

SKHHP Advisory Board
February 5, 2026, 3:30 – 5:30 PM
Virtual Meeting

Video conference:

[https://us06web.zoom.us/j/89734407973?pwd=cnIISFU4dXFJaFN5TGlwTWIxZHINZ
z09](https://us06web.zoom.us/j/89734407973?pwd=cnIISFU4dXFJaFN5TGlwTWIxZHINZz09)

OR by phone: 253-215-8782

Meeting ID: 897 3440 7973

Password: 981696

I.	CALL TO ORDER	3:30
	a. ROLL CALL	
	b. ATTENDEE INTRODUCTIONS	
II.	PUBLIC COMMENT	3:50
III.	APPROVAL OF NOVEMBER 6, 2025 AND DECEMBER 4, 2025 MEETING MINUTES	3:55
	<p><u>Motion</u> is to approve November 6, 2025 and December 4, 2025 SKHHP Advisory Board meeting minutes.</p>	
IV.	BOARD BUSINESS	4:00
	a. 2026 ADVISORY BOARD MEETING DATES	
	<p><u>Motion</u> is to approve the 2026 Advisory Board meeting dates</p>	
	b. ADVISORY BOARD BYLAWS AND GROUP AGREEMENT	4:20
	<p>For review, discussion, and receipt of Board feedback, no action proposed.</p>	
	c. 2025 HOUSING CAPITAL FUND DEBRIEF	4:50
	<p>For review, discussion, and receipt of Board feedback, no action proposed.</p>	
	d. 2026 EDUCATION AND ENGAGEMENT OPPORTUNITIES	5:00
	<p>For review, discussion, and receipt of Board feedback, no action proposed.</p>	
V.	UPDATES/ANNOUNCEMENTS	5:20
VI.	ADJOURN	5:30



**SKHHP Advisory Board Meeting
November 6, 2025**

MINUTES

I. CALL TO ORDER

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

ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Kent Hay, Kathleen Hosfeld, Menka Soni, Rumi Takahashi, Phoebe Anderson-Kline, Ziquora Banks, Brady Nordstrom, Maria Arns, Jessica de Baros.

Other attendees: Claire Goodwin, SKHHP; Dorsol Plants, SKHHP; Ryan Makinster, Habitat for Humanity SKKC; Amanda McElvaney; WaFd Bank, Johnny Vong.

Phoebe Anderson-Kline joined at 3:59 PM

II. OCTOBER 2, 2025 MEETING MINUTES

Kathleen Hosfeld motioned to approve the October 2, 2025 minutes, seconded by Menka Soni. Motion was approved. (8-0)

IV. SKHHP EXECUTIVE BOARD OCTOBER MEETING UPDATE

Dorsol Plants provided a brief update on the October Executive Board meeting, including the appointment of seven candidates to the SKHHP Advisory Board.

V. SKHHP HOUSING CAPITAL FUND APPLICATION EVALUATION

Claire Goodwin reviewed the six applications submitted for the 2025 SKHHP Housing Capital Fund.

The Board held a detailed discussion to evaluate the applications prior to making funding recommendations.

VI. SKHHP HOUSING CAPITAL FUND APPLICATION RECOMMENDATION

Kathleen Hosfeld motioned to recommend Funding Scenario 1-4 (Attachment A) to the SKHHP Executive Board, seconded by Kent Hay. Motion was approved. (7-0)

VII. UPDATES & ANNOUNCEMENTS

Dorsol Plants informed the Board that he would provide updates by email.

VIII. CLOSING/ADJOURN

Dorsol Plants adjourned the meeting at 5:40 PM.

Dorsol Plants, Program Coordinator

SKHHP Advisory Board 2025 Funding Recommendation

Table A: Funding Scenario 1 (2025 Contribution)

Project sponsor and name	Location	# of units	Project type	Amount requested	Recommendation HB 1590	Recommendation SHB 1406	HB 1590 eligibility	SHB 1406 eligibility
Archdiocesan Housing Authority –Franciscan Apartments	Burien	39	Rehabilitation Rental	\$2,500,000			✓	✓
African Community Housing & Development – African Diaspora Cultural Anchor Village	SeaTac	129	New Construction Rental	\$3,500,000	\$730,000		✓	✓
St. Stephen Housing Association – Steele House	Renton	6	New Construction Rental	\$1,820,850	\$1,820,850		✓	✓
Mental Health Housing Foundation – Steel Lake	Federal Way	20	New Construction Rental	\$1,500,000		\$922,000	✓	✓
Bellwether Housing – Renton Sage	Renton	284	Rehabilitation Rental	\$1,210,102	NA		NA	✓
Multi-Service Center – Maple Lane Estates	Kent	16	Rehabilitation Rental	\$922,000	NA		NA	✓
TOTAL REQUEST BY ELIGIBILITY				\$11,452,952	\$9,320,850	\$11,452,952		
TOTAL AVAILABLE: Scenario 1 (2025 contribution)				\$3,474,000	\$2,552,000	\$922,000		
Amount Over/Under					\$1,150	\$0		

Table B: Funding Scenario 2 (2025 Contribution + Maple Valley Contribution)

Project sponsor and name	Location	# of units	Project type	Amount requested	Recommendation HB 1590	Recommendation SHB 1406	HB 1590 eligibility	SHB 1406 eligibility
Archdiocesan Housing Authority –Franciscan Apartments	Burien	39	Rehabilitation Rental	\$2,500,000			✓	✓
African Community Housing & Development – African Diaspora Cultural Anchor Village	SeaTac	129	New Construction Rental	\$3,500,000	\$1,200,000		✓	✓
St. Stephen Housing Association – Steele House	Renton	6	New Construction Rental	\$1,820,850	\$1,820,850		✓	✓
Mental Health Housing Foundation – Steel Lake	Federal Way	20	New Construction Rental	\$1,500,000		\$922,000	✓	✓
Bellwether Housing – Renton Sage	Renton	284	Rehabilitation Rental	\$1,210,102	NA		NA	✓
Multi-Service Center – Maple Lane Estates	Kent	16	Rehabilitation Rental	\$922,000	NA		NA	✓
TOTAL REQUEST BY ELIGIBILITY				\$11,452,952	\$9,320,850	\$11,452,952		
TOTAL AVAILABLE: Scenario 2 (2025 contribution + Maple				\$3,974,000	\$3,052,000	\$922,000		
Amount Over/Under					\$31,150	\$0		

Table C: Funding Scenario 3 (2025 Contribution + Maple Valley Contribution + TWG Award)

Project sponsor and name	Location	# of units	Project type	Amount requested	Recommendation HB 1590	Recommendation SHB 1406	HB 1590 eligibility	SHB 1406 eligibility
Archdiocesan Housing Authority –Franciscan Apartments	Burien	39	Rehabilitation Rental	\$2,500,000			✓	✓
African Community Housing & Development – African Diaspora Cultural Anchor Village	SeaTac	129	New Construction Rental	\$3,500,000	\$2,100,000		✓	✓
St. Stephen Housing Association – Steele House	Renton	6	New Construction Rental	\$1,820,850	\$1,820,850		✓	✓
Mental Health Housing Foundation – Steel Lake	Federal Way	20	New Construction Rental	\$1,500,000	\$1,000,000		✓	✓
Bellwether Housing – Renton Sage	Renton	284	Rehabilitation Rental	\$1,210,102	NA		NA	✓
Multi-Service Center – Maple Lane Estates	Kent	16	Rehabilitation Rental	\$922,000	NA	\$922,000	NA	✓
TOTAL REQUEST BY ELIGIBILITY				\$11,452,952	\$9,320,850	\$11,452,952		
TOTAL AVAILABLE: Scenario 3 (2025 contribution + Maple Valley +				\$5,914,000	\$4,992,000	\$922,000		
Amount Over/Under					\$71,150	\$0		

Table D: Funding Scenario 4 (2025 Contribution + TWG Award)

Project sponsor and name	Location	# of units	Project type	Amount requested	Recommendation HB 1590	Recommendation SHB 1406	HB 1590 eligibility	SHB 1406 eligibility
Archdiocesan Housing Authority –Franciscan Apartments	Burien	39	Rehabilitation Rental	\$2,500,000			✓	✓
African Community Housing & Development – African Diaspora Cultural Anchor Village	SeaTac	129	New Construction Rental	\$3,500,000	\$1,600,000		✓	✓
St. Stephen Housing Association – Steele House	Renton	6	New Construction Rental	\$1,820,850	\$1,820,850		✓	✓
Mental Health Housing Foundation – Steel Lake	Federal Way	20	New Construction Rental	\$1,500,000	\$1,000,000		✓	✓
Bellwether Housing – Renton Sage	Renton	284	Rehabilitation Rental	\$1,210,102	NA		NA	✓
Multi-Service Center – Maple Lane Estates	Kent	16	Rehabilitation Rental	\$922,000	NA	\$922,000	NA	✓
TOTAL REQUEST BY ELIGIBILITY				\$11,452,952	\$9,320,850	\$11,452,952		
TOTAL AVAILABLE: Scenario 4 (2025 contribution + TWG)				\$5,414,000	\$4,492,000	\$922,000		
Amount Over/Under					\$71,150	\$0		



**SKHHP Advisory Board Meeting
December 4, 2025**

MINUTES

I. CALL TO ORDER

Dorsol Plants called the meeting to order at 3:54 PM.

ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Kent Hay; Angela Weikel; Rumi Takahashi; Brady Nordstrom; Maria Arns; Jessica de Baros; Hamdi Abdulle; Dr. Damarys Espinoza.

Other attendees: Saja Ahmed; Ryan Makinster; Amanda McElvaney; Marc Cote; Reagan Wheelock; Dorsol Plants, SKHHP.

II. BOARD BUSINESS

Dorsol Plants provided a brief look at the history of the SKHHP Advisory Board and potential opportunities for engagement in 2026.

The Board engaged in introductions and teambuilding discussions.

III. ADJOURN

Dorsol Plants adjourned the meeting at 5:26 PM.

Dorsol Plants, Program Coordinator

Article I

Name and purpose:

Section I:

South King Housing and Homelessness Partners (SKHHP) was formed on January 1, 2019 by Interlocal Agreement among the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County.

Section II:

SKHHP is governed by an Executive Board composed of either an elected official or City Manager/Administrator for each city and the King County Executive, or their designated representative. The SKHHP Interlocal Agreement calls for the establishment of a SKHHP Advisory 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.

Section III:

SKHHP's mission is to work together and share resources to increase available options for South King County residents to access affordable housing and preserve existing affordable housing stock. SKHHP's objectives include sharing technical information and resources to promote sound housing policy, coordinating public resources to attract greater private and public investment, and providing a unified voice for South King County.

Article II

Advisory Board:

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.

Section II: Composition

The SKHHP Advisory Board (not including alternates) will consist of not more than fifteen (15) and not less than twelve (12) community members with knowledge and understanding of affordable housing and homelessness issues in South King County, appointed by the SKHHP Executive Board.

SKHHP will strive to ensure that the Advisory Board collectively represents equal demographic distribution across South King County jurisdictions and incorporate the following knowledge and experience:

- Affordable housing/nonprofit housing developers
- Tenant rights educators and advocates
- Personal and/or professional knowledge of homelessness
- Affordable rental and homeownership housing finance expertise
- Experience and knowledge of South King County communities and community-based organizations and/or local and regional governance structures

Section III: Board Representation:

SKHHP recognizes the history of institutional racism in systemically marginalizing Black, Indigenous and people of color (BIPOC) communities who continue to be disproportionately affected by housing insecurity and homelessness. BIPOC communities are disproportionately represented in people experiencing homelessness and housing insecurity and are currently and historically underrepresented in positions of power. An estimated 45% of South King County residents identify as BIPOC. SKHHP is committed to elevating the voices of BIPOC community members and will prioritize BIPOC representation on the Advisory Board that reflects the population of BIPOC communities in South King County.

Advisory Board members may be appointed as an individual or as a representative of an organization. All Advisory Board members and alternates must meet the following qualifications:

- 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
- Personal 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 the following communities:

- Low-income households
- Immigrant and refugee populations
- People living with disabilities and/or behavioral health needs
- People experiencing homelessness or housing insecurity including the following population groups:
 - Aging adults/seniors
 - BIPOC
 - LGBTQ+
 - Multigenerational households
 - People with a criminal history
 - Veterans
 - Youth

Section IV: Alternates

Advisory Board members representing an organization may work with their organization and SKHHP staff to appoint one alternate that meets the qualifications in Section III to serve in the temporary absence of a regular board member. Alternate members may attend no more than 25% of Advisory Board meetings in a calendar year on behalf of the primary member.

During the absence of a member for whom the individual is an alternate, the alternate shall act in the place of such member.

Section IV: Terms

- A.) Advisory Board members may serve no more than two (2) consecutive four (4) year terms.
- B.) To the extent a position becomes open, the Advisory Board may help SKHHP Staff identify, recruit, and recommend new member(s) to be appointed by the SKHHP Executive Board.
- C.) Advisory Board membership is voluntary, and members retain the right to resign from their position at any time for any reason.

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.

Quorum defined as follows:

Number of active Advisory Board Members	12	13	14	15
Quorum	7	7	8	8

Section VI: Vacancies/removal/replacements

A) Members serve in an advisory capacity, as volunteers, with eligibility for compensation.

B) Grounds for removal

- 1) Removal for excessive absenteeism
 - a) Each member is expected to demonstrate interest in the board's activities through the member's participation in the scheduled meetings
 - b) If a member has three (3) consecutive absences from the meetings, SKHHP staff shall notify the member in writing in an effort to ensure full participation in the board
 - c) Members with four (4) consecutive absences or more than six (6) meetings within one year will be recommended for removal to the SKHHP Executive Board
- 2) Removal for cause
 - a) A member may be removed for cause for any conduct by a member, which in the opinion of the SKHHP Advisory Board and SKHHP staff violates group agreements and is inappropriate, unsuitable, or harmful and which adversely affects, lowers, or destroys the respect or confidence of SKHHP in the ability of the member to perform their duties as a member of the board, or conduct which brings disrepute or discredit to the board or to SKHHP
 - b) Wrongdoing, neglect of duty, or inability to perform his or her official duties

C) Procedure for Removal

A board member may be removed from the Advisory Board upon the recommendation of the Advisory Board by the Executive Board on a majority vote of membership of the Executive Board.

Section VII: Compensation

Advisory Board members are eligible to receive compensation if they are not already receiving compensation for their time by their employer. Receiving compensation is voluntary and

advisory board members may choose to opt out of receiving compensation at any time.

Advisory Board members eligible for compensation will receive \$75 per meeting for in person attendance and \$50 per meeting for remote attendance of Advisory board meetings and for serving as the liaison at one Executive Board meeting per year. Advisory Board members will be considered present at a meeting if they attend the majority of the meeting.

Compensation will be submitted by SKHHP Staff quarterly for payment.

Article III

Officers:

Section I: Officer Positions

Advisory Board Officers will not be appointed. SKHHP staff will act as meeting chairs, prepare meeting agendas, facilitate meetings, and provide administrative support to the Advisory Board including taking meeting minutes and other tasks as needed.

Section VI: Executive Board Liaison

In order to support the work of relationship building between the Advisory Board and the Executive Board, each month a different SKHHP Advisory Board member will be designated as the Executive Board liaison. The liaison duties include attending the Executive Board meeting and reporting back to the Advisory Board at the following meeting. The expectation is that all Advisory Board members will participate with a monthly rotation.

Article IV

Meeting of the Advisory Board:

Section I: Frequency

The board will meet as often as it deems necessary but not less than quarterly.

Section II: Attendance

In order for an Advisory Board member to be considered a participating member of the board, the member must not miss four (4) consecutive meetings or more than six (6) out of twelve (12) meetings annually (50% of the annual meetings held). Reasonable accommodations will be provided to any member of the board upon request. Absences will be considered excused when communication of intended absence is delivered to SKHHP staff in advance of the missed meeting and with as much advance notice as possible.

Section III: Records

Record will be kept by SKHHP staff. SKHHP staff will keep records of the minutes during board

meetings and also of the actions taken by committees of the board. Records can be accessed by all board members through SKHHP staff.

Article V

Committees:

Section I: Composition

Committees will be created and defined on an as needed basis and would never represent a quorum of the group.

Article VI

Section I: Quorum:

A quorum at any meeting of the board will consist of the board members who represent a simple majority of the Board's membership. Board members may participate in any meeting by phone or video conferencing for all purposes, including but not limited to voting and establishing a quorum.

Section II: Rules of Procedure:

- A) Consensus process occurs as follows:
 - 1) Facilitator asks for someone to make a proposal
 - 2) Notetaker captures the proposal so everyone can see it
 - 3) Person making the proposal also explains their reason for making the proposal, provides an example, and restates it
 - 4) Facilitator asks for clarifying questions and concerns, which creates an opportunity to reshape the proposal
 - 5) If proposal is reshaped, it must be restated
 - 6) Facilitator asks for any remaining concerns
 - a. Objections / Stand Asides
 - i. Defined as not member's preference but proposal does not pose a risk to group's mission or ability to do work and therefore does not prevent proposal from moving forward
 - b. Blocks
 - i. Defined as blocking consensus because something about the proposal undermines the group and risks the group's ability to do work and stay in alignment with mission
 - 7) If none, consensus is achieved using verbal or visual indicators

Section III: Agenda:

Agendas will be distributed by SKHHP staff one week prior to meeting.

Section IV: Motions and Voting:

No action may be taken except at a meeting where a quorum exists. Proxy voting is not allowed.

Section V: Conflict of Interest:

Board members must disclose, to the best of their knowledge, all potential conflicts of interest as soon as they become aware of them and always before any actions involving the potential conflict of interest are taken. Board members will be prohibited from voting on any matter in which there is a conflict of interest. A potential conflict of interest arises when a board member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board. The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include: the name of the interested party and the nature of the interest, and the decision as to whether the interest presented a conflict of interest. Potential conflicts of interest may include situations in which a board member or a board member's relative or business:

- Has an ownership or investment interest in any third party that the board is considering dealing with;
- Serves on the board or, participates in the management of, or is otherwise employed by or volunteers with any third party that SKHHP does business with or is considering doing business with;
- Receives or may receive compensation or other benefits in connection with a transaction into which SKHHP enters;
- Receives or may receive personal gifts or loans from third parties doing business with SKHHP;
- Has a close personal or business relationship with a participant in a transaction being considered by SKHHP;
- Would like to pursue a transaction being considered by SKHHP for their personal benefit.

Section VI: Open Public Meetings Act:

SKHHP Advisory Board business is subject to the Washington State Open Public Meetings Act (Chapter 42.30 RCW).

Article VII**Amendments:****Section I: How to amend, process**

Amendments to the Bylaws can be made through the consensus decision-making process by the board as outlined in Article IV; Section II.



Advisory Board Bylaws

Article I

Name and purpose

Section I

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Section II

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Section III

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Section I: Duties of the Board

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- A. Provide connection and advancement of the broader interests of local communities.
- B. 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.
- C. 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.

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- C. Personal and/or professional knowledge of homelessness
- D. Affordable rental and homeownership housing finance expertise
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Advisory Board members may be appointed as an individual or as a representative of an organization. All Advisory Board members and alternates must meet the following qualifications:

- A. Live, work, or be affiliated with service provisions within the South King County region
- B. Interest in collaboratively working in a team setting with various community and government stakeholders
- C. Personal and/or professional commitment to understanding and working to undo the impacts of institutionalized racism and disparities experienced by BIPOC communities
- D. Personal and/or professional expertise, and affiliation with agencies, coalitions, organizations, or networks from/or serving the following communities:
 1. Low-income households
 2. Immigrant and refugee populations
 3. People living with disabilities and/or behavioral health needs
 4. People experiencing homelessness or housing insecurity including the following population groups:
 - a. Aging adults/seniors
 - b. BIPOC
 - c. LGBTQ+
 - d. Multigenerational households
 - e. People with a criminal history
 - f. Veterans
 - g. Youth

Section IV: Alternates

Advisory Board members representing an organization may work with their organization and SKHHP staff to appoint one alternate that meets the qualifications in Section III to serve in the temporary absence of a regular board member. Alternate members may attend no more than 25% of Advisory Board meetings in a calendar year on behalf of the primary member.

During the absence of a member for whom the individual is an alternate, the alternate shall act in the place of such member.

Section V: Terms

Advisory Board members shall serve for a term of four (4) years, with a limit of two (2) consecutive terms. Membership is entirely voluntary, and members retain the right to resign from their position at any time and for any reason. In the event of a vacancy, the

Advisory Board may assist SKHHP Staff in the identification, recruitment, and recommendation of new members for appointment by the SKHHP Executive Board.

Section VI: Decision Making

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.

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:

- A. Table the issue with the goal of revisiting the discussion and coming to a decision during the next meeting
- B. 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.

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Quorum is defined as follows:

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Quorum	7	7	8	8

Section VI: Vacancies/removal/replacements

Members serve as volunteers in an advisory capacity with eligibility for compensation; however, a member may be removed from the Board under any of the following circumstances:

- A. Removal for excessive absenteeism
 1. Each member is expected to demonstrate interest in the board's activities through the member's participation in the scheduled meetings
 2. If a member has three (3) consecutive absences from the meetings, SKHHP staff shall notify the member in writing in an effort to ensure full participation in the board

3. Members with four (4) consecutive absences or more than six (6) meetings within one year will be recommended for removal to the SKHHP Executive Board

B. Removal for cause

1. A member may be removed for cause for any conduct by a member, which in the opinion of the SKHHP Advisory Board and SKHHP staff violates group agreements and is inappropriate, unsuitable, or harmful and which adversely affects, lowers, or destroys the respect or confidence of SKHHP in the ability of the member to perform their duties as a member of the board, or conduct which brings disrepute or discredit to the board or to SKHHP
2. Wrongdoing, neglect of duty, or inability to perform his or her official duties

C. Procedure for Removal

1. Upon recommendation by the Advisory Board, an Advisory Board member may be removed by a majority vote of the full Executive Board.

Section VII: Compensation

Advisory Board members are eligible to receive compensation if they are not already receiving compensation for their time by their employer. Receiving compensation is voluntary and advisory board members may choose to opt out of receiving compensation at any time.

Advisory Board members eligible for compensation will receive \$75 per meeting for in person attendance and \$50 per meeting for remote attendance of Advisory board meetings and for serving as the liaison at one Executive Board meeting per year. Advisory Board members will be considered present at a meeting if they attend the majority of the meeting.

Compensation will be submitted by SKHHP Staff quarterly for payment.

Article III

Officers

Section I: Officer Positions

Advisory Board Officers may be appointed. In the absence of Advisory Board Officers, SKHHP staff will act as meeting chair and facilitate meetings.

SKHHP staff will provide administrative support to the Advisory Board including preparing meeting agendas, taking meeting minutes, and other tasks as needed.

Section II: Executive Board Liaison

In order to support the work of relationship building between the Advisory Board and the Executive Board, each month a different SKHHP Advisory Board member will be designated as the Executive Board liaison. The liaison duties include attending the Executive Board meeting and reporting back to the Advisory Board at the following meeting. The expectation is that all Advisory Board members will participate with a monthly rotation.

Article IV

Meeting of the Advisory Board

Section I: Frequency

The board will meet as often as it deems necessary but not less than quarterly.

Section II: Attendance

In order for an Advisory Board member to be considered a participating member of the board, the member must not miss four (4) consecutive meetings or more than six (6) out of twelve (12) meetings annually (50% of the annual meetings held). Reasonable accommodations will be provided to any member of the board upon request. Absences will be considered excused when communication of intended absence is delivered to SKHHP staff in advance of the missed meeting and with as much advance notice as possible.

Section III: Records

Record will be kept by SKHHP staff. SKHHP staff will keep records of the minutes during board meetings and also of the actions taken by committees of the board. Records can be accessed by all board members through SKHHP staff.

Article V

Committees

Section I: Composition

Committees will be created and defined on an as needed basis and would never represent a quorum of the group.

Article VI

Procedures

Section I: Quorum

A quorum at any meeting of the board will consist of the board members who represent a simple majority of the Board's membership. Board members may participate in any meeting by phone or video conferencing for all purposes, including but not limited to voting and establishing a quorum.

Section II: Rules of Procedure

Consensus process occurs as follows:

- A. Facilitator asks for someone to make a proposal
- B. Notetaker captures the proposal so everyone can see it
- C. Person making the proposal also explains their reason for making the proposal, provides an example, and restates it
- D. Facilitator asks for clarifying questions and concerns, which creates an opportunity to reshape the proposal
- E. If proposal is reshaped, it must be restated
- F. Facilitator asks for any remaining concerns
 1. Objections / Stand Asides
 - a. Defined as not member's preference but proposal does not pose a risk to group's mission or ability to do work and therefore does not prevent proposal from moving forward
 2. Blocks
 - a. Defined as blocking consensus because something about the proposal undermines the group and risks the group's ability to do work and stay in alignment with mission
- G. If none, consensus is achieved using verbal or visual indicators

Section III: Agenda

Agendas will be distributed by SKHHP staff one week prior to meeting.

Section IV: Motions and Voting

No action may be taken except at a meeting where a quorum exists. Proxy voting is not allowed.

Section V: Conflict of Interest

Board members must disclose, to the best of their knowledge, all potential conflicts of interest as soon as they become aware of them and always before any actions involving the potential conflict of interest are taken. Board members will be prohibited from voting on any matter in which there is a conflict of interest. A potential conflict of interest arises when a board member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board. The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include: the name of the interested party and the nature of the interest, and the decision as to whether the interest presented a conflict of interest. Potential conflicts of interest may include situations in which a board member or a board member's relative or business:

- A. Has an ownership or investment interest in any third party that the board is considering dealing with;
- B. Serves on the board or, participates in the management of, or is otherwise employed by or volunteers with any third party that SKHHP does business with or is considering doing business with;
- C. Receives or may receive compensation or other benefits in connection with a transaction into which SKHHP enters;
- D. Receives or may receive personal gifts or loans from third parties doing business with SKHHP;
- E. Has a close personal or business relationship with a participant in a transaction being considered by SKHHP;
- F. Would like to pursue a transaction being considered by SKHHP for their personal benefit.

Section VI: Open Public Meetings Act

SKHHP Advisory Board business is subject to the Washington State Open Public Meetings Act (Chapter 42.30 RCW).

Article VII

Amendments

Section I: Process to Amend Bylaws

Amendments to the Bylaws can be made through the consensus decision-making process by the board as outlined in Article II; Section VI.



Advisory Board 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.
- ❖ Keep an open mind.
- ❖ Do not nitpick other people's words and language.
- ❖ Understand Advisory Board role – revisit agreements, purpose, etc., agree to look back.
- ❖ Be curious and ask for clarification.
- ❖ Use 'I' statements.
- ❖ Address conflict sooner rather than later.
- ❖ Be Present
- ❖ Be ok with calling each other out respectfully – could be private chat or to the full group letting the person know.
- ❖ Find ways to express ourselves when we're hurt.
- ❖ Allow time and space if needed (creating space for a pause button)
- ❖ Recognize that people approach things differently.
- ❖ Take ownership of mistakes.
- ❖ Understand that you might not be able to 'fix it.'

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

February Meeting

Dorsol Plants, SKHHP Program Coordinator

February 5, 2026

SKHHP Advisory Board



Welcome to Normandy Park, ca. Unk.
Photo courtesy Critter Control Greater Seattle

2026 Advisory Board Meeting Dates

February 5

March 5

April 2

May 7

June 4 (in-person)

July 2 (Holiday?)

August 6

September 3

October 1

November 5

December 3 (in-person)

Advisory Board Bylaws & Group Agreement



Mar Vista Park Playground Normandy Park, WA, ca. Unk.
Photo courtesy Willhiteweb.com

Article I: Name and Purpose

Section I

South King Housing and Homelessness Partners (SKHHP) was formed on January 1, 2019 by Interlocal Agreement among the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County.

Section II

SKHHP is governed by an Executive Board composed of either an elected official or City Manager/Administrator for each city and the King County Executive, or their designated representative. The SKHHP Interlocal Agreement calls for the establishment of a **SKHHP Advisory 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.**

Section III

SKHHP's mission is to work together and share resources to **increase available options for South King County residents to access affordable housing and preserve existing affordable housing stock.** SKHHP's objectives include sharing technical information and resources to promote sound housing policy, coordinating public resources to attract greater private and public investment, and providing a unified voice for South King County.



Article II 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

- A. Provide** connection and advancement of the broader interests of local communities.
- B. 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.
- C. 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.

Article II Section II: Composition

The SKHHP Advisory Board (not including alternates) will consist of not more than **fifteen (15) and not less than twelve (12)** community members with **knowledge and understanding of affordable housing and homelessness issues in South King County**, appointed by the SKHHP Executive Board.

SKHHP will strive to ensure that the Advisory Board collectively represents equal demographic distribution across South King County jurisdictions and incorporate the following knowledge and experience:

- A. Affordable housing/nonprofit housing developers
- B. Tenant rights educators and advocates
- C. Personal and/or professional knowledge of homelessness
- D. Affordable rental and homeownership housing finance expertise
- E. Experience and knowledge of South King County communities and community-based organizations and/or local and regional governance structures

Article II Section III: Board Representation

Advisory Board members may be appointed as an individual or as a representative of an organization. All Advisory Board members and alternates must meet the following qualifications:

- A. Live, work, or be affiliated** with service provisions within the **South King County region**
- B. Interest in collaboratively working** in a team setting **with various community and government stakeholders**
- C. Personal and/or professional commitment** to understanding and working to **undo the impacts of institutionalized racism and disparities experienced by BIPOC communities**
- D. Personal and/or professional expertise**, and affiliation with agencies, coalitions, organizations, or networks from/or serving **the following communities:**
 - 1. Low-income households
 - 2. Immigrant and refugee populations
 - 3. People living with disabilities and/or behavioral health needs
 - 4. **People experiencing homelessness or housing insecurity** including the following population groups:
 - a. Aging adults/seniors
 - b. BIPOC
 - c. LGBTQ+
 - d. Multigenerational households
 - e. People with a criminal history
 - f. Veterans
 - g. Youth

Article II Section IV: Alternates

Advisory Board members representing an organization may work with their organization and SKHHP staff to appoint **one alternate** that meets the qualifications in Section III to serve in the temporary absence of a regular board member. Alternate members may **attend no more than 25% of Advisory Board meetings in a calendar year** on behalf of the primary member.

During the absence of a member for whom the individual is an alternate, the **alternate shall act in the place of such member**.

Article II Section V: Terms

- a) **Advisory Board members** may serve **no more than two (2) consecutive four (4) year terms.**
- b) To the extent a position becomes open, the **Advisory Board** may **help SKHHP Staff identify, recruit, and recommend new member(s)** to be appointed by the SKHHP Executive Board.
- c) Advisory Board **membership is voluntary**, and members retain the right to resign from their position at any time for any reason.

New Language Article II Section V: Terms

Advisory Board members shall serve for a term of four (4) years, with a limit of two (2) consecutive terms. Membership is entirely voluntary, and members retain the right to resign from their position at any time and for any reason. In the event of a vacancy, the Advisory Board may assist SKHHP Staff in the identification, recruitment, and recommendation of new members for appointment by the SKHHP Executive Board.

Article II Section VI: Decision Making

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.

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:

- A. Table the issue with the goal of revisiting the discussion and coming to a decision during the next meeting
- B. 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.

A quorum must be present for meetings to be consistent with the Open Public Meetings Act.

Article II Section VI: Decision Making

Quorum defined as follows:

Number of Active Advisory Board Members	12	13	14	15
Quorum	7	7	8	8

Article II Section VII: Vacancies/removal/replacements

- A. Members serve in an advisory capacity, as volunteers, with eligibility for compensation.
- B. Grounds for removal
 - A. Removal for **excessive absenteeism**
 - i. Each member is expected to demonstrate interest in the board's activities through the member's participation in the scheduled meetings.
 - ii. If a member has **three (3) consecutive absences from the meetings**, SKHHP staff shall notify the member in writing in an effort to ensure full participation in the board.
 - iii. Members with **four (4) consecutive absences or more than six (6) meetings within one year will be recommended for removal** to the SKHHP Executive Board
 - B. Removal for cause
 - i. **A member may be removed** for cause for any **conduct** by a member, which in the opinion of the SKHHP Advisory Board and SKHHP staff violates group agreements and is inappropriate, unsuitable, or harmful and which adversely affects, lowers, or destroys the respect or confidence of SKHHP in the ability of the member to perform their duties as a member of the board, or conduct which brings disrepute or discredit to the board or to SKHHP
 - ii. Wrongdoing, neglect of duty, or inability to perform his or her official duties.
- C. Procedure for Removal
 - A. **A board member may be removed** from the Advisory Board upon the recommendation of the Advisory Board by the Executive Board on a majority vote of membership of the Executive Board.

New Language Article II Section VII: Vacancies/removal/replacements

Members serve as volunteers in an advisory capacity with eligibility for compensation; however, a member may be removed from the Board under any of the following circumstances:

A. Removal for excessive absenteeism

1. Each member is expected to demonstrate interest in the board's activities through the member's participation in the scheduled meetings.
2. If a member has three (3) consecutive absences from the meetings, SKHHP staff shall notify the member in writing in an effort to ensure full participation in the board.
3. Members with four (4) consecutive absences or more than six (6) meetings within one year will be recommended for removal to the SKHHP Executive Board

B. Removal for cause

1. A member may be removed for cause for any conduct by a member, which in the opinion of the SKHHP Advisory Board and SKHHP staff violates group agreements and is inappropriate, unsuitable, or harmful and which adversely affects, lowers, or destroys the respect or confidence of SKHHP in the ability of the member to perform their duties as a member of the board, or conduct which brings disrepute or discredit to the board or to SKHHP
2. Wrongdoing, neglect of duty, or inability to perform his or her official duties.

C. Procedure for Removal

1. Upon recommendation by the Advisory Board, an Advisory Board member may be removed by a majority vote of the Executive Board.

Article II Section VIII: Compensation

Advisory Board members are eligible to receive compensation if they are not already receiving compensation for their time by their employer. Receiving compensation is voluntary and advisory board members may choose to opt out of receiving compensation at any time.

Advisory Board members eligible for compensation will receive **\$75 per meeting for in person attendance and \$50 per meeting for remote attendance of Advisory board meetings and for serving as the liaison at one Executive Board meeting per year.** Advisory Board members will be considered present at a meeting if they attend the majority of the meeting.

Compensation will be **submitted** by SKHHP Staff **quarterly** for payment.

Article III Section I: Officer Positions

Advisory Board Officers will not be appointed. SKHHP staff will act as meeting chairs, prepare meeting agendas, facilitate meetings, and provide administrative support to the Advisory Board including taking meeting minutes and other tasks as needed.

New Language Article III Section I: Officer Positions

Advisory Board Officers ~~may~~ ~~will not~~ be appointed. ~~In the absence of Advisory Board Officers, SKHHP staff will act as~~ meeting chair and facilitate meetings.

SKHHP staff will provide administrative support to the Advisory Board including preparing meeting agendas, taking meeting minutes, and other tasks as needed.

Article III Section II: Executive Board Liaison

In order to support the **work of relationship** building between the **Advisory Board** and the **Executive Board**, each month a different **SKHHP Advisory Board member will be designated as the Executive Board liaison**. The liaison duties include attending the Executive Board meeting and reporting back to the Advisory Board at the following meeting. The expectation is that all Advisory Board members will participate with a **monthly rotation**.

Article III Section II: Executive Board Liaison

Executive Board Meeting Dates	Advisory Board Member
2/20/2026	Kathleen Hosfeld
3/20/2026 (Hybrid)	Saja Ahmed
4/17/2026	Hamdi Abdulle
5/15/2026	Reagan Wheelock
7/17/2026	Marc Cote
8/21/2026	Rumi Takahashi
9/18/2026 (Hybrid)	Jessica de Barros
10/16/2026	Amanda McElvaney
11/20/2026	Brady Nordstrom
12/18/2026 (Hybrid)	Dr. Damarys Espinoza

Article IV: Meeting of the Advisory Board

Section I: Frequency

The board will **meet** as often **as** it deems **necessary** but not less than quarterly.

Section II: Attendance

In order for an Advisory Board member to be considered a participating member of the board, the member **must not miss four (4) consecutive meetings or more than six (6) out of twelve (12) meetings annually (50% of the annual meetings held)**. Reasonable accommodations will be provided to any member of the board upon request. Absences will be considered excused when communication of intended absence is delivered to SKHHP staff in advance of the missed meeting and with as much advance notice as possible.

Section III: Records

Record will be kept by SKHHP staff. SKHHP staff will keep records of the minutes during board meetings and also of the actions taken by committees of the board. Records can be accessed by all board members through SKHHP staff.

Article V: Committees

Section I: Composition

Committees will be created and defined on an **as needed** basis and would never represent a quorum of the group.

Article VI: Section I, III, IV, and VI

Section I: Quorum:

A **quorum** at any meeting of the board will consist of the board members who represent a **simple majority of the Board's membership**. Board members may participate in any meeting by phone or video conferencing for all purposes, including but not limited to voting and establishing a quorum.

Section III: Agenda:

Agendas will be distributed by SKHHP staff one week prior to meeting.

Section IV: Motions and Voting:

No action may be **taken** except at a meeting where a quorum exists. Proxy voting is not allowed.

Section VI: Open Public Meetings Act:

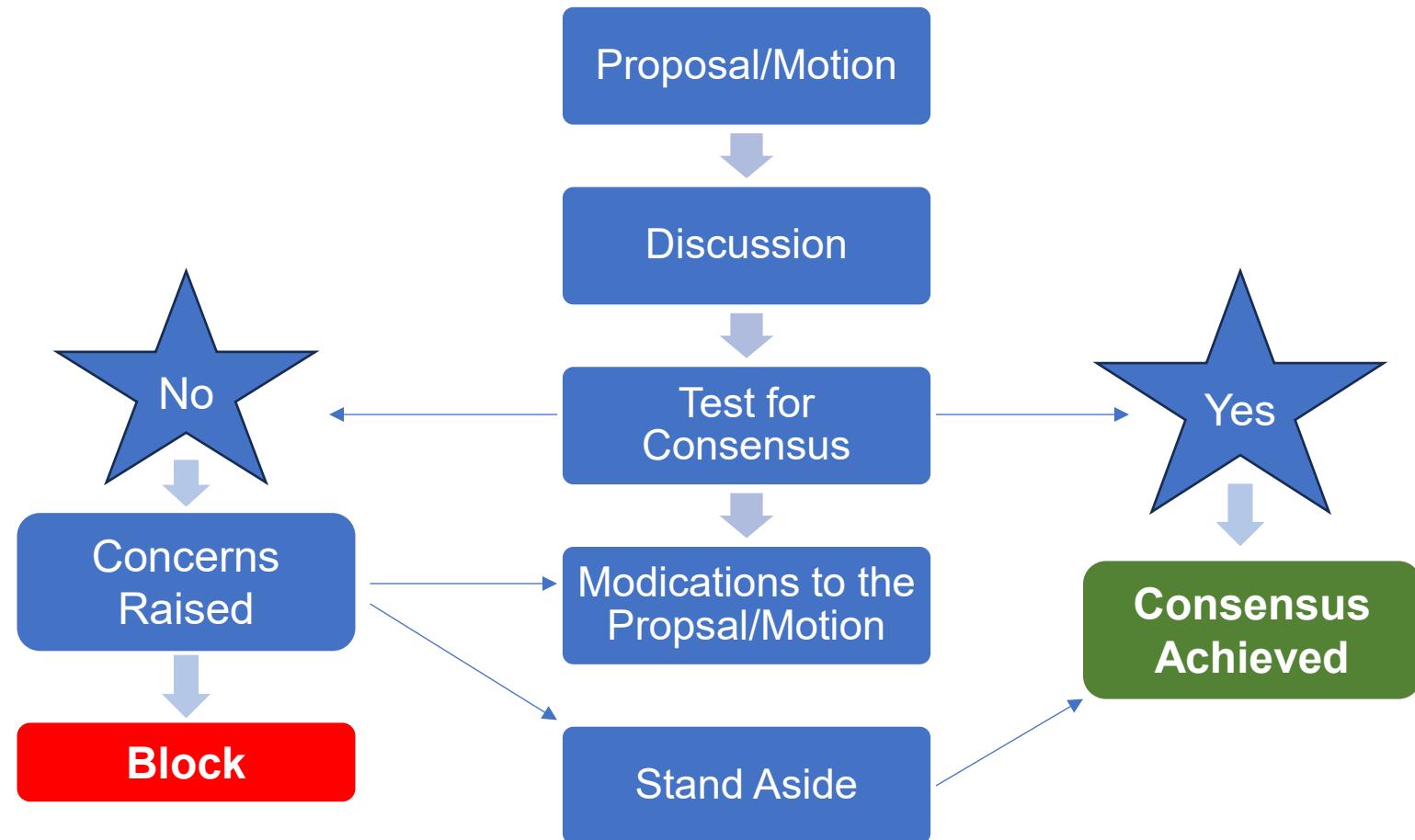
SKHHP Advisory Board business is **subject to the Washington State Open Public Meetings Act (Chapter 42.30 RCW)**.

Article VI Section II: Rules of Procedure

Consensus process occurs as follows:

- A. Facilitator asks for someone to make a proposal
- B. Notetaker captures the proposal so everyone can see it
- C. Person making the proposal also explains their reason for making the proposal, provides an example, and restates it
- D. Facilitator asks for clarifying questions and concerns, which creates an opportunity to reshape the proposal
- E. If proposal is reshaped, it must be restated
- F. Facilitator asks for any remaining concerns
 - 1. Objections / Stand Asides
 - a. Defined as not member's preference but proposal does not pose a risk to group's mission or ability to do work and therefore does not prevent proposal from moving forward
 - 2. Blocks
 - a. Defined as blocking consensus because something about the proposal undermines the group and risks the group's ability to do work and stay in alignment with mission
- G. If none, consensus is achieved using verbal or visual indicators

Article VI Section II: Rules of Procedure



Article VI Section V: Conflict of Interest

Board members must disclose, to the best of their knowledge, **all potential conflicts of interest** as soon as they become aware of them and always before any actions involving the potential conflict of interest are taken. Board members will be prohibited from voting on any matter in which there is a conflict of interest. A potential conflict of interest arises when a board member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board. The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include: the name of the interested party and the nature of the interest, and the decision as to whether the interest presented a conflict of interest. Potential conflicts of interest may include situations in which a board member or a board member's relative or business:

- A. Has an ownership or investment interest in any third party that the board is considering dealing with;
- B. Serves on the board or, participates in the management of, or is otherwise employed by or volunteers with any third party that SKHHP does business with or is considering doing business with;
- C. Receives or may receive compensation or other benefits in connection with a transaction into which SKHHP enters;
- D. Receives or may receive personal gifts or loans from third parties doing business with SKHHP;
- E. Has a close personal or business relationship with a participant in a transaction being considered by SKHHP;
- F. Would like to pursue a transaction being considered by SKHHP for their personal benefit.

Article VII: Amendments

Section I: How to amend, process

Amendments to the Bylaws can be made through the **consensus decision-making process** by the board as outlined in Article II; Section VI.

2025 Housing Capital Fund Debrief



Normandy Park, ca. Unk.

Photo courtesy Windermere Real Estate/Redfin

2025 Housing Capital Fund Recommendation

Project sponsor and name	Location	# of units	Project type	Amount requested	Recommended funding – HB 1590	Recommended funding – SHB 1406
African Community Housing & Development – African Diaspora Cultural Anchor Village	SeaTac	129	New Construction Rental	\$3,500,000	\$1,200,000	--
St. Stephen Housing Association – Steele House	Renton	6	New Construction Rental	\$1,820,850	\$1,820,850	--
Mental Health Housing Foundation – Steel Lake	Federal Way	20	New Construction Rental	\$1,500,000	--	\$922,000
TOTAL	--	155	--	--	\$3,020,850	\$922,000

2026 Education & Engagement Opportunities



Home Designed by Benjamin McAdoo, Normandy Park, WA ca. 2022.
Photo courtesy Seattle Times/Benjamin Benschneider/Sherri Olson Architecture

SKHHP Education and Engagement

SKHHP Interlocal Agreement (ILA): A board consisting of twelve to fifteen community members appointed by the Executive Board to.....provide public education and community outreach services.

Work Plan Action 12: 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.

Previous Education and Engagement Activities

- Presentation to the SKHHP Executive Board on “Practical Solutions to Homelessness” (2024)
- Supported a tour of Affordable Housing in South King County including MSC and Homestead CLT (2024)
- Supported the SKHHP Legislative Forum (2025)

2026 Education and Engagement Ideas

- Affordable Housing Tour
 - Locations?
- Presentation to SKHHP Executive Board: Topic TBD
- Community Education Event or Forum
- Housing Trivia Night or Fun Event