

**CHELAN-DOUGLAS LOCAL HOMELESS HOUSING TASK FORCE**  
**2<sup>nd</sup> QUARTER MEETING**  
**April 23<sup>rd</sup>, 2025**  
**3:00 p.m. - 5:00 p.m.**  
**Location: 400 Douglas Street, Conference Room 1, Wenatchee, WA**

<b>MINUTES</b>
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**Attendance:**

Kevin Overbay, Commissioner, Chelan County, Chair	X	Carl Florea, Mayor of Leavenworth- At Large Small City; Chelan County	X
Marc Straub, Commissioner, Douglas County, Vice Chair	x	Traci Heyen, Lived Experience Representative	
Christine Johnson, Councilmember, City of East Wenatchee	X		

**Designated Alternatives for Voting Members Present:**

Dan Sutton, Commissioner, Douglas County	
Brad Hawkins, Commissioner, Chelan County	
Shayne Magdoff, Councilmember, City of East Wenatchee	
Renee Swearingen, At Large Small City Mayor; Chelan County	
Vacant - Lived Experience Representative	

**Advisory Members Present**

Claire Oatey, Community Foundation of NCW		Charlie Atkinson, Councilmember, City of Wenatchee	x
Denise Sorom, Community Foundation of NCW (Temporary Alternate)		Steve Clem, Legal Services Representative	X
Sasha Sleiman, Housing Authority	X	Vacant - Real Estate Representative	
Kim Martin, Rental Association of the Wenatchee Valley		Peter Munro, Rental Association of the Wenatchee Valley (alternate)	
Ana Gonzalez, BHU Chelan County		Tony Sandoval, Veterans Services	X
Michael Morrison, Chelan County Sheriff		Edwin Fonseca, Business Representative	
Marcy Treat, SUDP at New Path CVCH (alternate)		Vacant, Young Adult Representative	
Shawn Arington, Lighthouse Christian Ministries		Vacant, Youth Services Representative	
Ken Sterner, Aging & Adult Care	X	Garth Donald, Chelan Douglas Health District	X

**County / City Administrative Staff**

Jon Davies, Chelan County, CE Lead	X	Amber Hallberg, Chelan County	X
Madison Calloway, Chelan County	X	Juan Loeza, CE Outreach Lead	X

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## Other Attendees Present

Alan Walker, CDCAC	X	Marta Demere, Homeless Housing Network	X
Summer Hess, Sage Step Consulting	X	Melisa, New Path CVCH	X
Scooter Harter, WRC	X	Jenni McGregor, CCRJC	X
Sarah Brito, CDCAC	X	Louise Johnson, CDCAC	X
Selena Bravo, Sage	X		
Jennifer Talbot, WVDRC	X		
Thayz Reyes, Homeless Housing Network	X		
Alex Mann, Akin	X		
Sarah Baxter, Catholic Charities	X		

### I. CALL TO ORDER & ATTENDANCE – 3pm

### II. BOARD MEMBER DECLARATION OF CONFLICT OF INTEREST

*No board members declared a conflict of interest.*

### III. PUBLIC COMMENT PERIOD

The "Public Comment" period provides an opportunity for members of the public to address the Task Force on items either not on the agenda or not listed as a public hearing. The Task Force Chairperson will ask if there are any citizens wishing to address the Task Force. When recognized, please provide your name and address and state the matter of your interest. Citizen comments will be limited to three minutes.

*No members of the public wished to provide public comment.*

### IV. ADMINISTRATIVE AFFAIRS

#### A. Approval of agenda and minutes from March 26th, 2025 Meeting

*Motioned to approve the minutes from the March 26<sup>th</sup> meeting by Mayor Florea; Seconded by Commissioner Straub; Passed Unanimously 4-0*

### V. UNFINISHED BUSINESS

#### A. Five Year Homeless Housing Strategic Plan – Action Needed

##### 1) Adoption of Objectives 1-4

*The Task Force reviewed Objectives 1-4 as presented at previous meetings. Motioned to approve objectives 1-4 as presented by Commissioner Straub; Seconded by Mayor Florea; Passed Unanimously 4-0*

*Summer Hess from Sage Step Consulting gave an update on the strategic plan. Summer & staff are working with local Community Development Departments to incorporate the requirements of the GMA and Comprehensive Plans into Objective 5 which will determine the housing types that are needed in the region. Staff is working to schedule a subcommittee meeting with the Commissioners to be able to determine the priority criteria for*

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*housing types needed in the community. This process will take some time as there is competing deadlines and available information with Comprehensive Plans for each jurisdiction. At the September 24<sup>th</sup> meeting is the target date for fully approving a plan for recommendation to the BOCCs. The Sage Step Consulting Contract will be ending on April 30<sup>th</sup>, but Summer will still come to meetings on occasion and help with some aspects of the plan on an as needed basis.*

B. CE Policies and Procedures (Action Needed)

1) Approve pages 14-23 of CE Policies and Procedures

*The Task Force reviewed the updated pages 14-23 of Coordinated Entry Policies and Procedures edited by staff. The Task Force had questions regarding Section VI: Diversion – specifically about transportation expenses. The edits had car repairs stricken as an eligible expense. The Task Force agreed that they would like to be able to offer some assistance for car repairs. Suggestions were made to staff for revisions. Aside from that edit, the Task Force wanted to approve the CE policies and procedures with the understanding that staff will edit the section with car repairs.*

*Motioned to approve the edits for pages 14-23 of the Chelan-Douglas Coordinated Entry Policies & Procedures pages 14-23 with the understanding that a revision will be made for car repairs to allow for some repairs by Commissioner Straub; Seconded by Councilmember Johnson. Passed Unanimously 4-0.*

2) Review pages 24-34

*The Task Force reviewed all pages 24-34 during the meeting. There were no edits made. The Chair asked if the other voting members of the Task Force would be willing to approve the edits that day. No voting members had reservations about voting to approve.*

*Motioned to approve the Chelan-Douglas Coordinated Entry Policies & Procedures 24-34 as presented at the meeting by Mayor Florea; Seconded by Commissioner Straub; Passed unanimously 4-0.*

C. Chelan-Douglas Task Force Policies and Procedures for grant cycle

1) Update – Amber Hallberg, Community Services Manager

*The Chelan-Douglas Task Force Policies and Procedures needed to be updated to reflect the changes made at the State level for the past and upcoming grant cycle. The policies and procedures can be used to more closely align Chelan & Douglas Counties with the local homeless housing plan goals.*

*A subcommittee was created to meet comprised of the Chair and Co-chair of the Task Force and representation from a large nonprofit and small nonprofit to ensure that unintended consequences do not happen with new policies implemented.*

*The policies and procedures presented were general and only had edits that were necessary per the State changes. The Task Force decided to move to vote on accepting the edits made and to create the sub committee to make updates to more specific policies.*

*Motioned to approve the edits presented with the understanding that a subcommittee will be making edits to bring back to the Task Force to approve on sections regarding: allowable interventions, budgetary categories, and the definition of “disciplinary action” by Commissioner Straub; Seconded by Councilmember Johnson; Passed Unanimously 4-0*

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## VI. New Business

### A. Programs Funding

#### 1) Discussion on re-allocations of funding for the remaining grant cycle

*The YWCA was able to re-allocate \$80,000 of LDRF Support funds for the Emergency Rental Assistance Program that will go unspent. This was a request from the Task Force from the March 26<sup>th</sup> meeting. Staff discovered that the State had been overbilled in the LDRF category by \$11,435.61. This left \$68,565 to be re-allocated. Additionally, Chelan County staff had \$8,000 of CHG SFY25 to be reallocated for a total of \$76,565 for re-allocation.*

*Both Rural Navigator programs do not have enough funding to get them through the remainder of the grant cycle (June 30<sup>th</sup>, 2025). Staff proposed moving \$38,282.50 to both of the organizations to get them through the remainder of the grant cycle.*

*Motioned to approve moving \$34,282.50 of LDRF Support and \$4,000 of CHGSFY25 to Chelan Valley Hope and \$34,282.50 of LDRF Support and \$4,000 of CHGSFY25 to Upper Valley MEND by Mayor Florea; seconded by Commissioner Straub; Passed Unanimously 4-0*

### B. Appointment for Youth Services Non-Voting Member Position (Action Needed)

#### 1) Alex Mann, Program Specialist at Akin

*The non-voting position for the Youth Services Non-voting Member Position has been vacant. Alex Mann works with Akin, formerly known as the Children's Home Society. She has worked as a case manager and helps with youth who are experiencing homelessness get some of the resources that they need.*

*Motioned to approve Alex Mann's appointment to the Chelan-Douglas Homeless Housing Task Force as the Youth Services Non-voting Member Representative by Councilmember Johnson; Seconded by Mayor Florea; Passed Unanimously 4-0.*

## VII. OTHER

Updates from Voting & Non-Voting Members

*Chelan County Staff- Resource Fair at LCM 8am-12pm*

*Chelan Valley Hope – Tamra Hively, Executive Director expressed gratitude for the additional funding. She shared a story about a client who had a heart transplant and was in need of rental assistance. The additional funding will be able to assist with the back rent for the client. Additionally, they were looking at having to cap hours or temporarily lay off employees if they did not receive this funding.*

*WVDRC – The Peacebuilder Award nominations for 2025 are open! If you have someone who you think should be recognized for their work in peacebuilding in the community, please visit [www.wvdrc.org](http://www.wvdrc.org) to nominate them! The WVDRC will be hosting a mediation certification training at the end of June. Contact them for more info.*

## VIII. ADJOURNMENT – 4:32pm

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