

CHELAN-DOUGLAS LOCAL HOMELESS HOUSING TASK FORCE
1st QUARTER SPECIAL MEETING #2
March 26, 2025
3:00 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			

Designated Alternatives for Voting Members Present:

Dan Sutton, Commissioner, Douglas County	
Brad Hawkins, Commissioner, Chelan County	
Shayne Magdoff, Councilmember, City of East Wenatchee	X
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		
Kim Martin, Rental Association of the Wenatchee Valley		Peter Munro, Rental Association of the Wenatchee Valley (alternate)	
Ana Gonzalez, BHU Chelan County	X	Tony Sandoval, Veterans Services	
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	X	Vacant, Youth Services Representative	
Ken Sterner, Aging & Adult Care		Garth Donald, Chelan Douglas Health District	X
		Vacant - Real Estate Representative	

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		
Summer Hess, Sage Step Consulting	X		
Scooter Harter, WRC	X		
Rachel Todd, YWCA	X		
Bethany Alhaidari, Sage	X		
Jennifer Talbot, WVDRC	X		
Josh Mathena, City of Wenatchee	X		
Dominick Bonny, Member of the public	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 February 26th, 2025 Meeting

Prior to the meeting, Staff had notified the Chair that "Discussion of re-allocation of funding" would be stricken from the record, and will be discussed at the April 23rd 2nd quarter meeting for the Task Force.

Commissioner Straub motioned to approve the minutes from the February 26th, 2025 Special Meeting of the Chelan-Douglas Homeless Housing Task Force and to approve the agenda for the meeting with discussion of funding re-allocation stricken from the agenda. The motion was seconded by Mayor Florea. The motion passed 3-0. 1 voting member was not yet in attendance of the meeting. One voting member was absent from the meeting entirely.

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V. UNFINISHED BUSINESS

A. Five Year Homeless Housing Strategic Plan – 20 Minutes

- 1) Review of strategic plan draft timelines
- 2) Discussion

Summer Hess with Sage Step Consulting went over the timeline for the adoption of the 5-year strategic plan. Clarifying questions asked about 60-day review from Commerce. For other strategic plans, there has been the requirement to submit the draft version to Commerce 60 days in advance of adoption for their review. Neither Summer or Staff have encountered this being a requirement for this strategic plan. They will notify the Task Force if they hear otherwise. Sage Step Consulting has been organizing meetings with staff from Douglas County, Chelan County, and the City of Wenatchee to coordinate local comprehensive plans with the strategic plan – specifically objective 5. This objective specifically calls out the types of housing that will be prioritized.

Sage Step Consulting had submitted the finalized versions of objectives 1-4 to the Task Force to review prior to the meeting and requested that any edits be submitted to her prior to the meeting. No edits will be made to objectives 1-4. At the April 23rd Task Force meeting, the Task Force will have new content in Objective 5 to review. The Task Force plans to vote to adopt Objectives 1-4 at the April 23rd meeting, and then would like to spend the next two months working through objective 5 since it is the most critical part of the strategic plan. Prioritization criteria may take longer to identify, because Commerce needs to release more guidance on prioritization. Additionally, there are competing timelines with comprehensive plan data that will need to be integrated into Objective 5. The Task Force aims to be completed by June 30th with the Strategic Plan. The plan is not due officially to Commerce until December 31st, 2025.

B. CE Policies and Procedures (Action Needed)

- 1) Presentation – Madison Calloway, Homeless Program Coordinator
- 2) Approve pages 1-13 of CE policies and procedures

At the Special Meeting on February 26th, the Task Force reviewed pages 1-13 of the Coordinated Entry policies and procedures. They had minor edits for Staff to make and bring back to the Task Force for review. The Task Force reviewed the edits made and motioned to approved pages 1-13 of the CE policies and procedures.

Mayor Florea motioned to approved the presented CE policies and procedures for pages 1-13. The motion was seconded by Commissioner Straub. Approved 4-0.

Task Force went section by section and reviewed the draft CE policies and procedures from pages 14- 23. Task Force gave suggestions on edits to certain sections for clarity. The Task Force requested for Staff to make the edits and put them on the agenda for April 23rd's meeting where they will review the edits and vote to approve pages 14-23.

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- C. Chelan-Douglas Task Force Policies and Procedures for grant cycle
 - 1) Funding discussion – Amber Hallberg, Community Services Manager
 - 2) New state CHG requirements

Changes in the CHG guidelines will cause impacts in the levels of service provided. Commerce has said that their new approach is “quality over quantity” – meaning they would like for communities to serve less people for longer. This will cause waiting lists to get longer and less people will get the resources that they need. In an effort to assist more people, the Chelan-Douglas Task Force can make edits to their policies and procedures for sub grantees that can assist with serving more people. For example, they can require implementing a locally created rent calculation tool that will address the needs more specific to the community rather than the tool that is used more generally statewide. Another change that could be considered is the approach to the administrative line-item and restricting the types of activities that can be billed that line-item.

The Task Force requested to have staff send the members proposed changes well ahead of the April 23rd meeting for members to review and discuss at the April 23rd meeting. Task Force would like to spend a dedicated amount of time that meeting to discuss the policies and procedure updates.

VI. New Business

A. Programs Funding

- ~~1) Discussion on re-allocations of funding~~
- 2) Presentation on ERA Pilot Program – Rachel Todd, Executive Director YWCA

Rachel Todd, Executive Director of the YWCA, presented on some challenges that their staff is facing with the Emergency Rental Assistance pilot program. They have approximately \$145,000 left to spend down by June 30th. They have had issues with getting the assistance out. The primary reason is contact with referred client never gets established. CE will make the referral and YWCA will attempt to contact the client multiple times; however, the clients have not been responsive to the calls. It has also caused the timeline for payments to be spanning over 6-8 weeks. The secondary reason is that clients need more than what the spending limit is. Most landlords will not accept partial payment, and the guidelines of the program state that they cannot exceed \$3,000. Lastly, there is a common miscommunication that the client thinks that the YWCA staff will be reaching out to the landlord to get the need documentation. It is the responsibility of the client to obtain the necessary documentation from the landlord and submit it back to YWCA.

The Task Force requested that YWCA and Staff work to identify what amount the YWCA will be able to spend down for the remainder of the grant cycle. The excess amount will be re-allocated and precedence will be given to programs that can supplant local funding.

The Task Force has requested that the YWCA work with Staff to identify what amount is an appropriate cap for rental arrears to eliminate that barrier. If a number is able to be determined, staff will conduct an e-mail vote from the voting members of the Task Force to approve raising the amount.

Jennifer Talbot from the Wenatchee Valley Dispute Resolution Center offered their services; however, CE already refers clients to them when they apply for assistance, and mediation with landlords has not been the presenting issue.

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VII. OTHER

Updates from Voting & Non-Voting Members

Staff requested one more non-voting member for the interview panel for the RFP process in May. Staff will follow up with Tony Sandoval's interest.

VIII. ADJOURNMENT – 4:28

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