



**Homeless Services Advisory Board
Meeting Agenda
November 20, 2023
3:30-5:00pm**

- 1) **Welcome** (Tammie & KayVin– 5 Minutes)
- 2) **Approval of October Meeting Minutes**
- 3) **Review of Norms & Values & Bias Awareness** (Tammie & KayVin – 10 minutes)
 - a. Bias Awareness Exercise
 - b. Member Input
- 4) **CHG Inflationary Funds Update** (Keylee and Jessica- 5 minutes)
- 5) **Off-Cycle Funding Requests** (Keylee and Jessica – 20 minutes)
- 6) **HSAB Attendance and Membership Expectations Including Onboarding** (Tammie and KayVin – 10 minutes)
- 7) **Work Plan** (All- 30 Minutes)
 - a. Public Funding and RHC Overview
- 8) **Good of the Order** (All – 5 minutes)
 - a. Changing meeting from 1.5 hours to 2 hours
- 9) **Adjourn**

For another meeting:

- **Funding Priorities – November 2023**
- **RFP Questions Revision – January 2024**
- **Scoring Criteria – February 2024**
- **Review Process – March 2024**
- **Conflict of Interest – April 2024**

Advisory Board Model Discussion (Robert's Rules, Consensus, other) -October 2023

[Robert's Rules of Order Full Guide](#)

[Robert's Rules of Order Quick Guide](#)

[Practical Guide for Consensus-Based Decision Making](#)

Homeless Services Advisory Board
October 16, 2023
Record Mtg via Zoom

1. **Call to Order** – Tammie Called Meeting to order at 3:07pm.

2. **Roll Call** –

| In Attendance | | | |
|--------------------|---|-------------------------|---|
| Joshua Chaney | X | Ti'eri Lino | X |
| Candice Garman | | Nova Paden | X |
| John Brown | | Anna Schlecht | X |
| KayVin Hill | X | Anthony Ducote | X |
| Tammie Smith | X | Keylee Marineau (staff) | X |
| Stephanie Reinauer | X | Jessica Olson (staff) | X |
| Leslie VanLeishout | | Tom Webster | X |

2. **Approval of Agenda** – Discussion – Tammie suggested that we send out the agenda one week prior to meeting, and get approval prior to meeting, rather than approving at the meeting.

3. **Approval of Minutes** – KayVin moved, Stephanie seconded – approved unanimously

4. **Bias Exercise** – Jessica introduced a bias exercise exploring implicit assumptions influenced by personal experiences and dominant cultural norms.

5. **CHG Inflationary Funds**– Keylee presented the results of the CHG Inflationary Funds Survey and provided a table of funding awards per agency's reporting of eligible FTEs. Awards were determined by multiplying by \$3,794 per FTE. Jessica and Keylee shared a PowerPoint presentation discussing the process and other outcomes of the survey such as number of FTEs making less than or equal to \$21.30, \$23.14 and \$28.00 per hour, and what types of services were provided per agency who responded to the survey.

Discussion:

- A discussion occurred around possibly reconsidering the distribution plan in July of 2024 to be based on those making less than \$23 per hour, rather than \$28 per hour.
- Q: Can the awards only be for one year, rather than 2-year?
- A: What has the messaging been to the providers so far? All other contracts are 2 years. Want to avoid confusing messages to providers. The change would have to be made in February of 2024 in order for it to be included in the annual RFP. The change could impact agency's budgets, if method of distribution were to change between the two years of the biennium. This could be an unexpected financial burden on agencies.
- \$28 per hour can look different from year to year depending on inflation. \$28 per hour is not a lot of money. \$28 today adjusted for inflation could be \$16-17 per hour 20 years ago.

- We will need to do the survey next year, regardless to accommodate for fluctuations in staffing across the system.
- If we were to adjust from \$28 per hour to \$23 per hour next year, it can cause some agencies not receive any inflationary funds. It could be confusing and disruptive.
- The HSAB could show strong preference towards certain forms of fund distribution, i.e. not favoring salary increases or new positions due to lack of sustainability.
- **Motion:** Tammy moved to approve this break out of the CHG Inflationary Funds awards, and for two years. Stephanie seconded. Motion passes unanimously.

6. HSAB Work Plan – Tammie lead a discussion about developing a work plan for the HSAB. Below was the suggest work plan presented to the HSAB:

a. **Suggested Topics:**

- i. **Public Funding Process Overview – November 2023**
 - 1. **Timeline for Thurston County Consolidated RFP Process**
- ii. **All funding sources Overview – November 2023**
- iii. **Funding Priorities – January 2024**
- iv. **RFP Questions Revision – January 2024**
- v. **Scoring Criteria – February 2024**
- vi. **Review Process – March 2024**
- vii. **Conflict of Interest – April 2024**

Keylee emphasized the opportunity for the HSAB members to give direct input on 2024-2025 funding priorities, look at and consider changes to the RFP questions, and to determine scoring criteria for the upcoming RFP, and future RFPs. Although the upcoming RFP will only include cold and hazardous weather applications, it is also a time that the HSAB can discuss contract renewals. Although all current contracts (23-24) are two-year contracts, the language in the contract states that contracts “may” be renewed for a second year. That could be an opportunity for the HSAB to look at performance measures, risk assessments, etc for all currently contracted programs. Staff mentioned various means of considering renewal to include a performance report for the HSAB to look at.

Q: Which work plan topics does staff consider most important to cover prior to the upcoming RFP process in February of 2024?

A: Public funding processes and funding sources, however funding sources can be summarized in a document rather than as an agenda item.

Stephanie suggested developing a comprehensive onboarding process leading up to the RFP:

- Performance measures overview
- Coordinated investment strategy development
- Identified system gaps
- Overview of the Homeless Crisis Response System
 - Inventory of programs existing
 - Regional Housing Council overview

Other suggestions included:

- For RFP scoring – perhaps reviewing applications without identifying the agency. Only scoring on the program and the RFP, not on previous knowledge or experience with any agency applying for funds
- Trauma Informed Accountability was discussed as a concept

HSAB board members determined that the Public Funding Process Overview and RHC Overview be the topics covered in November's meeting. December's meeting could cover funding sources, and what is currently being funded with those sources. Conflict of Interest could be discussed in March of 2024 prior to review process.

(At this point in the meeting, there was no longer a quorum, so no decisions were made following the departure of some of the HSAB board members.)

For November's HSAB meeting: **Vote to create an HSAB subcommittee to discuss RFP priorities, RFP question revision and scoring criteria to bring to the full HSAB for discussion and decision.**

Staff will email out the suggested workplan for the HSAB for adoption over email vote.

7. Point in Time Count 2024 – update

Jess announced the first Steering Committee for the PIT will be held on October 27, 2023 at 1pm. It is up to individual HSAB members how they would like to be involved, but not necessarily an activity that the HSAB will need to make decisions on, unless the HSAB determines they would like a more active role in PIT planning and participation.

8. Next Steps - HSAB attendance and membership expectations

KayVin introduced the topic of how the HSAB would like to approach recruitment for HSAB membership. Also discussed was how to address absenteeism of board members. It was requested that staff reach out directly to members who have been absent to identify if there are barriers for attendance for members who have absences. HSAB also asked that staff specifically reach out the John Brown to determine his interest in staying a member of the HSAB, and if there are any barriers to him attending.

This topic will be addressed in future HSAB meetings when there is a quorum.

9. Adjourn – 5:04pm



Homeless Services Advisory Board Suggested November 2023- April 2024 Work Plan

- 1. Public funding process overview and Regional Housing Council overview – November 2023**
- 2. System overview – December 2023**
 - a. Funding sources overview**
 - b. Homeless Crisis Response System (HCRS) overview**
 - c. HCRS program inventory**
 - d. HCRS program gaps and needs**
 - e. 2024 funding priorities discussion**
- 3. Finalize funding priorities, RFP questions revisions finalized– January 2024**
- 4. Scoring Criteria – February 2024**
- 5. Conflict of Interest – March 2024**
- 6. Scoring 2024 RFP Applications and Review of Renewal Contracts – April 2024**