



I. CALL TO ORDER

Dorsol Plants called the meeting to order at 3:33 PM.

ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Ashley Kenny, Kent Hay, Kathleen Hosfeld, Phoebe Anderson-Kline, Marie Arns, Menka Soni, Hamdi Abdulle, Rumi Takahashi, Olga Lindbom.

Other attendees: Dorsol Plants, SKHHP; Claire Goodwin, SKHHP.

II. DECEMBER 5, 2024 MEETING MINUTES

Kathleen Hosfeld motioned to approve the December 5, 2024 minutes, seconded by Marie Arns. (9-0)

III. NOTIFICATION ON AWARDED HOUSING CAPITAL FUND PROJECT CHANGES

Claire Goodwin provided a brief update on the direction the Executive Board had provided to SKHHP staff, relating to notifying the Executive Board when Housing Capital Fund projects awarded funding make changes before finalizing a contract with SKHHP. The issue arose when as a new public funder, SKHHP, discovered that there was a lag time between when a project is awarded funding and when it enters a contract. Several projects had changes before contracting, so the conversation was brought to the Executive Board to clarify what the Executive Board would like to be notified about and what could be considered an administrative change.

Claire Goodwin reviewed the established criteria for when a change to a project requires notification of the Executive Board and what was considered an administrative change included in the agenda packet.

If more than half of the Executive Board or the Executive Board member of the receiving jurisdiction has concerns about changes to a project, a special meeting will be scheduled to discuss the changes or concerns. The Executive Board is committed to not delaying the projects and wants standard practices to ensure we remain good partners with our awardees.

Rumi Takahashi asked when the project notification process would occur in the Housing Capital Fund timeline. Claire Goodwin responded that this process is after the Executive Board has adopted the Advisory Board's recommendation, which is done after approval but before the contract is signed. Kathleen Hosfeld added that funding applications begin with a preliminary site design, but circumstances on the ground can evolve significantly, which can modify the number of homes or the AMI being served. The funding application process can take one to two years to complete, and the developers need flexibility to return to earlier awards and adjust.

Rumi Takahashi asked if a concern is raised and the Executive Board decides to adjust an award, what is the Advisory Board's involvement? Claire Goodwin responded that the modification of an award will start at the Executive Board, and the hope is never to get to a point where an award is being changed or withdrawn from a project. As a new funder, SKHHP is still

learning what changes are meaningful to each jurisdiction and how the process would go if an award was modified.

IV. 2025 WORK PLAN – ACTION 11: ADVISORY BOARD EDUCATION AND ENGAGEMENT

Dorsol Plants reviewed Action Item 11 from the 2025 SKHHP work plan and suggestions for how the Advisory Board could engage the Executive Board, elected officials, or the community throughout the year. He also reviewed the portion of the SKHHP Interlocal Agreement (ILA) that outlines the work the Advisory Board does to provide public education and outreach.

In 2024, the Advisory Board engaged the Executive Board through two events. The first was the Advisory Board's work to present solutions to homelessness to the Executive Board as part of their 2024 July meeting. MSC and Homestead CLT were also essential participants in the affordable housing tour SKHHP held in September 2024. The Executive Board spoke highly of and appreciated the Advisory Board's engagement in 2024.

Dorsol Plants reviewed a handout included with the agenda packet outlining various engagement ideas for the Advisory Board to consider.

Ashley Kenny asked if there were any known groundbreaking dates. Claire Goodwin responded that we didn't know of any exact dates, but there should be a couple related to the SKHHP Housing Capital Fund this year.

Phoebe Anderson-Kline said that supporting Comprehensive Plan workshops would have a wide-reaching impact and be a good way to involve the community.

Ashley Kenny asked if the Comprehensive Plan workshops are year-round. Dorsol Plants responded that he would coordinate with the South King County planners' group to generate a list of potential events and dates for the Advisory Board to support.

Maria Arns expressed interest in supporting the Comprehensive Plan workshop and gathering neighbors to help bring in and educate the community to better participate in the workshops. Maria Arns mentioned that a gathering of faith-based leaders in South King County is meeting to discuss housing issues.

Dorsol Plants shared that holding a gathering event would be a fantastic opportunity but would require more capacity than the other ideas. Previous gathering events Dorsol Plants have supported began planning roughly a year before the event to ensure success. The Advisory Board could consider supporting a larger organization's gathering, such as the HDC Affordable Housing Week in May.

Rumi Takahashi suggested considering a less formal gathering and something more neighborly. An event at a park with food that shares information about SKHHP and the affordable housing work in our region. Light on the information and more focused on gathering the community.

Claire Goodwin added that a suggestion from last year was a housing trivia night, which would be a fun way to educate and bring the community together. The ILA's essence is about promoting the needs of South King County and bringing awareness of those needs to the broader region.

Hamdi Abdulle asked if the event intended to bring awareness to the community or provide an opportunity for discussion. Dorsol Plants responded that the idea is still open, so the Advisory Board can select its own direction.

Hamdi Abdulle asked about the timeline for supporting the Comprehensive Plan workshops. Dorsol Plants said he would speak with the planners before the next Advisory Board meeting to produce a list of events the Board could support. Supporting workshops can be done more flexibly throughout the year. An informal gathering would likely need to be held around the summer due to weather, but if the event is at the beginning of summer, it could also raise awareness of the Housing Capital Fund. The event could also tie into recruiting new Advisory Board members during the summer.

Menka Soni asked if SKHHP staff had considered creating a video message or visual to educate the broader community on the Comprehensive Plans and increase outreach. Hamdi Abdulle supported the idea. Dorsol Plants added that jurisdictions did produce similar educational videos during the last Comprehensive Plan cycle.

Olga Lindbom supported the video idea and felt it would be timely. Additionally, it would reduce some of the pressures around scheduling since Board members could contribute on their own time.

IV. 2026 WORK PLAN SURVEY

Dorsol Plants informed the Board that the SKHHP Executive Manager had begun working with the Executive Board to draft the 2026 work plan and a 5-year plan for SKHHP. SKHHP staff had prepared a brief survey to solicit feedback from the Board on the 2026 work plan and the future of the Advisory Board.

The Advisory Board was provided fifteen minutes to complete the survey during the meeting.

VIII. UPDATES & ANNOUNCEMENTS

Dorsol Plants informed the Board that A Regional Coalition for Housing (ARCH) would present at the March Advisory Board meeting to review their Housing Trust Fund process and evaluation.

Dorsol Plants invited the Board to the February 26 Joint Planners and Developers meeting, which will focus on utilizing Universal Design for Affordable Housing. Advisory Board member Rumi Takahashi will be one of the speakers.

Menka Soni invited the Advisory Board to the Seattle Color Festival - Holi being held at the Seattle Center on March 22, 2025.

IX. CLOSING/ADJOURN

The meeting was adjourned at 4:46 PM.

Dorsol Plants

Program Coordinator-SKHHP