

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

WORKSHOP AGENDA REQUEST

TO: Board of County Commissioners

FROM: Greg Brotherton, Commissioner
Mark McCauley, County Administrator

DATE: May 20, 2024

SUBJECT: Workshop, re: Status of Jefferson County's Assumption of Management Responsibility for the Shelter at the American Legion

STATEMENT OF ISSUE:

OlyCAP will relinquish management responsibility for the Emergency Shelter at the American Legion effective June 30, 2024. Community consensus is that the shelter needs to remain open year-round until the new shelter at Caswell-Brown Village has been constructed and a certificate of occupancy has been issued. Jefferson County is considering stepping up to that challenge. This workshop is intended to bring the full Board of County Commissioners and the public up-to-date regarding the County's efforts and to obtain guidance from the full Board going forward.

ANALYSIS:

The status of key aspects of planning and executing this transition are provided below:

- A Shelter Coalition has been formed so our planning and execution efforts can take advantage of the expertise of local housing advocates such as Dove House, Bayside and the Winter Warming Shelter.
- Budget: several budgets have been prepared with differing assumptions regarding required staffing. Between \$7,500 and \$18,000 in monthly costs are not covered by existing revenue streams. The Housing Fund Board may need to consider recommending a subsidy from the Homeless Housing Fund – Fund 149.
- Staffing: a number of staffing models have been developed which include a Shelter Program Manager, Shelter Monitors and clerk hires. The job descriptions are being shared with the Shelter Coalition for their input.
- Permitting: The City of Port Townsend indicated that the County can petition the City for a modification to the existing conditional use permit (CUP) since there is no change in use but simply a change in the management of the shelter. Requirements of that process:
 - Schedule a Customer Assistance Visit
 - Pay for a fire and life safety inspection and obtain approval
 - Application for CUP Modification
 - Executed lease with the American Legion
 - Executed Memorandum of Understanding regarding shelter management
 - Guest Rules of behavior

FISCAL IMPACT:

None.

RECOMMENDATION:

That the Board listen to the presentation, ask questions and provide guidance to staff.

REVIEWED BY:



Mark McCauley, County Administrator

Date 5/16/24