



**SKHHP Advisory Board  
June 2, 2022, 6:00 – 8:00 PM  
Virtual – Zoom Meeting**

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

**Meeting ID:** 897 3440 7973

**Password:** 981696

**Phone:** 253-215-8782

**In person option for public attendance:**

City of Auburn Annex Conference Room 2  
1 East Main Street  
Auburn, WA 98001

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<b><u>Time</u></b>	<b><u>Agenda</u></b>
<b>6:00</b>	<b>Welcome</b> (Joseph Cimaomo, City of Covington Councilmember)
<b>6:15</b>	<b>Introductions / Opening</b>
<b>6:25</b>	<b>May 5, 2022 Meeting Minutes</b> will be addressed at next meeting
<b>6:25</b>	<b>Executive Board Liaison Report Out</b> (Kaitlin Heinen)
<b>6:35</b>	<b>Housing Capital Fund Priorities</b> (Attachment A) <ul style="list-style-type: none"><li>• Review feedback from Executive Board and generate response</li></ul>
<b>7:10</b>	<b>2023 SKHHP Work Plan</b> (Attachment B) <ul style="list-style-type: none"><li>• Continued discussion focused on metrics to track progress and measure success</li></ul>
<b>7:40</b>	<b>Advisory Board Structure</b> <ul style="list-style-type: none"><li>• Consideration of alternates (Attachment C)</li><li>• Compensation structure (Attachment D)</li></ul>
<b>7:50</b>	<b>Updates / announcements</b>
<b>8:00</b>	<b>Closing</b>

## FUNDING PRIORITIES

SKHHP has established the following priorities for Housing Capital Funds in 2022:

**Projects that ensure housing proactively meets the needs of and is available to the following populations while complying with relevant federal, state, and local fair housing laws:**

- Black, Indigenous, and people of color historically denied housing
- Caregivers
- Communities at risk of displacement
- Communities disproportionately experiencing cost burden
- LGBTQ+
- People disproportionately impacted by COVID-19
- People exiting behavioral health treatment
- People exiting the criminal justice system
- People experiencing domestic violence or survivors of domestic violence
- People with disabilities
- Seniors
- Students
- Undocumented immigrants
- Veterans
- Young adults and youth aging out of foster care

**Collaboration.** Project sponsors working in collaboration/partnership with local community-based organizations are a high priority.

**Community Connections and Engagement.** Project sponsors that demonstrate connections and direct experience with populations they are proposing to serve, and proven success in community engagement and involvement in decision-making are a high priority.

**Extremely Low Income and Supportive Housing.** Proposals that provide rental housing for individuals and families earning 0-30% AMI and proposals that incorporate supportive services are a high priority.

**Geographic Equity.** The SKHHP Housing Capital Fund has a long term objective to produce housing across SKHHP member jurisdictions through the creation of a broad distribution in the location of all types of affordable housing over time to maximize choice for individuals and families seeking affordable homes within SKHHP's geographic purview.

**Homeownership.** Projects that are able to provide homeownership opportunities for individuals and families earning up to 60% AMI.

**Leverage of Private and Public Investment.** SKHHP encourages project sponsors to pursue private and public investment that provides maximum leverage of local

resources. Projects that already have funding secured and/or leverage private and public investment are a high priority.

**Preservation.** Projects that preserve housing at risk of conversion to market-rate housing are a high priority. This includes housing units with expiring affordability requirements or preservation of residential rental properties that are affordable to households earning 60% AMI but do not have affordability requirements.

**Racial Equity.** SKHHP encourages proposals that advance racial equity through strategies that intentionally dismantle the racially disparate impacts of our current housing system. Strategies may include, but are not limited to: preserving communities at risk of displacement; creating project partnerships that give voice and ownership to communities of color; affirmatively marketing new housing opportunities to populations disproportionately experiencing cost burden and housing insecurity; and addressing historic inequities in access to homeownership.

**Transit-Oriented Development.** Projects located within ½ mile of an existing or planned high capacity transit station, defined as fixed rail (light rail or Sounder train), bus rapid transit, or other high frequency bus stop are a high priority. Transit-oriented development is designed to support dense, walkable, communities that increase access to employment, services, and other opportunities.

## DRAFT SKHHP 2023 WORK PLAN AND BUDGET

### SKHHP MISSION

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

### OBJECTIVES

- **Housing Policy and Planning.** Share technical information and resources to promote sound housing policy
- **Affordable Housing Investment.** Coordinate public resources to attract greater private and public investment for affordable housing in South King County
- **Outreach, Education, and Advocacy.** Provide a unified voice to advocate for South King County needs at a local, regional, and state levels

### PURPOSE

Establish a 2023 SKHHP Work Plan that is shaped by member jurisdictions, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP's mission.

### BACKGROUND

The Draft SKHHP 2023 work plan, developed in consultation with the SKHHP staff work group and Advisory Board, includes five goals and corresponding actions that will facilitate implementation of the SKHHP Interlocal Agreement. The 2023 work plan builds on work done in the past few years to establish a SKHHP Housing Capital Fund through pooled public resources, increase philanthropic and corporate investment through the creation of a SKHHP 501(c)(3) fundraising branch, and establish a SKHHP Advisory Board made up of community members that will help to ground SKHHP decisions in communities needs and interests.

Each of the five goal areas is broken into action items that have been identified as critical, important, or desirable.

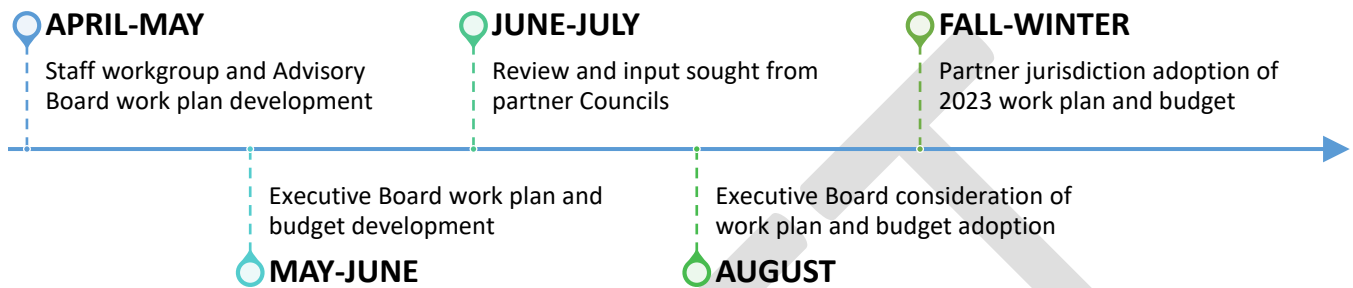
**Critical** work plan items are necessary to carry out the SKHHP Interlocal Agreement or necessary to fully executive work plan items that began in previous years.

**Important** work plan items are a priority but not absolutely necessary, this means there is more ability to adapt these items based on staff capacity or other emerging needs.

**Desirable** work plan items would be nice to be able to get to in 2023 but are not as high on the priority list to meet SKHHP's overarching goals.

## NEXT STEPS

In accordance with the Interlocal Agreement, the 2023 SKHHP Work Plan will be approved by the legislative body of each member jurisdiction and the SKHHP Executive Board. The timeline for continued development and adoption of the 2023 SKHHP Work Plan is as follows:



DRAFT

**GOAL 1: Define strategy, direction, and long-term goals, and provide direction to staff on implementation of the SKHHP interlocal agreement.**

**Critical**

- Develop annual work plan and budget.
- Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.
- Develop long-term funding strategy for the SKHHP Housing Capital Fund and facilitate conversations with member jurisdictions to identify and explore dedicated sources of revenue for affordable housing at the local and regional level.

**Important**

- Develop a plan to build capacity that will best serve member jurisdictions and help achieve overarching mission.

**GOAL 2: Build long term stability for the SKHHP Housing Capital Fund:**

**Critical**

- Facilitate final 2022 funding allocations through member Councils.
- Prepare contract documents and distribute funds for awarded projects.
- Monitor funded projects including evaluating and tracking payment plans.
- Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund.

**Important**

- Work collaboratively with public funders at the state and local levels to promote shared affordable housing goals and equitable geographic distribution.
- Work with private investors and lenders to maximize leverage of public investment into affordable housing.
- Work with member cities and project sponsors to start developing a pipeline of projects to be funded over the next five years.
- Actively vet potential projects and lead funding policy and prioritization discussions with the SKHHP Executive Board to facilitate planning and decision-making.

**GOAL 3: Work with partner jurisdictions to enhance and develop new local policies and programs that protect existing affordable housing stock, provide housing security, and accelerate access to affordable housing.**

**Critical**

- Continue to improve and refine and conduct regular updates to housing policy matrix and affordable housing database (being developed in 2022).
- Convene city and county land use planners to share best practices and increase coordination and collaboration on housing policy and planning.
- Support efforts to advance 5-year action plan identified by the Regional Affordable Housing Task Force.
- Develop subregional housing preservation strategies.

**Important**

- Develop a program to assist member cities with administering local housing incentive programs, including density bonus, multifamily tax exemption (MFTE), impact fee waivers, and other programs.

**Goal 4: Represent South King County and its unique affordable housing needs at all decision tables and foster collaboration between partners.**

**Critical**

- Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP's mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County.

**Important**

- Build relationships with state and federal legislators through organizing work sessions, and providing progress updates.

**Goal 5: Further strengthen regional stakeholders' understanding of the spectrum of affordable housing options, the range of related needs and opportunities, and the housing system .**

**Critical**

- Conduct monthly SKHHP Executive Board educational topics on emerging housing and homelessness topics.
- Coordinate with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials, stakeholders, and community members.

**Important**

- Provide annual updates to non-SKHHP South King County cities and relevant stakeholder groups.

**Desirable**

- Work with the Housing Development Consortium, affordable housing developers, and city and county planners to reimagine the South King County Joint Planners and Developers work group.



## **ADVISORY BOARD REPRESENTATIVES**

At the May meeting the Advisory Board had initial discussion on whether or not there was support for exploring an allowance for organization representatives to appoint alternates to serve on the Advisory Board.

The following discussion questions and considerations are meant to guide further discussion and help the Advisory Board reach a conclusion on whether or not to allow for alternates and if alternates are allowed, how they are selected, and how they participate.

### ***Discussion questions***

- Should alternates go through the same application process and meet the same qualifications as primary members? Minimum qualifications include:
  - 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
  - Possess a persona 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 communities most impacted by the housing crisis
- How should alternate members be appointed? Primary Board members are appointed by the Executive Board.
- Should there be stipulations on how often an alternate is called upon to serve in the primary member's absence?

### ***Other considerations/best practices***

The alternate board member shall not have authority to participate as a board member unless serving in the absence of the primary board member.

The primary board member may only be substituted in their absence by their designated/appointed alternate board member.

It is important for alternates to stay current on SKHHP mission, work plan, and advisory board business so that they are able to participate fully when they are called upon.

## Memorandum



South King Housing and Homelessness Partners

**To:** SKHHP Advisory Board and Staff Work Group  
**Date:** May 27, 2022  
**RE:** SKHHP Advisory Board compensation proposal

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### ***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 compensation structure for advisory board participation.

The following information provides additional background as well as peer research that informed two advisory board compensation options for review and discussion.

The goal is for the Advisory Board and staff work group to come up with a joint recommendation for advisory board compensation to present to the Executive Board for consideration.

### ***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 show respect for volunteer time, reduces barriers for volunteer participation, and shows organizational commitment to the work.

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.

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.

**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

**Advisory Board Compensation Options**

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 being compensation for their time by their employer.

**Option A** – Advisory Board Members receive a flat rate stipend per meeting

# of members	\$50/meeting	\$75/meeting
12	\$7,800	\$11,700
13	\$8,450	\$12,675
14	\$9,100	\$13,650
15	\$9,750	\$14,625

*\*Note: the calculations in Option A are based on Advisory Board members attending one Advisory Board meeting per month and one Executive Board meeting per year as the designated liaison.*

**Option B** – Advisory Board Members receive an hourly stipend for meeting attendance

# of members	\$25/hour	\$30/hour	\$35/hour
12	\$7,800	\$9,360	\$10,920
13	\$8,450	\$10,140	\$11,830
14	\$9,100	\$10,920	\$12,740
15	\$9,750	\$11,700	\$13,650

*\*Note: the calculations in Option B are based on Advisory Board members attending one two hour Advisory Board meeting per month and one two hour Executive Board meeting per year as the designated liaison.*

**Questions**

- What is the IRS limit that would potentially require a W2 from SKHHP?
- What are your initial reflections?
- Are there other factors we should consider as part of the compensation proposal?