

**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 – 3rd floor
400 SW 152nd Street, Suite 300
Burien, WA 98166

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

II.	REVIEW AGENDA/AGENDA MODIFICATIONS	
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III.	APPROVAL OF JUNE 17, 2022 MINUTES	Page 4
	(ATTACHMENT A)	
	Motion is to approve the June 17, 2022 SKHHP Executive Board meeting minutes	

IV.	EDUCATIONAL ITEM	
a.	Affordable Housing Finance 101	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	
	For informational purposes only, no action is proposed	

V. NEW BUSINESS

a. SKHHP PERFORMANCE METRICS

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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

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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

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

Organization/Advisory Group	Stipend per member
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.

# of advisory board members	\$75/meeting
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