



**Homeless Services Advisory Board  
Meeting Agenda  
January 22, 2024  
3:00-5:00pm**

- 1) Welcome (KayVin– 5 minutes)
- 2) Bias Awareness (Tammie & KayVin – 10 minutes)
- 3) Approval of December Meeting Minutes
- 4) Approval of Off-Cycle Funding Request (Keylee and Jessica - 20 minutes)
- 5) Advisory Board Attendance Policy (Keylee and Jessica – 30 minutes)
- 6) Update on Recruitment Process (Keylee and Jessica – 10 minutes)
- 7) Work Plan (All- 30 Minutes)
  - a. RFP Questions Revision
  - b. Work Plan Discussion May-December
- 8) Good of the Order (All – 5 minutes)
  - a. Retreat Discussion
- 9) Adjourn

For another meeting:

- 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

December 18, 2023

Record Mtg via Zoom

1. **Call to Order** – Tammie Called Meeting to order at 3:00pm.

2. **Roll Call** –

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

3. **Approval of November Minutes** – Approved

4. **Off-Cycle Fund Requests** – Keylee reviewed follow-up questions about some of the comments members had left on their Off-Cycle Funding Request Policy document. There was a brief review on the different pots of emergency funds and set asides that would be utilized to help support these off-cycle requests. Keylee gave real-life examples of what these requests have been in the past. The group reviewed and worked on Keylee's questions but will review this document again in January to finish up any outstanding questions.

5. **Results of HSAB & AHAB Convo** – KayVin and Tammie met with the RHC Tech Team and Affordable Housing Advisory Board Chair and Vice Chair regarding recruitment policies for new Advisory Board members. Attendance was a major talking point, and it was decided that after 4 missed meetings, without a formal leave of absence notice, a member would be asked to vacate their seat. A formal policy on attendance was drafted, and it was determined that staff would make edits and send it back to the HSAB members for final edits and approval. Keylee shared a suggested timeline for new recruitment. This would begin at the end of January so new members could be established in time for the new RFP cycle. The Chair and Vice Chair have been given editing permissions to review last year's application and decide if changes should be made. County staff will review applications, scoring criteria will remain the same, a subcommittee made up of both AHAB and HSAB members will be created to review applications pushed forward by staff liaisons to review and schedule interviews. RHC members would be a part of this process to some capacity but how hasn't been confirmed. Interviews will run roughly 20 minutes, per interview. County staff will determine what seats are needed to be filled in terms of demographics. Applications will open January 17<sup>th</sup> and close January 31<sup>st</sup>. The Subcommittee will review and score applications by February 7<sup>th</sup>. Interviews will be held between February 12-14<sup>th</sup>. Advisory board members not on the subcommittee will be informed of applicants at their February meeting. Recommendations will be presented to the RHC at their February 28<sup>th</sup> meeting. Once approved with the RHC, those recommendations will be sent to the BoCC for approval on March 12<sup>th</sup>. New members will join the boards at the end of March. There are 4-5 seats to fill. Members requested that there be a social media announcement with information sent out prior to the applications opening on January 17<sup>th</sup>.

**6. Homeless Crisis Response System Funding Graph –** Keylee shared a graph showing what is being funded by which funding sources. There was a review of some of the funding sources and the activities they fund.

**7. Funding Priorities –** In future years funding priorities will need to be decided by the board between October and December. It was suggested that a retreat be scheduled during that time for the board to work on these decisions.

**8. Good of the Order-** Jessica shared some of the things accomplished in the community this year including the opening of Maple Court to house individuals impacted by the ROW Initiative. There was also the opening of The Landing which is dedicated to Permanent Supportive Housing. Prior to the opening of The Landing there were only 7 PSH units for families with children, but The Landing grew that to 62 units.

**9. Adjourn** – 4:58pm

## Regional Housing Council Emergency Fund Policy and Procedures for Homeless Services

### Purpose

To establish an emergency homeless services fund to assist service providers facing an imminent loss of client housing and homeless services. The funds are intended to provide an interim solution to an urgent and acute problem that was unforeseen by the applicant. It is NOT the intent of the emergency fund to fund applications or projects that were not awarded funding during the regular funding process. The terms emergency or urgent are intended to describe the need of residents of Thurston County who face significant or imminent health and safety danger due to an unforeseen external circumstance, rather than emergency or urgent needs of an organization due to budgeting short falls.

### I. Funding the Emergency Fund

The Regional Housing Council (RHC) will set aside a minimum of ~~(\$\$\$ or %)~~ \$200,000 of annual SB 2163 funds to establish an emergency fund account. The RHC may decide to allocate additional funds or funds from other sources to establish the emergency fund. Any funds not allocated by the time award decisions are made for the following year, will be incorporated into the allocation of funds for the following year's awards.

### II. Submitting a Request

Emergency fund activities must be eligible to receive SB 2163 funds. These funds are intended to support homeless services for low-income populations. If the RHC elects to set aside funds from a different funding source, the funds will be used for an eligible purpose of the fund source.

An agency requesting emergency funds must first submit a written request to the Homeless Services Advisory Board (HSAB) that addresses the following:

- a. Why the emergency funding is needed, specifically addressing the health and safety consequences of failing to provide the emergency funds, as well as the nature of the circumstance that led to this emergency, including the timeframe within which funds are needed.
- b. Clearly differentiates between regular emergency services and the urgency of the proposed services.
- c. A statement describing how the emergency funds will be used, and how the agency intends to fund the program once emergency funds are expended, if funding is not being used for a one time cost.
- d. A budget specifying how the funds will be used.
- e. A statement describing that no alternative sources of funding are available to the agency to address the need, and list of partner agencies within the Homeless Crisis Response System who have been solicited for support.
- f. Summary of past Emergency Fund Requests made by organization within the last three years, whether approved or not.

### III. Evaluating a Request

Commented [KM1]: This seems somewhat redundant

The HSAB will evaluate requests for emergency funds based on the following criteria:

1. The agency and activity is eligible for emergency funding, based on the source of the funding provided.
2. Failure to provide emergency funds will either:
  - a. Reduce or eliminate an existing service that serves a vulnerable population and reducing or eliminating the service will result in a clear and direct threat to health and safety; or
  - b. Address an imminent and clear threat to health and safety that was not known during the time of program application.
  - c. Result in the displacement of homeless or formerly homeless individuals or households.
3. The requesting agency is in good standing with all current or recent contracts with Thurston County and there is no indication that the emergency is due to poor management or planning practices by the agency.

**Commented [2]:** we should line the applicant questions up a little tighter with the evaluation criteria- putting this language (or what we decide to evaluate need on) in the applicant question

**Commented [3R2]:** Agreed can the evaluation directly relate to the proposal submission more 1:1?

**Commented [4]:** how will this be evaluated? I don't think we ask enough information in the current questions to determine. do we need to ask more questions? Or will this be determined by getting information from grant program managers who have monitored the program? or some other way?

#### IV. Decision-Making Process

The Homeless Services Advisory Board and Regional Housing Council, respectively, will adhere to the following process for receiving and deciding upon funding requests:

1. Requests for emergency funds must be submitted to Thurston County and discussion of the request will be added to the agenda for the upcoming HSAB meeting. If there is no meeting scheduled within two weeks from date of submission, an emergency meeting will be called.
2. HSAB members will discuss and vote on the request at the first available meeting.
3. The HSAB chair/co-chair will present the request and their recommendations at the first available RHC meeting.
4. RHC will make the final decision to approve the request.
5. Emergency funding awards must be approved by Thurston's Board of County Commissioners (BoCC). Contracts will be executed in a timely fashion following BoCC approval.
6. The Office of Housing and Homeless Prevention will distribute funds until all emergency funds are exhausted.
7. Agencies may not receive more than one emergency funding award per year.

Policy approved by:

Policy effective date: