



**SKHHP Advisory Board
February 3, 2022, 6:00 – 8:00 PM
Virtual – Zoom Meeting**

Zoom Link: <https://us06web.zoom.us/j/89734407973?pwd=cnIISFU4dXFJaFN5TGlwTWIxZHINZz09>

Meeting ID: 897 3440 7973

Password: 981696

Phone: 253-215-8782

<u>Time</u>	<u>Agenda</u>
6:00	Welcome (<i>TBD</i>)
6:15	Advisory Board member introductions / opening
6:30	Bylaws discussion / adoption (Draft attached)
7:15	Open Public Meetings Act
7:30	Advisory Board Recruitment: Second round to fill open seats
7:40	Housing Capital Fund Priority Setting
7:55	Updates / announcements
8:00	Closing

Article I

Name and purpose:

Section I:

South King Housing and Homelessness Partners (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.

Section II:

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. 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.

Section III:

SKHHP's mission is to work together and share resources to increase available options for South King County residents to access affordable housing and preserve existing affordable housing stock. SKHHP's objectives include sharing technical information and resources to promote sound housing policy, coordinating public resources to attract greater private and public investment, and providing a unified voice for South King County.

Article II

Advisory Board:

Section I: Duties of board

SKHHP is committed to amplifying and ensuring community voices inform policy, programming, and funding decisions that help increase housing stability throughout South King County. The purpose of the Advisory Board is to

- Provide connection and advancement of the broader interests of local communities.
- Inform and influence SKHHP Executive Board decisions by drawing on collective knowledge and experience to provide 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, and to provide public education and outreach.
- 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 II: Composition

The SKHHP Advisory Board will consist of not more than fifteen (15) and not less than twelve (12) community members with knowledge and understanding of affordable housing and homelessness issues in South King County, appointed by the SKHHP Executive Board.

SKHHP will strive to ensure that the Advisory Board collectively represents equal demographic distribution across South King County jurisdictions and 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

Section III: Board Representation:

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. 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.

Advisory Board members 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

Section IV: Terms

- A.) Advisory Board members may serve no more than two (2) consecutive four (4) year terms.
- B.) 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.
- C.) Advisory Board membership is voluntary and members retain the right to resign from their position at any time for any reason.

Section V: Decision Making

- A) Consensus decision-making consists of a cooperative process for making decisions in which everyone consents to the decisions of the group. In this process, input is encouraged from everyone. Ideas are presented to the board and are modified by the board until a decision is unanimously made.
- B) All board decisions will be made through the consensus process. In the event that, after a prolonged discussion of an issue, a consensus cannot be reached, the following options are available:
 - 1) Table the issue with the goal of revisiting the discussion and coming to a decision during the next meeting
 - 2) Using a simple majority, take a vote to decide if the group is comfortable taking a vote. If yes, the vote on the item in question must pass by two-thirds majority vote.
- C) A quorum must be present for decisions to be considered valid and to prevent unrepresentative action in the name of the body by an unduly small number of members.
- D)

Quorum defined as follows:

Number of active Advisory Board Members	12	13	14	15
Quorum	8	9	9	10

Section VI: Vacancies/removal/replacements

- A) Members serve in an advisory capacity, as volunteers, without compensation.
- B) Grounds for removal
 - 1) Removal for excessive absenteeism
 - a) Each member is expected to demonstrate interest in the board’s activities through the member’s participation in the scheduled meetings

- b) If a member has three (3) consecutive absences from the meetings, SKHHP staff shall notify the member in writing in an effort to ensure full participation in the board
 - c) Members with four (4) consecutive absences or more than six (6) meetings within one year will be recommended for removal to the SKHHP Executive Board
- 2) Removal for cause
- a) A member may be removed for cause for any conduct by a member, which in the opinion of the SKHHP Advisory Board and SKHHP staff violates group agreements and is inappropriate, unsuitable, or harmful and which adversely affects, lowers, or destroys the respect or confidence of SKHHP in the ability of the member to perform their duties as a member of the board, or conduct which brings disrepute or discredit to the board or to SKHHP
 - b) Wrongdoing, neglect of duty, or inability to perform his or her official duties

C) Procedure for Removal

A board member may be removed from the Advisory Board upon the recommendation of the Advisory Board by the Executive Board on a majority vote of membership of the Executive Board.

Article III

Officers: (TO BE DETERMINED)

Section I: Election

The officers of the Advisory Board shall consist of <Co-Chairs and a Secretary> elected from the appointed members of the Advisory Board. The election of officers shall take place once each year at the Advisory Board's first regular meeting of each calendar year, or as soon thereafter as possible. Officers may hold over in their positions until a successor is appointed.

SKHHP staff will accept nominations (volunteers?) and recommendations from members of the Advisory Board, shall determine whether nominees will consent to serve if elected, and shall prepare a slate of candidates with at least one nominee for each position. Members of the Advisory Board shall be advised of the slate of candidates at least one week prior to the first regularly-scheduled meeting of the calendar year.

If an officer vacates their position mid-term, the Advisory Board will re-elect officers at their next scheduled meeting and as their first order of business.

Section II: Co-Chairs

Co-chairs will facilitate Advisory Board meetings and prepare meeting agendas in partnership with SKHHP staff. Two co-chairs will be elected to work in partnership. Co-chairs may act as public representatives of the Advisory Board if needed.

Section III: Secretary

Secretary will provide administrative support to the Advisory Board, including taking meeting

minutes and other tasks as needed.

Section IV: Term Limits

The term of office of each officer shall run until the subsequent election. Officers may serve X consecutive terms.

Section V: Removal and vacancy:

If a position becomes vacant in the middle of a term, SKHHP staff and Advisory Board members will work to nominate and elect a replacement officer as quickly as possible. Removal from office will occur in conjunction with general removal procedure from the Advisory Board.

Section VI: Executive Board Liaison

In order to support the work of relationship building between the Advisory Board and the Executive Board, each month a different SKHHP Advisory Board member will be designated as the Executive Board liaison. The liaison duties include attending the Executive Board meeting and reporting back to the Advisory Board at the following meeting. The expectation is that all Advisory Board members will participate with a monthly rotation.

Article IV

Meeting of the Advisory Board:

Section I: Frequency

The board will meet as often as it deems necessary but not less than quarterly.

Section II: Attendance

In order for an Advisory Board member to be considered a participating member of the board, the member must not miss four (4) consecutive meetings or more than six (6) out of twelve (12) meetings annually (50% of the annual meetings held). Reasonable accommodations will be provided to any member of the board upon request. Absences will be considered excused when communication of intended absence is delivered to SKHHP staff in advance of the missed meeting and with as much advance notice as possible.

Section III: Records

Record will be kept by SKHHP staff. SKHHP staff <Secretary?> will keep records of the minutes during board meetings and also of the actions taken by committees of the board. Records can be accessed by all board members through SKHHP staff.

Article V

Committees:

Section I: Composition

Committees will be created and defined on an as needed basis and would never represent a quorum of the group.

Article VI

Section I: Quorum:

A quorum at any meeting of the board will consist of the board members who represent a two-thirds majority of the board's membership. 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.

Section II: Rules of Procedure:

- A) Consensus process occurs as follows:
- 1) Facilitator asks for someone to make a proposal
 - 2) Notetaker captures the proposal so everyone can see it
 - 3) Person making the proposal also explains their reason for making the proposal, provides an example, and restates it
 - 4) Facilitator asks for clarifying questions and concerns, which creates an opportunity to reshape the proposal
 - 5) If proposal is reshaped, it must be restated
 - 6) Facilitator asks for any remaining concerns
 - a. Objections
 - i. Defined as not member's preference but proposal does not pose a risk to group's mission or ability to do work and therefore does not prevent proposal from moving forward
 - b. Blocks
 - i. Defined as blocking consensus because something about the proposal undermines the group and risks the group's ability to do work and stay in alignment with mission
 - 7) If none, consensus is achieved using verbal or visual indicators

Section III: Agenda:

Agendas will be distributed by SKHHP staff one week prior to meeting.

Section IV: Motions and Voting:

No action may be taken except at a meeting where a quorum exists. Proxy voting is not allowed.

Section V: Conflict of Interest:

Board members must disclose, to the best of their knowledge, all potential conflicts of interest as soon as they become aware of them and always before any actions involving the potential conflict of interest are taken. Board members will be prohibited from voting on any matter in which there is a conflict of interest. A potential conflict of interest arises when a board member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board. The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted

upon shall include: the name of the interested party and the nature of the interest, and the decision as to whether the interest presented a conflict of interest. Potential conflicts of interest may include situations in which a board member or a board member's relative or business:

- Has an ownership or investment interest in any third party that the board is considering dealing with;
- Serves on the board or, participates in the management of, or is otherwise employed by or volunteers with any third party that SKHHP does business with or is considering doing business with;
- Receives or may receive compensation or other benefits in connection with a transaction into which SKHHP enters;
- Receives or may receive personal gifts or loans from third parties doing business with SKHHP;
- Has a close personal or business relationship with a participant in a transaction being considered by SKHHP;
- Would like to pursue a transaction being considered by SKHHP for their personal benefit.

Section VI: Open Public Meetings Act:

SKHHP Advisory Board business is subject to the Washington State Open Public Meetings Act (Chapter 42.30 RCW).

Article VII

Amendments:

Section I: How to amend, process

Amendments to the Bylaws can be made through the consensus decision-making process by the board as outlined in Article IV; Section II.



I. CALL TO ORDER

Trish Abbate called the virtual meeting to order at 6:00 PM.

Board member attendees: Dorsol Plants, Kaitlin Heinen, Amy Kangas, Linda Smith, Maju Qureshi, Ryan Disch-Guzman, Uche Okezie, Andrew Calkins, Idabelle Fosse

Board members absent: Aaron Johnson, Jennifer Hurley, Menka Soni

Others in attendance: Dana Ralph, Trish Abbate, and Angela San Filippo

II. WELCOME

Welcome from SKHHP Executive Board Vice-Chair and Mayor of the City of Kent Dana Ralph, gratitude for the work that Board members have signed up, part of original vision was Advisory Board so that we could connect to those most impacted by housing crisis and inform our decisions.

III. ADVISORY BOARD MEMBER INTRODUCTIONS / OPENING

Go around the virtual room and respond to the question what is something you are looking forward to in the coming year?

IV. GROUP AGREEMENTS FOLLOW-UP

Questions and follow-up from last meeting. What happens when someone violates the group agreements, what is the extent of repercussions? Would it be helpful to create space within agenda to revisit?

Support for going over group agreements at the beginning of the meeting, helping to ground the group.

Acknowledgement of the difference between in person and virtual meetings and suggestion for use of break out rooms to receive feedback in the moment. Example provided and it came down to who controls the mute button, mute button was almost weaponized. Might be essential to use the mute button but it can also escalate rather than deescalate. Suggestion for using the chat function to send a private message to staff asking for time out and use of break out room.

Suggestion for collective break and time for anyone who wants to have a one-on-one with staff or with others in the group.

Kaitlin shared lessons learned from conducting virtual court including following body language, and when there is a need to stop something, do it quickly and as nicely as possible.

Recognition that conflict and disagreement can be a good thing and they will be part of the process, try to be realistic and open-minded about it. Part of the power of the group is the different experiences and ideas.

General agreement to raise hand as a mechanism to pause the group and take a collective break when necessary to address a conflict.

V. DECISION MAKING PROCESS

Last month the group expressed wanting a more collaborative decision making process rather than majority rules. Consent principle in essence is a form of consensus that is widely used, formal consensus can be very rigid, many are approaching this using a zone of tolerance.

Trish shared video of consent principle followed by an overview of the consensus process. Review of block versus stand aside/objection with the goal that blocks come up during the discussion. Stand asides/objections are essentially an abstention – don't disagree but not going to block consensus.

Also heard from the group to avoid Robert's Rules of Order. Want to be clear that we aren't just using different words and that we are responding to the concerns that were brought up about Robert's Rules of Order. Trish presented a slide with a side-by-side comparison of decision by consent principle versus Robert's Rules.

Clarification on how the facilitator opens up the floor for a proposal under the consent principle. General agreement from the group on use of consent principle.

VI. BYLAWS

Trish went over the draft bylaws and examples that were sent out to the group. Trish reviewed sections that were already approved by either being part of the SKHHP Interlocal Agreement or Advisory Board Resolution.

The SKHHP ILA requires a simple majority to establish a quorum, does the group want to require more than a simple majority?

Discussion around simple majority versus super majority. Concerns raised about making decisions with only a simple majority. Concern that going higher than 60% it might be difficult to get things done. General agreement for 60% of members would establish a quorum. Staff will look into how 60% would work when fractions result.

Discussion regarding having a we're stuck clause built into the decision making process. Concerns raised on how to define getting stuck. Suggestion to take a simple majority vote to activate the get stuck clause.

Concerns about having a get stuck clause and potential to default to taking a majority vote. Suggestion for tabling decisions for the next meeting. Staff will include both a get stuck clause and the ability to table decisions into the draft bylaws for further discussion at the next meeting.

Discussion on attendance and potential boundaries around excessive absenteeism. Suggestion to incorporate excused and unexcused absences, clear difference between someone just not showing up and having a legitimate reason. Suggestion for communication with member about their attendance before there is a recommendation for removal from Board.

General agreement if a member has missed 3 consecutive meetings there's a check-in that happens with staff and if member misses 4 consecutive meetings or more than half the meetings in the year this would lead to a recommendation for removal from the Board.

Discussion on officer positions. Expression of support for a rotating liaison position to the Executive Board. Some support shown for Co-Chair model because it helps balance the work load.

Suggestion to make sure there are folks interested in taking on this type of leadership role in terms of Co-Chair positions.

Trish will send out a poll gauging board member interest in serving in leadership roles.

Question regarding having a confidentiality clause, staff will research and come back with a proposal at the next meeting.

VII. ADVISORY BOARD RECRUITMENT

Tabled for discussion at February meeting.

VIII. UPDATES / ANNOUNCEMENTS

Minutes were included with the agenda as a draft, these will be included with each agenda and group will be asked to review and approve each set of minutes.

IX. CLOSING

Trish adjourned the meeting at 8:00 pm.