



Kitsap Regional Coordinating Council

Executive Board Meeting

October 22, 2013

Approved Meeting Minutes

Chair
Commissioner Josh Brown ❖
Kitsap County

Vice-Chair
Mayor Tim Matthes ❖
City of Port Orchard

Commissioner Charlotte Garrido
Commissioner Robert Gelder
Kitsap County

Mayor Patty Lent ❖
Council Member Faye Flemister
Council Member Greg Wheeler
Council Member Leslie Daugs *
City of Bremerton

Mayor Steve Bonkowski ❖
Council Member Anne Blair
Council Member Debbi Lester *
City of Bainbridge Island

Council Member Carolyn Powers
Council Member Jeff Cartwright *
City of Port Orchard

Mayor Becky Erickson ❖
Council Member Ed Stern *
City of Poulsbo

Council Chair Leonard Forsman
Rob Purser*
Suquamish Tribe***

Council Chair Jeromy Sullivan
Council Member Dawn Purser *
Port Gamble S'Klallam Tribe***

Commissioner Axel Strakeljahn
Commissioner Larry Stokes *
Port of Bremerton

Captain Tom Zwolfer
Tom Danaher, PAO *
Naval Base Kitsap**

Mary McClure
Executive Management
McClure Consulting LLC

* Alternate
** Ex Officio Member
*** Associate Member

❖ Executive Committee

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1. Call to Order: Chair Josh Brown called the Kitsap Regional Coordinating Council's Executive Board to order at 10:03 a.m. (*Attendance noted at end*)
2. Citizen Comments: *One*
Walt LeCouteur, Executive Director, Kitsap Rescue Mission: We are pleased to be partnering with Real Change, starting in early November. Real Change is a "street newspaper" focused on poverty, homeless and social justice issues, and is an effective alternative to pan-handling. Real Change is looking for Kitsap columnist for Kitsap input.
3. Approve Minutes of September 24, 2013 Meeting
Motion: (Gelder) and second (Bonkowski) to approve the minutes of the September 24 meeting, as presented. *Motion Carried Unanimously.*
4. From the Chair:
Today's Board Study Session focused on developing KRCC's 2014 Legislative Priorities. The Executive Committee will firm up the legislative agenda ahead of the November Board breakfast with Kitsap's WA State Legislative Caucus.

At last month's Board meeting we discussed that an ad hoc Organizational Review Committee will come together during the first half of 2014. Several Board members have indicated interest. Please send an email if there is interest in participating within your jurisdiction.
5. Work Program Report:
 - a. Low-Income Grant Programs:
 - i. Coordinated Grant Application Process: GRCs' Funding Recommendations
Kirsten Jewell, Housing Grant Program Manager, noted that the Board held a study session on this topic last month. The Public Comment Period on these recommendations began on September 20, 2013 and concludes today with a Public Hearing. One letter of public comment was received and was included in the Board Packet, pertaining to the City of Bremerton CDBG/HOME program recommendations; those awards are made by the Bremerton City Council. The Board actions today will conclude the Coordinated Grant Application Process for this cycle. Each different grant program will continue forward independently with administering, contracting, and monitoring the grants awarded to that funding source. This agenda item will require a single public hearing, but two separate Board actions to meet HUD requirements.

Public Hearing Opened: 10:12 a.m. Public Hearing Closed: 10:13 a.m.

Public Comments: *One*

- *Larry Eyer, Executive Director, Kitsap Community Resources* commented that Sally Santana always made it a point to attend these KRCC meetings; she is missed. He thanked the Citizen Review Committees for their work on developing the recommendations. This process lends credibility and fairness to the recommendations.

Commissioner Gelder thanked staff for the very helpful materials in the Board packet.

Commissioner Garrido thanked all the citizens who participated on the Grant Recommendation Committees for their hard work developing the recommendations.

Commissioner Brown commented that there is tremendous work happening in our community. Some organizations were not recommended for funding or full funding; we want to make it a rigorous process to receive public funds.

Motion: (Gelder) and second (Garrido) to approve the Kitsap County Community Development Block Grant / Home Investment Partnership Program 2014 Action Plan's Projected Use of Funds, as recommended by the Grant Recommendation Committees during the 2014 Coordinated Grant Application process. *Yeas:* Bonkowski, Brown, Cartwright, Flemister, Garrido, Gelder, Lent, Lester, Matthes, Strakeljahn, Wheeler. *Nays:* None. *Abstentions:* Erickson. *Motion Carried.*

Motion: (Garrido) and second (Wheeler) to approve the 2014 Cycle funding awards for the Homeless Housing Grant Program, the Affordable Housing Grant Program, and the Consolidated Homeless Grant Incentive Program, as recommended by the Grant Recommendation Committees during the 2014 Coordinated Grant Application process. *Yeas:* Bonkowski, Brown, Cartwright, Flemister, Garrido, Gelder, Lent, Lester, Matthes, Strakeljahn, Wheeler. *Nays:* None. *Abstentions:* Erickson. *Motion Carried.*

ii. Using WA State DSHS & DoC Statistics

Kirsten Jewell, Housing Grant Program Manager, described the new Kitsap Homeless Housing System graphic that was included in the Board Packet. It represents the three ways homeless households interact with this complex system of housing providers:

- homeless households *seeking services*, who enter the system through the Housing Solutions Center (Kitsap's coordinated entry program)
- homeless households who are *not seeking services* and are living in their cars, with family or friends, camping in the woods, or on the streets
- individuals *exiting systems of care* such as jails, prisons, foster care, mental institutions, or hospitals into homelessness

We have good demographics and data about those who are seeking services, but we don't have a way to collect information about those who are *not seeking services* or who are *exiting systems of care*. These populations are the focus of the recently-completed Kitsap Under-served Populations Report, and strategies to address these populations are being developed by the Kitsap Continuum of Care Coalition.

Mayor Erickson: The graphic demonstrates a problem. We identify homelessness by funding source. Our funding sources are fragmented. The graphic also shows that we don't really know what works. I believe that we should consolidate our KRCC and CDBG funding and that it should be managed at the County. There is an article in the Atlantic this month that homelessness throughout the country is falling. Elected officials need to step back and ask whether the funding we distribute is working.

Consolidating the funding sources will be a beginning step. I am extremely appreciative of the people working on these grant programs.

Commissioner Garrido: A year ago we didn't have this much information. The Homeless Management Information System (HMIS) has been a huge improvement. This is causing human services to provide wrap-around services for those who need it. We are taking good steps in a positive direction.

Mayor Lent: Several years ago this policy board decided that we needed an intake center. That intake center [the Housing Solutions Center] was a first step. I have been to many of the agencies in the county and I see the good results. We have taken great strides. I think that we may need a different format to show what is working. Kirsten Jewell has done a great job of carrying out the legislative mandate. We should not just dissolve the system we have worked hard to create.

Commissioner Brown: Mayor Erickson raised a question regarding moving the administration of the document recording fee grant programs. Part of the scope of work for the Organizational Review is to evaluate the best home for these grant programs. The Board of County Commissioners' position is to respect the KRCC and defer to their preference for where these grant programs are housed.

Mary McClure, Executive Director: KRCC staff is working to develop a results dashboard for 2014, using HMIS data. These reports will show how the dollars work. We did not have the ability to do that until just this year.

Council Member Wheeler: This is a good visual of the system. Many agencies use funding to leverage for other grants. When I think of centralizing this, I see a loss of donors in the private sector. This program functions as a public/private partnership, which is working very well.

Council Member Lester: I serve on the Housing Kitsap Board, and recently heard that there are unused housing vouchers. We need to look at how money is allocated so that we are not leaving housing opportunities on the table. *Commissioner Brown* clarified that all of the funding is used, but there is not enough funding to support all the vouchers.

iii. Under-Served Homeless Populations Report

Kirsten Jewell, Housing Grant Program Manager, shared that the Kitsap Continuum of Care Coalition (CoCC) had a well-attended workshop to develop follow-up steps to the Kitsap Under-served Homeless Populations Report. Mayor Matthes was in attendance. Several new CoCC committees are being formed to work on strategies for specific under-served groups. The growing bed bug issue is also a topic of conversation. The CoCC would welcome KRCC Board participation or suggestions of how to address the issues: contact Terri Schroder, the CoCC Coordinator, if you are interested.

b. Land Use Planning: *Mary McClure, KRCC Executive Director, reporting:*

i. Countywide Planning Policy Adoption/Ratification

This September the KRCC Executive Board took action to approve the proposed 2013 revisions to the Kitsap Countywide Planning Policy, and forward them to the County and Cities for adoption and ratification. Kitsap County has begun the formal adoption process, and Cities and Tribes are working with their Councils on ratification. There is, among the Planning Directors, the strong intent to complete this work by the end of the year. The 2013 proposed changes pertain to two policy areas: Countywide Population to 2035, and changes to policy Element G: Siting of Essential Public Capital Facilities. The KRCC Board has reviewed the proposed updates throughout the year.

ii. Housing & Employment Targets Process

All four Counties in the Central Puget Sound Region (PSRC) are developing household unit and

employment targets, as well as population targets. One county has completed this work. Kitsap is working towards housing unit and employment targets in a two-step process. During 2014, the Planning Directors will develop targets for formal adoption by KRCC. Targets will be adopted into the Kitsap Countywide Planning Policy when they are next revised ~ within the next 5 years.

Employment targets will be developed in collaboration with KEDA, and will use data generated as part of the current Buildable Lands Report (BLR) that Kitsap County is leading. Both the BLR work and the demographic analysis for the Countywide Multi-Modal Transportation Plan will be completed by the same consultant. These two pieces of work will provide an opportunity to gain a good understanding of growth trends for Kitsap's geographies. The Planning Directors and KRCC staff understand the importance of each jurisdiction retaining local jurisdictional control over decisions regarding housing stock amount and types.

c. Transportation: *Mary McClure, KRCC Executive Director, reporting:*

i. Federal Funding Process for 2014

This Autumn, the PSRC Regional Project Evaluation Committee has developed technical recommendations regarding the use of funds for the upcoming (2014) Federal STP and CMAQ Funding Cycle. Those recommendations will inform policy discussion among the PSRC Project Selection Task Force through the end of the year, which is charged with recommending a Project Selection Policy Framework to the PSRC Transportation Policy Board, in early 2014. Three Kitsap policy makers have volunteered to participate on the Task Force: Council Members Nick Wofford and Debbi Lester, and Mayor Becky Erickson. Two of Kitsap's RPEC members (Mary McClure, Greg Cioc) briefed the Kitsap members of the Project Selection Task Force ahead of their first Task Force meeting, in mid-October.

PSRC undertakes a review of the policy framework ahead of any project call. In addition to a general review, the RPEC recommendations also respond to new federal requirements regarding the use of these funds ~ especially the need to use funds sooner. Specific recommendations pertain to a number of issues, including cycle length; the number of regional projects that each County can submit to the regional competition and set-asides.

The next two funding cycles will program three years of funding, in order for the PSRC region to "get ahead" of project obligation ~ programming funds further into the future and guaranteeing that funds are obligated and used well ahead of federal deadlines to do so. The number of regional projects will remain the same as previous cycles: six per county. There are several existing set-asides for funds: non-motorized (10%); preservation (25%) and rural (30%). The RPEC recommends retaining both the non-motorized and the preservation set-asides. Federal law (MAP 21) requires an increased amount of funds be spent in the rural areas this funding cycle.

The "Kitsap set aside" is another set-aside. It is a mechanism to increase Kitsap's share of the Countywide Funds Available, balancing Kitsap's ineligibility for CMAQ funding, since this county is not an *air quality non-attainment zone*. The RPEC voted to retain the Kitsap set-aside, but the vote was split, and many members abstained. RPEC members agree that the Kitsap set-aside is a policy call.

ii. Countywide Multi-Modal Transportation Plan Phase I (CWMMTP1)

The contract with Heffron Transportation has been signed by the City of Poulsbo, which is acting as grant administrator for Phase 1 of the project. Project kick-off meetings are scheduled with the KRCC Transportation Committees this November.

d. Organizational: Next Steps / 2014 Work Program

Mary McClure presented highlights from the draft 2014 KRCC Work Program, which will be formally presented for adoption by the KRCC Executive Board in November.

The Organizational Review Team will meet multiple times (at least monthly) from January to June of 2014. Nine Board Meetings are scheduled for 2014. During 2013, staff tried to reduce the number of Board meetings from nine to eight, but due to multiple programs and deadlines it was not possible. The recommendation of nine Board meetings this coming year recognizes the significant work of the organization review, the transportation plan and the transportation federal funding cycle.

Nine Planning Director meetings are scheduled for 2014. The group has requested that the forum be used for information sharing regarding the Joint Land Use Study (JLUS). Subsequent to completing the Housing Unit and Employment Target work, the group will host speakers and discussions about innovative public outreach and timely land use issues. Committee members will be responsible for different topics, reducing KRCC staff time requirements somewhat for that portion of the Work Program.

There are two significant pieces of work for the Transportation Program in 2014: the Federal STP Funding Cycle and Phase 1 of the Countywide Multi-Modal Transportation Plan. We have scheduled 11 meetings each for the TransPOL and TransTAC.

Both the Housing and Kit~Net Programs will be looked at as part of organizational review. Detailed Work Programs for each of the self-funding programs will be presented in November.

Commissioner Brown: The 2014 Budget is a "Status Quo Budget," with a modest cost of living adjustment of 2.5%.

6. Member Agency Comments: One

Mayor Lent, City of Bremerton: The United Way has created a memorial fund for Sally Santana, to continue with her work and advocacy efforts.

7. Citizens Comments: None

8. Adjourn: 11:07 a.m.

Meeting Participants:

Anne Blair, Bainbridge Island
Steve Bonkowski, Bainbridge Island
Josh Brown, Kitsap County
Tom Danaher, Naval Base Kitsap *
Becky Erickson, Poulsbo

Leonard Forsman, Suquamish Tribe
Charlotte Garrido, Kitsap County
Robert Gelder, Kitsap County
Patty Lent, Bremerton
Debbi Lester, Bainbridge Island *

Tim Matthes, Port Orchard
Carolyn Powers, Port Orchard
Ed Stern, Poulsbo *
Greg Wheeler, Bremerton
* *alternate*

Executive Management by McClure Consulting LLC:

Mary McClure, Exec Director

Vicky Clarke, Core Program Manager

Kirsten Jewell, Housing Grants Program Manager

Board Members Not in Attendance:

Jeff Cartwright, Port Orchard *
Leslie Daus, Bremerton *
Faye Flemister, Bremerton

Dawn Purser, PGST *
Rob Purser, Suquamish Tribe *
Larry Stokes, Port of Bremerton *

Axel Strakeljahn, Port of Bremerton
Jeromy Sullivan, PGST
Tom Zwolfer, Naval Base Kitsap

Others in Attendance:

Shannon Bauman, Kitsap Co CDBG
Monica Bernard, HSC

Tony Caldwell, Housing Kitsap
Larry Eyer, KCR
Mark Gulbranson, PSRC

Linda Joyce, YWCA
Bonnie Tufts, Kitsap County CDBG