

SKHHP Executive Board
March 26, 2021, 1:00 – 3:00 PM
Virtual – Zoom Meeting

Video conference:

<https://zoom.us/j/99857398028?pwd=eXFiMmJpQm1abDZmMmRQbHNOYS8ydz09>

OR by phone: 253-215-8782

Meeting ID: 998 5739 8028 | Password: 085570

- I. Call to Order
 - a. Roll Call
 - b. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of February 26, 2020 Minutes – *Attachment A (action item)*
- IV. Old Business
 - a. SKHHP Advisory Board (1:10 – 1:30)
 - i. Resolution 2021-02 – *Attachment B (possible action item)*
 - ii. Advisory Board onboarding outline – *Attachment C*
- V. Educational Item (1:30 – 2:00)
 - a. King County Health Through Housing – Mark Ellerbrook and Kelly Rider (30 minutes)
- VI. SKHHP Housing Capital Fund – Cedar River Group (2:00 – 2:40)
- VII. New Business (2:40 – 2:50)
 - a. Outreach to South King County cities
- VIII. Updates/Announcements (*as time allows*)
- IX. Next Meeting – April 23, 2020 – TBD
- X. Adjourn

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.

Initial onboarding actions	Timeline
Relationship building within Advisory Board <ul style="list-style-type: none"> • Introductions • What each member hopes to get out of Advisory Board participation and what perspectives, experiences, and knowledge they bring to the group. 	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"> • SKHHP governing structure and interlocal agreement • SKHHP Housing Capital Fund • SKHHP 501(c)(3) • South King County housing and homelessness needs and opportunities 	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