

SKHHP Executive Board
June 26, 2020, 1:00 – 3:00 PM
Virtual – Zoom Meeting

Video conference: <https://zoom.us/j/94539367296?pwd=bEJkTXlqTjB2SVZyTjJ1ZTd6RnpMdz09>

OR by phone: 253-215-8782

Meeting ID: 945 3936 7296 | Password: 455541

- I. Call to Order
 - a. Zoom meeting protocols
 - b. Roll Call
 - c. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of May 22, 2020 Minutes – *Attachment A (action item)*
- IV. Recognitions
- V. Check-in activity (*15 minutes*)
 - a. Describe how and when you came to your current position.
 - b. Share the funniest or most fun situation you have experienced at work.
- VI. Old Business
 - a. HB 1406 (*10 Minutes*)
 - i. City updates on HB 1406 and next steps
Attachment B – SKHHP Member City Overview
 - b. 2020-2021 Work Plan – update on jurisdiction presentation/briefing (*10 minutes*)
Attachment C – Presentation/briefing schedule
 - c. SKHHP Advisory Committee (*10 minutes*)

- d. SKHHP position update (*5 minutes*)
- VII. New Business
- VIII. Educational Item (*30 minutes*)
 - a. Affordable Housing 101 – Follow-up discussion to discuss key takeaways from Brian Lloyd’s presentation.
- IX. Executive Session (*30 minutes*)
- X. Next Meeting – July 24, 2020 - Location TBD
- XI. Adjourn



**SKHHP Executive Board Meeting
May 22, 2020**

MINUTES

I. CALL TO ORDER

Chair Nancy Backus called the virtual meeting to order at 1:05 pm.

a. ZOOM MEETING PROTOCOLS – Angela San Filippo went over Zoom meeting protocols

b. ROLL CALL/ESTABLISHMENT OF QUORUM

Executive Board Members Present: Chair Nancy Backus, City of Auburn; Joseph Ciamomo, City of Covington; Brian Davis, City of Federal Way; Dana Ralph, City of Kent; Sunaree Marshall, King County; Mark Hoppen, City of Normandy Park; Mark Santos-Johnson, City of Renton; Thomas McLeod, City of Tukwila.

Other Attendees: Angela San Filippo, SKHHP; Hannah Bahnmler, City of Renton; McCaela Daffern, King County; Minnie Dhaliwal, City of Tukwila; Marty Kooistra, Housing Development Consortium (HDC); Sarah Bridgeford, City of Federal Way; Merina Hanson, City of Kent; Joy Scott, City of Auburn; Diego Galvan, King County; Bill Kirlin-Hackett, Interfaith Task Force on Homelessness (ITFH); Alexis Mercedes Rinck, Sound Cities Association (SCA).

II. REVIEW AGENDA/AGENDA MODIFICATIONS

No modifications to agenda.

III. APPROVAL OF MAY 22, 2020 MINUTES – *Attachment A (action item)*

Joseph Ciamomo made a motion to approve the May 22 minutes as presented, Tom McLeod seconded the motion. All in favor motion passed.

IV. RECOGNITIONS

Backus recognized SKHHP partners that received awards from the Housing Development Consortium (HDC) for their important impact in the community and affordable housing sector. The City of Burien received the Municipal Champion Award, since their Board member and staff are not present at this meeting they will be recognized at the next SKHHP Board meeting.

Mark Santos-Johnson received the Carla Okigwe Award for exemplary contributions to the affordable housing movement.

V. OLD BUSINESS

a. HB 1406. San Filippo provided an update on tracking City decisions with regard to pooling HB 1406 funds. Since the last meeting, there have been some City decisions made in light of COVID-19 and immediate needs for rental assistance. On April 28, the City of Covington allocated HB 1406 funds collected in 2020 to rental assistance and will revisit future year allocations later this year. City of Renton Committee of the Whole met and provided staff direction to move forward with intent to pool HB 1406 funds for 2020 and indicated desire

to revisit allocation of funds collected in 2021. Angela asked if City representatives had updates to share.

Mark Santos-Johnson said the City of Renton will move forward with the ordinance enacting collection of HB 1406 funds which was previously on hold as the City considered a housing levy. Committee indicated support for pooling 2020 funds but want to revisit the decision for future years. Santos-Johnson said Renton's City Attorney indicated changes needed in the SKHHP Interlocal Agreement to enable pooling of HB 1406 funds, staff work group will be working through next steps on this potential action item.

Ciamomo said the City of Covington allocated funds to two organizations for rental assistance, Catholic Community Services and Vine Maple Place. Covington intends to allocate HB 1406 annually, next allocation decision will be January 2021.

McLeod said City of Tukwila originally discussed allocating 30% to the City's rental assistance program and 70% to the SKHHP pool, as the pandemic unfolded they decided to allocate 90% to the City's rental assistance program and 10% to SKHHP for three months (April, May, and June) and intend to revisit the decision in July.

San Filippo provided an overview of how the SKHHP Housing Capital Fund is set up in the Interlocal Agreement and potential changes needed to address pooling HB 1406 funds. As City's make decisions to pool funds annually and allocate differing percentages of funds, questions have surfaced regarding the wording of pooling resolutions and how they are legally interpreted. The staff work group will bring back recommendations and ask for Board direction at the next meeting.

- b. **2020-2021 Work Plan.** San Filippo provided an update on the 2020-2021 work plan and timeline of scheduled presentations/briefings with jurisdictions, feedback from the Board was incorporated into the draft and presentations with individual jurisdictions began in mid-May. The presentations/briefings are an opportunity for each jurisdictions to provide feedback and ask questions about the work plan before formal adoption of the plan later this year. Presentations will include brief background on SKHHP, overview of work done in 2019, a summary of the 2020-2021 work plan, and maintaining the current jurisdiction contributions through 2022.

Clarification that no briefings held outside of a regular Council meeting will include a quorum. Backus asked that each Board member work with San Filippo to understand council interests and help to ensure presentations are successful. San Filippo said next steps for work plan adoption will be a resolution at the July SKHHP Board meeting followed by individual jurisdiction adoption.

- c. **Draft 2021 and 2022 budget scenarios and SKHHP position descriptions.** San Filippo reviewed three hiring scenarios based on direction from the Board to move forward with hiring a SKHHP Program Coordinator while maintaining individual jurisdiction contributions through 2022.

The first scenario is a non-benefitted positions at 28 hours per week with a hire date in Summer/Fall 2020, sustainable with current budget contributions beyond 2022. The second scenario is a benefitted position at 30 hours per week with a hire date of October 2020, sustainable with current budget contributions through 2022. The third scenario is a full-time benefitted position with a hire date of January 1, 2021, sustainable with current budget contributions through 2022. San Filippo asked for Board direction on next steps using one of these scenarios or some combination of the scenarios.

Discussion about scenario two with a later hire date would provide additional cost savings but would affect workload and the ability to implement the work plan.

Mark Santos-Johnson indicated strong support for scenario two or three and indicated benefits being critical. He stated that either scenario two or three or some combination of the two would put SKHHP in a position to show progress to each partner jurisdiction. Dana Ralph indicated agreement. Discussion on three-quarter time versus full time and impact on the workload. Discussion about moving forward with option two and transitioning the position to full-time. In order to maintain current jurisdiction contributions the conversion to full-time would need to be several months into 2021. Sunaree Marshall indicated support for scenario two or three.

Question about the cost difference between what is budgeted versus the cost of hiring a full-time Program Coordinator and discussion about potential challenges in hiring someone three-quarter time. McLeod said he likes the idea of starting with scenario two and moving to scenario three.

Ciamomo made a motion to move forward with hiring scenario two as presented, McLeod seconded. Santos-Johnson offered amendment to proceed with option three if they are not successful with hiring three-quarter time position. Ralph seconded the amendment. All in favor of the amendment. Vote on motion as amended, all in favor.

VI. New Business

- a. **Quarterly budget reports – Q1 2020.** San Filippo presented the progress and reviewed the format and content of the progress report. San Filippo will send out the progress report as a stand-alone document to all jurisdictions.
- b. **SKHHP Advisory Committee.** San Filippo outlined the Advisory Committee as described in the SKHHP Interlocal Agreement. The SKHHP staff work group will focus on what representation is needed on the advisory committee based on the work plan, making sure we have the right expertise, and community representation.

Marshall referenced King County's strategy to get more specific about hearing from voices that have been the most impacted by the housing crisis, whether that be low-income, communities of color, or others, and she would like to hear feedback from the work group on that as we move forward.

VII. Educational Item

- a. Affordable Housing 101, Brian Lloyd, Beacon Development Group.** Backus provided an introduction and overview of the work that Brian and Beacon Development Group. Brian provided a presentation on the developer's perspective on how to get an affordable housing project constructed from start to finish.

VIII. Next Meeting – June 26, 2020, location TBD

Backus said the next meeting will include an Executive Session to discuss performance review criteria for the Executive Manager and Board should come prepared to discuss.

Next meeting originally scheduled in Des Moines; virtual versus in person location will be decided based on coronavirus guidance.

HB 1406 – SKHHP Member Action Overview

City Name	Status	Date Resolution Passed	Date Ordinance Adopted	Pooling Resolution
Auburn	Ordinance adopted	9/16/2019	9/16/2019	12/16/2019
Burien	Ordinance adopted	9/16/2019	9/16/2019	12/16/2019
Covington	Ordinance adopted	9/24/2019	11/12/2019	4/28/2020 – 2020 funds allocated to rental assistance
Des Moines	Ordinance adopted	9/5/2019	11/19/2019	11/19/2019
Federal Way	Ordinance adopted	10/15/2019	11/5/2019	1/25/2020
Kent	Ordinance adopted	10/1/2019	11/19/2019	11/19/2019 - Mayoral authority
King County	Ordinance adopted	8/28/2019	8/28/2019	N/A
Normandy Park	Ordinance adopted	11/12/2019	11/12/2019	1/14/2020
Renton	Ordinance adopted	8/12/2019	6/15/2020	Direction from Committee of the Whole to pool 2020 funds
Tukwila	Ordinance adopted	9/16/2019	9/16/2019	4/6/2020 – interim decision 90% rental assistance, 10% SKHHP pool

2020-2021 SKHHP Work Plan and Draft 2021-2022 Budget

City Council Presentations/Briefings

Jurisdiction	City Council meeting
Auburn	June 8 (Council study session)
Burien	May 18
Covington	June 23
Des Moines	Materials for review outside of Council meeting
Federal Way	May 19
Kent	June 16
Normandy Park	Materials for review outside of Council meeting
Renton	June 1 (Council Committee of the Whole)
Tukwila	June 15 – Planning & Econ Dev Committee, June 22 Council Committee of the Whole
King County	Staff briefings 6/15/20 with Councilmember Upthegrove and Councilmember von Reichbauer's staff