

**SKHHP Executive Board  
July 15, 2022, 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

**Or in person public attendance at:**

Burien City Hall  
Miller Creek Conference Room – 3<sup>rd</sup> floor  
400 SW 152<sup>nd</sup> Street, Suite 300  
Burien, WA 98166

---

<b>I.</b>	<b>CALL TO ORDER</b>	1:00
	ROLL CALL	
	INTRODUCTIONS OF ADVISORY BOARD MEMBERS AND OTHER ATTENDEES	

---

<b>II.</b>	<b>REVIEW AGENDA/AGENDA MODIFICATIONS</b>	
------------	---	--

---

<b>III.</b>	<b>APPROVAL OF JUNE 17, 2022 MINUTES</b>	Page 4
	(ATTACHMENT A)	
	<b>Motion</b> is to approve the June 17, 2022 SKHHP Executive Board meeting minutes	

---

<b>IV.</b>	<b>EDUCATIONAL ITEM</b>	
<b>a.</b>	<b>Affordable Housing Finance 101</b>	1:10 – 2:00
	<u>Purpose:</u> Brian Lloyd, Vice President of Beacon Development Group, joins us once again to provide a presentation on how affordable housing is financed and developed.	
	<u>Background:</u> The successful development and financing of affordable housing is complex and multifaceted. As the SKHHP Executive Board looks towards reviewing applications and making funding allocation recommendations from SKHHP’s Housing Capital Fund, it is extremely important for Board members to have a base understanding of what it takes to successfully bring an affordable housing development from start to finish.	
	<u>Guest presentation:</u> Brian Lloyd	
	<b>For informational purposes only, no action is proposed</b>	

---

**V. NEW BUSINESS**

---

**a. SKHHP PERFORMANCE METRICS**

Page 8

2:00 – 2:25

(ATTACHMENT B)

Purpose: Discuss potential performance metrics to show organizational progress and measure success.

Background: As required by the SKHHP Interlocal Agreement SKHHP reports progress quarterly but has not established standard performance metrics that will help to track progress and measure success of the organization in meeting its mission.

The attached list of potential performance metrics for Executive Board discussion are organized by the three primary objectives that SKHHP has established in annual work plans: Affordable Housing Investment; Housing Policy and Planning; and Outreach, Education and Advocacy.

Discussion questions:

- Are these metrics reflective of SKHHP's mission and objectives?
- Do these metrics resonant with you? Do you think they will resonate with members of your Council and members of your community?

Staff presentation: Angela San Filippo

**For discussion and informational purposes, no action is proposed**

---

**b. SKHHP ADVISORY BOARD STIPEND PROPOSAL**

Page 9

2:25 – 2:45

(ATTACHMENTS C AND D)

Purpose: The Executive Board included a line item in the 2022 budget for Advisory Board compensation with direction to staff to conduct further research and bring back a proposal for consideration before a compensation structure was adopted.

Background: SKHHP staff have conducted additional research including interviews with peer organizations across the region. ATTACHMENT C summarizes the research and the proposed advisory board compensation structure recommended by both the staff work group and SKHHP Advisory Board.

Staff presentation: Angela San Filippo

**Motion** is to approve Resolution 2022-03 (ATTACHMENT D) adopting the SKHHP Advisory Board compensation structure

---

**c. SKHHP STATE LEGISLATIVE PRIORITIES – PROCESS**

2:45 – 2:55

Purpose: Establish timeline and set expectations for setting SKHHP state legislative priorities.

Background: In previous years the SKHHP Executive Board has begun the process of discussing state legislative priorities in September/October and it was a challenge to adopt the priorities before the end of the year and before the beginning of legislative session. This left very little time for outreach and advocacy with state legislators.

With Executive Board agreement, the process will begin with a working group with the goal of adopting state legislative priorities at the October Executive Board meetings.

Action – potential formation of a state legislative priority working group

---

**VI. UPDATES/ANNOUNCEMENTS (as time allows)**

---

**VII. ADJOURN**

3:00

---



## **I. CALL TO ORDER**

Vice-Chair Dana Ralph called the virtual meeting to order at 1:02 PM.

Welcome to SKHHP Advisory Board member and liaison, Andrew Calkins, Director of Intergovernmental Affairs at King County Housing Authority.

### **a. ROLL CALL/ESTABLISHMENT OF QUORUM**

**Executive Board members present:** Collen Brandt-Schluter, City of Burien, Joseph Cimaomo, City of Covington; Traci Buxton, City of Des Moines; Brian Davis, City of Federal Way; Dana Ralph, City of Kent; Eric Zimmerman, City of Normandy Park; Ryan McIrvine, City of Renton; Sunaree Marshall, King County; Cynthia Delostrinos-Johnson, City of Tukwila

**Other attendees:** Angela San Filippo, SKHHP; McCaela Daffern; King County; Laurel Humphrey, City of Tukwila; Hannah Bahnmler, City of Renton; Andrew Calkins, SKHHP Advisory Board; Nicole Nordholm, City of Des Moines; Matt Torpey, City of Maple Valley; Dafne Hernandez, City of Covington; Jeff Dixon, City of Auburn; Sarah Bridgeford, City of Federal Way; Shkelqim Kelmendi, Executive Director of Housing Connector

## **II. REVIEW AGENDA/AGENDA MODIFICATIONS**

No agenda modifications.

## **III. APPROVAL OF MAY 20, 2022 MINUTES**

Joseph Cimaomo moved to approve the May 20, 2022 minutes as presented; Traci Buxton seconded the motion. Motion passed unanimously (9-0).

## **IV. EDUCATIONAL ITEM**

### **a. Housing Connector**

San Filippo introduced Shkelqim Kelmendi from Housing Connector. The mission of Housing Connector is aligned with SKHHP's mission to support housing stability policies and practices for tenants that are informed by both tenants and landlords.

Kelmendi provided a person introduction and family history of immigration to Dallas from Kosovo. With no credit history they had a landlord that took a chance on their family. A couple of decades later Kelmendi, with a background in economics and math, is working in housing policy. Focus of Housing Connector is to find opportunities for individuals to access homes in the private sector and reduce barriers to access. This is one piece of addressing the housing and homelessness crisis in an incredibly tight housing market.

Housing Connector is focused on connecting housing providers with tenants, every week that a house sits empty landlords lose revenue. This is not only a financial loss but a loss for the community. Housing providers are Housing Connectors primary customers and they offer them support in exchange for elimination of screening criteria that allows families and individuals to access homes. They approach property owners/landlords with a bottom line solution rather

than a do good approach. Their focus is to fill the unit, make sure rent is paid, and ensure property is not damaged and properties are kept safe and healthy.

Housing Connector offers free referrals, 3 month rent guarantee, up to \$5,000 risk mitigation, that helps to bring supply to the table. They have strong participation of 100 nonprofits and they allow case manager more time with clients and less time searching for housing.

[Councilmember McIrvin joined at 1:17 pm]

Housing Connector has relationships with 1,100 property partners representing 58,000 homes, and a 96% success rate. They help to address discriminatory practices by eliminating requirements for credit score, background checks, etc.

Last July they launched in Pierce County, working on expansion to Denver and Dallas. They are a non-profit, largest source of funding comes from King County Regional Homelessness Authority and private philanthropy.

Question about property managers and whether the landlord signs a contract with them or with individuals/families. Housing Connector has a memorandum of understanding with landlords, but landlord signs a traditional lease with individual which helps that client build rental history.

Question about outreach to landlords, and what role they see cities playing in terms of support. Housing Connector has a multi-pronged approach – whenever a smaller unit lists a unit on Zillow, they automatically get pinged (passive outreach), they also have a strong relationship with WA multifamily housing organization, and targeted outreach to large entities.

They have worked with local cities to get the word out to property owners, non-profits in your communities are likely already working with them. City of Seattle requires registration of all landlords and has provided access, other communities may be able to share this type of information. Kent's rental housing database may be a good way to partner with Housing Connector to share data.

## **V. OLD BUSINESS**

### **a. SKHHP Housing Capital Fund Guidelines**

Ralph introduced continued discussion on the SKHHP Housing Capital Fund Guidelines, with the intention to reach a decision and move forward with the guidelines at today's meeting.

San Filippo reviewed the process and proposed changes since the meeting. Last month the Board was provided a final draft and an opportunity to provide feedback. In light of the extended discussion at the last meeting and additional opportunity to provide feedback in between meetings, review will focus on the proposed changes.

The proposed changes include calling out directly the communication happening throughout the process with jurisdictional staff and the Executive Board – this includes staff involvement in pre-funding application meetings and as part the initial staff review of applications. There is a proposed change to include a statement of support from the jurisdiction where a project is located with the final funding approval showing they are committed to funding as well as demonstrating support. Jurisdictions that are not contributing funding to the project through SKHHP's Housing Capital Fund would be asked for a letter of support prior to making a final funding decision.

The proposed change to shift from a list of priority populations to a broad statement to prioritize populations that have been disproportionately impacted by housing costs and a question for applications to identify the populations they are planning to serve with their project. San Filippo provided a broad overview of the other funding priorities recommended by the Advisory Board.

Discussion and questions to clarify the jurisdictional letter of support. Consideration to ask applicants how they are affirmatively marketing housing to populations that are disproportionately impacted. Appreciation for the work that went into the proposed changes.

Cynthia Delostrinos-Johnson made a motion to approve the 2022 SKHHP Housing Capital Fund Guidelines, Colleen Brandt-Schluter seconded the motion. All in favor, motion passed (9-0).

#### **b. 2023 SKHHP Work Plan and Budget**

San Filippo reviewed the discussion from the last meeting that revolved around process and organization. This meeting will focus more on the actual goals and work plan items, staff are in the process of reaching out to partner jurisdictions before the work plan and budget are brought before the Executive Board for approval in August and final adoption by partner jurisdictions in the fall and winter.

San Filippo reviewed each of the five goals and corresponding work plan items. Each goal has work plan items that are identified as critical, important, or desirable. Critical items are those necessary to carry out SKHHP's ILA or to fully execute work plan items that began in previous years. Important items are those that are a priority but not absolutely necessary, and may need to be delayed based on staff capacity or other emerging needs. Desirable items would be nice to be able to get to during 2023 but are not as high on the priority list.

Discussion about the amount of work and need to build staff capacity. SKHHP's mission includes housing and homelessness and work plan is primarily focused on housing, Federal Way would like to look into how we can address homelessness as well. Normandy Park's constituency is also interested in how to address homelessness and work towards regional solutions. San Filippo responded that the Advisory Board has significant expertise and experience in direct service provision and will likely have insight into how SKHHP might address homelessness as part of our overall body of work.

San Filippo reviewed the proposed 2023 budget and referenced previous conversations and the adopted 2022 budget that started implementing incremental increases to annual member contributions while spending down cost savings from first two years of formation with the goal of reaching a balanced budget over the next few years. San Filippo reviewed the proposed increases and the unique situation of specific member jurisdictions, these include Federal Way that moved into a different population tier, Maple Valley that joined SKHHP partway through 2022, and King County that contributes a flat rate of \$75,000 per year.

San Filippo reviewed SKHHP's expenses that include two full-time staff positions, compensation for the SKHHP Advisory Board for which a structure will be brought to the Executive Board next month, and professional services that will assist with the contractual documents related to allocations from the SKHHP Housing Capital Fund.

Question about the leadership and performance evaluations for SKHHP staff. SKHHP staff are included in the City of Auburn system for evaluations, salaries, benefits, etc.

Discussion ensued on compensation for advisory board members. The compensation structure has not been decided upon, the Executive Board will be going through a discussion and decision-making process to establish compensation for advisory board members next month.

**VI. PSRC VISION 2050 AWARD PRESENTATION**

Puget Sound Regional Council (PSRC) Executive Director, Josh Brown, presented the SKHHP Executive Board with a Vision 2050 Award – “Working Together” for the South King County Subregional Housing Framework.

**VII. ADJOURN**

Ralph adjourned the meeting at 2:56 pm.

DRAFT

**SKHHP Potential Performance Measures – quantitative and qualitative**

Potential annual performance measures and narrative to demonstrate organizational progress and measure success. The following potential measurements are based on discussion with the staff work group and SKHHP Advisory Board. Measurements are organized by the three overarching bodies of work in SKHHP's work plan.

- **Affordable housing investment**
  - Annual SKHHP member jurisdiction contributions to housing capital fund
  - Annual philanthropic investments
  - Homes funded by SKHHP Housing Capital Fund
    - Number of bedrooms
    - Individuals and families being housed
    - Narrative stories telling the human side of affordable housing developments
  - Other public and private resources leveraged by projects awarded SKHHP Housing Capital funds
- **Housing policy and planning**
  - Affordable homes in local land use and incentive programs
  - Progress to meeting affordable housing allocations
  - Technical assistance provided by SKHHP staff
- **Outreach, Education, and Advocacy**
  - Work sessions with local, regional, state, and federal legislators
  - Monthly Executive Board educational topics
  - Collaborative educational opportunities
  - Informing policy at local and regional levels
  - Community voice and community impact in decision-making

**Memorandum**

South King Housing and Homelessness Partners

**To:** SKHHP Executive Board

**Date:** July 15, 2022

**RE:** SKHHP Advisory Board compensation proposal

---

***Purpose***

During the establishment of the Advisory Board and development of the 2022 budget, the Executive Board included a line item for Advisory Board compensation with the intention of having further discussions prior to establishing a structure to provide compensation for advisory board participation.

The following information provides additional background as well as peer research that informed a joint recommendation from the staff work group and Advisory Board for an advisory board stipend.

***Background***

Research, including interviews with peer organizations across the region, indicate that compensation for participation in advisory boards is a best practice and key element of success. Compensation shows respect for volunteer time, reduces barriers for volunteer participation, and shows organizational commitment to the work. Serving on an advisory board can demand a significant amount of members' time and can involve travel, childcare expenses, time off work, or other associated expenses. These demands can create a burden on members and can even create a barrier to participation for current or potential members. The Advisory Board operates as a consulting body, providing unique and vital expertise that facilitates the success of the organization in working toward its mission.

SKHHP values the Advisory Board members' expertise, experience and time and is committed to demonstrating support in line with contemporary best practices which point to the provision of stipends or other compensation and subsequently budgeted \$14,400 for Advisory Board compensation in 2022.

Second Substitute Senate Bill (2SSB) 5793 which became effective June 9, 2022 removed a major barrier to allowing compensation for lived experience on boards, commissions, councils, committees, or other similar groups. In the findings of 2SSB 5793 the legislature found that equitable policy discussion should include individuals directly impacted by the policy. The legislature found that asking community members with lower financial means to volunteer

their time and expertise while employees of local government or other organizations receive compensation from their respective agency or organization for their time and experience ultimately hinders full and open participation. As a result, the legislature found that removing financial barriers for those individuals fosters increased access to government and enriches public policy discussions and decisions, ultimately leading to more equitable and sustainable outcomes (*Washington State Office of Equity, 2022*).

The Washington State Office of Equity Lived Experience Compensation Interim Guidelines and Best Practices recommends a compensation structure for community members at a living wage. The University of Washington publishes the Self-Sufficiency Standard every few years as a measure of income adequacy for different households across Washington State. In the 2020 Self-Sufficiency report, UW determined the cost of living for a family of three in King County to be about \$45/hour.

### ***Peer models***

<b>Organization/Advisory Group</b>	<b>Stipend per member</b>
East Bay Community Energy	\$50/meeting
Eastern Oregon Coordinated Care Organization	\$50/meeting
King County Community Partners Table	\$75/hour
Metro Transit Department	\$75/hour
King County DCHS Youth and Young Adult Division	\$25-\$50/hour
King County Department of Natural Resources and Parks	\$50/hour

### ***SKHHP Advisory Board Stipend Proposal***

Consistent with best practices and peer models, the SKHHP staff work group and Advisory Board recommends adopting a stipend of \$75/meeting for eligible advisory board members. Stipends are voluntary and advisory board members can choose to opt out of receiving the stipend.

Participation on the SKHHP Advisory Board is voluntary and it is acknowledged that for some members, time and engagement with the board is categorized as work time through an employer, while for others, board membership is entirely on their own time. With this spectrum of experiences in mind, advisory board members are eligible to receive compensation if they are not already receiving compensation for their time by their employer.

Advisory Board members receiving stipends will receive the stipend for attendance of Advisory Board meetings and for serving as the liaison at one Executive Board meeting per year. Advisory Board members will be considered present at a meeting if they attend the majority of the meeting.

The following proposal is a projection of the annual cost of providing advisory board stipends based on the number of advisory board members.

<b># of advisory board members</b>	<b>\$75/meeting</b>
12	\$11,700
13	\$12,675
14	\$13,650
15	\$14,625

**RESOLUTION NO. 2020-03**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS, ESTABLISHING COMPENSATION FOR SKHHP ADVISORY BOARD MEMBERS

**WHEREAS**, the SKHHP Advisory Board operates as a consulting body, providing unique and vital expertise that facilitates the success of the organization in working towards its mission; and

**WHEREAS**, serving on an advisory board can demand a significant amount of time and can involve travel, childcare expenses, time off work, and other associated expenses which can create a burden on members and create a barrier to participation; and

**WHEREAS**, equitable policy discussion and decision-making includes individuals directly impacted by the policy and decisions; and

**WHEREAS**, asking community members with lower financial means to volunteer their time and expertise ultimately can hinder full and open participation; and

**WHEREAS**, research, including interviews with peer organizations across the region, indicates that compensation for participation in advisory boards is a best practice and key element of success; and

**WHEREAS**, the 2022 SKHHP Operating Budget includes a line item for SKHHP Advisory Board compensation.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** SKHHP values the Advisory Board members' expertise, experience, and time, and is committed to supporting equitable participation in line with contemporary best practices.

**Section 2.** Advisory Board members are eligible to receive compensation if they are not already receiving compensation for their time by their employer.

**Section 3.** Advisory Board members receiving compensation will receive \$75 per meeting for attendance of Advisory board meetings and for serving as the liaison at one Executive Board meeting per year. Advisory Board members will be considered present at a meeting if they attend the majority of the meeting.

**Section 4.** Receiving compensation is voluntary and advisory board members may choose to opt out of receiving compensation.

**Section 5.** This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this \_\_\_\_ day of \_\_\_\_\_, 2022.

**SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS**

\_\_\_\_\_  
NANCY BACKUS, CHAIR

DRAFT