Partner/Stakeholder	Role
RHC	• Use to guide funding priorities and policies • Monitor implementation of 5 Year Plan
BoCC	• Final Approval of 5 Year Plan
Jurisdictions	• Updated on implementation progress via RHC • May use Plan to guide own funding efforts • Any jurisdictional plans should be complimentary and in alignment with 5 Year Plan
OHHP	• Draft Plan and submit to Commerce • Ensure compliance with CHG guidelines • Take lead in tracking implementation
Coordinating Council	• May receive updates on plan implementation • May have a supporting role in completing specific tasks within the plan • No role in direct implementation of Plan
HAT	• Oversee implementation of plan through HCRP Work Group • Use to guide funding priority recommendations
HHH	• Approve plan as local CoC • Inform/support development and implementation of Plan • Educate and advocate for the Plan
Other Action Teams	• Support development of specific elements of the Plan, as appropriate • Educate and advocate for Plan, as appropriate

Partner/Stakeholder	Role
HCRS Teams	• Implement (or support implementation) of specific tasks within the Plan, as appropriate
Other Stakeholders	• May have supportive role in implementing specific tasks of the Plan • Recipients of information updates on status of Plan implementation

3. Policies

Partner/Stakeholder	Role
RHC	• Identify topics for policy discussion and research • Share information on jurisdiction policies • Recommend policy or policy changes at member jurisdiction council/commission to achieve greater consistency among jurisdiction policies • Solicit and accept input from stakeholders on policy recommendations/proposals • Ensure policies are considered through a racial equity perspective
BoCC	• Approve/Reject policy recommendations presented to the Board
Jurisdictions	• Consider policy recommendations from RHC for approval
OHHP	• Support implementation of approved policies, as appropriate • Provide input as subject matter experts on policy proposal and research into policy options
Coordinating Council	• Can play a supporting role in promoting policy recommendations
HAT	• Provide input as subject matter experts on policy proposal and research into RHC policy options, as appropriate • Develop and advocate for policy issues and recommendations to the RHC for consideration by jurisdictions • Ensure subject matter expertise and advocacy supports racial equity
HHH	• Develop and advocate for policy issues and recommendations through the HAT to the RHC for consideration by jurisdictions

Other Action Teams	• Develop and advocate for policy issues and recommendations through the HAT to the RHC for consideration by jurisdictions
HCRS Teams	• Develop and advocate for policy issues and recommendations through the HAT to the RHC for consideration by jurisdictions
Other Stakeholders	• May support development of policy recommendations or advocate for policy recommendations • May support implementation of policy decisions

4. Education and Advocacy

Partner/Stakeholder	Role
RHC	• Recipient of information regarding affordable housing and homeless activities • Promote or share information with member jurisdictions and members of the public and other stakeholder groups, as appropriate • As appropriate and in coordination with the HAT, support advocacy at local, regional and state levels regarding affordable housing and homeless issues
BoCC	• Recipient of information regarding affordable housing and homeless activities • Promote or share information with members of the public and other stakeholder groups, as appropriate • Take action, as appropriate, based on information provided
Jurisdictions	• Recipient of information regarding affordable housing and homeless activities through its RHC members • Promote or share information with members of the public and other stakeholder groups, as appropriate • Take action, as appropriate, based on information provided
OHHP	• Share information with BoCC • Support HAT and other teams in the development and dissemination of information regarding affordable housing and homeless issues

Coordinating Council	• Recipient of information regarding affordable housing and homeless activities through HAT • Promote or share information with members of the public and other stakeholder groups, as appropriate
HAT	• Identify topics and issues regarding affordable housing and homelessness that require education and advocacy • Support the development and dissemination of educational materials • Advocate at local, regional and state levels regarding affordable housing and homeless issues • Promote or share information with members of the public and other stakeholder groups, as appropriate
HHH	• Identify topics and issues regarding homelessness that require education and advocacy • Develop educational materials and work through the HAT to disseminate materials • Advocate at local, regional and state levels regarding homeless issues • Promote or share information with members of the public and other stakeholder groups, as appropriate
Other HAT Teams	• Identify topics and issues regarding affordable housing that require education and advocacy • Develop educational materials and work through the HAT to disseminate materials • Advocate at local, regional and state levels regarding affordable housing issues • Promote or share information with members of the public and other stakeholder groups, as appropriate
HCRS Teams	• Support the HHH in the development of educational materials and work through the HHH to disseminate materials • Advocate at local, regional and state levels regarding homeless issues • Promote or share information with members of the public and other stakeholder groups, as appropriate
Other Stakeholders	• Support the development of education and advocacy materials and the dissemination of such materials

E. Implementation Principles

1. The primary connection point for HCRS Partners and other stakeholders is through the RHC Technical Team and its work groups.
   a. The RHC Program Manager and Technical Team Chair shall attend all HAT meetings as well as HAT Teams and HCRS Team meetings when necessary to serve as a conduit to provide and receive information related to work of the RHC.
   b. RHC members and technical team members are encouraged to attend partner and stakeholder meetings, as appropriate
2. The RHC or its Technical Team may invite any partner or stakeholder to participate on an RHC Technical Team workgroup. The Technical Team should proactively ensure appropriate subject matter experts are engaged and consulted for any work conducted under the auspices of the RHC.
   a. RHC Technical Team and Work Group meetings are not open to the public. Information on the efforts of such groups will be provided at full RHC meetings, which are open to the public.
3. Any partner or stakeholder may request an item to be added to the RHC agenda. The request should be made to the RHC Program Manager or Technical Team Chair, who may bring it to the Technical Team. A determination of whether to include the requested item on the RHC agenda will be made by the RHC Chair and/or Vice Chair.
   a. The RHC Chair or Vice Chair may invite any stakeholder to participate in discussion or to make a presentation to the RHC, at their discretion.
   b. Partners or stakeholders may request to present on a policy issue or education and advocacy efforts to seek RHC support.
4. At least once per year, the RHC Funding Workgroup will solicit the input of the HAT and its teams on recommended funding priorities for the upcoming Request for Proposal (RFP) funding process. The input should be provided no later than January of each year.
5. The RHC or the Technical Team will not create any RHC workgroup that duplicates the work of an existing HAT or HCRS team.
   a. The RHC or Technical Team may invite any partner or stakeholder to present, share or provide technical guidance related to its activities.
   b. The RHC or Technical Team may request any partner or other stakeholder to perform research, participate in policy development, or develop education materials. The partner or stakeholder group may consider such a request but is under no obligation to fulfill the request.
6. Any partner or stakeholder may request a representative of the RHC to attend a meeting or provide input on the work of the RHC. The representative may be a member of the RHC Technical Team. The RHC will make a good faith effort to fulfill all appropriate requests.
7. At least once per year, the 5 Year HCRP Work Group should report to the full RHC a report on progress in implementing the 5 Year Homeless Crisis Response Plan. As appropriate, jurisdictional partners should provide information to the HCRP Work Group on progress made in implementing jurisdiction-specific affordable housing and homeless response plans.
8. In the development of its annual work plan, the RHC will seek input from the HAT and other appropriate partners and stakeholders on topics or tasks to include in its annual work plan.

9. The RHC should develop a process by which partners or stakeholders may convey support/concern/objection to the RHC regarding decisions or actions taken or under consideration by the RHC.
10. The RHC in cooperation and consultation with HCRS partners and stakeholders will periodically review and update these implementation principles to ensure transparent and effective lines of communication and cooperation.