



**SKHHP Advisory Board**  
**February 1, 2024, 3:30 – 5:30 PM**  
**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

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<u>Time</u>	<u>Agenda</u>
<b>3:30</b>	<b>Welcome / Introductions / Opening</b>
<b>3:45</b>	<b>January 4, 2024 Meeting Minutes (<i>Attachment A</i>)</b>
<b>3:47</b>	<b>Executive Board Liaison Report</b>
<b>3:50</b>	<b>Role and Purpose of the Advisory Board</b>
<b>4:20</b>	<b>SKHHP Interlocal Agreement (ILA) and 2024 Work Plan</b>
<b>4:50</b>	<b>Advisory Board Community Engagement</b>
<b>5:20</b>	<b>Updates / Announcements</b>
<b>5:30</b>	<b>Closing</b>



## **I. CALL TO ORDER**

Dorsol Plants called the meeting to order at 3:32 pm.

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

Advisory Board members present: Andrew Calkins, Uche Okezie, Ashley Kenny, Maju Qureshi, Cathy Sisk, Tina Narron.

Other attendees: Claire Vanessa Goodwin, SKHHP; Dorsol Plants, SKHHP; Abby Anderson, KCRHA.

## **III. NOVEMBER 2, 2023, MEETING MINUTES**

Maju Qureshi motioned to approve November 2, 2023 Minutes, Seconded by Tina Narron. (6-0)

## **IV. ADVISORY BOARD'S 2024 WORK PLAN ITEM – COMMUNITY ENGAGEMENT**

Dorsol Plants reviewed Goal 3 in the 2024 SKHHP Work Plan, which calls for SKHHP to advocate for South King County. The 2024 Work Plan is the first time the Advisory Board has been assigned an action item with indicators in the Work Plan. With the SKHHP jurisdictions having a deadline of December 2024 to complete their Comprehensive Plans, the next twelve months are the most significant opportunity for our community to impact the next twenty years of planning.

When I think about community engagement, it can be broken down into five key areas: inform, consult, involve, collaborate, and empower. Each is essential and supports the other in a continual cycle of engagement. Part of the Advisory Board's goal over the next year will be to determine where we best fit into these areas. Using the analogy of a neighborhood flood. I need to inform my neighbor that the flood is coming and consult with them about what we can do. Once we have consulted, I must involve my neighbor in acting about the flood and collaborate to ensure our efforts work cohesively. If I did my part right, my neighbor would be in a place to feel empowered to take on the same cycle with our next neighbor, and so on.

The Advisory Board's engagement will only require you to take on some key areas. With something as significant as the housing crisis, it will take many groups working together to complete the engagement cycle. We will work together and determine where to plug in and keep the cycle of engagement moving.

Dorsol Plants asked, when you hear that the Advisory Board will work in collaboration with housing organizations and stakeholder groups to engage the community and elected officials, what does that mean to you?

Tina Narron recommended coordinating with the Black Home Initiative (BHI).

Uche Okezie suggested some of the housing organizations already working in South King County to help bring in the community instead of reinventing the wheel and using their channels.

Dorsol Plants asked if there were specific housing organizations to consider. Tina Narron suggested Homestead Community Land Trust. Uche Okezie suggested Habitat for Humanity, which is well-branded and does a lot of community engagement already. Andrew Calkins suggested including groups serving tenants or permanent supportive housing such as MSC. The Eastside is considering organizing tours of affordable housing sites for elected officials.

Uche Okezie mentioned that food can be a unifier and using food or a potluck with an educational event—a bazaar or marketplace that brings out people from the community.

Maju Qureshi discussed a desire to hold a listening session on the misconceptions around homelessness.

Claire Goodwin discussed that engaging the community with elected officials being invited is one way she interprets accomplishing Goal 3.

Andrew Calkins added that the Advisory Board should cast a wide net to educate elected officials and community members. At a recent KCHA event in Bellevue, the community and elected officials were drawn in around a bridge replacement on a housing site. We should think about the unique ways we do our work and invite elected officials to events they might not get invited to.

Dorsol Plants continued by asking how you would envision the Advisory Board accomplishing our part of the work plan.

Uche Okezie suggested a housing trivia night, which Andrew Calkins supported.

Ashley Kenny said she hoped to engage on the need for rental assistance and homelessness prevention.

Maju Qureshi said it would be interesting to see data on how much taxpayers pay for long-term homelessness instead of providing more housing. Ashley Kenny supported the idea and mentioned that Mary's Place would have some information.

Andrew Calkins said it could be helpful to explain to elected officials how affordable housing is built and the cost associated with it. Claire Goodwin added that it would likely interest the whole community.

Uche Okezie mentioned a desire to learn more about "wrap-around" services and what it means for an organization to provide them. Maju Qureshi volunteered to provide an overview of MSC's wrap-around services.

Uche Okezie added the need to provide more information on "post-purchase" support and ways to keep a new homeowner in their home after they buy it, including a look at how people can move up the housing ladder to greater stability and their long-term goals.

Dorsol Plants concluded by assuring everyone that this will be an ongoing discussion. Tonight was to create a foundation for February when our new Advisory Board members join us in this work.

## **V. ADVISORY BOARD CANDIDATE AND ONBOARDING UPDATE**

Dorsol Plants reviewed the Advisory Board recruitment process and the upcoming confirmation. After speaking with over forty individuals and organizations, thirteen applicants were interviewed over three days—a special thank you to Dr. Linda Smith and Maju Qureshi for helping to sit on the interview panel. The interviews were recorded and available for review for anyone interested. After some lengthy discussion, six candidates were selected, bringing the Advisory Board to fifteen members. This is the list of candidates for confirmation:

- ❖ Hamdi Abdulle, representing African Community Housing & Development
- ❖ Maria Arns
- ❖ Kent Hay
- ❖ Kathleen Hosfeld, representing Homestead Community Land Trust
- ❖ Olga Lindbom representing Open Doors for Multicultural Families
- ❖ Rumi Takahashi, representing SMR Architects

Dorsol Plants was excited for the Advisory Board to meet the new members, and the final step is their confirmation at the January 19 Executive Board meeting. Dorsol Plants suggested that each new member be paired with one long-term member and that they go out for coffee or meet virtually to talk about the work of the Advisory Board. This would be part of the welcome and a place where new members could ask some questions besides SKHHP staff.

Maju Qureshi, Andrew Calkins, Tina Narron, and Uche Okezie volunteered to help onboard the oncoming Advisory Board members.

Dorsol Plants invited the current Advisory Board members to attend the January 19 Executive Board meeting. During the confirmation of the new Advisory Board members, there will be an opportunity for the current Board members to introduce themselves. Claire Goodwin added that she thought it would be an excellent way to reorient the Executive Board to who the Advisory Board is.

## **VI. SKHHP SUBREGIONAL HOUSING PRESERVATION STRATEGIES UPDATE**

Dorsol Plants provided a brief update on the work the SoKiHo group has been doing around housing preservation. SoKiHo is made up of planners from the SKHHP cities and King County. Led by Chaney Skadsen, City of Federal Way, and Kristen Holdsworth, City of Kent, the group has been working to include preservation in their comprehensive plan work and finding ways to bring the work to the subregional level. Preservation is a significant amount of the effort to preserve affordable housing and is a high priority on the SKHHP Work Plan. The work also ties into anti-displacement; when a new apartment goes up that replaces an apartment with more bedrooms, the family is at risk of displacement.

Claire Goodwin added that the South King County planners are required to address preservation and anti-displacement in their comprehensive plan. By combining their requirement to do this with SKHHP's charge in our work plan, we wanted to marry the two, and we appreciate our planners engaging in this work. The work will be more effective when we ally and uplift the need together. Once a more formal draft is ready, we will share SoKiHo's work with the Advisory Board.

## **VII. UPDATES & ANNOUNCEMENTS**

Claire Goodwin updated the Advisory Board that since our last meeting, the Executive Board has considered the Advisory Board's Housing Capital Fund recommendation. The Executive Board slightly modified the recommendation based on new information, which increased the amount of funding for the MSC Victorian Place II project to include a 15% contingency, which increased the award to just under \$800,000. If there are cost overruns, this amount is in place as a backup, and if the project comes in under the awarded amount, the additional funds will not be awarded. SKHHP staff are visiting individual SKHHP member City Councils to seek concurrence on the funding award throughout the first half of 2024.

Dorsol Plants asked if there were topics or educational briefings the Advisory Board hoped staff would bring to future meetings.

Uche Okezie suggested an update on the Comprehensive Plans and the updates each jurisdiction is working on.

Maju Qureshi suggested a discussion of SKHHP Legislative Priority and an update on the Legislative Session in May or June. Dorsol Plants reminded the Advisory Board that the 2024 Legislative Priority is increasing funding for all aspects of affordable housing.

Claire Goodwin asked if the Advisory Board found the individual city discussions helpful and offered to continue those briefings. The Advisory Board said it was helpful and good grounding but needed to be more condensed on specific items for the jurisdictions to discuss, like changes to the Housing Element.

Dorsol Plants showed the 2024 Advisory Board meeting schedule and said there would be a discussion at the February meeting to determine if the day and time of the meeting still work. At a minimum, the July 4 meeting will need to be moved or canceled.

Claire Goodwin informed the Advisory Board that conversations around the 2025 Work Plan and Budget development may begin next month. The process would be like last year's and begin with a survey. As the contracting work around the Housing Capital Fund has increased, discussion will need to consider SKHHP staff capacity as we continue to grow.

Abby Anderson mentioned KCRHA's need for volunteers for the Point in Time County. KCRHA needs folks in East and Rural areas, but all applicants are welcome.

Dorsol Plants mentioned that HDC will hold its Affordable Housing Symposium on January 31 at 9:00 AM at the Hilton Garden Inn in Redmond, WA. While it is not an SKHHP event, information on affordable housing work in our region will be provided.

### **VIII. CLOSING/ADJOURN**

The meeting was adjourned at 4:29 pm.

# February Meeting

Dorsol Plants, SKHHP Program  
Coordinator

February 1, 2024

SKHHP Advisory Board



# Welcome

Name

Organization (If you represent one on the Advisory Board)

City of Residence

Background

What excites you about being a part of SKHHP?



This is YOUR time



This is YOUR expertise



This is YOUR Board



# 2024 Meeting Schedule

Date
January 4
February 1
March 7
April 4
May 2
June 6
<b>July 4</b>
August 1
September 5
October 3
November 7
December 5

# Executive Board Liaison

Executive Board Meeting	Advisory Board member
February 16	Maria
March 15	Kathleen
April 19	Hamdi
May 17	Kent
June 21	Ashley
July 19	Olga
August 16	Cathy
September 20	Rumi
October 18	Patience
November 15	Uche
December 20	Andrew

# Potential Educational Topics for 2024 Advisory Board Meetings

- **Comprehensive Plan**  
City Updates to the Housing Elements
- **Affordable Housing Financing**  
How housing gets funded and built
- **Wrap Around Services**  
What does the 'support' in supportive housing mean

# The Documents that Bind Us



SKHHP Interlocal  
Agreement (ILA)



Advisory Board  
Bylaws



Group  
Agreement



SKHHP 2024  
Work Plan

# The Advisory Board in the ILA

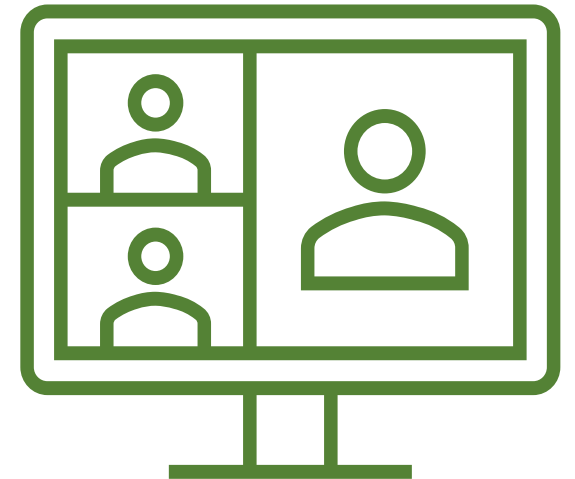
Advisory Board - A board consisting of 12 to 15 community members appointed by the Executive Board to provide advice and recommendation to the Executive Board on land and/or money resource allocation for affordable housing projects, input on policy needs related to housing stability, program design and development, recommendations for emergency shelter and other immediate affordable housing needs, and to provide public education and community outreach services.

# Bylaws: Advisory Board Duties

## 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.



# Bylaws: Decision Making

## 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.

# Group Agreement

- Listen to understand; be open to learning and willing to embrace some discomfort in order to learn
- Consider intent versus impact: take responsibility for what you say and do
- Respect everyone's ideas, experiences, voices, diversity of perspectives, and boundaries
- Include all voices and involve everyone, even when we don't agree
- Assume best intentions
- Step up and step back – recognize when we need to step up and when we need to step back
- Active participation and preparation
- Keep an open mind
- Use intentional language but also do not nitpick others language
- Understand Advisory Board role – revisit agreements, purpose, etc., agree to look back
- Manage in respectful manner – listening and pausing



# Group Agreement Continued

- Try to not take things personally
- Use 'I' statements
- Address conflict sooner rather than later
- Actively bring all of the responses from first question to conflict management
- Be ok with calling each other out respectfully – could be private chat or to the full group letting the person the know
- Find ways to express ourselves when we're hurt
- Allow time and space if needed (creating space for pause button)
- Recognize that people approach things differently
- Take ownership for mistakes
- Understand that might not be able to 'fix it'

# 2024 Work Plan



## Goal 1

**Fund the expansion and preservation of affordable housing.**

Actions	Priority of Actions ●●● = Higher ●● = Medium ● = Lower
1. Develop a long-term funding strategy for the 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.	●●●
2. Pool resources from member jurisdictions for the Housing Capital Fund, including SHB 1406 and HB 1590 funds.	●●●
3. Manage 2023 Housing Capital Fund funding round including facilitating approval from participating Councils and preparing contract documents.	●●●
4. Manage 2024 Housing Capital Fund funding round including adopting annual guidelines, updating application materials, soliciting proposals, and facilitating project selection.	●●●
5. Encourage investment by private investors, lenders, and philanthropies.	●●●
6. Work with member cities and project sponsors to start developing a pipeline of projects to be funded over the next five years.	●●
<b>Indicators</b>	
○ Number of housing units or number of projects funded with financial support from SKHHP	
○ Number of housing units preserved with financial support from SKHHP	
○ Total dollar amount pooled by member jurisdictions for Housing Capital Fund	
○ Total dollar amount from new sources of revenue added to the Housing Capital Fund	
○ Geographic diversity of applications received for annual Housing Capital Fund funding round	

# 2024 Work Plan



## Goal 2

Develop policies to expand and preserve affordable housing.

Actions	Priority of Actions ●●● = Higher ●● = Medium ● = Lower
7. Develop subregional housing preservation strategies and facilitate implementation.	●●●
8. Facilitate technical assistance and updates to the Affordable Housing Inventory Dashboard.	●●●
9. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.	●●
10. Continue to refine and update housing policy matrix.	●
11. Convene land use planners to increase coordination and collaboration on housing policy and planning.	●
12. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan.	●
Indicators	
○ Number of preservation policies explored with members of the Executive Board	
○ Successful update of data and deployment of the Affordable Housing Inventory Dashboard	
○ Number of relationships built with developers	
○ Number of Executive Board briefings on key housing and homelessness topics	

# 2024 Work Plan



## Goal 3

Serve as advocate for South King County.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
13. Coordinate with the Advisory Board in collaboration with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials and community members.	••
14. Work collaboratively with public funders at the state and local levels to promote shared affordable housing goals and equitable geographic distribution of resources.	••
15. Produce public-facing communications content that highlights South King County through social media and newsletters.	•
16. 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.	•
Indicators	
○ Number of events or engagement opportunities Advisory Board members organize or support	
○ Number of communications published	
○ Number of meetings, forums, or events attended that advance SKHHP's mission	

# 2024 Work Plan



## Goal 4

### Manage operations and administration.

Actions	Priority of Actions ●●● = Higher ●● = Medium ● = Lower
17. Develop annual work plan and budget.	●●●
18. Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.	●●●
19. Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account.	●●●
20. Organize and host monthly Executive and Advisory Board public meetings.	●●●
21. Manage the Affordable Housing Inventory Dashboard contract.	●●●
22. Maintain and update the SKHHP website.	●●
23. Advance work on SKHHP Foundation efforts to establish logistics, administration, and pursue federal nonprofit status.	●●
Indicators	
○ Work plan and budget adopted	
○ Quarterly progress reports prepared and presented to Executive Board	
○ Financial reports and public records maintained	
○ Commitments of the Affordable Housing Inventory Dashboard contract fulfilled	
○ Website maintained	
○ Application submitted for SKHHP Foundation 501c3 status	



This is YOUR time



This is YOUR expertise



This is YOUR Board

# Goal 3: Advocate for South King County

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Action: Coordinate with the Advisory Board in collaboration with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials and community members.

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Indicators: Number of events or engagement opportunities Advisory Board members organize or support.

# Education and Engagement Topics

- Misconceptions around housing stability and homelessness
- Anti-Displacement and Homeless Prevention: Rental Assistance
- What is Permanent Supportive Housing: Demystifying Service Provision
- Climbing the housing ladder: Moving toward a forever home
- Post home purchase stewardship: How to keep the home you just bought.
- Fruitful Funding: Cost effective strategies for ending homelessness and the housing crisis.



# How to Engage



Hold a public meeting or forum



Host a housing trivia night



Pair individual Advisory Board members with Planner from city of residence



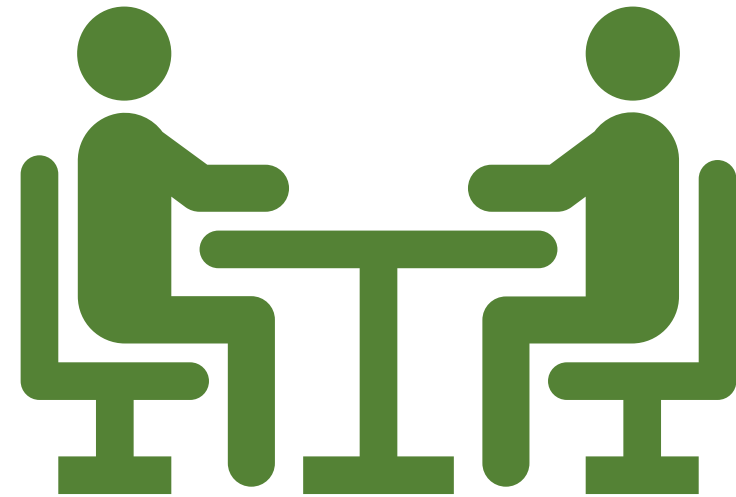
Arrange community market/bazaar



Put on community potluck or food event

# Collaboration with Housing Organizations and Stakeholder Groups

- SKC Cities
- Black Home Initiative
- Habitat for Humanity
- Homestead Community Land Trust
- King County Housing Authority
- Multi-Service Center
- Catholic Community Services



# Thoughts & Questions

