

# Urban County Policy Board Meeting Minutes

1300 Franklin Street, Room 679

Vancouver, Washington

April 11, 2016

## **URBAN COUNTY POLICY BOARD MEMBERS PRESENT**

Councilor Julie Olson

Mayor Philip Johnson

Pete Capell

Jeff Sarvis

Mayor Ron Onslow

David Scott

Mayor Jeff Carothers

Clark County

City of Battle Ground

City of Camas

City of La Center

City of Ridgefield

City of Washougal

Town of Yacolt

## **GUESTS**

Bryan Kast (City of Ridgefield); Peggy Sheehan (City of Vancouver)

## **STAFF**

Michael Torres, Samantha Whitley, Rebecca Royce, Janet Snook

## **CALL TO ORDER**

The meeting was called to order by Chair Olson at 8:30 a.m.

### **I. Introductions**

### **II. Approval of March 14, 2016, Meeting Minutes**

The minutes from the prior meeting were approved following a motion by Mayor Carothers that was seconded by Mayor Onslow.

### **III. Updated 2016 Funding and Action Plan Review**

An additional \$25,000 of program income was identified by County finance staff. This has been applied to Proud Ground's award, which is now funded at \$83,570 of the requested \$195,000. Current practice is to award additional funds identified or carried from a discontinued project to fulfill the funding of a partially-funded project and then to the next unfunded project on the scoring list. Funding for 2016 is detailed in the draft Action Plan. Public input is requested on the draft plan by May 11. The Board of County Councilors will hear public comments on April 26. Submission to HUD is required by May 15.

### **IV. Joint Project Funding Proportionality**

Applicants of projects located in the City of Vancouver that benefit Clark County residents apply for joint funding based on the proportion of clients served from each jurisdiction. City of Vancouver scores applications separately from Clark County, therefore a project authorized for full funding by one jurisdiction may not be authorized for full funding by the other. In the past, Clark County made additional administrative adjustments after initial authorization by the UCPB to fund proportionally to the amount funded by the City of Vancouver when Vancouver awarded less than Clark County. The process was never documented. Discussion was raised to establish and document a funding process agreeable to the UCPB.

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For example, this year, the UCPB ranked The Salvation Army's application at the top of the list for full funding, but City of Vancouver, focusing on housing, ranked it lower. The original application for a joint \$300,000 was filed as 51 percent County (\$153,000) and 49 percent City (\$147,000). Should the County fund to the benefit of County residents as determined by the UCPB's initial ranking? Should the County fund proportional to the funding allocated and determined by the City's ranking? Timing does not permit the UCPB to wait annually for a decision from the City to determine funding, and a decision on this example needs to be made quickly for notifications required by HUD.

Research will be conducted regarding how other jurisdictions deal with this situation, and additional discussion will occur to establish a written procedure.

## **V. 2015 CDBG and Environmental HUD Monitoring**

A program audit was conducted in July 2015 resulting in one finding. This pertained to how service areas are documented. After supplying additional information, this finding was closed.

An environmental audit was conducted in September 2015, resulting in three findings. These include: documentation of environmental conditions, follow up on required mitigating actions, and tiered review determination for rehabilitation projects. After providing additional information, two of the findings have been closed. Further information is being provided this week to close the last finding.

## **VI. 2016 Salvation Army and 2015 Bridgeview Project Timelines**

Bridgeview was awarded funds in 2015. Construction is scheduled to begin in November and be completed within ten months.

The Salvation Army originally planned to start construction in late 2017, but may need an extension to 2018. Past practice has permitted a set-aside of funding when a project has been delayed. This would enable another project to use the funds dedicated to The Salvation Army this year, and The Salvation Army would be awarded the same amount of funds next year. A motion was made by Mayor Onslow and seconded by Mayor Johnson to fund Salvation Army with 2016 funds proportional to the City's funding and allocate the difference to the next projects on the list. The Salvation Army will be awarded \$20,800.

## **VII. Other**

- Ridgefield is completing its income survey for 2016 funding. The project should move forward as planned.  
Survey methodology for each project must be approved by HUD before launching a survey. Additional training or an information sheet on conducting surveys was offered. Citizen participation can be difficult with surveys. Projects universally eligible are those serving people who are disabled, homeless, migrant farmworkers, and other select groups.

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- Additional discussion to occur before the next RFA include:
  - How other jurisdictions conduct proportionality
  - How to encourage shovel-ready proposals
  - How to link tenant-based rental assistance with its corresponding case management for scoring as a package

## **VIII. Adjournment**

Meeting adjourned at 9:36 a.m.