

**SKHHP Executive Board  
October 21, 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:**

Hazelnut Conference Room  
Tukwila City Hall  
6200 Southcenter Boulevard  
Tukwila, WA 98188

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

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<b>II.</b>	<b>REVIEW AGENDA/AGENDA MODIFICATIONS</b>		
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<b>III.</b>	<b>APPROVAL OF SEPTEMBER 16, 2022 MINUTES</b>		<a href="#">Page 3</a>
	(ATTACHMENT A)		
	<b>Motion</b> is to approve the August 19, 2022 SKHHP Executive Board meeting minutes		

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<b>IV.</b>	<b>OLD BUSINESS</b>		
<b>a.</b>	<b>2023 STATE LEGISLATIVE PRIORITIES</b>		<a href="#">Page 6</a>
	(ATTACHMENT B)		1:15 – 1:40
	<u>Purpose:</u> Executive Board adoption of 2023 State Legislative Priorities for use in the 2023 state legislative session.		
	<u>Background:</u> A list of potential 2023 State Legislative Priorities were developed by an Executive Board working group in consultation with the Advisory Board and staff work group. The potential priorities were reviewed by the Executive Board at the September meeting. Board members had the opportunity to prioritize the priorities they felt would have the greatest impact on SKHHP’s mission and their Councils would be likely to support.		
	The priorities with the most votes were included in a draft 2023 SKHHP State Legislative Agenda that was circulated to Executive Board members for review and discussion with staff and their Councils prior in preparation for adoption at the October Executive Board meeting.		
	<u>Staff presentation:</u> Angela San Filippo		
	<b>Motion</b> is to approve Resolution 2022-05 adopting SKHHP 2023 State Legislative priorities		

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**b. UPDATE ON SKHHP HOUSING CAPITAL FUND APPLICATIONS**

1:40 – 2:00

Purpose: Provide an overview of applications received through the 2022 funding round for the SKHHP Housing Capital Fund.

Background: The application for the 2022 funding round for the SKHHP Housing Capital Fund opened in July with applications due on September 15. Over the next month the Advisory Board will be reviewing applications and beginning to develop a funding allocation recommendation at the November 3<sup>rd</sup> meeting.

Staff presentation: Angela San Filippo

**No action is proposed, for informational purposes only**

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**V. NEW BUSINESS**

**a. FEDERAL LEGISLATIVE PRIORITIES**

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2:00 – 2:30

(ATTACHMENT C)

Purpose: Initial Board review and discussion on draft 2023 SKHHP Federal Legislative Priorities.

Background: Building agreement on federal legislative priorities is part of SKHHP’s annual work plan, establishing consensus amongst South King County jurisdictions that is in alignment with housing partners across the region provides a unified voice for advocacy, builds support and awareness for SKHHP, and helps further SKHHP’s overall mission and goals.

Presentation: Andrew Calkins, KCHA Director of Policy and Intergovernmental Affairs

**No action is proposed, for review and discussion only. Board members have between October and November meetings to review with staff and their Councils as necessary.**

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**b. EXECUTIVE MANAGER HIRING PROCESS**

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2:30 – 2:50

(ATTACHMENT D)

Purpose: Board review, discussion, and confirmation on Executive Manager position description and recruitment process.

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**VI. UPDATES/ANNOUNCEMENTS**

2:50

**VII. ADJOURN**

3:00

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**SKHHP Executive Meeting  
September 16, 2022**

**MINUTES**

**I. CALL TO ORDER**

Chair Nancy Backus called the virtual meeting to order at 1:00 PM.

Welcome to SKHHP Advisory Board member and liaison, Jennifer Hurley.

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

**Executive Board members present:** Nancy Backus, City of Auburn; Colleen 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; Sean P. Kelly, City of Maple Valley; Eric Zimmerman, City of Normandy Park; Ryan McIrvine, City of Renton; Cynthia Delostrinos-Johnson, City of Tukwila; Sunaree Marshall, King County.

**Other attendees:** Angela San Filippo, SKHHP; Jennifer Hurley, SKHHP Advisory Board member; Dafne Hernandez, City of Covington; JC Harris, City of Des Moines Councilmember; Matt Torpey, City of Maple Valley; McCaela Daffern, King County; Nicole Nordholm, City of Des Moines; Nora Gierloff, City of Tukwila; Sarah Bridgeford, City of Federal Way; Bambi Chavez; Jason Gauthier, SSHAP; Joy Scott, City of Auburn; Marty Kooistra, Civic Commons.

Recognition and condolences on the passing of Normandy Park City Councilmember Earnest Thompson.

**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

No agenda modifications.

**III. APPROVAL OF AUGUST 19, 2022 MINUTES**

Angela San Filippo provided a correction to the minutes in Section I meeting was chaired by Mayor Dana Ralph, who called the meeting to order at 1:00 pm.

Dana Ralph moved to approve the August 19, 2022 minutes as presented; Ryan McIrvine seconded the motion. Motion passed unanimously (11-0).

**IV. NEW BUSINESS**

**a. Affordable Housing Inventory**

San Filippo provided an overview of the affordable housing inventory being developed in partnership with South King County cities through Housing Action Plan Implementation grants awarded by the Department of Commerce.

The intention is to develop a database, online mapping system, and dashboard for monitoring both regulated and unregulated affordable housing stock in South King County to support the following types of activities:

- Quantifying the affordable housing inventory and tracking progress towards affordable housing production and addressing housing needs

- Informing the development of strategies for preservation and displacement prevention

This presentation was intended as a brief overview that will be followed up towards the completion of the project and presentation to the Board later this year or early next year.

Question about including homeownership in the naturally occurring affordable housing component, at this time this part of the inventory is focused on rental housing.

Recommendation to recognize and think about including this aspect in potential expansions of the inventory.

Discussion on the PSRC displacement risk mapping and how it relates to this work. Discussion about the cities that have partnered and how the other cities may benefit from the project.

#### **b. Draft 2023 State Legislative Priorities**

San Filippo provided an overview of the list of potential legislative priorities that were developed by an Executive Board working group in consultation with the staff work group and Advisory Board. The goal today will be to provide an overview, facilitate group discussion and review, with potential adoption in October.

Question about local REET and clarification that this is a voluntary tool that jurisdictions can enact. There is a conversation of a statewide REET option, board members expressed support of local option.

Discussion around planning resources, alignment with AWC's draft priorities, and making sure the language is broad enough to support creative solutions that create resources for local jurisdictions to plan for housing at all income levels.

Discussion about affordable homeownership and how to support and advocate for homeownership. Clarification that the surplus property modifications for affordable homeownership is also a voluntary tool that local jurisdictions could take advantage.

Discussion about statewide just cause legislation and the proposed amendments included questions about lease types and applicability of the legislation. The proposed state legislative mirrors what has been implemented in some South King County cities. Joy Scott from City of Auburn provided additional context and background on what has been adopted by Auburn and proposed amendments to the state legislation would mirror what has been adopted locally which creates more consistent guidelines and expectations for both renters and landlords. Discussion ensued about court system and how tenant might pursue a complaint pertaining to the just cause legislation.

Discussion on potential legislation providing more time for tenants to respond to rent increases over a certain threshold. Clarification that the additional time proposed in the last legislative session was six months. Discussion ensued on how this legislation would be implemented. City of Auburn has similar legislation that provides increased notice with increases above 5 percent. Comments around rent increases that reflect changes in the private market.

San Filippo provided a poll for Executive Board members to vote on the top priorities that they feel will both make the most impact on SKHHP's mission and goals and are likely to be supported by their Councils. The top priorities of the group will be sent out as a draft state legislative agenda for Executive Board members to share with their Councils and staff for review and solicit feedback with the intention of adopting the priorities at the October 21 Executive Board meeting.

## **V. UPDATES/ANNOUNCEMENTS**

### **a. SKHHP Program Coordinator update**

Backus provided an update on the successful hiring process for a new SKHHP Program Coordinator who will begin on October 3.

### **b. SKHHP Housing Capital Fund application update**

San Filippo provided a briefing on applications received for a total funding request of \$2.3 million, reminder that we have an estimated \$1.5 million in the SKHHP Housing Capital Fund to allocate during this funding round.

DRAFT

**RESOLUTION NO. 2022-05**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS, ADOPTING LEGISLATIVE PRIORITIES FOR USE DURING THE 2023 WASHINGTON STATE LEGISLATIVE SESSION

**WHEREAS**, the South King Housing and Homelessness Partners (SKHHP) Executive Board has agreed to advocate for certain legislative issues for 2023; and

**WHEREAS**, the actions of the Washington State Legislature in respect to local, regional, and state issues, services, and funding have a profound effect on SKHHP's ability to pursue its mission and goals, and each participating jurisdiction's ability to provide local services to its residents; and

**WHEREAS**, the SKHHP Executive Board recognizes these priorities are not all encompassing, in that certain additional items may arise during the legislative session that require support or opposition; and

**WHEREAS**, the SKHHP Executive Board believes it is appropriate to communicate its position regarding issues affecting the region and local government that may come before the State Legislature during the 2023 legislative session; and

**WHEREAS**, the SKHHP Executive Board agreed to these priorities at the SKHHP Executive Board meeting on October 21, 2022.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The SKHHP Executive Board adopts the SKHHP 2023 State Legislative Priorities as shown in Attachment A.

**Section 2.** SKHHP staff shall distribute these legislative priorities to appropriate Legislative District representatives and to other regional government entities and organizations.

**Section 3.** SKHHP staff shall work with other organizations and agencies with shared legislative priorities and advocate, testify, and/or otherwise promote legislative support for the SKHHP priorities.

**Section 4.** This Resolution will take effect and be in full force on passage and signatures.

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

**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS**

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NANCY BACKUS, CHAIR

South King Housing and Homelessness Partners (SKHHP) is a coalition of 11 jurisdictions in South King County working together and sharing resources in order to increase the available options for South King County residents to access affordable housing and to preserve existing affordable housing stock.

**South King County** has seen some of the highest increases in rent and home sale prices. Without preserving and building more affordable and attainable housing, families will continue to be displaced from their neighborhoods and forced further from their jobs and communities.

The following state legislative priorities focus on legislation that will positively impact South King County communities by increasing housing stability, preventing displacement, authorizing local affordable housing tools and revenue options, and providing funding for affordable housing



## INCREASE HOUSING STABILITY AND PREVENT DISPLACEMENT

**Support the establishment of statewide rental and vacant property registration program** for the purpose of inventorying both tenant-occupied and potentially available rental housing.

**Provide funding support for tenants' Right to Counsel program and pre-eviction legal aid.** Right to Counsel provides low-income tenants a free lawyer in eviction court. Pre-eviction legal aid is an anti-displacement strategy and can prevent cases from entering the court process.



## LOCAL AFFORDABLE HOUSING TOOLS AND REVENUE OPTIONS

**Authorize local option Real Estate Excise Tax (REET) for affordable housing and displacement prevention.** Addressing the affordable housing needs cannot be solved without vastly increasing the funding for affordable housing. A local REET option will provide critical local funding resources necessary to preserve affordable housing and help counter displacement in South King County.

**Amend surplus land dispossession policies to support homeownership.** Expand the use of public property for the purposes of affordable housing to moderate-income households by allowing a public benefit purpose to include both affordable rental housing and permanently affordable homeownership.

**Provide planning resources and support to help local governments plan for more diverse housing supply and prevent displacement prevention** by implementing best practices and policies that ensure planning for housing at all economic segments.



## FUND AFFORDABLE HOUSING

**Fully fund the Washington State Housing Trust Fund** and authorize new sources of funding that do not disproportionately burden low-income households, and support continued affordable homeownership investments.

Contact:

South King Housing and Homelessness Partners

25 W. Main Street

Auburn, WA 98001



**RESOLUTION NO. 2022-06**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS, ADOPTING 2023 FEDERAL POLICY PRIORITIES

**WHEREAS**, the South King Housing and Homelessness Partners (SKHHP) Executive Board has agreed to advocate for certain federal policy issues for 2023; and

**WHEREAS**, the actions of federal legislation can have a profound effect on local, regional, and state issues, services, and funding which can impact SKHHP’s ability to pursue its mission and goals, and each participating jurisdiction’s ability to provide local services to its residents; and

**WHEREAS**, the SKHHP Executive Board recognizes these priorities are not all encompassing, in that certain additional items may arise during the year that require support or opposition; and

**WHEREAS**, the SKHHP Executive Board believes it is appropriate to communicate its position regarding issues affecting housing and homelessness issues that may come before the United States Legislators; and

**WHEREAS**, the SKHHP Executive Board agreed to these priorities at the SKHHP Executive Board meeting on \_\_\_\_\_, 2022.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The SKHHP Executive Board adopts the SKHHP 2023 Federal Policy Priorities as shown in Attachment A.

**Section 2.** SKHHP staff shall distribute these legislative priorities to appropriate Federal representatives and to other government entities and organizations.

**Section 3.** SKHHP staff shall work with other organizations and agencies with shared policy priorities and advocate, testify, and/or otherwise promote legislative support for the SKHHP priorities.

**Section 4.** This Resolution will take effect and be in full force on passage and signatures.

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

**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS**

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NANCY BACKUS, CHAIR



## **Attachment A – Draft Proposed Federal Legislative Priorities**

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### **Support Fair Housing Access and Choice**

Provide fair housing assistance and funding for implementation of the Fair Housing Act by strengthening and expanding local fair housing oversight and administration capacity to ensure housing and community development investments are administered equitably.

Provide incentives for state and local zoning and land use reforms to eliminate restrictive zoning and land uses to advance fair housing and support the creation of diverse housing options while retaining local land use authority.

### **Expand the Low-Income Housing Tax Credit Program (LIHTC)**

The LIHTC program is the single largest driver of affordable housing production and preservation in the region. Congress should pass the Affordable Housing Credit Improvement Act (AHCIA) to expand the program, and ensure inclusion of a provision to lower the 50% bond test to 25% in order to receive 4% tax credits. Doing so would allow the region greater opportunities to preserve existing housing and finance new long-term affordable housing.

### **Fully Fund and Expand Federal Housing Assistance Programs**

Federally subsidized housing programs are the backbone of much of the affordable housing in this region. Core programs include the Housing Choice Voucher, Public Housing, and other Project-Based Rental Assistance programs. The HUD budget also includes funding for core community development (including CDBG and HOME) and homelessness response programs (McKinney Vento Homeless Response Grants) that give localities the resources to respond to local needs.

Congress must fully fund existing subsidy programs to keep existing participants housed in safe, affordable, and quality homes. SKHHP supports expanding these proven, core programs, by adding incremental Housing Choice Vouchers, and increasing funding for the HOME, CDBG, and Homeless Assistance Grants programs.

SKHHP also supports the creation of new funds that give states and localities additional capital dollars to direct to affordable housing projects.

### **Supportive Services**

Housing on its own is not always sufficient for long-term success and support services are often necessary to obtain and maintain housing. SKHHP supports policies and programs that link housing investments with robust supportive services and the health, education, and workforce development sectors.

## PROPOSED RECRUITMENT PROCESS

### October

- Staff work group reviews position description
- Staff work group recommends outreach, recruitment, and application review process
- Board confirms position description, process, and solicits volunteers to participate in interviews

### October – November

- Position open and first review of applications
- Staff work group reviews and evaluate applications

### Dates TBD based on recruitment

- 1<sup>st</sup> interview round with subset of staff work group and advisory board members
- Interview panel narrows down candidates for 2<sup>nd</sup> round of interviews

### Dates TBD based on 1<sup>st</sup> round of interviews

- 2<sup>nd</sup> interview round with Executive Board members with carryover representative(s) from 1<sup>st</sup> interviews

### Dates TBD based on 2<sup>nd</sup> round of interviews

- Executive session with Board to deliberate candidate recommendation

**CITY OF AUBURN****JOB & CLASS DESCRIPTION**

<b>TITLE:</b> SKHHP Executive Manager		<b>AFFECTED DEPARTMENT(S):</b> Community Development	
<b>LAST REVISED:</b> 10/7/2022	<b>PAGE NO: OF:</b> 1 3	<b>PAY GRADE:</b> N10 (Exempt)	<b>AFFILIATED NON-AFFILIATED X</b>

**NATURE OF WORK**

The position performs professional-level work in assisting member governments in developing affordable housing policies, strategies, programs, and development regulation. Work is characterized by management duties and administrative skills including, but not limited to, scheduling, assigning, planning, coordinating, implementing, and overseeing activities of SKHHP (South King Housing and Homelessness Partners). The collaborative supports member jurisdictions' efforts to preserve and create high-quality housing affordable to low- and moderate-income households and address the plight of those experiencing homelessness. SKHHP is governed by an Executive Board made up of the jurisdictions' mayor, city manager, administrators, or their designated representatives. The SKHHP Executive Manager will report to the Executive Board. In this unique role, the SKHHP Executive Manager must coordinate with the SKHHP Executive Board and with senior level staff and councils from member jurisdictions to ensure that SKHHP activities remain aligned with the housing policies, goals, and priorities of each member jurisdiction. The incumbent is required to positively and effectively interact and communicate with individuals of diverse cultural, social, and economic backgrounds.

**EXAMPLES OF WORK/RESPONSIBILITIES**

- \*Oversee the work and administration of SKHHP, which includes but is not limited to, providing lead staff support for the executive board; managing professional and/or administrative staff; developing and overseeing an annual program budget of approximately \$300,000; developing and implementing an annual work plan that meets the needs of, and is approved annually by, each SKHHP member jurisdiction.
- \*Develop and support the work of an advisory board, which is appointed by, and provides funding and programmatic recommendations to, the executive board.
- \*Provide member jurisdictions with expert technical assistance in data collection, analysis, and reporting; marshaling the resources, land use policies, and regulations that increase the preservation and development of affordable housing.
- \*Establish and oversee administration of a housing capital fund to provide direct assistance for the preservation and development of affordable housing including, but not limited to, bringing deep understanding of financing for market rate and affordable housing; adapting the above to individual circumstances; and coordinating with other funders.
- \*Develop and maintain positive relationships with residents, housing developers, funders, elected officials, and commissions/councils of SKHHP member jurisdictions.
- \*Deliver presentations to city and county leadership and councils, other elected officials, regional committees, and other stakeholders and conduct public outreach to strengthen understanding of the spectrum of affordable housing options and the range of related needs, opportunities, and community benefits.

- \*Advocate persuasively for solutions informed by all issues affecting the unique affordable housing needs of South King County residents.
- \*Identify future challenges and develop strategies and tactics to position SKHHP to meet those challenges.
- \*Identify issues requiring strategic or context-sensitive intervention and respond quickly and effectively to problems.
- \*Ensure the alignment of SKHHP with federal, state, and local laws, regulations, policies, and procedures; and ensure the work is informed by current literature, trends, regulations, and developments related to housing (affordable housing in particular).
- \*Observe and evaluate trends, collect and analyze data, draw logical conclusions, and make sound decisions.
- \*Maintain a strong focus on building customer relationships and developing solutions to meet both customer and program objectives.
- \*Establish and maintain effective working relationships with public and private officials at all levels as well as with coworkers, resident groups, and the general public.
- \*Communicate professionally and persuasively both orally and in writing, including public speaking in small and large group settings.
- \*Develop, manage, monitor, and report on key performance indicators.
- \*Apply advanced understanding of the organization, management, governance, and regulations pertaining to municipalities and community-based organizations.
- \*Oversee the identification of potential funders, completion of professional written funding applications, and all required grant reporting and compliance.
- \*Accurately interpret and provide clear explanation of codes, ordinances, and policies.

### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works indoors in a clean, climate-controlled workspace. The employee is required to occasionally be at a stationary position; frequently communicate, detect, converse, discern, convey, express oneself and exchange information; frequently required to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer; occasionally required to reach elevated spaces. The employee is occasionally required to position self to ascend/descend; transport, position, and/or move up to 25 pounds. Specific vision abilities include the ability to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess. The position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. The employee is required to maintain confidentiality of information. The employee may be required to deal with disgruntled individuals requiring the use of conflict management skills. The employee may be required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure, tact, patience, and courtesy at all times.

### **REPORTING RELATIONSHIPS**

The SKHHP Executive Manager will report to the Executive Board. As the administering agency of SKHHP, all SKHHP staff will be employees of the City of Auburn. Under the direction of the

Executive Board, the employee plans and schedules work, and establishes methods and procedures within the scope of legal and policy requirements. Judgment is exercised in determining and selecting alternatives, interpreting policy, and making decisions. Work is reviewed through periodic discussions, reports, and/or formal performance appraisal by the administering agency and the Executive Board.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

Bachelor's degree in Land-Use Planning, Community Development, Urban Planning, Public Policy, Architecture, or closely related field AND four (4) years of equivalent work-related experience with at least two (2) years of experience in a supervisory capacity; OR

Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Demonstrated experience in urban planning, land use issues, and/or affordable housing finance and development including, but not limited to, comprehensive plans, land use codes, and regulations, especially as they relate to housing; real estate financing/project feasibility analysis and development for affordable housing; administering, monitoring, and/or developing land use codes and regulations as they relate to housing; and collecting, analyzing, and reporting of reliable and valid data (both qualitative and quantitative) is highly desirable.

Demonstrated experience working closely with elected officials and senior governmental staff is highly desirable.

Strong and demonstrable personal commitment to racial and social equity and experience working in partnership with communities of color.

**REQUIRED LICENSES AND CERTIFICATIONS**

Possesses and retains valid state driver's license during tenure of employment, without impending loss at time of appointment.