

**i. CALL TO ORDER**

Nancy Backus called the virtual meeting to order at 1:03 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; Kelly Rider, Alternate King County; Sue-Ann Hohimer, City of Normandy Park; Ryan McIrvin, City of Renton;

**Other attendees:** Angela San Filippo, SKHHP; Trish Abbate, SKHHP; Nora Gierloff, City of Tukwila; Colleen Brandt-Schluter, City of Burien; Sarah Bridgeford, City of Federal Way; Dafne Hernandez, City of Covington; McCaela Daffern, King County; Mark Santos-Johnson, City of Renton; Laurel Humphrey, City of Tukwila; Patience Malaba, Housing Development Consortium; Lucia Faithfull, Sound Alliance; Jamie Thomas, City of Auburn; Merina Hanson, City of Kent; Hannah Bahnmiller, City of Renton; Xochitl Maykovich, King County; Nicole Nordholm, City of Des Moines; Marty Kooistra, Housing Development Consortium;

**ii. REVIEW AGENDA/AGENDA MODIFICATIONS**

No agenda modifications.

**iii. APPROVAL OF OCTOBER 22, 2021 MINUTES**

Dana Ralph moved to approve the October 22, 2021 minutes as presented; Traci Buxton seconded the motion. Motion passed unanimously (8-0). Kelly Rider arrived after the vote.

**iv. EDUCATIONAL ITEM**

**a. Just Cause Eviction Legislation**

Trish Abbate introduced Xochitl Maykovich, who is the King County Renters Commission Program Manager. Maykovich also has previous experience working on behalf of housing issues and tenant protections in the nonprofit sector.

Maykovich provided an overview of eviction principles and highlighted the emphasis of due process and how because eviction is a civil matter vs. a criminal matter, responsibility falls on the tenant to defend themselves and provide evidence, which can be difficult by default since many landlord tenant matters lack hard evidence. Just Cause requires landlords have a reason for evicting tenants similar to union protections that ask employers to provide a reason for termination. Maykovich provided examples of how without Just Cause protection, tenants are vulnerable to retaliation, as well as discrimination in the judicial system.

Maykovich reviewed the allowances for eviction under the 2021 Washington State Just Cause and a loophole that exists because the Just Cause eviction protection applies to all leases except:

- If at the beginning of tenancy, the lease was 6-12 months long and the landlord provided 60 day notice during the initial tenancy prior to the end of the tenancy that the lease is terminated; or
- If at the beginning of the tenancy, the lease is 12 or more months, the lease states that the lease does not turn month to month and the tenancy has never been month to month, the landlord can terminate prior to the expiration of the tenancy with 60-day notice.

Discussion occurred around clarification of the term eviction versus lease termination, enforcement of business reasons for taking a rental property off the market, criminal activity on rental properties, and what types of rental properties are privy to this legislation.

**v. OLD BUSINESS**

**a. Draft Resolution 2021-04: SKHHP 2022 Legislative Priorities**

Angela San Filippo shared updates to the 2022 State Legislative Priorities following last month's discussion, which include language edits to the just cause legislation support as well as providing broader language to support tenant protection and housing stability efforts as part of COVID-19 recovery. San Filippo stressed the importance of addressing the amendments to the state just cause legislation, however based on additional information from housing advocates, amendments to the just cause legislation are not likely to be addressed in the 2022 session and recommended removing it from SKHHP's agenda.

Ryan McIrvn left meeting early, Mark Santos-Johnson represented City of Renton for the remainder of the meeting.

Brian Wilson moved to approve Resolution 2021-04: SKHHP 2022 Legislative Priorities as presented; Mark Santos-Johnson seconded the motion.

A question arose around matching the 1406 funds and if the state would be willing to essentially match their own contributions. Discussion occurred around criminal history discrimination protection and landlords hesitation to approve this legislation because of perceived risk. Some of the jurisdictions requested more time to confer with their councils on this issue.

Dana Ralph moved to table voting on Resolution 2021-04: SKHHP 2022 Legislative Priorities until the December 17 meeting; Joseph Cimaomo seconded. Motion passed unanimously (9-0).

**vi. NEW BUSINESS**

**a. Draft Resolution 2021-05: SKHHP Rules of Procedure**

San Filippo presented the proposed updates to the SKHHP Rules of Procedure:

- Eliminate reference to Advisory Board as they will be drafting Bylaws for Executive Board adoption
- Minor amendments to reflect SKHHP staff and administering agency roles and responsibilities
- Additional provisions regarding nominations and recommendations for officer positions
- Provision for Executive Manager to act as Chair of meeting in the absence of both the Chair and Vice-Chair

In addition, the staff work group identified the following goals for the Executive Board:

- Include leadership representation from jurisdictions of varying size and forms of government
- Balance leadership transitions with cultivating opportunities and depth of experience and leadership within Board

Based on the those goals the staff work group recommended the following:

- Include provision that elected officers must include representation from a council-manager form of government
- Executive Board discussion on leadership opportunities and rotation of elected officers

Brief discussion on amendments to the SKHHP Rules of Procedure. General agreement not to include provisions for rotation of elected officers at this time. Buxton moved to approve Resolution 2021-05: SKHHP Rules of Procedure, Wilson seconded. Motion passed unanimously (9-0).

**b. Draft Resolution 2021-06: SKHHP Housing Capital Fund Administrative Procedures**

San Filippo introduced Jamie Thomas, the City of Auburn’s Finance Director who shared the breakdown of logistical responsibilities within the Housing Capital Fund as per the administering agency interlocal agreement. Thomas explained how the pooling of the capital contributions poses some new administrative challenges around developing a framework in finance to accommodate it. She explained they would track the contributions from each agency, relative expenditures and interest, and a cash balance. Revenue tracking is not a difficulty, but challenges arise with expenditures that might be pro-rated if some jurisdictions partially participate in projects or opt out, creating some difficulty around tracking. The City of Auburn is proposing to provide detailed revenue information, the interest earned each month, and the total expenditures coming out of the budget while San Filippo will do the detailed accounting for each jurisdiction. This proposed process was reviewed by SKHHP staff work group and Auburn’s legal department to ensure consistency with the ILA and no concerns were raised.

Sue-Ann Hohimer moved to approve Resolution 2021-06: SKHHP Housing Capital Fund Administrative Procedures; Buxton seconded. Motion passed unanimously (9-0)

**c. December meeting schedule**

Backus proposed we keep the December 17 meeting with a single agenda item of voting on the 2022 SKHHP Legislative Priorities.

**d. 2022 Executive Board meeting schedule**

Backus referenced Attachment F which illustrates continuing with the 4<sup>th</sup> Friday of each month schedule for future SKHHP Executive Board meetings. Ralph proposed revisiting the topic after January when new committee assignments occur. General agreement to hold the January meeting on the 4<sup>th</sup> Friday and revisit the 2022 schedule in January.

**vii. UPDATES/ANNOUNCEMENTS**

Marty Kooistra announced that it is his last meeting with SKHHP and until a new ED is named, Patience Malaba will be the HDC point of contact for SKHHP.

San Filippo shared an update that Maple Valley is interested in bringing forward an ILA to their council for consideration in December or January.

Abbate provided a brief update on the progress of the Advisory Board and announced that the second meeting will occur on Thursday, December 2 at 6pm.

**viii. ADJOURN**

Backus adjourned the meeting at 2:58 pm.