

CHELAN-DOUGLAS LOCAL HOMELESS HOUSING TASK FORCE

4th QUARTER MEETING

December 17, 2025

3:30 p.m. - 5:00 p.m.

Location: 400 Douglas Street, Conference Room 1, Wenatchee, WA

MINUTES

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	X
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	X	Charlie Atkinson, Councilmember, City of Wenatchee	X
		Steve Clem, Legal Services Representative	
Sasha Sleiman, Housing Authority		Vacant - Real Estate Representative	
Kim Martin, Rental Association of the Wenatchee Valley		Peter Munro, Rental Association of the Wenatchee Valley (alternate)	
Ana Talley, BHU Chelan County	X	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	
Kolin Olivera, Lighthouse Christian Ministries	X	Alex Mann, Youth Services Representative (Akin)	X
Ken Sterner, Aging & Adult Care		Garth Donald, Chelan Douglas Health District	

County / City Administrative Staff

Jon Davies, Chelan County, CE Lead	X	Amber Murillo-Vera, Chelan County	X
Madison Calloway, Chelan County	X	Juan Loeza, CE Outreach Lead	X

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Other Attendees Present

Josh Day, Lived Experience Candidate	X	Jennifer Talbot, WVDRC	X
Scooter Harter, WRC	X		
Sarah Baxter, Catholic Charities	X		
Tamra Hively, Chelan Valley Hope	X		

I. CALL TO ORDER & ATTENDANCE – 3:02pm

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 September 24th, 2025 Meeting

Motioned to approve the minutes from the September 24 meeting and to approve the meeting agenda with the exception of striking out the agenda item regarding potentially funding a program to pay deposit fee for Oxford programs due to needing further conversation before bringing it to the Task Force for discussion.

Motioned by Mayor Florea; Seconded by Councilmember Johnson; Passed Unanimously 5-0

V. UNFINISHED BUSINESS

A. Five Year Homeless Housing Strategic Plan

1) Approval of strategic plan by BOCC

Public Hearing was held on November 3rd, 2025, where the Chelan County Board of County Commissioners approved the finalized version. There were two members of the public who came and gave comment at the public hearing. Staff spoke with them after the meeting and got their contact information. Staff submitted finalized & approved strategic plan to the state. They let staff know that if they have any questions, they will be reaching out after the first of the year.

There was conversations about the estimated need for PSH in Douglas County and if we would have to amend our strategic plan. After gathering further clarification, the estimated amount for PSH in Douglas County is considered zero based on the tool used by the planning department in their comprehensive plan to determine

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this amount. This information was noted in the finalized plan. No further action on that matter will need to be taken by the Task Force.

VI. New Business

A. Task Force By-Law Edits (Action Needed)

1) Memberships Terms

Staff has requested that the Task Force amend their By Laws to remove term limits for non-voting members of the Task Force. As it stood, the non-voting members would serve up to two, two-year term limits. It got to be too cumbersome for staff to seek out appointments and the constant turnover seemed to be counter intuitive to the objectives of the Task Force.

2) Edits to by-laws

Staff proposed language to better convey the succession and appointment of the Lived Experience Representative on the Task Force.

Motioned to edit the current Chelan-Douglas Homeless Housing Task Force as presented by staff.

Motioned by: Mayor Florea Seconded by: Councilmember Johnson Passed: 5-0

B. 2026 Task Force Meeting Schedule (Action Needed)

1) Review proposed 2026 meeting schedule

Staff prepared a draft of a meeting schedule that follows the same cadence as 2025 – meeting on the 4th Wednesday of the month quarterly 3pm-5pm.

Motioned to approve the proposed 2026 Chelan-Douglas Homeless Housing Task Force as presented by staff.

Motioned by: Councilmember Johnson Seconded by: Traci Heyen Passed: 5-0

2) Assign 2026 Subcommittees

The Task Force must create prioritization criteria for capital requests per the strategic planning guidelines. Staff requested members of the Task Force to be a part of the subcommittee to draft prioritization criteria that can be brought to the whole Task Force for discussion. The Task Force has discussed updating policies and procedures. A subcommittee was proposed to make the few edits to bring to the whole Task Force for discussion and approval.

Motioned to approve the creation for a subcommittee for prioritization criteria and updates to the policy and procedures.

Motioned by: Councilmember Johnson Seconded by: Mayor Florea Passed: 5-0

C. Lived Experience Representative Appointment (Action Needed)

1) Vote to appoint lived experience candidate and alternate to task force

The current Lived Experience Representative's term concludes on December 31st, 2025. The alternate position is vacant. Interviews were held in early November to determine a new representative and alternate. The interview panel selected Derek Troxler as the Lived Experienced Representative and Joshua Day as the Alternate Lived Experience Representative. Both are expected to attend all meetings unless otherwise excused.

Motioned to appoint Mr. Troxler as the Lived Experience Rep and Mr. Day as the Alternate. Their appointment will commence on January 1st, 2026 and conclude December 31st, 2027.

Motioned by: Commissioner Overbay Seconded by: Mayor Florea Passed: 5-0

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D. CE Advisory Subcommittee

- 1) Discussion on necessity of CE Advisory Subcommittee and membership composition

Staff requested to remove the CE Advisory Subcommittee from the CE Policies and Procedures. It is duplicative of the governance of the Task Force.

Motioned to remove the CE Advisory Subcommittee from the CE policies and procedures.

Motioned by: Councilmember Johnson Secoded by: Mayor Florea Passed: 5-0

E. CE Award

- 1) Update on the recent award CE received

The Chelan-Douglas Homeless Housing Network (Coordinated Entry program) was awarded one of the seven inaugural Community Impact Awards by the Washington State Association of Commissioners. They were nominated due to the innovative approach to the coordinated entry system by utilizing multiple ways to contact the HHN i.e. by phone, website, or physical location, having a physical access point located at the LINK Transit station, and by the outreach efforts through the Outreach Lead position.

F. Financial Overview

- 1) Amber to provide an update on account balances

The Community Services Manager provided an overview of the balances for the Local Document Recording Fee accounts and the spenddown by the subgrantees of the Consolidated Homeless Grant. This will be a standard practice moving forward.

VII. OTHER

Updates from Voting & Non-Voting Members

None

VIII. ADJOURNMENT – 3:50pm

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