



Citizens' Advisory Board		
Wednesday, April 3, 2019	6:00 pm	Soundview 3602 Pacific Ave, Tacoma

Members Present: Sally Porter Smith, Chair Adriane Wilson Donald Tilley, Jr. Nathan Zink Noemi Cagatin-Porter Robin Farris Sherry Martin Yvonne Starks	Members Absent: Susan Johnson, Vice-Chair Bryan Yambe Kenneth Delgado	Staff Present Lauren Lee Stephanie Bray Bryan Schmid Jeff Rodgers Vy Yun
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Minutes

Call to Order

Discussion	The meeting was called to order by Sally Porter Smith, Chair, at 6:03 pm.
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Approval of Agenda

Discussion	Sally asked for a motion to approve the agenda. Nate motioned, Robin seconded, unanimously approved.
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Approval of Minutes

Discussion	Sally asked for a motion to approve the February minutes. Sherry motioned, Robin seconded, unanimously approved.
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Staff Report

Discussion	None.
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CAB Member Orientation & Governing Documents

6:10 - 6:15	Lauren Lee
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Discussion	Department of Commerce has asked for documentation that members have received orientation packet.
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Action	Members to return signed document to Lauren.
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Community Action Programs 2019 Action Plan

6:15 - 6:30	Lauren Lee
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Discussion	<p>Vacancies:</p> <ul style="list-style-type: none"> • Yvonne’s term is coming to an end. • Rhonda has resigned. <p>Lauren’s PowerPoint presentation covered the following topics (see attached):</p> <ul style="list-style-type: none"> • Overview of Programs • ChildReach • Early Childhood Education and Assistance Program (ECEAP) • Energy Assistance • Home Repair • Weatherization • Transportation
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	<ul style="list-style-type: none"> • Initiatives and CSBG Reporting <p>Pierce County Exec's Office in collaboration with Pierce County Finance Department has hired a consultant to analyze the Human Services Department to see if they would recommend any changes to the Department. Lauren states Human Services went through a reorganization about six years ago and there is worry about the impact to services for our clients. The draft report is anticipated to be out the end of June, with the final report submitted to the Executive and Council by September 15 and will hopefully look at the recommendations through the budget process. Lauren hopes we will have something to share at the September meeting. Sally asks if there are other departments being reviewed. Lauren answers no. Sally would like to know the scope and/or purpose of the evaluation.</p> <p>Adriane asks Lauren why she thought it was important to have the poverty simulator for staff. Lauren explains it's not so much for our staff, it's for people. She gives an example of a simulator she was involved in for the court system in Gig Harbor. She says it was to sensitize them to deal with stereotypes about people in poverty and to help them understand that there's a lot of challenges.</p> <p>Adriane asks who's doing the poverty simulator here. Lauren answers the Department of Commerce. Lauren's thought was to do it with elected officials, staff from higher division, so they have a better understanding for the need of Human Services. Adriane hopes that is not the only avenue taken to understand what it is like to be in poverty. She asks that we have more personal conversations about people that are affected. Lauren says we will need volunteers when the time comes. Adriane is in agreeance with officials and leadership needing to understand the plight of the people in poverty. Adriane is asking for more opportunity for people to utilize their own voice, rather than have someone else speak for them.</p> <p>Lauren shares she has accepted a position as the Executive Director at Tacoma Community House and says this will be her last meeting.</p>
<p>Action</p>	<ul style="list-style-type: none"> • The RFP for the Human Services Study will be shared with Members. • If Members know of anyone interested in being part of CAB, please have them apply. The online application can be found on our website (https://piercecounitywa.gov/5936/Human-Services-Citizens-Advisory-Board), Click on "View Current Vacancies".
<p>2019 One Year Action Plan & Substantial Amendments</p>	
<p>6:30 - 7:00</p>	<p>Bryan Schmid, Jeff Rodgers, Stephanie Bray</p>
<p>Discussion</p>	<p>The 2019 Action Plan covers July 1, 2019 – June 30, 2020. This is the fifth and last action plan from the five-year consolidated plan. We are in the process of working on the 2020-2024 Consolidated plan.</p> <p>The required action plan outlines the use of our HOME, CDBG, and ESG funds (see attached PowerPoint presentation). The elements of the plan are:</p> <ul style="list-style-type: none"> • Amount of resources anticipated • Amount of resources allocated to specific projects/programs

	<ul style="list-style-type: none"> • Estimates of number of households served <p>Robin asks what is it on the one-year action plan that the County needs from the Board Members? Bryan answers we are required to have a public process with our Consolidated/Action Plan. All the reports submitted to HUD must have a public participation process and presenting to the CAB is part of that process. Stephanie adds after the public comment period ends then we will have a public hearing and ask the Board to approve the plan. The public comment started March 29, 2019 and will end with a public hearing by the CAB on May 1, 2019</p> <p>Sally asks if the 17.2% of ESG funds going towards Homeless Management Information System (HMIS) is for operational maintenance. Jeff explains that it is for vendor fees for them to administer and manage the server, license fees for each person that utilizes the system, staff to manage the system and provide training and technical assistance. Robin asked if this was free for the non-profit and Jeff answers the agencies do not pay anything.</p> <p>Sally asks if the Board will receive a presentation on the comments received and Stephanie responds yes.</p> <p>The May meeting will also be to approve the Action Plan.</p> <p>2017 Action Plan Amendment #2 (see attached).</p> <ul style="list-style-type: none"> • Corrects 2017 Action Plan Substantial Amendment #1's incorrect line item budgets and reflects the actual use of 2017 ESG funds. <p>2018 Substantial Amendment #4 (see attached).</p> <ul style="list-style-type: none"> • Adds 2017 CDBG public facilities funds in the amount of \$210,000 to the Pierce County Community Development Corporation's Housing CDBG Owner Rehab Revolving Loan Program.
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2019 Homeless Point -in-Time Count	
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7:00 - 7:30	Jeff Rodgers
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Discussion	<p>The Point -in- Time Count is an annual count of literally homeless people (see attached PowerPoint presentation).</p> <p>Unsheltered count is done annually on the last Friday of January. We use an application called Counting Us to conduct the survey. It goes real-time to the command center and gives the opportunity to rapidly respond. Before last year, the surveys were done on paper.</p> <p>Sheltered data is collected through HMIS.</p> <p>The Unsheltered Count occurred between Thursday (10:00 pm – 3:00 am) and Friday (7:00 am – 7:00 pm).</p> <p>Received record amount of donations. Pierce County Library volunteered to place bins for donations. They have also agreed to do this every year going forward.</p>
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	<p>2019 PIT results: 1,486 Homeless persons counted.</p> <p>Comparing PIT and HMIS:</p> <ul style="list-style-type: none"> • 1,486 PIT Count 2019 (one night) • 10,860 HMIS census 2018 (year-round) <p>Sally asks for clarifications if each individual is counted once in both cases (PIT and HMIS) and Jeff answers yes.</p> <p>Sherry asks in order for a client to be put into HMIS, they would need to reach out to us for services. Jeff responds they either come to our system or we go to them. We have outreach teams that are equipped with iPads that can do an assessment at any location.</p> <p>Adriane asks if we considered going to motels. Jeff explained motels are not considered homeless. The reason is because motels are paid for by the person residing in the motel, and if you can pay for a room, it's not considered homeless. He adds we have programs that utilize motel vouchers for shelter and those are counted through HMIS as a sheltered bed paid by a program.</p> <p>Adriane was told that clients should not admit to living in their cars when calling 2-1-1 because they do not consider that homeless. Jeff says that is incorrect; that is one of the biggest priorities of people they should serve. Jeff says the expectation is that anyone living in their car is literally homeless. Sometimes staff will ask to see the car to confirm this.</p> <p>Jeff says there are public-facing dashboards available on the Pierce County website (https://www.piercecountywa.gov/5978/Infographics-and-Dashboards).</p> <p>Sally requests for a copy of the PowerPoint presentation.</p>
Action	<ul style="list-style-type: none"> • Jeff will talk to his staff that oversee the contract with Coordinated Entry regarding clients living in their cars. • The PowerPoint presentation will be shared with Board Members.
Manufactured HOME Replacement	
7:30 - 7:40	Bryan Schmid
Discussion	<p>HOME funds are used to provide loans to homeowners to replace their substandard manufactured homes (see attached PowerPoint presentation).</p> <p>Everything is done in accordance with HUD standard. These are bankable FHA VA conventional, so if they were to sell this, anyone can buy it with regular type of financing.</p> <p>Robin asks if the owners owe money, and Bryan responds yes, we do a loan and base the payment on their income.</p> <p>Sherry asks if they must own their property, and Bryan replies yes.</p>

	<p>Yvonne asks if they pick their floor plan, and Bryan says there is generic models and they pick certain features. Most of the homes are very similar in size. There can be variations to the porches, interior, style, and color.</p> <p>Robin asks if there are any defaults on loans. Bryan replies there was one default last year and we did a deed in lieu and sold it to low-income first-time home-buyer.</p>
2020-2024 Consolidated Plan/Analysis of Impediments for Fair Housing	
7:40 - 7:43	Bryan Schmid
Discussion	<p>Sherry, Sally and Robin volunteered to participate in Analysis of Impediments Evaluation Panel.</p> <p>The RFP was posted, and we did not get any responses.</p> <p>RFP was reposted, and we received 2 proposals.</p> <p>Evaluation Panel will meet, and the recommendation will go to the Director for approval.</p>
Action	<ul style="list-style-type: none"> Bryan will setup meeting for April 18th in the afternoon and will email copies of the application to the Evaluation Panel. Stephanie will drop off a hardcopy of the applications to Robin.
Public Comment	
Discussion	None.
Good of the Order	
Discussion	None.
Adjournment	
Discussion	Sally Porter adjourned the meeting at 7:46 pm.



 Chair Signature

5-1-19

 Date

