

## I. CALL TO ORDER

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

### a. ROLL CALL/ESTABLISHMENT OF QUORUM

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

**Other attendees:** Angela San Filippo, SKHHP; Trish Abbate, SKHHP; Colleen Brandt-Schluter, City of Burien; Mark Santos-Johnson, City of Renton; John Howell, Cedar River Group; Hannah Bahnmler, City of Renton; Marty Kooistra, Housing Development Consortium; Alanna Peterson, Pacifica Law Group; Nicole Nordholm, City of Des Moines; Merina Hanson, City of Kent; McCaella Daffern, King County; Sarah Bridgeford, City of Federal Way; Amy Arrington, City of Normandy Park

## II. REVIEW AGENDA/AGENDA MODIFICATIONS

Angela San Filippo added to new business discussing if/when to return to in person meetings.

## III. APPROVAL OF JUNE 25, 2021 MINUTES

Traci Buxton moved to approve the June 25, 2021 minutes as presented; Ryan McIrvine seconded the motion. Motion passed unanimously (10-0).

## IV. OLD BUSINESS

### a. SKHHP Housing Capital Fund update

John Howell provided a brief progress update:

- 1) After meeting with ARCH staff, we learned that ARCH participates in the public funders group and as opposed to creating their own application, uses the common application, which all the other public funders use. ARCH shared that they work with loans more than grants because loans recirculate the capital funds and also because tax credits can only be used against debt so grant funded projects are less valuable to developers. Grants are used for smaller projects that can't sustain debt or have a social service component. In terms of community support, they do not ask for a formal letter of support but instead have lengthy conversation with city staff about projects to understand the level of support and concern. In terms of schedule, ARCH's process is a one-year process and while there are activities all year long, Q4 is high intensity for staff and board. Advisory Board plays significant role in evaluation and recommendations.
- 2) Work continues on roles within decision making process and schedule.
- 3) Work continues on evaluation criteria along with an added equity component.

### b. SKHHP Foundation

- i. 501(c)(3) bylaws
- ii. 501(c)(3) articles of incorporation
- iii. Initial SKHHP Foundation Board of Directors

San Filippo reviewed the board composition of 3-7 members, with up to three Foundation Board members from SKHHP staff or Executive Board members, and remaining Foundation Board members must be “representatives of community-based or nonprofit organization related to affordable housing development, the provision of homelessness services, or housing related advocacy in South King County”. Foundation Board members serve for two years and up to three consecutive terms

The Foundation Board will coordinate with the SKHHP Executive Board to decide whether and when to apply for private grant funding. All grant funds received by the Foundation will be deposited into the SKHHP Housing Capital Funds Account, to be disbursed as decided through SKHHP’s overarching funding process.

San Filippo reviewed the decision-making process, highlighting the role and position of the Foundation Board to review Advisory Board recommendations within 30 days of receipt to ensure the recommendations further the charitable purposes of the Foundation and are consistent with the requirements, restrictions, or conditions applicable to the grant funds. San Filippo provided an overview of the revisions which include:- Clarification regarding the City of Auburn’s role as the administering agency for SKHHP

- Purpose statement to include supportive services by stating: those charitable purposes include preserving, producing, and promoting affordable housing in South King County, including through providing housing paired with on-site or off-site comprehensive support services to low-income residents and individuals experiencing or who have experienced homelessness

The staff work group provided a recommendation for the initial Foundation Board to include the SKHHP Executive Manager, an Executive Board representative from a small SKHHP partner city and an Executive Board representative from a large SKHHP partner city. Alanna Peterson clarified that future appointments of additional Foundation Board members would originate from the initial Foundation Board itself vs. the Executive Board.

San Filippo asked for volunteers to serve on the Foundation Board. Discussion occurred around expectations, time commitment and experience needed. Brian Davis and Joseph Cimaomo volunteered.

Hohimer moved to appoint Angela San Filippo, SKHHP Executive Manager; Brian Davis, City of Federal Way City Manager; Joseph Cimaomo, City of Covington Councilmember; Dana Ralph seconded the motion. Motion passes unanimously (10-0).

Buxton moved to approve the 501c3 bylaws; seconded by Tom McLeod. Motion passes unanimously (10-0).

Buxton moved to approve the 501c3 articles of incorporation; seconded by Ryan McIrvin. Motion passes unanimously (10-0).

**c. 2022 Work plan and budget**

**i. 2022 Budget scenario memo**

**ii. Resolution 2021-03: 2022 work plan and budget**

San Filippo provided additional details about the budget scenarios including a breakdown of the population tiers and related contribution levels. As a review, the budget priorities for 2022 include a balanced budget that includes two full time positions and develops a compensation structure for Advisory Board members. Discussion occurred around concerns about long term council approval of future budgets along with questions around virtual vs. in person Advisory Board meeting participation and how that could factor into compensation considerations.

Mclrvin moved to approve Resolution 2021-03: 2022 work plan and budget, Option 1 with a stipulation that Advisory Board compensation allocation specifics will be determined at a later date. Motion seconded by Buxton. Resolution passed (9-1, Cimaomo opposed).

#### **V. NEW BUSINESS**

August meeting will be held virtually.

#### **VI. UPDATES/ANNOUNCEMENTS**

Kelly Rider will cover for Sunaree Marshall while she is on maternity leave.

#### **VII. NEXT MEETING – August 27, 2021 – 1-3pm**

#### **VIII. ADJOURN**

Backus adjourned the meeting at 3:07pm.