

## I. CALL TO ORDER

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

- a. **ZOOM MEETING PROTOCOLS** – Angela went through Zoom meeting protocols including how to use the raise hand feature and chat box for asking questions or providing input.
- b. **ROLL CALL/ESTABLISHMENT OF QUORUM**

Executive Board Members Present: Chair Nancy Backus; Vice-Chair Brian Wilson, City of Burien; Joseph Ciamomo, City of Covington; Luisa Bangs, City of Des Moines; 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; Laurel Humphrey, City of Tukwila; Colleen Brandt-Schluter, City of Burien; Marty Kooistra, HDC; Sarah Bridgeford, City of Federal Way; Robin, MSC; Amanda, MSC; Merina Hanson, City of Kent.

## II. REVIEW AGENDA/AGENDA MODIFICATIONS

No modifications to agenda.

## III. APPROVAL OF FEBRUARY 28, 2020 MINUTES – Attachment A (action item)

Mark Santos-Johnson made a motion to approve the February 28 minutes as presented, Luisa Bangs seconded the motion. Motion carried unanimously (10-0).

## IV. OLD BUSINESS

### a. HB 1406

- i. City updates on HB 1406. Angela provided an overview of Cities enacting HB 1406 legislation and resolutions to pool funding. She said Tukwila made an interim decision to allocate 90% toward a City rental assistance program and 10% pooled with SKHHP. Covington is scheduled for Council discussion on Tuesday, April 28 and City of Renton Committee of the Whole will discuss on Monday, April 27.

Thomas McLeod said Tukwila can use funds for rental assistance and they already have program in place. To date they have turned away 219 households. Tukwila started the year thinking 30% of funds might go toward the City's rental assistance program, and 70% pooled with SKHHP. As pandemic broke out they wanted to address the immediate need. This is an interim decision and the City will revisit the decision in 30 days, their intention is to make greater contribution to SKHHP but the immediate needs are overwhelming.

Joseph Ciamomo said Covington will be discussing the allocation of HB 1406 funds on Tuesday, April 28. To date, they have collected about \$3,500 and they have a few options they are looking at. One option is pooling all of the funds to SKHHP.

Santos-Johnson said Renton has not passed the enacting ordinance. Renton was waiting on a state legislative bill that would allow jurisdictions more time to pass a qualifying local tax. The legislation was passed but vetoed by the Governor because of financial concerns in light of COVID-19. Staff expects direction from Council Committee of the Whole on Monday, April 27.

Further discussion regarding the current challenges with so many community members in need. All want to be doing what is best for communities. Bangs indicated Des Moines will be looking at options the third week in May.

Discussion regarding CARES Act rental assistance funds. King County indicated they are still in the process of collecting information from various parties about various needs that include rental assistance and small business assistance.

**ii. 2020-2021 Work Plan**

San Filippo reviewed the work plan, described how the plan evolved into a two-year work plan but subsequent work plans will be developed annually. The work plan also includes a short paragraph on the impacts of COVID-19. Staff work group recommended that all jurisdictions have an opportunity to provide feedback on the work plan prior to SKHHP Executive Board adoption. This would require the SKHHP Board to postpone the work plan to the June meeting. City of Auburn legal department reviewed and indicated that without an amendment to the ILA this would be a risk but if all jurisdictions are in agreement the risk is low.

Sunaree indicated that a later adoption for King County would work due to emergency responses. She also indicated she would like to see a little more work done with the work group to make sure the work plan is right-sized to reflect the current staff capacity.

General agreement to push back Board adoption of the Work Plan.

**iii. Draft 2021 and 2022 Budget and SKHHP position descriptions**

Angela explained that the budget is provided through 2022 for jurisdictions that plan on a two year cycle. SKHHP will adopt an annual budget, the second year is provided as a projection. She provided an overview of the 3 budget scenarios based on personnel options that include: Executive Manager only, second position as Office Assistant, and second position as Program Coordinator. Each budget scenario includes the projected contributions from each jurisdiction.

Discussion clarifying some of the assumptions in the three budget scenarios. Santos-Johnson indicated he would rather see a Program Coordinator hired later to take advantage of the cost savings, hard to tell when hiring would take place but could plan timing based on budget to keep revenue contributions stable. Mayor Ralph indicated Kent will not be able to go much more beyond a \$40,000/year commitment. Backus said most cities are in similar positions. McLeod said it is hard to know what they commit to, he does not see the second position in either scenario being something that would be sustainable.

Additional discussion regarding hiring somewhat flexible/variable position and demonstrating the value of SKHHP. Santos-Johnson would like to see hiring of a Program Coordinator in a way that maximizes the budget that we have with contributions remaining stable so that SKHHP has the greatest likelihood of success. Sunaree said cities could look at it as additional capacity for each of the jurisdictions and decentralizing some of the work because the needs will be regional.

Majority agreement to get more input from Auburn's Human Resource department to pursue a creative/flexible solution to hiring a Program Coordinator that maximizes the existing budget contributions while keeping individual contributions stable through 2022.

## **V. NEW BUSINESS**

### **a. Quarterly budget reports – Q4 2019**

Angela reviewed the budget and progress report for 2019. General agreement from Board members that the report contains all the information they need and expect. Angela said the 2020 quarter 1 report will be presented to the Board at the May meeting.

### **b. Communication Plan**

Angela provided an overview of the development of the SKHHP Communication Plan and revisited the key messages. Chair Backus provided a brief update on South Sound Housing Affordability Project (SSHAP) in Pierce County. Further discussion on additions and edits to Communication Plan. Agreement that Co-Chairs are primary representatives, but others represent jurisdictions as well SKHHP as necessary and appropriate. Santos-Johnson and Marshall have suggested edits they will email to Angela.

### **c. Operational Planning Discussion**

Angela went through the responses received on the operational planning discussion questions. She stated this intended to be more of an open conversation but it is helpful as she develops the work plan and implements action items throughout the year. If Board members have additional input they should send them to Angela. Questions will be revisited as necessary.

## **VI. NEXT MEETING**

May 22, 2020 – Originally scheduled for Des Moines but will be determined based on coronavirus guidance and potential to hold the meeting virtually.

## **VII. ADJOURN**

Mayor Backus adjourned the meeting at 2:45 pm.