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## **I. CALL TO ORDER**

Dorsol Plants called the meeting to order at 3:37 PM.

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

Advisory Board members present: Ashley Kenny, Kent Hay, Kathleen Hosfeld, Phoebe Anderson-Kline, Grace Wood, Uche Okezie, Marie Arns.

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

## **II. NOVEMBER 7, 2024 MEETING MINUTES**

Kathleen Hosfeld motioned to approve the November 7, 2024 minutes, seconded by Phoebe Anderson-Kline. (7-0)

## **III. EXECUTIVE BOARD UPDATE**

Dorsol Plants reported that the Executive Board adopted the Advisory Board's 2024 Housing Capital Fund funding recommendation. Dorsol Plants shared that the Executive Board appreciated how thoughtful and attentive the Advisory Board had been to each project during the evaluation. As part of their November meeting, the Executive Board had a brief discussion related to the process for notifying the Executive Board when a project changes after funding is committed.

## **IV. SKHHP HOUSING CAPITAL FUND AFTER ACTION REVIEW**

Dorsol Plants facilitated a review of the 2024 Housing Capital Fund process to capture feedback or areas of improvement to prepare for the 2025 funding round. The discussion began by asking the Board how the review of the projects went.

Kent Hay stated that the review went smoothly.

Uche Okezie appreciated the staff breakdown for each project so the Board could focus on the critical details of the projects.

Phoebe Anderson-Kline recused herself from the vote but appreciated how well-organized and informative the meeting materials related to the application review had been.

Maria Arns said she appreciated being able to bring her questions and work through them together in a group.

Claire Goodwin asked if having the application summaries earlier in the process would be helpful or if having the applications first was better. Kent Hay responded that earlier would be better. Maria Arns said the timing worked for her this year. Uche Okezie stated she didn't have a preference.

Dorsol Plants asked how the evaluation process itself went, including the evaluation form and assigning monetary amounts to projects.

Kent Hay said having the summaries to accompany the presentation and having the materials to refer to was helpful. Once you got into the rhythm, it was good.

Dorsol Plants asked how the Board felt the evaluation process went related to concerns that projects should be judged based on their individual merit instead of competing against other projects.

Maria Arns responded that she had to remember to check herself and consider the entire housing pipeline. A sense of community is vital to her, and larger apartment complexes can be a challenge to bring people together compared to smaller homeownership projects.

Dorsol Plants asked if there were things SKHHP staff could provide, like training or other support to prepare for the 2025 application review and evaluation.

Kent Hay and Uche Okezie responded that the preparations this year worked well.

Dorsol Plants asked if there were knowledge gaps the Board would like to learn more about before the 2025 review.

Kent Hay mentioned that during the review, it was difficult to understand the harm reduction philosophy of some applicants. He would appreciate a way for applicants to more clearly identify the type of internal program policies that would be in place after funding.

Claire Goodwin added that SKHHP can ask clarifying questions after receiving the application materials to help clarify the information. This year's applicants were incredibly responsive to follow-up questions, which was appreciated.

Dorsol Plants asked if there were any general areas for improvement for the process next year.

The consensus was that this year's funding round was effective and successful.

#### **IV. 2025 ADVISORY BOARD PREVIEW**

Dorsol Plants reviewed the 2025 Advisory Board meeting dates and noted that the July 3<sup>rd</sup>, 2025 meeting date may be one to consider changing. He also stated that the first meeting would fall on January 2, and many people would still be on vacation.

The Advisory Board had a consensus to cancel the January 2, 2025 meeting.

Dorsol Plants reviewed the Executive Board meetings in 2025, and which Advisory Boardmember was requested to attend as the liaison between the boards. He clarified that there was some flexibility and that he would work with Advisory Boardmembers who may have a conflict on the date they were assigned. The Executive Board will always have a virtual meeting option, but four meetings a year are hybrid in March, June, September, and December.

Phoebe Anderson-Kline asked what time the Executive Board meetings took place. Dorsol Plants responded that they were from 1:00 to 3:00 PM.

#### **VIII. UPDATES & ANNOUNCEMENTS**

Uche Okezie informed the Advisory Board that she would be stepping down in the New Year. She hopes to rejoin in the following year or the one after.

Dorsol Plants informed the Advisory Board that Patience Malaba will be stepping away from the Board, and SKHHP staff will work with HDC to appoint a replacement representative.

#### **IX. CLOSING/ADJOURN**

The meeting was adjourned at 4:06 PM.

*Dorsol Plants*

Program Coordinator- SKHHP