



MINUTES

Jefferson County Board of County Commissioners

Special Meeting – January 3, 2025, 2:30 p.m.

Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Acting Chair Greg Brotherton called the Special Board of County Commissioner meeting to order in the presence of Commissioner Heidi Eisenhour and Commissioner Heather Dudley-Nollette. The purpose of the Special Meeting was to allow the Commissioners to meet with the Housing Fund Board (HFB), and provide comments when necessary. All action taken at the meeting was done by HFB members. As Chair of the HFB Commissioner Brotherton called the HFB Special Meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: HFB Chair Brotherton called for public comments, and two comments were received.

DISCUSSION re: Consolidated Homeless Grant; Lead Grantee Entity: Finance Manager Judy Shepherd and Grants Manager Amanda Christofferson provided a presentation on “Homeless Response System and how it relates to the Consolidated Homeless Grant,” which covered:

- What is the Consolidated Homeless Grant (CHG)?
- How do the Document Recording surcharge and 1590 funds interact with CHG?
- How are the CHG funds being used here in Jefferson County?
- What are Jefferson county’s goals for CHG?
- Should Jefferson County be the lead grantee for CHG?

Up until now, the County has always declined to be the lead grantee for CHG, and OlyCAP has been our lead grantee. There are a lot of administrative requirements of a CHG lead in accordance with guidelines that Washington State Department of Commerce produces, in order to support best practices all across the homeless response systems.

Administrative requirements of a CHG lead grantee:

- Strive to improve housing outcomes as measured by statewide performance targets
- Provide low barrier housing project
- Operate and maintain Coordinated Entry process in order to provide critical accurate data to the state for reporting
- Training; assure staff attend required trainings
- Reporting: Submit 5-year Homeless Housing Plan, Annual County Expenditure Report, Point in Time Count, HEN Essential Needs report
- Monitor subgrantees

Eligible activities reviewed:

- Temporary Housing interventions
 - Emergency shelter
 - Transitional housing
 - Permanent housing interventions
 - Rapid re-housing
 - Permanent supporting housing
 - Street outreach
- Homeless (eviction) prevention
- Housing and essential needs

Grants Manager Christofferson reviewed affordable housing and homeless housing funds received, funds OlyCAP has received, and CHG spending by type/program. Finance Manager Shepherd stated that Washington State Department of Commerce notified Jefferson County that the County could elect to be the lead grantee for the 2026-2027 two-year fiscal period, and the deadline for a decision is January 20, 2025. The County is paying for the emergency homeless shelter, and could maybe use the lead designation to recoup some of those costs.

HFB members discussed the advantages/disadvantages of OlyCAP remaining the CHG lead, and what are the advantages/disadvantages of the County becoming the lead CHG.

OlyCAP Executive Director Holly Morgan and Housing Manager Viola Ware were present to answer questions regarding loss of funds, if they were not to be the lead CHG. They answered additional questions posed by the HFB members and Commissioners present.

After discussion, the HFB did not make a recommendation, but many members in attendance agreed with keeping OlyCAP as lead CHG, but request more data from them in the future.

APPROVAL OF MINUTES: Member Morford moved to approve the Meeting Minutes of August 28, 2024, September 11, 2024, October 23, 2024 and Special Meeting of November 8, 2024. Vice-Chair Howard seconded the motion. The motion carried.

REVIEW re: 5-Year Plan: Member Sonntag stated that we are in the 5th year of our 5-Year Plan to End Homelessness. She reviewed the annual report on the progress, which covered current conditions, performance against plan goals, looking ahead, system performance measures, and homeless and affordable housing inventory. HFB members reviewed the 2024 annual report and made edits to the document.

Vice Chair Howard left the remainder of the meeting at 3:53 p.m.

After discussion and edits, HFB Chair Brotherton proposed a motion to approve the 2024 plan, as updated here, with the addition of the data at the bottom of page 8 to be included, when received.

Member Morford moved to approve the 5-Year Plan 2024 annual report with the changes, yet to be updated on page 8. Member Nelson seconded the motion. HFB Chair Brotherton opened the floor to allow for public comment on the motion, and one comment was provided by Commissioner Dudley-Nollette. HFB Chair Brotherton called for a vote on the motion. The motion carried.

COMMITTEE UPDATES: Not discussed.

NOTICE OF ADJOURNMENT: Acting Chair Brotherton adjourned the Special Meeting of the Board of County Commissioners at 4:23 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Acting Chair

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member