



South King Housing and Homelessness Partners

Memorandum

TO: SKHHP Executive Board
DATE: April 23, 2021
RE: SKHHP Advisory Board Resolution and Selection Process

The following is an overview of proposed revisions to the SKHHP Advisory Board Resolution and the proposed selection and evaluation process of Advisory Board applicants.

I. Proposed revisions to Draft Advisory Board resolution

The attached Resolution 2021-02 shows proposed revisions since the last Executive Board meeting in red text with additions are underlined and deletions are struck out. Proposed revisions include the following to address Executive Board discussion and best practices:

- a. Clarification where language is taken directly from SKHHP Interlocal Agreement.
- b. Modifications to section 3(B) to reword the areas of focus in the form of recommendations.
- c. Inclusion of an additional whereas statement regarding development of a compensation structure that reflects best practices and equity principles while recognizing the need to move forward with implementing the Advisory Board, budget constraints, and the need for further research to develop strategies and recommendations.

II. SKHHP Advisory Board selection process

Upon adoption of Resolution 2021-02 establishing the SKHHP Advisory Board, SKHHP staff and the staff work group will move forward with outreach and recruitment, soliciting applicants for Advisory Board members, and the selection and evaluation process. The following is an overview of the next steps:

- a. **Recruitment and outreach** – SKHHP staff and staff work group members identified individuals and organizations for targeted outreach via phone and email, as well as existing meeting spaces to present information on recruitment of SKHHP Advisory Board members.

- Application and informational materials will also be posted on SKHHP’s website and sent to stakeholder groups for inclusion in newsletters and partner websites.
- b. Online informational session(s)** – SKHHP staff will hold at least one informational session for interested participants. Application materials as well as frequently asked questions will be posted on the SKHHP website.
- c. Advisory Board Selection Committee** (3-5 members) – the advisory board selection committee will be made up of three to five members that includes representation from SKHHP staff and the SKHHP staff work group and potentially will also include community members with significant interest and expertise based on willingness and capacity to participate.
- SKHHP staff (1-2)
 - Staff workgroup (1-3)
 - To be determined community members that attended informational sessions but did not apply (1-2) *tentative*
 - To be determined community members from initial Advisory Board outreach efforts that did not apply (1-2) *tentative*
- d. Application evaluation process** – the following is an outline of the application and selection process. The selection committee will review applications individually via an established evaluation matrix, this will be followed by a group selection committee review to determine top applicants and interviews. After interviews, the selection committee will make a recommendation based on collective knowledge, experience, and representation of the applicant pool.

The selection committee’s recommendation will include a memo summarizing how the collective applicants meet the representation, knowledge, and experience identified in SKHHP Resolution 2021-02, and application materials from each selected applicant. The Executive Board has final decision making authority to appoint Advisory Board members.



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 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 pursuing a future budget that incorporates a compensation structure for SKHHP Advisory Board members that recognizes the value of their time and expertise and is reflective of equity principles; 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 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.

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 as outlined in the SKHHP Interlocal Agreement 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, and to provide public education and outreach services.
- 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~~ Provide recommendations on annual SKHHP work plan goals and priorities.

- Provide recommendations on ~~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~~ Provide recommendations on project and program specific engagement strategies that empower voices of communities that are the most disproportionately impacted by housing 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 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 incorporates 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
- 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

Memorandum

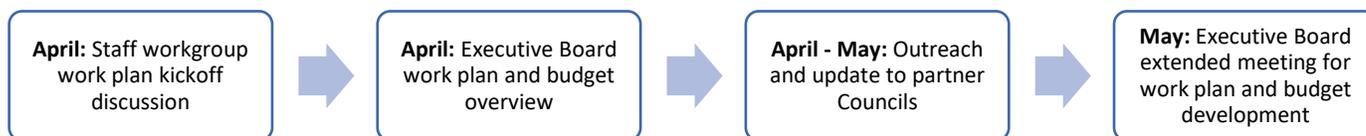


South King Housing and Homelessness Partners

TO: SKHHP Executive Board
DATE: April 23, 2021
RE: Overview 2022 SKHHP work plan and budget process

The following is an outline of the 2022 SKHHP work plan and budget process, status update on actions from the 2020-2021 work plan, and overview of 2022 work plan discussion and priority setting.

This outline is an introduction to the extended May 21, 2021 Executive Board meeting for work plan discussion and priority setting. The intention is to provide a progress update and solicit feedback from SKHHP partner Councils prior to the May SKHHP Executive Board meeting. The May 21 Executive Board meeting will focus on 2022 budget and work plan development through discussion of SKHHP's mission and objectives, status update on the 2020-2021 work plan, and 2022 priority action items.



DRAFT SKHHP MISSION (review and discuss)

South King County jurisdictions working together and sharing resources to create a coordinated and comprehensive approach to increasing housing stability and producing and preserving quality affordable housing in South King County.

DRAFT OBJECTIVES (review and discuss)

- Share technical information and resources to promote sound housing policy
- Coordinate public resources to attract greater private and public investment into affordable housing in South King County
- Provide a unified voice for South King County

I. REOCCURRING ANNUAL WORK PLAN ITEMS

a. Governance and administration

- Annual development of work plan and budget
- Quarterly progress and budget reports
- Annual updates and outreach to stakeholders and non-SKHHP partner cities

b. Policy and planning

- Build funding support through advocacy with philanthropic and private corporations

c. Outreach and education

- Represent SKHHP at local and regional meetings and forums
- Monthly SKHHP Executive Board educational topics
- Support SKC engagement and elected official participation in affordable housing development tours
 - Educational and engagement opportunities for elected officials, stakeholders, and community members
- Develop State and Federal Legislative priorities
- Coordinate and work with developers to better understand barriers to increasing construction and preservation of affordable housing
 - Convening South King County Joint Planners and Developers Work Group

II. 2020-2021 WORK PLAN AREAS OF ONGOING FOCUS**a. Governance and administration**

- Establish SKHHP Advisory Board

b. Policy and planning

- Establish SKHHP Housing Capital Fund and develop administrative plan and structure
- Build funding support through advocacy with philanthropic and private corporations
 - Establish SKHHP 501(c)(3)
 - Develop marketing materials
- Support development of housing strategy/action plans

c. Outreach and education

- Coordinate and work with developers to better understand barriers to increasing construction and preservation of affordable housing

III. 2021 WORK PLAN AREAS NEEDING ATTENTION**a. Policy and planning**

- Inventory of naturally occurring affordable housing vulnerable to market pressures
- Maintain inventory and assessment of existing preservation programs for affordable rental and ownership housing
- Develop examples of potential design standards and desired requirements

b. Outreach and education

- Develop affordable housing and homelessness awareness presentation toolkit

IV. 2022 PRIORITY SETTING

a. **Budget** – the following priority budget areas were identified in initial discussions with the staff workgroup, budget scenarios will be developed for review and discussion based on these priority areas.

- Work towards adoption of a balanced budget that includes full time Executive Manager and full time Program Coordinator.
- Look into compensation structure for Advisory Board members.

b. **Work Plan** – build upon the 2020-2021 work plan to identify the highest priorities for 2022. The following priorities were identified in an initial discussion with the staff workgroup and will be built upon through briefings with individual jurisdiction's Councils, and further discussion with the staff work group and Executive Board.

- Preservation of affordable housing in South King County
- Educational opportunities with partner organizations and area experts to better understand connections to homelessness services, outreach, and best practices
- Educational opportunities strategically tied to SKHHP work plan