

**SKHHP Executive Board**  
**July 24, 2020, 1:00 – 3:00 PM**  
**Virtual – Zoom Meeting**

**Video conference:**

<https://zoom.us/j/97206178344?pwd=Vko5RHFPOWdWeUYyVDNSeCtKekRxdz09>

**OR** by phone: 253-215-8782

Meeting ID: 972 0617 8344 | Password: 129781

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- I. Call to Order
  - a. Zoom meeting protocols
  - b. Roll Call
  - c. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of June 26, 2020 Minutes – *Attachment A (action item)*
- IV. Old Business
  - a. Resolution 2020-02: 2020-2021 Work Plan – *Attachment B (action item) (10 minutes)*
  - b. Resolution 2020-04: 2021 SKHHP Budget – *Attachment C (action item) (5 minutes)*
  - c. SKHHP Program Coordinator – position description (*Attachment D) (5 minutes)*
  - d. Outreach proposal – Advisory Board (*Attachment E) (10 minutes)*
- V. New Business
  - a. COVID-19 response efforts (*5 minutes)*
- VI. Jurisdiction updates (*10 minutes)*
- VII. Educational Item (*45 minutes)*
  - a. Key affordable housing finance and revenue concepts – Jackie Moynahan, King County
- VIII. Executive Session (*15 minutes)*
- IX. Next Meeting – August 28, 2020 - Location TBD
- X. Adjourn



**SKHHP Executive Board Meeting  
June 26, 2020**

**MINUTES**

**I. CALL TO ORDER**

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

**a. ZOOM MEETING PROTOCOL** – Angela San Filippo went through Zoom etiquette.

**b. ROLL CALL/ESTABLISHMENT OF QUORUM**

**Executive Board members present:** Chair Nancy Backus, City of Auburn; Brian Wilson, City of Burien; Joseph Cimaomo, City of Covington; Brian Davis, City of Federal Way; Dana Ralph, City of Kent; Sunaree Marshall, King County; Sue-Ann Hohimer, City of Normandy Park; Mark Santos-Johnson, City of Renton; D’Sean Quinn, City of Tukwila.

**Other attendees:** Angela San Filippo, SKHHP; Joy Scott, City of Auburn; Colleen Brandt-Schluter, City of Burien; Nicole Nordholm, City of Des Moines; Eric Lane, City of Des Moines; Sarah Bridgeford, City of Federal Way; Merina Hanson, City of Kent; McCaela Daffern, King County; Hannah Bahnmiller, City of Renton; Minnie Dhaliwal, City of Tukwila; Marty Kooistra, HDC.

**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

No modifications to agenda.

**III. APPROVAL OF MAY 22, 2020 MINUTES**

D’ Sean Quinn made a motion to approve the May 22, 2020 minutes as presented, Joseph Cimaomo seconded the motion. Motion carried unanimously (9-0).

**IV. RECOGNITIONS**

At the last meeting we recognized SKHHP partners that received awards from HDC for their impact in the community and affordable housing sector. Due to a furlough requirement, the City of Burien was not able to attend the last SKHHP meeting. Chair Nancy Backus recognized the City of Burien’s Municipal Champion Award for exceptional contributions to the state of affordable housing in their community.

**V. CHECK-IN ACTIVITY**

Opportunity for Board members to get to know each other a little better. Board members responded to two questions, description of how they came to their current positions and the funniest or most fun situation they’ve experienced at work.

**VI. OLD BUSINESS**

**a. HB 1406.** San Filippo provided an update on tracking pooling HB 1406 funds. Since the last meeting Renton has enacted the enabling Ordinance. In light of immediate

assistance responses to COVID-19 crisis, Cities that passed intent to pool resolutions will be asked to revisit policy decisions with regard to:

- i. Clarification on whether the intent to pool is based on ALL other SKHHP partner cities committing to pool.
- ii. Clarification on the proportion of funds and whether that is based on other cities committing a specified proportion.
- iii. Length of commitment to pool funds.

Establishing these clarifications will enable next steps to establish a SKHHP Housing Capital Fund.

State law states that HB 1406 funds may be pooled with other jurisdictions through an interlocal agreement. City legal opinion that because the interlocal agreement forming SKHHP does not specifically address HB 1406 funds it is not sufficient to meet this legislative requirement. Staff work group recommends a separate interlocal agreement for pooling HB 1406 funds.

San Filippo asked Board members for input on the three policy decisions related to amending pooling resolutions.

Brian Wilson said Burien's intent is to pool funds; we will have more impact as a collaborative and Burien remains supportive of that effort.

D'Sean Quinn said he would like to see language on pooling funds, the priorities, and articulation of the end goal to leverage affordable housing. Tukwila made decision to address emergency assistance for community members as a stop gap measure. He would like opportunities to articulate the regional approach and the value and intent.

Backus acknowledged how much COVID crisis has changed things. Auburn still intends to pool HB 1406 funds.

Cimaomo said if COVID hadn't hit they would have pooled funds. Covington councilmembers want to see more specifics on how and where funds will be spent. Discussion and general support for expression of high level goals and intent that will remind all parties of the purpose and benefit of pooling funds.

Sunaree Marshall said the HB 1923 work being done will help provide data and analysis of the need in South King County that will help further define the details. She said as they have sought to determine income levels that are most at risk of displacement and identified funding sources that could support a project that meets those needs there is a mismatch, unless they are in TOD areas.

Normandy Park and Kent indicated commitment to pool HB 1406 funds.

San Filippo said after amendments are made to the pooling resolutions, the second step will be to execute an interlocal agreement specific to pooling HB 1406 funds.

Mark Santos-Johnson said Renton committed to pooling funds for the first year and expressed the need to address pooling HB 1406 funds in an interlocal agreement. The interlocal agreement will help with addressing some of the specifics that have been

discussed. Establishing housing fund was controversial and aspirational in the beginning, we are very lucky to have these funds and the opportunity they provide.

- b. 2020-2021 Work Plan.** San Filippo reviewed the briefings held with member jurisdictions. The next steps will be SKHHP Board adoption at the July meeting, followed by individual jurisdiction adoption in August/September. She said edits to the work plan will reflect suggestions to integrate racial equity into the actions identified. Quinn clarified a suggestion from City of Tukwila on publicly-owned properties and suggested the Board consider property as a contribution. Quinn also referenced presentation that Marshall did in 2019 and suggestion to share that presentation more broadly.

Marshall said King County is working on ways to address displacement and one of those is affordable homeownership. They won't be submitting anything until September of next year, but many of the areas included are in the SKHHP Sphere of Influence. There may be an opportunity in the future to share this work.

Discussion on the statewide eviction moratorium expiration not coinciding with the end of the crisis. Question about transferable lessons learned from the sheltering response to COVID-19. Marshall responded that many of these shelters have shifted people that were in large area congregate settings into individual rooms/hotel rooms and they saw the number of calls for emergency services for that population go down, showing the value of privacy and benefits to individuals. The AHC talked about whether impacts of COVID-19 might provide acquisition opportunities of hotels or other lodging. Backus encouraged King County to work very closely with the City where they are located and opportunities to work together on projects.

Marshall indicated the same sentiment was shared by all SCA members at the AHC meeting. Ralph indicated they are advocating for COVID hotel in Kent to go back on the commercial real estate market. Haven't got commitment from King County one way or the other and are still working on an MOU for the current situation.

- c. SKHHP Advisory Board.** San Filippo provided an update on SKHHP Advisory Board progress. Staff work group recommended asking the community about the right representation to accurately represent equity and necessary knowledge base and create community buy-in. At the next meeting the Board will be asked to review the outreach list and community outreach proposal.
- d. SKHHP position update.** San Filippo provided an update on the Program Coordinator, the position is being reclassified within Auburn's system. Staff work group will review final draft position description, SKHHP Board approval of position description at July meeting. Recruitment and posting of the position will begin in early August with a target hire date of October 1.

## **VII. EDUCATIONAL ITEM**

**a. Affordable Housing 101 – follow-up discussion.** San Filippo provided an overview of the presentation from the May Board meeting and after asking warm-up polling questions opened the conversation up for discussion.

*1. Did the presentation change your perspective on the role of local/regional government in producing and preserving affordable housing in South King County? If so, how?*

Discussion on the cost per unit, the quality of affordable housing, and common misperceptions. Backus shared that she sees the importance of local government as co-conspirator, not just an ally. Quinn indicated the need to have a collective voice amongst jurisdictions and acknowledge that all jurisdictions have people experiencing challenges and job of local government is to not turn our backs on our community members and expressed the importance of addressing these challenges together.

Marshall said she has found it helpful to practice the words to defend affordable housing as a viable thing that we need in all of our communities and articulating how we came to be comfortable with where we stand and the education that we have gone through to get to be affordable housing advocates. We didn't all start out as affordable housing champions; Brian helps to understand complexities and how it all comes together.

Backus said everyone has a different idea of affordable housing, we still have a long way to go to remove the stigma often associated with who needs affordable housing.

Santos-Johnson said it underscored needs and opportunities for SKHHP, easy to look at this as something that is happening to us but challenge SKHHP to think about how we can be more proactive in supporting and funding projects that respond to community needs. Many of the funding sources have policies and priorities that don't represent South King County needs, for example WSHFC may prioritize 100+ unit projects but this may not be the local priority. Understand and advocate for changes in those policies and priorities so that we are an active participant and receiver of those funds.

*2. How can regional/sub-regional collaboration help produce and/or preserve affordable housing in South King County?*

Marshall said through the Countywide Planning Policies that will guide comprehensive plans that each jurisdiction will have to develop. Local jurisdictions can be intentional on the policy and program practices they implement to get the type of development they want in their community. How do we help move together to adopt policies and practices that help the region as a whole.

Backus emphasized the need for jurisdictions to help address barriers and have good communication throughout the process, she shared an example of a tight permitting timeline and how they were able to work with the developer to meet the timeline.

Marty Kooistra, HDC, referenced memo sent to the Board. The challenge of large metro area is how to manage our local control with a regional mindset when we are still trying to find symbiosis with our regional and neighboring local governments. Affordable

housing can be economic development. Communities can attract and display vibrancy and life and SKHHP has a chance to shape that. The YIMBY act is being advocated at the federal level to help address inclusionary land use practices, if they can't get it passed at the federal level they will be trying to pass it at the state level.

**VIII. EXECUTIVE SESSION.** Executive Session to discuss annual evaluation process for SKHHP Executive Manager.

**IX. NEXT MEETING – JULY 24, 2020**

**X. ADJOURN**

Backus adjourned the meeting at 3:05 pm.

**RESOLUTION NO. 2020-02****A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2020-2021 WORK PLAN**

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan each year to guide the work of SKHHP staff; and

WHEREAS, the purpose of the annual work plan is to provide management and budget guidance; and implement the overarching SKHHP goals to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, due to the timing of hiring SKHHP staff and consistency with the Interlocal Agreement timeline for adopting annual work plans, the 2020 and 2021 annual work plans are included together; and

WHEREAS, the 2020-2021 work plan includes three major streams of work: governance and administration; policy and planning; and education and outreach; and

WHEREAS, the governance and administration work stream includes program-wide management activities including establishing decision-making protocols and reporting procedures; and convening a community advisory ~~committee~~board; and

WHEREAS, the policy and planning work stream includes advocating for and establishing a SKHHP affordable housing capital fund; and collaborating with partners to enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security; and

WHEREAS, the outreach and education work stream includes representing South King County at all applicable decision tables; and furthering the understanding of the spectrum of affordable housing options and related needs and opportunities; and

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The Executive Board adopts the SKHHP 2020-2021 Work Plan as shown in Attachment A.

**Section 2.** This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS**

\_\_\_\_\_  
NANCY BACKUS, CHAIR



## RESOLUTION 2020-02 – ATTACHMENT A

### SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

#### 2020-2021 DRAFT WORK PLAN

**Purpose:** Establish a 2020-2021 SKHHP Work Plan that is consistent with the SKHHP Interlocal Agreement and shaped by member jurisdictions. The 2020-2021 SKHHP Work Plan reflects individual jurisdiction needs and interests while furthering the overall purpose of SKHHP to increase the available options for South King County residents to access affordable housing and preserve existing affordable housing stock.

**Introduction:** The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement to work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock.

The SKHHP 2020-2021 work plan includes three major areas of work that will facilitate implementation of the SKHHP Interlocal Agreement: governance and administration; policy and planning; and education and outreach. These three major work areas are broken into five objectives.

Governance and administration is covered in Objective 1 and includes program-wide management activities that will be completed annually including developing and adopting an annual work plan and budget. This work area also includes start-up procedures including establishing decision-making protocols and reporting procedures, and convening a community advisory [committeeboard](#).

Policy and planning is covered in Objectives 2 and 3 and includes advocating for and establishing a SKHHP affordable housing capital fund; and collaborating with partners to enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security.

Outreach and education is covered in Objectives 4 and 5 and includes representing South King County and its unique affordable housing needs at all decision tables; and furthering the understanding of the spectrum of affordable housing options and the range of related needs and opportunities.

**Background:** During 2018 and 2019 staff of member jurisdictions discussed a wide range of work plan ideas for SKHHP; the goal was to identify objectives and action items for an 18-month work plan. In June 2019, each jurisdiction was asked what SKHHP “must do”, “should do”, or “could do” during the course of the first 18-months. In

June 2019, the SKHHP Executive Board reviewed and approved the list by focusing on the “must do” and “should do” items.

The 2020-2021 work plan operationalizes the list approved by the SKHHP Executive Board in 2019 and incorporates the HB 1406 sales tax credit and the sub-regional housing assessment made possible by HB 1923 grant funds. The sub-regional housing assessment is being coordinated by six of the nine SKHHP partner cities (SoKiHo). The 2020-2021 work plan also identifies allies like the Housing Development Consortium (HDC) and King County with goals that align with SKHHP that will augment staff capacity. The 2020-2021 work plan prioritizes the “must do” and “should do” activities for 2020. Activities that were part of the 2019 list of activities will be reassessed for possible incorporation in the 2022 work plan.

In February 2020 King County had its first reported case of COVID-19, the disease caused by the coronavirus. Since February, the pandemic has continued to expand and we have yet to see the full extent of the virus. On March 23, 2020 Governor Inslee announced a statewide order requiring everyone in the state to stay home for two weeks. The order required everyone to stay home except to pursue essential activities, banned all gatherings for social, spiritual, and recreational purposes, and closed all businesses except those deemed essential. The Stay Home, Stay Healthy initiative has since been extended through May, 2020 with a four phase approach to opening businesses that will begin on May 5, 2020.

In response to the impacts of the COVID-19 crisis, federal, state, and local governments have mobilized emergency operations centers, implemented temporary policies to prevent residential and business evictions, and passed unprecedented stimulus packages in the hopes to lessen the impacts of COVID-19 to individuals and businesses. The impacts of this crisis are still unfolding and much of the recovery effort has yet to be determined. During this unprecedented time, staff capacity and local resources may need to adapt. This may require SKHHP to reanalyze priorities and/or shift the timeline for the work identified in the work plan.

**Progress reports:** Consistent with the Interlocal Agreement, the SKHHP Executive Manager will submit quarterly budget performance and progress reports on the status of the work plan elements to the SKHHP Executive Board and the legislative body of each member jurisdiction. To be consistent with the administering agency’s finance department, quarterly progress reports will be provided as follows:

- Quarter 1: May
- Quarter 2: August
- Quarter 3: November
- Quarter 4: February

**Next steps:** In accordance with the Interlocal Agreement, the 2020-2021 SKHHP Work Plan will be approved by the legislative body of each member jurisdiction and the

SKHHP Executive Board. The timeline for review and adoption of the 2020 SKHHP Work Plan is as follows:

- **May-June** – Draft 2020-2021 SKHHP Work Plan and Draft 2021 operational budget reviewed by legislative body of each jurisdiction and SKHHP Executive Board.
- **July-August** – review and adoption of 2020-2021 SKHHP Work Plan and 2021 operational budget by SKHHP Executive Board.
- **August-October** – adoption of 2020-2021 SKHHP Work Plan and 2021 operational budget by legislative body of each jurisdiction.

**Acronyms:** The 2020-2021 work plan includes several acronyms or abbreviations defined as follows:

- AdvBrdCom:** SKHHP Advisory BoardCommittee to be formed during 2020 made up of 12 to 15 community members appointed by the Executive Board to provide advice and recommendation to the Executive Board.
- EB:** SKHHP Executive Board
- Enterprise:** Enterprise Community Partners
- HDC:** Housing Development Consortium
- SKC:** South King County
- SKCJPD:** South King County Joint Planners and Developers group convened by HDC
- SoKiHo:** South King County housing group (six of the nine SKHHP cities) managing the sub-regional housing needs and policy assessment

**GOVERNANCE AND ADMINISTRATION**

**Objective 1:** Establish SKHHP's governance and decision making structure, foster collaboration between partners, and provide direction to staff on implementation of the SKHHP Interlocal Agreement.

**Outcomes:**

- 1) Functioning and collaborative entity with clear measures of success.
- 2) Implementation supports equitable outcomes across jurisdictions, community members, and stakeholders.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	<b>Develop Annual Work Plan</b> (SKHHP adoption by June 1)	SKHHP staff, work group, & EB	In progress																								
1a	Partner jurisdiction review and adoption	SKHHP staff, work group, & EB	In progress																								
2	<b>Develop Annual Budget</b> (SKHHP adoption by June 1)	SKHHP staff, work group, & EB	In progress																								
2a	Partner jurisdiction review and adoption	SKHHP staff, work group, & EB	In progress																								
3	<b>Establish decision-making protocols</b>	SKHHP staff & EB	In progress																								
4	<b>Develop quarterly reporting procedures</b>	SKHHP staff & EB	In progress																								
4a	Quarterly progress and budget reports	SKHHP staff	Ongoing																								
5	<b>Establish SKHHP Advisory Board Committee</b>	SKHHP staff & EB	Not started																								





**OUTREACH AND EDUCATION**

**Objective 4:** Represent South King County and its unique affordable housing needs at all decision tables.

**Outcomes:**

- 1) Establish credibility of SKHHP with potential partners and funders.
- 2) South King County is authentically heard, considered, and supported by regional and state stakeholders and policy makers.
- 3) Changes in policies, practices, and funding streams that support affordable housing and homelessness programs in South King County.

Activities/Actions	Responsible	Status	2020												2021											
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Create schedule of priority meetings and designate SKC representatives	SKHHP staff, work group & EB	Not started																							
2	Represent SKHHP at local & regional meetings and forums.	SKHHP staff	In progress (ongoing)																							
3	Develop SKHHP State advocacy priorities	SKHHP staff, work group & EB	In progress																							
4	Develop SKHHP Federal advocacy priorities	SKHHP staff, work group & EB	In progress																							
5	Develop advocacy presentation and messaging toolkit	SKHHP staff, work group & EB	Not started																							
6	Conduct work sessions with state legislators	SKHHP staff, work group & EB	Not started																							

**Objective 5:** Further strengthen regional stakeholders’ understanding of the spectrum of affordable housing options, ~~and~~ the range of related needs and opportunities, and the housing system .

**Outcomes:**

- 1) South King County decision makers are informed and prepared to act based on current information and facts.
- 2) Increased interest from nonprofit and for-profit developer to partner with South King County cities to produce affordable housing.

Activities/Actions	Responsible	Status	2020												2021											
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Coordinate and work with developers to better understand barriers to increasing construction and preservation of affordable housing	SKHHP staff, SKCJPD, HDC	In progress (ongoing)																							
2	Support SKC engagement and elected official participation in affordable housing development tours	SKHHP staff & HDC	In progress (ongoing)																							
3	<u>Coordinate monthly educational topics that promote understanding of the full housing system and practices that have led to inequities in the system, and opportunities to address racial equity and justice.</u>	<u>SKHHP staff &amp; work group</u>	Ongoing																							
43	Develop affordable housing and homelessness awareness presentation toolkit	SKHHP staff, AdvBrdCom. & EB	In progress																							

**RESOLUTION NO. 2020-04**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2021 SKHHP BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board adopts an annual budget that includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption, the annual work plan will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, each Party's contribution(s) will be transmitted to SKHHP on an annual basis during the first quarter of the calendar year.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The Executive Board adopts the SKHHP 2021 Budget as shown in Attachment A.

**Section 2.** This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS**

\_\_\_\_\_  
NANCY BACKUS, CHAIR

## ATTACHMENT A

### 2021 SKHHP BUDGET

<b>Projected beginning fund balance</b>	<b>\$249,095.00</b>
<b>REVENUES</b>	
Auburn	\$26,000
Burien	\$15,000
Covington	\$7,500
Des Moines	\$7,500
Federal Way	\$26,000
Kent	\$34,000
Normandy Park	\$4,000
Renton	\$34,000
Tukwila	\$7,500
Unincorporated King County	\$34,000
King County Housing Authority	\$15,000
King County*	\$41,000
Office space (in-kind donation)	\$12,000
Contributions & Donations	\$ -
<b>TOTAL</b>	<b>\$263,500</b>
*Total King County contribution is \$75,000, includes line item for unincorporated King County and King County	
<b>EXPENSES</b>	
Executive Manager	\$131,914
Program Coordinator (30 hrs w/ benefits)	\$110,146
Misc. - travel, phone, postage	\$12,000
Office space (in-kind donation)	\$12,000
Interfund IT	\$25,800
<b>Subtotal</b>	<b>\$291,860</b>
COA 10% Administrative Fee*	\$28,000
<b>TOTAL</b>	<b>\$319,860</b>
<b>Estimated ending fund balance</b>	<b>\$192,735</b>

\*10% Administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carryforwards

CITY OF AUBURN on behalf of  
**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS  
(SKHHP)**

Invites application for the position of:  
**Program Coordinator**



25 WEST MAIN STREET  
AUBURN, WA 98001  
HUMAN RESOURCES: 253-931-3040  
[www.auburnwa.gov](http://www.auburnwa.gov)



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**SALARY**

Monthly:

Annually:

**OPENING DATE:**

**CLOSING DATE:**

**DEPARTMENT:** Community Development

**POSITION DETAILS:**

South King Housing and Homelessness Partners (SKHHP) is a collaboration involving King County and nine South King County cities (Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila). SKHHP assists member governments in developing affordable housing policies, strategies, development regulations, programs, and projects. The collaborative supports cities' efforts to preserve and create high-quality housing affordable to low and moderate-income households and addresses the plight of those experiencing homelessness. SKHHP is governed by an executive board made up of the jurisdictions' mayors, city managers, or administrators (or their designated representatives). The City of Auburn was selected as the member city to act as the administering agency of SKHHP and all SKHHP staff will be employees of the City of Auburn.

The SKHHP Program Coordinator will report to the SKHHP Executive Manager and will work closely with and support the Executive Manager in all aspects of administration to fully execute SKHHP goals and annual work plans. The position requires organizational skills to assist SKHHP member jurisdictions in developing, implementing, and coordinating affordable housing policies, strategies, programs, and development regulations.

**EXAMPLES OF WORK/RESPONSIBILITIES**

- Provides administrative and staff support to the Executive Manager by answering and returning phone calls, relaying communications to staff, coordinating calendars, and other assigned administrative duties.

- Works courteously and effectively with public officials, citizens, supervisor, and other employees, both in person and over the telephone, assisting them in a wide variety of information pertaining to SKHHP.
- Supports and assists in developing strategic and operational management plans.
- Schedules and plan various meetings, perform set-up duties for meetings, take and disseminate meeting minutes and other materials as requested.
- Monitor, track, and analyze developments in research, best- and emerging practices and policies, legislative and political activity, and other relevant affordable housing and homelessness issues.
- Prepares written communications in the form of correspondence, reports, forms, fliers, memos; assists in creating presentations, brochures, graphics, and/or marketing materials.
- Assists in coordination and management of daily operations.
- Assists in budgeting and monitoring expenses.
- Assists in developing and implementing community outreach and engagement strategies.
- Organizes, sets priorities, and oversees several projects at once, with minimal supervision.
- May make presentations before City Councils, City boards or commissioners, and other public groups.
- Safely operates office equipment at a high level of expertise.
- Fulfills other duties as assigned.

#### SKILLS AND ABILITIES

- Familiarity with affordable housing policies and practices.
- Outstanding written and oral communication skills.
- Proficient in Microsoft Office, Outlook, Adobe, website applications, and other computer software.
- Ability to successfully manage projects to completion with strong time-management skills and attention to detail.
- Demonstrated experience and accuracy in tracking deadlines, assignments, and budgets.
- Experience working in an independent, self-directed manner and as part of collaborative teams.
- Ability to juggle multiple tasks efficiently and adapt easily to changing priorities.
- Demonstrated commitment to racial equity and social justice.
- Strong interpersonal skills and high level of emotional intelligence.
- Ability to work flexible hours that may include some evenings or weekends.
- Regular, reliable, and punctual attendance.
- Completes work and projects in a thorough and timely manner.
- Demonstrates an eagerness to learn and enhances skills that promote equity and inclusion.
- Operates a variety of office machinery including, but not limited to, computers, copiers, and facsimile machine.

- Communicates effectively and professionally in the English language, both verbally and in writing; writes reports and correspondence as needed.
- Works effectively with individuals of varying backgrounds and service needs.
- Regular, reliable, and punctual attendance at their designated work-site to support business operations, team goals, and the public.
- Works effectively under pressure and with frequent interruptions; prioritizes and problem solves individually and with other team members.
- Completes work and projects in a thorough and timely manner, which may include working with budgets; may assist with the development of program budgets and goals.
- Maintains safety standards and requirements.
- Understands and follows directions from supervisors, posted work rules, and procedures.
- Operates a motor vehicle requiring a standard driver's license.
- Shows initiative in performing job functions.
- Attends daytime, evening, and weekend meetings and events as required in the performance of job duties; therefore, adjusted work schedule may be required on certain days.
- Performs other duties as necessary and/or assigned.

### **WORKING CONDITIONS**

The majority of work is conducted indoors in a clean, climate-controlled setting with a moderate noise level. Local travel is required, as the employee will be working in multiple locations within South King County. While performing the duties of this job, the incumbent is regularly required to sit, talk, and hear; frequently required to work and use hands to finger, feel, and/or handle writing utensils, computers and office supplies. The employee is frequently required to stand, walk, and reach with hands and arms; occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to maintain confidentiality of information. The employee may be required to deal with disgruntled individuals requiring the use of conflict management skills. The employee is required to maintain professional composure, tact, patience, and courtesy at all times.

The primary work location for this position is Auburn City Hall's Annex, 1 East Main Street, Auburn, WA 98001; travel is required to other member jurisdictions in King County.

### **REPORTING RELATIONSHIPS**

Under the general direction of the SKHHP Executive Manager, the employee works within the guidelines of established policy. The employee will exercise independent judgment and decision making to develop and implement programs and projects. Unusual problems or special requirements are referred to the Executive Manager for resolution. Performance is reviewed through observation of activities and results, periodic discussion, and formal review.

**MINIMUM EDUCATION AND EXPERIENCE**

Bachelor's degree in Land-Use Planning, Community Development, Urban Planning, Public Policy, Architecture, Ethnic Studies, or closely related field is required.

Three years of successful work experience in a combination of: affordable housing sector; project coordination and facilitation; community outreach and engagement; policy research; and data collection and analysis;

OR

Any combination of education, training, and/or experience that would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

**PREFERRED EDUCATION AND EXPERIENCE**

- Familiarity with South King County, affordable housing policies, and local governance structures.
- Prior experience with community organizing and/or coalition building.
- Knowledge of local housing and homelessness initiatives and stakeholders.
- Familiarity with government, including experience working with elected officials and staff at the local government level.

**REQUIRED LICENSES**

Possess and retain a valid state driver's license without impending loss at the time of appointment.

**SUPPLEMENTAL QUESTIONNAIRE**

1. Please indicate your years of experience with urban planning, land use issues, and, affordable housing finance and development:
  - Less than 3 years
  - 3-5 years
  - 5 or more years
2. Do you have a valid state driver's license?
  - Yes       No

3. Are you willing and able to use your own vehicle to travel to participating agencies in King County (NOTE: mileage reimbursement will be provided).  
 Yes       No
4. Please explain your experience working in a self-directed manner and as part of collaborative teams.
5. Please describe your experience with racial and social equity, and working in partnership with communities of color.
6. Please describe your experience in developing housing policies, programs, and legislation.

DRAFT

## SKHHP ADVISORY BOARD COMMUNITY OUTREACH PROPOSAL

### A. OVERVIEW

The SKHHP Interlocal Agreement calls for the creation of a SKHHP Advisory Board to provide advice and recommendations to the Executive Board before the end of the first year of SKHHP operations. The start of the year is defined as the hiring date of the SKHHP Executive Manager.

The Interlocal Agreement includes a broad outline of the Advisory Board but additional detail is needed to define the representation, purpose, and procedures of the Advisory Board. Strategic community outreach can be used to guide the structure of the Advisory Board to create a Board that represents the diversity, needs, and priorities of South King County. This will help foster community buy-in and will help to ensure that SKHHP Executive Board decisions are equitable and grounded by community interests.

Community outreach will begin with existing networks within each SKHHP jurisdiction. As feasible, outreach will be conducted through one-on-one conversations or small groups of no more than five people. In light of COVID-19 restrictions, all outreach will be conducted over the phone or using virtual meeting platforms.

Each conversation will include background information on SKHHP, an overview of the Advisory Board, and discussion of how the SKHHP Advisory Board should be set up to help address the most pressing housing issues, challenges, and priorities in their communities. The purpose of the community outreach is to involve community members and leaders early in the process of creating a SKHHP Advisory Board.

### B. OUTREACH LIST

1. Each partner jurisdiction provides contact information for three to four individuals, organizations, or community groups for initial outreach. **(See attached outreach list).**
2. The outreach list was developed with the following four considerations:
  - a) Contacts are specific to the jurisdiction;
  - b) Contacts are strongly connected to housing needs/services in the community,
  - c) Contacts represent diverse community perspectives and populations that are the most disproportionately impacted by the housing crisis, and
  - d) Contacts have the ability to reach out to their group/community members for additional feedback.

### C. COMMUNITY OUTREACH QUESTIONS

1. What housing issues facing your community do you think the SKHHP Advisory Board could have the most impact on?
2. How do you think the SKHHP Advisory Board can be set up to be successful in addressing those housing issues? (i.e. decision-making structure, educational component, length of terms for Advisory Board members).
3. Who do you think should be represented on the SKHHP Advisory Board? (could be individuals, groups, organizations, specific populations).
4. Do you have any other suggestions or concerns you would like to share with regard to the formation of the SKHHP Advisory Board?
5. Do you have suggestions of other people, organizations, or community groups we should talk to you, would you be willing to provide contact information and/or an introduction?

### D. SKHHP BACKGROUND

The following questions and answers provide an overview of SKHHP and the SKHHP Advisory Board as outlined in the SKHHP Interlocal Agreement and 2020-2021 SKHHP Work Plan. The background information will be used to include an informational component to the community outreach. The intention is to familiarize participants with SKHHP, the work that has been done to form the organization, and the priority work identified in the SKHHP work plan so that participants have more context when responding to the community input questions.

#### 1. What is SKHHP?

The South King Housing and Homelessness Partners (SKHHP) is a partnership between 9 cities (Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila) and King County to work together and share resources to address housing needs in South King County.

#### 2. What is SKHHP's purpose?

The purpose of SKHHP is work together to increase the available affordable housing options and to preserve existing affordable housing in South King County.

#### 3. What is the SKHHP Advisory Board?

The SKHHP Advisory Board is a recommending body that will consist of 12 to 15 community members that are appointed by the SKHHP Executive Board.

#### **4. What is the purpose of the SKHHP Advisory Board?**

To provide recommendations to the SKHHP Executive Board and provide public education and community outreach services. Recommendations to the Board include:

- Land and/or money resource allocation for affordable housing projects;
- Input on policy needs related to housing stability;
- Program design and development; and
- Recommendations for emergency shelter, and other immediate housing needs.

#### **5. What are the requirements for Advisory Board members?**

- Knowledge and understanding of affordable housing
- Commitment to furtherance of affordable housing in South King County
- Represent diverse community perspectives

#### **6. Are there term limits for Advisory Board members?**

Advisory Board members will be appointed to serve a four-year term with service limited to a total of two consecutive terms.

#### **7. How often will the Advisory Board meet?**

Once formed, the Advisory Board will meet as often as it deems necessary, but not less than quarterly.

#### **8. What are the priority actions for the SKHHP Advisory Board?**

The SKHHP 2021 Work Plan identifies the following actions that the Advisory Board will work on with staff support:

- Developing an administrative program for SKHHP Housing Capital Fund
- Building funding support through advocacy with philanthropic and private corporations
- Developing affordable housing and homelessness awareness presentation toolkit

Once the Advisory Board is formed they will also provide input and recommendations for the annual work plan which will provide direction for SKHHP staff, and Executive Board.

## 9. How will the Advisory Board members be determined?

SKHHP staff will ask for community input on community issues and housing challenges, and what organizations, individuals, and/or community groups should be represented on the Advisory Board that will represent the identified community needs and priorities. The community input will guide the overall structure of the Advisory Board and recommendation to the SKHHP Executive Board who will formally appoint Advisory Board members.

## E. OUTREACH LIST

The following outreach list is under development by the SKHHP staff work group.

### AUBURN

1. Madison Jaramillo – Nexus, youth and young adults experiencing homelessness
2. Florette Ebengho – Mother Africa, variety of services for African immigrants and refugees
3. Judi Roland – Retired, long history of service in Auburn, knowledge of housing and construction
4. David Anitok – Marshallese leader, legislative issues, DOH – COVID-19

### BURIEN

*Pending*

### COVINGTON

*Pending*

### DES MOINES

1. Mariela Barriga – Highline College WISH Administrator, housing for homeless students
2. Michelle McClendon – Highline College, Re-entry Pathways Advisory/WISH Housing and Retention Coach
3. Cynthia Ricks-Maccotan – CHI Franciscan Health, Violence Prevention Coordinator

### FEDERAL WAY

*Pending*

### NORMANDY PARK

*Pending*

**KENT**

1. Peter Ostrander – St. James Episcopal Church, Outreach Coordinator
2. Paul Tan – Kent Youth and Family Services (KYFS)/Watson Manor, transitional living program
3. Taffy Johnson – United Territories of Pacific Islanders Alliance (UTOPIA), Executive Director
4. Maju Qureshi – Multi-Service Center
5. Risho – Mother Africa
6. Adelfa Moreno – Holy Spirit Divina Providencia
7. Ginger Kwan – Multicultural Families, culturally relevant info and services for families of persons with developmental and intellectual disabilities
8. Navid Hamidi – Afghan Health, serve immigrant and refugee communities, assessments with over 600 families in Kent, Auburn, Des Moines, and Federal Way

**RENTON**

1. Kim-Khánh Văn – Renton City Councilmember, contact for Vietnamese and Asian communities in Renton
2. Laura Tafolla – Centro Rendu of St. Vincent de Paul, Mexican and other Latinx communities of Renton
3. Roberto Perez – Centro Rendu of St. Vincent de Paul, Mexican and other Latinx communities of Renton
4. Dr. Rev. Linda Smith – SKY Urban Empowerment Center, Renton African American Pastors (RAAF)
5. Rev. Bianca Davis Lovelace – REACH Center of Hope, 24 hour shelter

**TUKWILA**

1. Lily Kriegh – Retired, resident at Tukwila Village, community leader
2. Jonathan Joseph – Tukwila resident
3. Dickson Njeri – Kent resident, Food Innovation Network, Wakulima USA, Kenyan community
4. David Bulindah – Des Moines resident, Food Innovation Network, Wakulima USA, Kenyan community

**KING COUNTY**

1. Jeremy Williams – West Hill Community Association
2. Ryan Quitgar – Renton Innovation Zone Partnership
3. Maria Ramirez – Duwamish Valley Affordable Housing Coalition
4. Sili Savusa – White Center Community Development Association