

SKHHP Executive Board
July 26, 2019, 1:00 – 3:00 PM
City of Kent, Centennial Center Suite 402
400 West Gowe Street, Kent 98032

- I. Call to Order
 - a. Roll Call
 - b. Introductions
- II. Review Agenda/Agenda Modifications
- III. Announcements and Presentations
- IV. Old Business
- V. New Business
 - a. Approval of June 28, 2019 Action Minutes
Attachment A – Action item
 - b. Report from the Administering Agency (20 Minutes)
Discussion items
 - i. Status of King County Adoption of ILA – Adopted July 10th
 - ii. SKHHP Program Manager Hiring Process
 - 1. First Round Interviews on July 19th
 - iii. Website Development – Basic Site is Live
 - iv. Invoicing Members –
 - 1. Auburn, Burien, Covington, Kent, Renton, HDC, Housing Authority Invoices area Paid (\$86,457 collected); Cumulative Outstanding: \$44,895
 - 2. Above invoices cover January 2019 through June 2019
 - 3. Next Billing will be for 2nd Half of 2019
 - v. HR Policy Development
 - 1. Employment Agreement
Attachment B – Draft Agreement
 - 2. SKHHP and Auburn Operational Policy
 - c. Monthly Education Item: Non-Profits and Funding (15 Minutes)
Discussion item

- i. What is the Best Way for SKHHP to Tap Into Private Funds Not Generally Available to Public Sector
- ii. Understanding Implications of Setting Up a Non-Profit vs. Forming a Relationship with a Non-Profit

d. HB 1406 (60 Minutes)

Attachment C – Discussion item/potential action item

- i. Questions or Thoughts Related to 6/28/19 Presentation
- ii. Status of Member City Discussions and Actions
- iii. Opportunity for HB 1406 to Fund SKHHP
- iv. SKHHP Resolution Options
 - 1. Resolution urging SKHHP members to adopt a resolution declaring intent to enact HB 1406
 - 2. Resolution urging SKHHP members to adopt a resolution declaring intent to enact HB 1406 and recommending that funds be pooled

e. Setting Agendas and Managing Input (15 Minutes)

Attachment D – Discussion item

VI. Next Meeting

- a. August 23, 2019, City of Des Moines
Beach Park Dining Hall
22030 Cliff Ave South, Building B
Des Moines, WA 98198

VII. Adjourn



SKHHP Executive Meeting

June 28, 2019

MINUTES

I. CALL TO ORDER

Vice Chair Brian Wilson called the meeting to order at 1:08 p.m. in the Federal Way City Hall Council Chambers located at 33325 8th Ave So. Federal Way, WA 98003.

a.) ROLL CALL/ESTABLISHMENT OF QUORUM

Executive Board Members Present: Executive Vice Chair Brian Wilson, City of Burien; Mark Hoppen, City of Normandy Park; Bob Harrison, City of Renton; Marlla Mhoon, City of Covington; Verna Seal, City of Tukwila; Jeff Tate, City of Auburn (alternate); Nicole Nordholm, City of Des Moines (alternate); Sarah Bridgeford, City of Federal Way (alternate); Kelly Rider, King County (via phone call into meeting)

Executive Board Members Absent: Chair Nancy Backus, City of Auburn; Dana Ralph, City of Kent; Michael Matthias, City of Des Moines; Brian Davis, City of Federal Way;

Other Attendees: Colleen Brandt-Schluter, City of Burien; Mark Santos-Johnson, City of Renton; Joy Scott, City of Auburn; Michelle Thomas, Washington Low Income Housing Alliance; Patience Malaba, HDC; McCaela Daffern, King County DCHS; Joseph Adriano, City of Federal Way; Minnie Dhaliwal, City of Tukwila; Luisa Bangs, City of Des Moines; John Howell, Cedar River Group

Administrative Assistant Present: Jennifer Oliver

II. APPROVAL OF MINUTES

A. Approval of May 24, 2019 Action Minutes

Bob Harrison moved and Verna Seal seconded to approve the action minutes from the May 24, 2019 meeting.

MOTION CARRIED UNANIMOUSLY (8-0)

III. MINUTES FROM MAY 24, 2019

Report from Administering Agency

Status of ILA adoption.

All nine Cities have adopted the ILA. King County is moving forward with the approval process. It will go before King County Council July 10, 2019 to vote on approval of the ILA.

2019 Executive Board Schedule

A formal meeting schedule has been created for the SKHHP Executive Board to meet the fourth Friday of each month. Each meeting will rotate around to each community. The December 27 meeting is a tentative date due to Holidays. One of the goals of the SKHHP Staff Working Group is to attempt to get a majority of administrative work addressed prior to the new manager being hired. The hope is that this will help the new manager focus on the housing issues.

SKHHP Program Manager Hiring Process

June 13, 2019 was cut off date for applications however, only a few applications were received. The Staff working group has divided into a sub-group that has put the SKHHP Manager job description together, job posting and where to send the job announcement. The working staff sub-group has met with Auburn Human Resources to explore more options on how to attract more applicants. Those options include adjusting the job description language; adjust the experience background and to possibly go into more of a recruitment mode for candidates. The Sub-Group made a recommendation to the Executive Board to extend out the job posting to June 24, 2019. Marlla Mhoon asked if any applicants stood out with the applications that were received up to this point. Jeff Tate responded that although there were candidates, it was a very small pool. The Executive Board agreed with the Sub-Groups recommendation to further extend the job posting out to July 15th as well as adjust the job description, experience background and to look more towards a recruitment of candidates.

Website Development

A domain name has been secured: SKHHP.org The page has been developed. It is important that the Executive Board is comfortable with the communication pieces via the Webpage. It will have a place to post future agenda packets, and a place to describe what SKHHP represents and the meaning of it. City of Auburn is ready to load the web page when the go ahead is given.

Invoicing Members

On June 4th and 5th the invoices were sent out to all nine cities and the county as well as HDC. \$42,000 of the \$90,000 has been transferred in that represents the Q1 and Q2 budget.

HR Policy Development

At the last Executive Board Meeting, it was asked how the City of Auburn Human Resources and the Executive Board would work through any issues that may arise with SKHHP Employees. Auburn HR and the Auburn Legal Department are working on

developing a document contract that the board may want to consider and a companion document that addresses how HR and the board will work together through any issues that could arise. Drafts of both of those documents are being prepared and will be shared with the board soon.

Non Profit Update

At the July 26, 2019 meeting the Auburn City Attorney will attend the board meeting to discuss what options the board could consider for trying to pursue those type of funding sources.

Communication Strategies and Messaging

Working Staff Member, Joy Scott presented the SKHHP Communication Plan. The Communication Plan will serve as a clarification for external inquiries, website information and a living document that can assist new employees going forward with the SKHHP Program. Feedback or corrections from the Executive Board is encouraged. The Communication Plan Objective is to inform city leaders (Council, City Leadership) on the history and goals of SKHHP; manage expectations of SKHHP among Council, City Leadership and community; and to raise awareness among Council, City Leadership and community regarding housing conditions and needs in South King County. Key Audiences and Stakeholders consist of South King County City Councils, South King County Leadership Teams, South King County Human Services Commissions and Planning Commissions, State and Federal legislators that represent South King County, South King County communities and media agencies.

Key messages:

- SKHHP has been in place for 4 years.
- The need for SKHHP has become all the more necessary to serve our most vulnerable residents as increasing housing costs in South King County have resulted in a lack of affordable housing for workers, families and seniors.
- There is no single answer to solving housing affordability and homelessness in South King County, but SKHHP can help.
- Why focus on housing affordability and homelessness?

Feedback from the Board was noted by Joy, and corrections will be made. Bob Harrison questioned where to direct any media questions or comments. Vice Chair Brian Wilson stated that it would start with those inquiries going to Chair Nancy Backus. Chair Backus can provide that inquiry or feedback to the board where a response could possibly be discussed as a group.

Draft Work Plan Overview

Presented by Colleen Brandt-Schulter

The Staff Working Group created a sub-group that identify an 18-month work plan for the new SKHHP staff. Each jurisdiction was asked to identify what SKHHP “must do”, “should do” and “could do” in the next 18 months. The data was compiled into a document presented to the board. The must do’s and the should do’s are addressed at this time. The next step is to review the list with the Executive Board and get their thoughts, input and reactions. Once the SKHHP Program Manager is hired, this list can

be used to create a draft 18-month work plan that will include deliverables. The SKHHP work plan will need to be approved by Executive Board and each member jurisdiction.

Must Do:

Unified voice and presence for South King County. The new manager position will help with this.

Implement the ILA and governance structure

Develop key presentations for legislators

Assessment of housing stock and condition

Homelessness coordination

Building resources for affordable housing or coordinating around HB 1406

Should Do:

Acquisition Rehab program

Philanthropic fund sources and Housing Capital Fund Creation

Local policies support on land use and tenant protections

Work with city councils and planning commissions on preferred land use options

Assist staff with comprehensive Housing Strategy Plans

Building support for affordable housing, including permanent supportive housing

The Board brought up some concerns over the assessment of housing stock and the financials of it and if each city was going to be accountable for the assessment. Another thought was if SKHHP would be responsible for the assessment or possibly a private company comes in to assess the housing stock. Colleen said that grants were being looked into. Brian Wilson commented that the HB1406 should indicate what could possibly be a plan for the financials.

HB 1406 Overview – Affordable and Supportive Housing

This is not an additional tax- local jurisdictions are just retaining a portion of the sales and use taxes already paid. The bill goes into effect of July 28, 2019. All cities and counties are eligible. If a city and county both act to implement, the bill outlines when a city can claim the full authority. Otherwise, it is shared. Department of Revenue determines the maximum revenue based on state fiscal year 2019 taxable retail sales with the county or city. The earliest possible use of the funds is the fall of 2019. Authority expires after 20 years and the countdown of that 20 years begins on day one. Use of the funds/bonding and revenue sharing: Cities or counties imposing the tax may issue general obligation or revenue bonds and may pledge the revenue collected for repayment of the bonds. A county or city may enter into an inter local agreement with other local government or public housing authorities to pool the tax receipts received and pledging those taxes to bonds. The law allows for one option to claim 0.0073 percent of sales tax or 0.0146 percent if a qualifying local tax is adopted in support of affordable housing. Circumstances in which the full 0.0146 percent can be claimed by a **county** are as follows: Counties always maintain authority over unincorporated areas and can levy the maximum authority in those areas within the first year. Counties can levy the maximum authority in the boundaries of cities that declare that they will not levy it or who don't otherwise utilize it within the first year. Circumstances in which the full 0.0146 percent can be claimed by a **city** are as follows: Cities can levy the maximum authority if they have levied one of the qualifying local taxes before or within the first year. Cities can levy the maximum authority in year one without a qualifying local tax only if a county

declares they will not participate or otherwise fails to adopt a resolution. One important exception:

*Cities without a local qualifying tax in non-participating counties in year two lose authority due to a mistake in the bill.

*This will not pertain to any cities in King County as long as King County participates.

For Half Authority 0.0073 percent: A city without a qualifying local tax that takes action in year one has access to half the authority when their county also participates. Counties can claim half of the authority within the jurisdiction of any city only if that city does not have a qualifying local tax but otherwise participates.

Important timelines to be aware of:

*Resolution of Intent must be adopted by January 28, 2020

*The legislation must be adopted by July 28, 2020

*Department of Revenue requires 30-days' notice of adoption of sales tax credits and the change must occur on a first day of the month (RCW 82-14.055)

*Considering the necessary actions, the earliest possible use of the funds is this fall.

Additional resources:

*Webinar will be provided on July 22 from 12-130

*Join the Housing Alliance's 1406 Stakeholder list

*Contact Michele Thomas with any questions or concerns micheleT@wliha.org or www.wliha.org

It was requested by Vice Chair Brian Wilson to continue the discussion and questions regarding HB 1406 at the July 26, 2019 meeting.

Affordable Housing Committee report

The Affordable Housing Committee (AHC) meets every other month. A staff-working group was created, Housing Inter-jurisdictional Team. They will meet in-between the AHC meetings. House Bill 1406 next meeting topic of discussion. A work plan for the committee will be created at next meeting. Anyone who would like to receive meeting materials or notices was encouraged to contact McCaela Daffern, Regional Affordable Housing Implementation Manager of King County.

Resolutions and Actions

Marlla Mhoon moved and Verna Seal seconded to approve the 2019 Meeting Locations

MOTION CARRIED UNANIMOUSLY (8-0)

Next Meeting

It was confirmed by Vice Chair Brian Wilson that the next SKHHP Meeting will be held July 26, 2019 at:

City of Kent
Centennial Center STE 402
400 West Gowe Street
Kent, WA 98032

ADJOURNMENT

There being no further business to come before the Executive Board, Vice Chair Wilson adjourned the meeting at 3:00 p.m.

SOUTH KING HOUSING AND HOMELESSNESS PARTNERS
EMPLOYMENT AGREEMENT

[NAME], PROGRAM MANAGER

SECTION 1 – AGREEMENT

- 1.1 THIS EMPLOYMENT AGREEMENT is made and entered by and between South King Housing and Homelessness Partners (Employer), the City of Auburn, Washington (Administering Agency), and [name] (Employee). Employer, Administering Agency and Employee agree as follows and mutually acknowledge consideration for this Agreement in the form of an offer for employment at will:

SECTION 2 - PURPOSE AND INTENT

- 2.1 The Employer is South King Housing and Homelessness Partners (“SKHHP”).
- 2.2 The Employer wishes to retain the services of the Employee as SKHHP Program Manager and encourage the full and effective performance of services on behalf of the Employer by the Employee.
- 2.3 This Agreement is intended to establish severance benefits payable to Employee in the event of Employee’s termination from employment with SKHHP. The Administering Agency’s personnel policies shall continue to govern all aspects of the employment relationship between Employee and SKHHP, unless otherwise directed by the SKHHP Executive Board, with the exception of severance benefits and payments to be paid to Employee upon termination as provided for herein. Such severance benefits and payments shall be governed solely by this Agreement.

SECTION 3 – DUTIES

- 3.1 The Employer employs Employee as SKHHP Program Manager. Employee will perform the functions and duties of the position as set forth in this Agreement, the position’s job description, SKHHP Interlocal Agreement (ILA), as specified by the Administering Agency’s policies and procedures; and as otherwise directed by the SKHHP Executive Board. Employee will receive strategic direction from the SKHHP Executive Board, with limited administrative oversight from a Director level position assigned by the Administering Agency, as directed by the Chair of the SKHHP Executive Board. Where not specifically superseded by the SKHHP ILA , Employee is subject to all Administering Agency’s administrative policies, unless otherwise directed by the SKHHP Executive Board.

SECTION 4 – TERM

- 4.1 This Agreement will be in effect for one calendar year from the date of the last signature, and will remain in effect for that period until such time as the Agreement is amended or renewed by mutual agreement of the parties; the Agreement expires, employee resigns, or employee is terminated by the Employer. This agreement also terminates upon Employee's death.
- 4.2 Nothing in this Agreement will prevent, limit, or otherwise interfere with the right of the Employer to terminate the Employee's employment at any time or for any reason with or without prior notice.
- 4.3 Nothing in this Agreement will prevent, limit, or otherwise interfere with the right of the Employee to resign employment at any time, subject to the provisions set out in this Agreement.
- 4.4 Employee's continued employment with Employer is contingent on the SKHHP Parties continuing to fund the Partnership. It is also contingent on Employer authorizing the City of Auburn to be the Administering Agency. If the SKHHP Partners change the Administering Agency to another Partner Agency and that Agency hires Employee (on behalf of SKHHP), the Administering Agency will coordinate the transfer as appropriate of Employee's benefits and employment records as appropriate.

SECTION 5 – SALARY AND BENEFITS

- 5.1 Employer will compensate Employee under this agreement at N09.
- 5.2 Employee will be compensated on _____, 2019 at _ Step.
- 5.3 Employee will receive cost of living adjustments consistent with those offered to Administering Agency's exempt employees.
- 5.4 Employee will receive those benefits available to other City employees in the N09 pay scale.

SECTION 6 – TERMINATION AND SEVERANCE PAY

- 6.1 In the event the Employee is terminated by SKHHP, and during such time the Employee is willing and able to perform the regular duties and tasks of the position for which the Employee was employed, SKHHP agrees to severance pay in an amount equal to three (3) months of salary and benefits paid for by SKHHP, at the then rate of monthly salary that Employee earns at the time of termination; Provided that if the Employee has been employed by SKHHP in excess of five (5) years, SKHHP agrees to severance pay of an amount equal to

the Employee's current salary and benefits for a term calculated at the rate of one (1) month of for each full year of service as an employee of SKHHP up to a maximum of six (6) months (for eight or more years of employment with SKHHP). Such payment shall be made in one lump sum subsequent to the signing of a separation agreement which includes a waiver of claims, and upon surrender of SKHHP and the Administering Agency's property then in Employee's possession. Further Provided that no severance pay as specified above shall be paid to the Employee following termination if the Employee's employment is terminated because of the conviction of a criminal act, or the commission of willful malfeasance, gross negligence, or an act of dishonesty.

- 6.2 All other benefits will be provided in accordance with this Agreement and SKHHP and Administering Agency's policies for payment upon termination, which shall be separate from and in addition to the above severance pay.
- 6.3 In the event the Employee voluntarily resigns his/her position with SKHHP before the expiration of the term of employment, the Employee shall give SKHHP in writing a minimum of one (1) month notice in advance of the effective date of resignation. The Employee will be reimbursed at the current rate of pay for any unused accrued vacation.
- 6.4 Upon retirement (meaning separation in good standing and PERS retirement eligible age), death, or disability retirement the Employee's sick leave shall be reimbursed in accordance with the following schedule based on continuous years of service:

Upon Completion of Years of Service	Percent of Accrued Unused Sick Leave
0 – Completion of 14 Years	0%
14 years and over	ten (10%) percent
25 years and over	twenty-five (25%) percent

SECTION 7 – MISCELLANEOUS

- 7.1 Any rights of a party that survives the termination of this Agreement will be enforceable following Agreement termination.
- 7.2 Any notice required or permitted to be given under this Agreement will be sufficient, if in writing and delivered personally or sent by registered or certified mail to the Employee at his/her residence or to the Employer at its principal office.
- 7.3 This agreement contains the entire Agreement between the parties hereto

relating to the subject matter hereof and no modifications of this Agreement will be valid unless made in writing and signed by both parties.

- 7.4 Any provisions which are prohibited by law or are unenforceable will be inoperative and all of the remaining provisions of this Agreement will, nevertheless, continue in effect.
- 7.5 In the event of the Employee's death, all wages and benefits due the Employee will be handled in accordance with the probate laws of the State of Washington.
- 7.6 This agreement will be governed by and construed in accordance with the laws of the State of Washington and venue lies in King County.
- 7.7 Section 5(d)(9) of the ILA authorizes the SKHHP Chair Executive Board to "oversee" performance evaluations. Employee will receive a performance evaluation using the Administering Agency's standard process. The Chair of the Executive Board will do the evaluation after seeking input from the Executive Board.

SECTION 8 – EXECUTION AND EFFECTIVE DATE

- 8.1 This agreement is effective for the Agreement Term, upon approval by the SKHHP Board, and execution by each of the parties below.

Executed this ____ day of _____, 2019.

EMPLOYER:
SKHHP

By _____
Chair of SKHHP Executive Board

ADMINISTERING AGENCY:
CITY OF AUBURN

By _____
Nancy Backus, Mayor

Approved as to form: _____
Steve Gross, City of Auburn City Attorney

EMPLOYEE:

Executed this ____ day of _____, 2019

By _____
name

RESOLUTION NO. 2019-05

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS URGING SKHHP MEMBERS TO DECLARE THEIR INTENT TO ENACT THE PROVISIONS OF HB 1406.

WHEREAS, the Washington State Legislature enacted HB 1406 during the 2019 legislative session; and,

WHEREAS, HB 1406 authorizes cities and counties, for a period of 20 years, to retain a portion of sales tax that is currently collected, held and used by Washington State provided those funds are directed towards objectives that support affordable housing initiatives; and

WHEREAS, HB 1406 requires a local legislative authority to declare its intent to enact the provisions of HB 1406 within 6 months of its July 28, 2019 effective date by means of a resolution adopted by its city council; and

WHEREAS, a resolution adopted by a local legislative authority is not a binding action; and

WHEREAS, HB 1406 requires a local legislative authority to subsequently adopt a formal ordinance by July 27, 2020 which serves as the official binding action.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. the Executive Board of SKHHP believes that HB 1406 is a significant opportunity provided by the State Legislature and that it provides a funding source that would enable SKHHP to immediately implement the objectives of the ILA authorized by all legislative bodies of member cities and King County.

Section 2. the Executive Board of SKHHP urges all legislative bodies of all member cities and King County to, at a minimum, adopt a resolution declaring intent to enact the provisions authorized under HB 1406

Section 3. This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this _____ day of _____, 2019.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

NANCY BACKUS, CHAIR

RESOLUTION NO. 2019-05

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS URGING SKHHP MEMBERS TO DECLARE THEIR INTENT TO ENACT THE PROVISIONS OF HB 1406 AND TO RECOMMEND THAT MEMBERS ALSO COMMIT TO PARTICIPATE IN POOLING FINANCIAL RESOURCES THAT ARE COLLECTED.

WHEREAS, the Washington State Legislature enacted HB 1406 during the 2019 legislative session; and,

WHEREAS, HB 1406 authorizes cities and counties, for a period of 20 years, to retain a portion of sales tax that is currently collected, held and used by Washington State provided those funds are directed towards objectives that support affordable housing initiatives; and

WHEREAS, HB 1406 requires a local legislative authority to declare its intent to enact the provisions of HB 1406 within 6 months of its July 28, 2019 effective date by means of a resolution adopted by its city council; and

WHEREAS, a resolution adopted by a local legislative authority is not a binding action; and

WHEREAS, HB 1406 requires a local legislative authority to subsequently adopt a formal ordinance by July 27, 2020 which serves as the official binding action; and,

WHEREAS, if all SKHHP member cities enacted the minimum provisions of HB 1406 approximately \$1 million of cumulative revenue will be collected annually; and,

WHEREAS, the objectives outlined in the SKHHP Interlocal Agreement (ILA) could be achieved much faster and with greater impact if SKHHP members agreed to pool

resources by contributing some, or all, revenue collected under the provisions of HB 1406 to SKHHP.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. the Executive Board of SKHHP believes that HB 1406 is a significant opportunity provided by the State Legislature and that it provides a funding source that would enable SKHHP to immediately implement the objectives of the ILA authorized by all legislative bodies of member cities and King County.

Section 2. the Executive Board of SKHHP urges all legislative bodies of all member cities and King County to, at a minimum, adopt a resolution declaring intent to enact the provisions authorized under HB 1406.

Section 3. the Executive Board of SKHHP urges all legislative bodies of all member cities and King County to also declare their intent to pool resources by contributing some, or all, of the funds collected under HB 1406 to SKHHP.

Section 4. If the legislative authority of all members concur that pooling resources is an appropriate commitment, the Executive Board of SKHHP commits to developing options and a recommendation that details levels of funding commitments for each member's legislative authority to consider for future subsequent action.

Section 5. This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this _____ day of _____, 2019.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

NANCY BACKUS, CHAIR

Purpose
<p>To establish a consistent and fair protocol for development of SKHHP Executive Board monthly agendas that is complies with the Open Public Meetings Act. The following principles are incorporated into the below protocols:</p> <ol style="list-style-type: none"> 1. Implement measures that are designed to eliminate email discussion amongst a quorum of the Executive Board. 2. Incorporate a balanced approach that considers appropriateness of content, time limitations, time sensitivity, demands on SKHHP staff, and alignment with SKHHP objectives. 3. Create a transparent approach that enables and manages participation.
Executive Board Members
<p>Where an Executive Board member would like to provide information to the full Board but is not seeking to add a discussion or decision to the agenda, the materials can be delivered to the SKHHP Program Manager who will include the materials in the monthly packet that is distributed.</p>
<p>Where an Executive Board member would like to add an item to an agenda, the following protocol will be followed:</p> <ol style="list-style-type: none"> 1. Submit a request to the Chair for inclusion on a future agenda. This request should include the following information: <ol style="list-style-type: none"> a. Title of topic b. One sentence description of topic c. State that it is for “discussion” or for “action” d. Indicate the number of minutes on the agenda e. Provide any supporting documentation (e.g. slideshow, handouts, etc.) f. Describe any SKHHP staff support that is needed g. Describe technology needs (e.g. powerpoint, computer, etc.) h. 3 dates listed in order of preference 2. In order to be considered for the next scheduled meeting, the above information must be submitted at least 2 weeks in advance of the meeting (by 5 pm on Friday).
Staff Working Group
<p>The Staff Working Group (SWG) will discuss suggested agenda items during monthly meetings. The Administering Agency’s SWG will coordinate with the Executive Board Chair and will provide the information outlined in item #1 for Executive Board members</p>
Public/Advocacy Groups
<p>All written input that provides information, but does not include a request to present to the Board, will be included in each monthly packet that is distributed to the Executive Board.</p>
<p>Written input that includes a request to present to the Executive Board will be handled as follows:</p> <ol style="list-style-type: none"> 1. SKHHP staff will forward the request to the Chair of the Executive Board for consideration. 2. If the Chair determines that the matter should be presented to the Executive Board the Chair will instruct SKHHP staff to collect the list of information outlined in item #1 for Executive Board members. 3. Once the information is received, SKHHP staff will work with the Chair to determine the date of the agenda where the item will be scheduled. 4. If the Chair determines that the matter should not be presented to the Executive Board the request will be included in the Executive Board packet in order to ensure that the full Board is aware of any such requests and so that individual Board members may discuss the matter during the upcoming meeting.
Chair Consideration
<p>When developing agendas the Chair will work with the SKHHP Program Manager to design agendas around the following factors:</p> <ol style="list-style-type: none"> 1. Determine appropriateness of content 2. Determine that item aligns with SKHHP work plan 3. Consider timeliness of the issue 4. Evaluate priority given other Executive Board matters 5. Ensure that technology needs can be supported 6. Evaluate time availability on future agendas 7. Determine ability to provide any requested SKHHP staff support