



I. CALL TO ORDER

Angela San Filippo called the meeting to order at 6:13 pm

II. ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Andrew Calkins, Uche Okezie, Amy Kangas, Dr. Linda Smith, Maju Qureshi; Ryan Disch-Guzman; Aaron Johnson; Jennifer Hurley

Other attendees: Angela San Filippo, SKHHP; Dorsol Plants, SKHHP; Jason Gauthier, SSHAP

III. NOVEMBER 3, 2022 MEETING MINUTES

There were no questions, concerns, or edits were to the meeting minutes, November 3 meeting minutes are approved.

IV. UPDATE ON ADVISORY BOARD CANDIDATES

Dorsol provided an update on outreach and recruitment for open positions on the Advisory Board, gratitude for advisory board members helping with the process. The intention will be to bring forward a group of folks for appointment by the Executive Board rather than one at a time.

V. HOUSING CAPITAL FUND APPLICATION DISCUSSION AND DELIBERATION

Angela provided a short recap of the application review from the November meeting, advisory board evaluation matrix got through EcoThrive and Habitat applications and partway through the Mercy Housing application.

Intention tonight is to complete the review of the Mercy Housing evaluation matrix and to bring forward a funding allocation recommendation to the Executive Board at their December 16 meeting.

Ryan Disch-Guzman recused himself from the Mercy Housing review.

Group discussion got through the evaluation matrix for Mercy Housing. The Advisory Board made the funding allocation recommendation to fully fund the Habitat and Mercy Housing applications.

Andrew Calkins and Maju Qureshi will present the Advisory Board's funding allocation recommendation at the December 16th, 2022 SKHHP Executive Board meeting.

VI. OUTREACH AND RECRUITMENT FOR SKHHP EXECUTIVE MANAGER

Angela provided an updated on the outreach and recruitment for the Executive Manager position. Interviews were held in the first week of December which included Angela and members from both the Advisory Board and the Staff Work Group. Out of the five candidates interviewed, three were put forward for the second round of interviews.

The second round of interviews will include a subset of the Executive Board. The intent will be to put forward a candidate for review in executive session at the December SKHHP Executive Board meeting.

Andrew Calkins appreciated the opportunity to participate in the interview process.

UPDATES/ANNOUNCEMENTS

Schedule for 2023 Advisory Board liaisons to the Executive Board will be randomized and Dorsol will send out the schedule.

Dorsol encouraged Board members to send him suggestions on training and/or education opportunities.

VII. CLOSING/ADJOURN

Meeting adjourned at 7:59 pm

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 (not including alternates) 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 may be appointed as an individual or as a representative of an organization. All Advisory Board members and alternates 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: Alternates

Advisory Board members representing an organization may work with their organization and SKHHP staff to appoint one alternate that meets the qualifications in Section III to serve in the temporary absence of a regular board member. Alternate members may attend no more than 25% of Advisory Board meetings in a calendar year on behalf of the primary member.

During the absence of a member for whom the individual is an alternate, the alternate shall act in the place of such member.

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~~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. If option (B)(2) is activated and the initial vote does not pass by simple majority, option (B)(1) must be utilized. ~~if the~~ Advisory Board is not able to reach a decision using the process identified in this section, the Advisory Board may opt to move the item forward to the Executive Board without a recommendation.
- C) A quorum must be present for meetings to be consistent with the Open Public Meetings Act.

Quorum defined as follows: