



## Partnership to End Homelessness Board

Monday December 13, 2021

**CALL TO ORDER:** The quarterly Partnership to End Homelessness (PEH) Board meeting was held via **ZOOM Meeting** on December 13, 2021. The meeting convened at 2:08 PM.

### MEMBERS IN ATTENDANCE:

Janinna Attick	✓	Leslie Hodson	EX
Candy Banker	✓	John Hull	AB
Mary Jane Brell Vujovic	EX	Rachel Mathison	✓
Rita Jo Case	✓	Teri Nelson	✓
Cameron Cassidy	✓	Jamyang D. Nhangkar	✓
Mary Cline-Stively	✓	Jane Pak	✓
Steve Corsi	✓	Lynda Plummer	✓
Jim Dean	✓	Zoe Reese	EX
Mary Anne Dillon	✓	Mark Smith	✓
Yasin Dilsebo	✓	Charles Thompson	EX
Nataya Foss	AB	Tarah Wilder	✓
Chad Golden	✓	Julie Willie	✓
Jodie Halsne	✓	Mindy Woods	✓
Vicci Hilty	EX		

**STAFF IN ATTENDANCE:** Debbi Trosvig, Sam Scoville, Tanya Baniak, Christie Lee Kamka, Stephanie Patterson, Susan Christ

### GUEST(S) IN ATTENDANCE:

### WELCOME

#### Introductions/Housekeeping

- Candy Banker welcomed everyone and introduced the new PEH Board Member, Teri Nelson representing the Tribal Government seat.

#### Approval of Meeting Minutes

**\*ACTION ITEM:** Julie Willie made a motion to approve the September 13, 2021 meeting minutes as written. Mary Cline-Stively seconded the motion and it passed unanimously.

### COMMITTEE REPORT UPDATES / ACTIONS:

#### Communications and Engagement Committee (CEC) – Sam Scoville

- This Committee has not met since October. Nothing to report at this time.

#### Public Policy Committee (PPC) – Sam Scoville

- Sam Scoville reported that the Public Policy Committee met on December 2, 2021. The discussion

and primary focus were around the 2022 legislative agenda and public policies for the Legislative Session.

- The PEH Public Policy Committee is in the process of soliciting public policy agenda items from PEH Board members to create the Public Policy Legislative Priorities for adoption by the PEH. Submission of agenda items for agencies and organizations need to be received prior to their next meeting on January 10, 2022. Agenda items can be sent to either Sam Scoville or Mark Smith.
  - The Public Policy Committee will meet on January 10, 2022. At this time the Legislative Agenda Proposals will be put together for the PEH.
  - Electronic votes to approve the PEH Legislative Advocacy Agenda with the PEH Board will occur between January 11, 2022 through January 18, 2022.
- The Public Policy Committee is conducting a poll for Legislative Advocacy participation of Board members for the 2022 Legislative Session. Please contact Sam Scoville for a link to the Poll if you have not yet participated.
  - The Public Policy Committee will be coordinating meetings with Legislators in Snohomish County from January 3, 2022 to Mid- February.
  - The Legislative Session is a short session, it is a sixty day session which goes from January 11, 2022 to March 8, 2022

### **Strategic Planning (SPC) – Mary Anne Dillon**

- Mary Anne reported that the Strategic Planning Committee met on November 23, 2021. The focus was on planning strategies for 2022, such as;
  - Focusing on action items in the Strategic Plan such as Outreach, Coordinated Entry, and the Housing Navigators.
  - Attending the Coordinated Entry meeting on January 13, 2022
  - Reaching out to the Veterans Sub-Committee
  - Landlord Engagement

## **UPDATES:**

### **FY2021 CoC Local Competition- Sam Scoville**

- Sam Scoville updated the Board on the FY2021 CoC Local Competition.
- The competition opened on August 18, 2021 with a submission deadline of November 16, 2021. PEH submitted an application on November 12, 2021 for \$12.6 Million Dollars along with a couple of new projects and renewals.
  - Tier 1 – 100% ARD - \$11,424,423
    - Could fund all existing programs or allowed for reallocation
  - Tier 2 – (CoC Bonus) - \$571,221 (5% of FPRN or ARD)
  - PRC met on 10-11-21, made recommendations
  - AOC met on 10-21-21, ratified PRC Recommendations

### **Strategic Plan Annual Report – Debbi Trosvig**

- Debbi Trosvig updated the Board on the Strategic Plan Annual Report. The Annual report was submitted to the Washington State Department of Commerce at the end of November 2021 and is available on the Commerce website. The Strategic Plan will soon be uploaded the Snohomish County Strategic Plan website. Once uploaded, a link will be sent out to all Board members.

### **2022 Point in Time (PIT) Count – Debbi Trosvig**

- Debbi Trosvig updated the Board on the 2022 Point in Time Count (PIT). The PIT count is required annually which is a compilation of counting sheltered and unsheltered individuals.
  - In 2021, due to the COVID-19 pandemic, the unsheltered count received a waiver. For 2022 HUD is not allowing communities to apply for the waiver and is asking that all communities conduct an unsheltered street count.
  - Snohomish County has asked HUD for an exemption on the dates. Snohomish County is

- pursuing a count in February for extra time due to continued struggles due to the Pandemic. The Board will be advised of HUDS's response if the exemption is approved.*
- *HUD has provided guidance on how to safely conduct the sheltered and unsheltered counts.*
- *Looking at alternative ways for the count to reduce impact on agencies*

**Racial Equity Advisory Board Updates/Recruitment- Sam Scoville**

- *Sam Scoville reported the Racial Equity Advisory Board met on November 18, 2021. The Board has a total of nine (9) Racial Equity Advisory Board Members, which include two (2) PEH Board Members, Jodie Halsne and Teri Nelson.*
  - *The Board will meet again in January of 2022 to begin on the Equity Workplan.*
  - *Sam Scoville will send out an email to the PEH Board Members to introduce members on the Board.*
  - *The Racial Equity Advisory Board continues to recruit for membership as gaps are identified.*

**Advocacy:**

**Legislative Advocacy – Mark Smith**

- *Mark Smith shared with the Board a presentation on public policy called “You Too Can Lobby!”.*
  - *Dispelling the Myth that Lobbying is “bad”.*
  - *The meaning of Lobbying is: “Educating elected officials on the impacts of the legislation they are considering”.*
  - *The IRS regulations state that 501C3s are legally allowed to Lobby as long as rules are followed.*
    - *Lobbying must be an “insubstantial” part of its expenditures and overall activities. Which means no more than 5% of budget or staff time.*
    - *501 (h) election form/ 5768 can adjust the cap to 20% of expenditures and activities on direct lobbying, which comes with reporting requirements.*
    - *Public agencies have separate rules governing their lobbying activities.*
    - *Everyone, including a public sector employees, has the right to lobby legislators on their own time if they use their own private communication devices.*
- *Mark Smith announced that the last session met with 17 of 21 legislators. There were 15-16 members were involved in the advocacy.*

**ACTION**

**Data and Analysis Committee Chair (Action)**

*The Data and Analysis Executive Committee has a current vacancy for the Chair position. Jodie Halsne has responded to the request to fill that vacancy.*

**\*ACTION ITEM: Melinda Woods made a motion to elect Jodie Halsne as Chair of the Data and Analysis Committee. Janinna Attick seconded the motion and it passed unanimously.**

**Annual updates to the Governance Charter (Action)**

- *Candy Banker shared attachments for the Board Composition, Committees, HMIS Policies and Procedures and CE Policies and Procedures for review and changes: (Any further changes, please reach out to Sam Scoville)*

**Board Composition- Attachment A**

- *Current Board Members and Organizations*
  - *Added Jodie Halsne to the Data and Analysis Committee Chair*

- *Open Recruitment for a Vice Chair*
  - *If interested in applying, please reach out to Sam Scoville and/or Candy Banker*

### **Committees – Attachment C**

- *Added end date of September 2020 for the Coordinated Entry Refinement Workgroup*
- *Added the Racial Equity Advisory Board with a start date of November 2021 to Present.*

### **HMIS Policies & Procedures – Attachment F-1**

- *Updated language for clarity, consistency, and general language change.*
- *Removed direct contact information on the HMIS Policies & Procedures document and point to the HMIS link on the Snohomish County Webpage.*
- *Removed all of the HMIS elements and explanations from the document with a link for HMIS on the HUD Data Standards Webpage.*
- *Edited Appendix F-1, the Data Quality Plan, to align with updated procedures*
- *Added the Snohomish County DQ Roles and Responsibilities Worksheet to Appendix F-1*

### **CE Policies & Procedures – Attachment H**

- *Update Fund Source and the Coordinated Entry refinement process*
  - *Funding Source “Investing in Futures” finished in December 2021 and is no longer relevant*
  - *Removed all references to IIF (Investing in Futures) in the document*
- *Changed ‘Housing Navigation’ to ‘Resource Navigation’*
- *Housing Assessment changed to the Navigator Assessment*
- *Reference to ‘Intake to Coordinated Entry’ has been updated to ‘Enrollment’ and refer to an enrollment Assessment to Coordinated Entry’*
- *The Evaluation System – Added the Coordinated Entry Advisory Committee. This Committee provides oversight and perspective of the Coordinated Entry System.*
- *Added a visual of the Uniform Process and Assessment Tools*
- *Updated Terms to add in the Housing Placement Conference*

**\*ACTION ITEM:** *Mary Anne Dillon made a motion to approve the updates to the Governance Charter. Rachel Mathison seconded the motion and it passed unanimously.*

### **WRAP UP**

- *Candy Banker thanked the Board for all of their commitment and leadership in the PEH*
- *Candy Banker announced that meetings will continue via Zoom through the end of the year.*
- *Candy Banker reminded all our next zoom meeting is on Monday, March 13, 2022 via Zoom*

***Melinda Woods made a motion to adjourn the meeting. Jim Dean seconded the motion and it passed unanimously.***

### **ADJOURNMENT**

Meeting adjourned @ 3:41 pm

Next meeting will be held on Monday, March 14, 2022 from 2:00 pm to 4:30 pm

Christie Lee Kamka, Sr. Secretary, Snohomish County Human Services  
S. Scoville – 3-7-2022