





## **I. CALL TO ORDER**

Chair Nancy Backus called the virtual meeting to order at 1:02 pm.

### **a. ROLL CALL/ESTABLISHMENT OF QUORUM**

**Executive Board members present:** Chair Nancy Backus, City of Auburn; Vice-Chair Dana Ralph, City of Kent; Brian Wilson, City of Burien; Joseph Cimaomo, City of Covington; Traci Buxton, City of Des Moines; Brian Davis, Federal Way; Sunaree Marshall, King County; Mark Hoppen, City of Normandy Park; Ryan McIrvin, City of Renton; Tom McLeod, City of Tukwila.

**Other attendees:** Marty Kooistra, HDC; Minnie Dhaliwal, City of Tukwila; Hannah Bahnmler, City of Renton; Mark Santos-Johnson, City of Renton; McCaela Daffern, King County; Merina Hanson, City of Kent; Trish Abbate, SKHHP; Angela San Filippo, SKHHP; Eric Lane, City of Des Moines; Sarah Bridgeford, City of Federal Way; JC Harris, City of Des Moines; Laurel Humphrey, City of Tukwila; Dinah Wilson, City of Kent; John Howell, Cedar River Group, Robert Feldstein, Cedar River Group; Brian Parry, Sound Cities Association

## **II. REVIEW AGENDA/AGENDA MODIFICATIONS**

No concerns or modifications with the agenda.

### **III. APPROVAL OF January 22, 2021 MINUTES**

Traci Buxton moved to approve the January 22, 2020 minutes as presented; Tom McLeod seconded the motion. Motion passed unanimously (10-0).

## **IV. OLD BUSINESS**

### **a. SKHHP Advisory Board**

Trish Abbate referenced the Advisory Board discussion from last month and highlighted the importance of the purpose and role, and the creation of an advisory board that is impactful with value added for SKHHP and for participating members and not performative in nature. The Executive Board feedback received at the last meeting, community outreach, and staff work group input was incorporated into the advisory board framework included in the packet as Attachment B.

Abbate reviewed the feedback received during community outreach efforts and the focus on what not to do, which led to additional outreach using personal and professional networks with peers directly related to creating advisory boards. After hearing some first-hand experience, Abbate will share more about that second layer of outreach.

#### **i. Successful Advisory boards (Dinah Wilson)**

Abbate introduced Dinah Wilson from City of Kent, who has extensive first-hand experience as a cultural group facilitator, participant on several advisory boards, and was directly involved in the creation of the King County Immigrant and Refugee Commission.

Dinah Wilson started the presentation with sharing first-hand experience facilitating the Kent Cultural Communities Board (created approximately 4 years ago). The Board meets monthly and diverse membership is prioritized through various cultural communities, disabilities, LGBTQ, etc.

Wilson was also on the King County equity climate task force. Participation was a great experience, culminating in a briefing to King County Council. King County Council stated it was one of the best briefings they have seen. Five members presented and talked about their lived experience and how climate change has impacted people on the front lines.

Wilson indicated it is helpful to have advisory board members with intersecting identities, as people can be advocates for just their personal concerns, it is helpful to have connections to multiple communities and therefore an ability to see different sides of an issue.

Wilson was also a member of King County's Immigrant and Refugee Task Force. The task force was tasked with determining if the County needed a commission to provide advice on immigrant and refugee issues. King County Equity and Social Justice staff and consultants were dedicated to the task force, which helped make it a good experience by demonstrating the County's commitment and the importance of the task force work.

Wilson advised to find advisory board participants that are passionate about the issue, not people that are doing it out of kindness or obligation. Advisory board members should have knowledge and experience related to the work and in turn be able to influence the organization. If participants feel like they aren't having influence and they are just a rubber stamp they won't last long, it will feel like a waste of their time. People are busy and they have other things to do and BIPOC communities get called on for so many different things, it is very important to make sure they are having an impact. Continued reflection of mission and vision of an advisory board is important. Wilson indicated that task force members bonded during their time on the task force by sharing meals provided during evening meetings and half day retreats. Task force members felt valued, respected, and heard. When task force members raised technical questions, the County provided people that were experts on those issues, which increased the knowledge and capacity of the group.

Wilson indicated that the task force felt very influential with the County because almost all of their recommendations were accepted. The exception was a recommendation to provide a stipend for people's time. The County didn't outright reject the recommendation, but they indicated a need to talk about the broader impact to policies and consideration for providing stipends for all commissions and how that should be addressed in the budget.

Wilson concluded with key takeaways regarding recruiting participants with tentacles in communities they want to receive information from, and the importance and value of people's time and recommendation to provide a stipend. Executive Board expression of gratitude to Wilson for sharing her experience.

Abbate introduced the additional outreach received by reaching out to peers from different organizations across the region including: Rainier Valley Corps, Solid Ground, King County Open Space Equity Cabinet, King County's Governing for Racial Equity and Inclusion, King County's Office of Equity and Social Justice, Portland's Metro Council and Welcome Home Coalition (Portland, OR).

First key theme was to provide stipends and compensation to participants. This was one of the key elements of success and is now seen as the gold standard. Stipends show respect for volunteer time and organizational commitment to the work. Other types of compensation included: bus tickets, meals, daycare, parking reimbursement.

Second key theme was providing language access – committing to comprehensive and thorough language access means ensuring that interpreters and translation are available at every step of the process.

Third key theme was the importance of training and education, and acknowledgement that inviting folks who are most impacted without extensive support on all levels can be disrespectful and harmful.

Fourth key theme was to make sure that we are not relegating members to a sub-par position, rather the advisory board has an impact on the organization and creating an advisory board is not just checking the box.

The resolution provided in Attachment B incorporated all the feedback that we gathered while also recognizing existing resources and capacity limitations. The goal of the resolution is to provide a path forward that establishes an advisory board that is mutually beneficial to participants and SKHHP, incorporates knowledge, experience, and different perspectives into the SKHHP decision-making and priority setting process while recognizing existing resources and capacity.

## ii. SKHHP Advisory Board resolution

Angela San Filippo provided a summary of the SKHHP Advisory Board resolution as presented in Attachment B. San Filippo concluded with three discussion topics:

1. General questions, takeaways, reflections?
2. Recommendations for the resolution that will help define the Advisory Board's purpose and influence on decision-making?
3. Ideas for building a strong relationship between Executive Board and Advisory Board members that should be included in the resolution?

Discussion ensued on the Advisory Board resolution. The following is a summary by three key areas: suggestions, concerns, and questions.

### Suggestions:

- Potential to work with King County to share educational component of onboarding with Community Partners Table.
- Consider reducing the size of the SKHHP Advisory Board in order to provide compensation.
- Executive Board and Advisory Board buddy system.
- Incorporate additional language into resolution that reflects both housing and homelessness, affordable housing seems well addressed but homelessness seems a little lost.
  - Carry forward conversation around homelessness into priority setting and work planning discussions.
- Make sure the advisory board's purpose is clearly defined and we are setting realistic expectations, i.e. are they advisory or do they have decision-making authority.

### Concerns:

- It can be difficult to draw on people that are already community servants and their energy is diffused.
- Need to think about the timeline of implementing the Advisory Board, possibilities:
  - Delay implementation until tangible tasks and/or measurables are identified

- Move forward as planned - value in implementing advisory board that works in lock-step with Executive Board to identify priorities and work plan items rather than predetermine work of the advisory board. Creates ability to tap into members' experience and knowledge and includes advisory board in programming decisions.
  - Also consider the time it takes for recruitment, application/screening process, education and onboarding and when the capital fund might be ready to move forward with allocation decisions.
- SKHHP needs to be ready and willing to bring in different perspectives and be committed to filling advisory board seats with a sense of urgency.
- Potential stumbling block related to government entity providing stipends/compensation, resulting in funding consultant to pay stipends.
  - King County fiscal staff work through these issues.

#### **Questions:**

- Are we looking for equal geographic representation on the advisory board? Executive Board is made up of one member from each jurisdiction with equal voting power, should the advisory board be similarly set up?
  - Possibility: strive for geographic representation without holding up the creation of the advisory board or seats remaining vacant.
- Is the Advisory Board truly just advisory or will they share in decision-making?
  - Is SKHHP willing and committed to power-sharing with the advisory board? If so, what does that commitment look like?
- Will there be overlap with the Affordable Housing Committee's Community Partners Table?

#### **b. SHB 1406 ILA – Companion Agreement**

San Filippo introduced the SHB 1406 Companion Agreement and the need for Executive Board approval before the City of Renton moves it forward for Council consideration. Traci Buxton motioned to accept and Dana Ralph seconded. 1406 ILA Companion Agreement for Renton passed unanimously (10-0)

#### **c. Resolution 2021-02: 2021 SKHHP Federal Legislative Priorities**

Question and discussion about Affirmatively Furthering Fair Housing.

Cimaomo moved to approve federal legislative priorities, Buxton seconded. All in favor, motion passed unanimously (10-0)

### **V. NEW BUSINESS**

#### **a. 2020 Quarter 4 Progress and Budget Report**

San Filippo reviewed the key actions in quarter 4 of 2020, Program Coordinator Trish Abbate was hired, Advisory Board outreach was conducted, SHB 1406 ILA legal review, supporting cities developing housing action plans, awarded the Microsoft grant to pursue 501c3 status and initiate our housing capital fund. SKHHP conducted informational interviews with our state legislators. Buxton asked for clarification around HB 1923 funding and potential for additional state funding to support this work.

## **b. SKHHP Housing Capital Fund (Cedar River Group)**

San Filippo summarized that the ILA will allow us to receive funds which leads to answering questions around allocating funds and setting priorities, etc. John Howell & Robert Feldstein have experience working with SKHHP in the past and will continue working with staff and Executive Board to facilitate discussions around the housing capital fund. Howell explained they need feedback from the board to ensure alignment.

Howell reviewed the outlined scope of work and questions and key issues to be addressed by the Executive Board.

Cedar River Group will conduct research with Microsoft and other potential sources for investors – will reach out to at least 5 specific potential sources to understand their level of interest in SKHHP and with Microsoft, plan 2 events that might help invite other entities to learn about SKHHP and why contributing to SKHHP capital fund is a great opportunity and asset.

Other considerations brought up by the Executive Board include:

- In terms of 501(c)(3) be mindful about philanthropic funding sources and not unintentionally competing with other organizations with similar mission to SKHHP.
- When thinking about whether or not to pursue bonding, County may be able to offer support.
- Staffing capacity and making sure we have sufficient staff capacity to do the work.
- Question related to how funds can be used and whether non-capital purposes should be considered.

Howell closed with explaining they will move forward and continuing working with Executive Board during meetings for the next several months.

## **VI. UPDATES/ANNOUNCEMENTS**

Backus acknowledged the board has been asked to do homework and asked for feedback on what would help grab attention in emails from SKHHP that require action. Ralph asked for just “action required” and Marshall seconded “SKHHP Action Required by [insert date]”

## **VII. NEXT MEETING – MARCH 26, 2021**

Backus asked for a one-hour extension of either the April or May meeting to ensure adequate time for workplan setting and suggested a follow-up doodle poll.

Marshall shared an update that the AHC submitted the housing element of the countywide planning policies to the GMPC.

Marty Kooistra said Burien is working with DESC on a permanent supportive housing project.

Ralph said CCS opened permanent supportive housing in Kent – first PSH project in south King County and it’s up and running.

## **VIII. ADJOURN**

Backus adjourned the meeting at 2:55 pm.

**DRAFT RESOLUTION NO. 2021-02**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ESTABLISHING A SKHHP ADVISORY BOARD, PROVIDING FOR THE PURPOSE AND DUTIES OF THE BOARD, AND QUALIFICATIONS AND REPRESENTATION OF THE BOARD.

**WHEREAS**, SKHHP was formed on January 1, 2019 by Interlocal Agreement among the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County (the “SKHHP Interlocal Agreement”); and

**WHEREAS**, SKHHP is governed by an Executive Board composed of either an elected official or City Manager/Administrator for each city and the King County Executive, or their designated representative, of each party; and

**WHEREAS**, the SKHHP Interlocal Agreement calls for the establishment of a SKHHP Advisory Board to provide advice and recommendation to the Executive Board on land and/or money resource allocation for affordable housing projects, input on policy needs related to housing stability, program design and development, recommendations for emergency shelter and other immediate affordable housing needs, and to provide public education and community outreach services; and

**WHEREAS**, the SKHHP Interlocal Agreement calls for the Executive Board to adopt procedures for the convening and administration of the Advisory Board; and

**WHEREAS**, SKHHP is committed to amplifying and ensuring community voices inform policy, programming, and funding decisions that help increase access to affordable housing housing stability throughout South King County; and

**WHEREAS**, SKHHP recognizes the history of institutional racism in systemically marginalizing Black, Indigenous and People of color (BIPOC) communities who continue to be disproportionately affected by housing insecurity and homelessness; and

**WHEREAS**, Evidence indicates that without comprehensive education, training, staff support, decision making power, and monetary compensation, inviting individual community members most directly impacted by the disparities of housing insecurity and homelessness can inflict harm to members; and

**WHEREAS**, SKHHP will focus on recruiting advisory board members who are professionally engaged in community work and can represent the voice of community members they work with directly; and

**WHEREAS**, SKHHP is committed to creating multiple pathways to incorporate community voices, including a SKHHP Advisory Board that represents South King County populations most affected by the lack of affordable housing housing insecurity in our region; and

**WHEREAS**, the SKHHP Advisory Board structure is the result of strategic community outreach through an agreed upon outreach strategy, extensive consideration of many successes and challenges of community advisory board peers, and SKHHP’s commitment to minimizing unintentional harm to community members; and

WHEREAS, the SKHHP Advisory Board structure is iterative in nature and subject to revision as inherent in dynamic advisory board best practices.

**NOW, THEREFORE, THE SKHHP EXECUTIVE BOARD RESOLVES** as follows:

**Section 1.      Creation of the Advisory Board.**

There is hereby established a voluntary advisory board, to be known as the SKHHP Advisory Board. Appointment of members to the Advisory Board shall be in a manner set forth herein, and members shall be appointed by the SKHHP Executive Board.

**Section 2.      Purpose of the Advisory Board.**

SKHHP recognizes the importance of the SKHHP Advisory Board using their unique individual and collective strengths to define their role and priorities. Generally, the purpose the SKHHP Advisory Board is to:

- Provide connection and advancement of the broader interests of the local community(ies) and/or interests they represent.
- Draw on collective knowledge and experience to inform and influence SKHHP Executive Board decisions by providing recommendations to the Executive Board on land and/or money resource allocation for affordable housing projects, policy needs related to housing stability, program design and development, emergency shelter and other immediate affordable housing needs.
- Strengthen Executive Board, staff workgroup, and other interested parties' understanding of community needs and interests related to affordable housing and homelessness in South King County.

**Section 3.      Role of the Advisory Board.**

- A. The initial Advisory Board members will work with SKHHP staff to adopt bylaws and a decision-making structure consistent with the SKHHP Interlocal Agreement, that includes ways to build mutual trust, respect, and connection between Executive Board and Advisory Board members.
- B. The Advisory Board will work in collaboration with SKHHP staff, the SKHHP staff workgroup, and the SKHHP Executive Board to develop and implement the SKHHP Interlocal Agreement and SKHHP's annual work plan priorities. With SKHHP staff support, possible areas of focus include:
  - Develop annual SKHHP work plan goals and priorities.
  - Develop policies, programs, and projects that address goals for housing stability, preservation of affordable housing, and affordable housing production.
  - Provide ongoing analysis of SKHHP's goals, priorities, and resource allocations to ensure that decision-making supports SKHHP's intention to address disparities in the housing system and distribute resources using equity and racial justice for defining objectives and measuring progress.



- Develop project and program specific engagement strategies that empower voices of communities that are the most disproportionately impacted by ~~the~~ housing crisis insecurity.
- C. The Advisory Board shall be staffed by SKHHP staff who will provide technical assistance in the form of meeting organization, facilitation, and meeting minutes. SKHHP staff shall also:
- Build capacity and shared knowledge base among participating members, SKHHP staff, and Executive Board members.
  - Facilitate open and transparent communication between members of the Executive Board, SKHHP staff workgroup, and Advisory Board.
  - Provide open and transparent communication about upcoming policy recommendations, planning processes, or other projects and programs that are relevant to the Advisory Board.

#### **Section 4. Meetings of the Advisory Board.**

- A. The Advisory Board will meet as often as it deems necessary, but not less than quarterly.
- B. A quorum at any meeting of the Advisory Board will consist of Board members who represent a simple majority of the Board's membership. Advisory Board members may participate in any meeting by phone or video conferencing for all purposes, including but not limited to voting and establishing a quorum.
- C. No Advisory Board action may be taken except at a meeting where a quorum exists. Action by the Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. Official action by the Advisory Board may be conducted by motion, resolution, declaration, or other means as determined to be necessary by the Advisory Board. Proxy voting is not allowed. To the extent applicable to the meetings of the Advisory Board, the Advisory Board will comply with applicable requirements of the Washington State Open Public Meetings Act (chapter 42.30 RCW).
- D. A minimum of one joint meeting of the Executive Board and Advisory will be held annually.

#### **Section 5. Advisory Board Membership.**

- A. The SKHHP Advisory Board will consist of not more than 15 and not less than 12 community members with knowledge and understanding of affordable housing and homelessness issues in South King County, be committed to the furtherance of ~~affordable~~ housing stability in South King County, and represent diverse community perspectives.
- B. BIPOC communities are disproportionately represented in people experiencing homelessness and housing insecurity and are currently and historically underrepresented in positions of power. An estimated 45% of South King County residents identify as BIPOC. SKHHP is committed to elevating the voices of BIPOC community members and will prioritize BIPOC representation on the Advisory Board that reflects the population of BIPOC communities in South King County.

- C. Each Advisory Board member must meet the following qualifications:
- Live, work, or be affiliated with service provisions within the South King County region.
  - Interest in collaboratively working in a team setting with various community and government stakeholders.
  - Personal and/or professional commitment to understanding and working to undo the impacts of institutionalized racism and disparities experienced by BIPOC communities.
  - Personal and/or professional expertise, and affiliation with agencies, coalitions, organizations, or networks from/or serving the following communities:
    - Low-income households
    - Immigrant and refugee populations
    - People living with disabilities and/or behavioral health needs
    - People experiencing homelessness or housing insecurity including the following population groups:
      - Aging adults/seniors
      - BIPOC
      - LGBTQ+
      - Multigenerational households
      - People with a criminal history
      - Veterans
      - Youth
- D. SKHHP recognizes that each Advisory Board member may have intersectional identities. SKHHP will strive to ensure that the Advisory Board collectively represents equal geographic distribution across South King County jurisdictions and ~~The Advisory Board will collectively incorporate~~ the following knowledge and experience:
- Affordable housing/nonprofit housing developers
  - Tenant rights educators and /advocates
  - Personal and/or /professional knowledge of homelessness
  - Affordable rental and homeownership housing finance expertise
  - Experience and knowledge of South King County communities and community-based organizations and/or local and regional governance structures
- ~~○ The Advisory Board selection committee will strive to ensure equal representation across South King County jurisdictions~~

- E. To ensure Advisory Board membership is consistent with the individual and collective membership criteria, parties interested in serving as Advisory Board members shall complete all application forms.

**Section 6. Terms and Eligibility.**

- A. Initial appointments shall occur prior to December 31, 2021, all members will be appointed by the SKHHP Executive Board to a four year term. All terms become effective on January 1 of the year of appointment regardless of the actual date of appointment, and expire at midnight of December 31 of the last year of the term.
- B. Advisory Board members may serve no more than two consecutive four year term.
- C. To the extent a position becomes open, the Advisory Board may help SKHHP staff identify, recruit, and recommend new member(s) to be appointed by the SKHHP Executive Board.
- D. Advisory Board membership is voluntary and members retain the right to resign from their position at any time for any reason.

**Section 7. Amendments.**

Amendments to this Advisory Board structure may be amended upon recommendation by the Advisory Board and adoption by the Executive Board.

**Section 8. Effective Date.**

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

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS**

---

NANCY BACKUS, CHAIR



**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS**

**Advisory Board Onboarding – March 2021**

Informed by SKHHP staff, staff workgroup members, and community outreach the Executive Board adopted an overall structure and framework for the SKHHP Advisory Board. The following is an outline of the onboarding plan for the first 6 months to be implemented once Advisory Board members are appointed.

The goal of this outline to set expectations for SKHHP staff, workgroup members, Executive Board, and potential Advisory Board members regarding implementation of the Advisory Board and identify some initial priorities for the forthcoming Advisory Board. This outline reflects the purpose and role of the Advisory Board to incorporate and empower community voices into SKHHP's governing structure and recognizes that the collective input of incoming advisory board members will help to determine their focus and priorities based on their individual, unique experience and interest.

<b>Initial onboarding actions</b>	<b>Timeline</b>
Relationship building within Advisory Board <ul style="list-style-type: none"> <li>• Introductions</li> <li>• What each member hopes to get out of Advisory Board participation and what perspectives, experiences, and knowledge they bring to the group.</li> </ul>	1-2 months
Initial educational and informational sessions (possibility to partner with AHC's Community Partners Table on regional educational items) <ul style="list-style-type: none"> <li>• SKHHP governing structure and interlocal agreement</li> <li>• SKHHP Housing Capital Fund</li> <li>• SKHHP 501(c)(3)</li> <li>• South King County housing and homelessness needs and opportunities</li> </ul>	1-3 months
Adopt Advisory Board bylaws clarifying details of the Advisory Board's role, decision making structure, meeting schedule	1-3 months
Review and analyze SKHHP's 2020-2021 workplan	3-6 months
Develop a process for annual workplan and priority development	3-6 months
Priority setting and SKHHP workplan development	6+ months
Relationship building with SKHHP staff and Executive Board	Ongoing