



Community, Housing, & Human Services Board

May 1, 2024, 4:00 p.m.

Hybrid Meeting – Microsoft Teams and City Council Briefing Center
808 W. Spokane Falls Blvd., Spokane, WA 99201

Vision: To provide opportunities that enhance the quality of life for Spokane’s extremely low to moderate income population.

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE	
4:00 – 4:05	Call to Order – Board Chair
	<ol style="list-style-type: none"> 1. Approval of Agenda: ACTION 2. Approval of Minutes: ACTION 3. Public Comment – Please restrict comments to items relevant to the CHHS Board
4:05 – 4:35	Director’s Report
	<ol style="list-style-type: none"> 1. Welcome New CHHS Director, Arielle Anderson
4:35 – 4:50	Board Education
	Fair Housing Assessment – Marley Hochendoner, Northwest Fair Housing Alliance
4:50 – 5:45	Discussion and Action Items
	<ol style="list-style-type: none"> 1. Welcome New Board Members: Christabel Agyei, Wes Anderson, Flor Castañeda, James Randall, Caroline Yu 2. Confirm New Committee Members: James Randall to Eval & RFP and Caroline Yu to Affordable Housing 3. 2025-2029 Consolidated Plan Update 4. RFP HHOS Recommendations: ACTION
5:45 – 5:55	Council and Committee Updates
	<ol style="list-style-type: none"> 1. Council 2. Affordable Housing 3. RFP/Eval
5:55 – 6:00	Announcements
	<ul style="list-style-type: none"> • OPMA Video – All Board Members are required to complete this training by the June 5, 2024, Board Meeting • Conflict of Interest – All Board Members are required to complete this form by the June 5, 2024, Board Meeting
6:00	Adjournment – Board Chair

2023 Board Meeting Schedule

All Board meetings are held on the first Wednesday of each month; attendance is in person in the City Council Briefing Center and via Microsoft Teams from 4:00 p.m. to 6:00 p.m., unless otherwise posted.

[Click here to join the meeting](#)

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Board Members	Jan. 3	Feb. 7	Mar. 6	Apr. 12	May 1	Jun. 5	Jul. 3	Aug. 7	Sep. 4	Oct. 2	Nov. 6	Dec. 4
Barb Lee	X	X	X	X								
Caroline Yu				X								
Casey Bowers	X	X	X	X								
Cristabel Agyei				X								
David Edwards	X	X	X	X								
Eric Robison	X	X	X	X								
Flor Casteneda				X								
George Dahl – County Rep	X	X	X	X								
Gloria Mantz – CoC Liaison				X								
James Randall				X								
Jeri Rathbun (Chair)	X	X	X	X								
Karen Ssebanakitta	X	X	X	X								
Leslie Hope	X	X	X	X								
Lili Navarrete – Council Member				X								
Paul Dillon – Council Member		X	X	A								
Wes Anderson				X								

STANDING COMMITTEE MEETING INFORMATION

Affordable Housing Committee: Second Tuesday of each month, 10:30 a.m. - 12:00 p.m.

Arlene Patton, Adriane Leithauser, Phil Altmeyer, Andy Hoye, Mark Muszynski, Patricia Kienholz, Diane Zemke, Michone Preston, Eric Robison (Vice Chair), David Edwards (Chair), Caroline Yu, Leslie Hope

Evaluation & Review Committee: Third Wednesday of each month, 10:00 - 11:00 a.m.

Karen Ssebanakitta (Chair), Jeri Rathbun, Kim Taylor, Diane Zemke, Arlene Patton, Rowena Pineda, Barb Lee, David Edwards, Casey Bowers

Executive Committee: Third Wednesday of each month, 4:00 - 5:30p.m.

Jeri Rathbun, Adriane Leithauser, David Edwards, Karen Ssebanakitta

CA/CD: First Tuesday of each month, 5:30 to 7:00 p.m.

Refer to <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/> for more information on Board-related meetings and events.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Community, Housing & Human Services Board

April 12, 2024
Meeting Minutes

Meeting called to order at **2:12 PM**.

Attendance/Introductions

- **Board Members Present:** Leslie Hope, Jeri Rathbun, David Edwards, Casey Bowers, Adriane Leithauser, Barb Lee, George Dahl, Karen Ssebanakitta, Eric Robison, Wes Anderson, Christabel Agyei, Flor Castaneda, James Randall, Caroline Yu, Lili Navarrete
- **Staff Present:** Arielle Anderson, Tessa Jilot, Heather Page, Christy Jeffers, Amanda Martinez, Brian Walker, Richard Culton, Adam Schooley, Carlos Plascencia
- **Guests Present:** Nicolette Ocheltree, Jennifer Wilcox,

The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform

Retreat:

The CHHS Board's Annual Retreat was held earlier in the day and the April Board Meeting was held at the end of the retreat as Board Business. (Retreat agenda attached.)

Approval of the Agenda:

Jeri Rathbun requested to amend the agenda to include the retroactive vote to open the public comment period for the HOME-ARP and add the AHC recommendation for a previously awarded 1590 project.

MOTION by David Edwards, seconded by Leslie Hope, **to approve the Agenda, as amended; unanimously approved.**

Public Comment: None.

HOME-ARP Public Hearing: Heather reviewed the reason for the substantial amendment and provided context to reopening the comment period – HUD had kicked it back as we were one day short on our public comment period. The Executive Committee did re-open the comment period prior to April 3rd and this is just formalizing everything for the board and giving HUD the proper timeline for the Amendment.

MOTION by Leslie Hope, seconded by Karen Ssebanakitta, **to extend the HOME-ARP public comment period retroactively from April 3rd to April 19th, and hold the Public Hearing today (already on agenda); approved unanimously.**

NO PUBLIC COMMENT RECEIVED PRIOR TO OR DURING THE MEETING.

Annual Action Plan Hearing: Heather gave a rundown on the AAP, the estimated allocations, and reminded everyone that this is the gap year in the Consolidated Plan. The original comment period needed to be extended by 30 days due to a significant change made to the plan.

MOTION by Leslie Hope, seconded by David Edwards, **to close the Annual Action Plan comment period on April 12, 2024; approved unanimously.**

NO PUBLIC COMMENT RECEIVED PRIOR TO OR DURING THE MEETING.

Affordable Housing Committee Recommendation: David Edwards provided a summary on the NECCA request to reduce the scope and extend the term of the project. The AHC recommends pulling the funds from the current project and reallocating the funds to other projects.

MOTION by David Edwards, seconded by Karen Ssebanakitta, **to pull the funds from NECCA; approved unanimously.**

Announcements: None.

Meeting Adjourned at 2:43 PM.

The next CHHS Board Meeting is scheduled for **May 1, 2024 from 4:00-6:00 pm.**



CHHS Board Annual Retreat 2024

April 12, 2024
9:00am-2:30pm

Philanthropy Center
1020 W. Riverside Ave.

Agenda

9:00am – Welcome and Intro activity – 45 minutes

9:45am – CHHS Department Overview – 1 hour

10:45am – Break – 10 minutes

10:55am – Board Purpose activity – 1 hour 10 minutes

- Include 20 minute presentation from Diane Zemke

12:05pm – Lunch – 30 minutes

12:35pm – AH&RFP Committee Collaboration – 1 hour 10 minutes

- Include 20 minute presentation from George and Dawn
- Committee Roles
- Process improvements

1:45pm – Break – 10 minutes

1:55pm – +/- activity – 10 minutes

2:05pm – Board Business – 25 minutes ([Join Online](#))

- HOME ARP Public Hearing
- AAP Public Hearing
- Announcements

2:30pm – Adjourn

Community, Housing & Human Services Board

March 6, 2024
Meeting Minutes

Meeting called to order at **4:03 PM**.

Attendance/Introductions

- **Board Members Present:** Leslie Hope, Jeri Rathbun, David Edwards, Casey Bowers, Adriane Leithauser, Barb Lee, George Dahl, Karen Ssebanakitta, Eric Robison
- **Staff Present:** Kimberly Babb, Tessa Jilot, Heather Page, Christy Jeffers, Amanda Martinez, Brian Walker, Richard Culton, Adam Schooley, Carlos Plascencia
- **Guests Present:** Nicolette Ocheltree, Wes Anderson, Christabel Agyei, Flor Castaneda, James Randall, Cory Bonallo, Jennifer Wilcox

The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform

Approval of the Agenda:

Jeri Rathbun requested to amend the agenda so the director's report will be before Board Education on this and all following agendas, Discussion Item 5 – David Edwards nominated as the new chair of the Affordable Housing Committee will be an Action Item.

MOTION by Eric Robison, seconded by Eric Robison, **to approve the Agenda, as amended; unanimously approved.**

Approval of the Minutes:

MOTION by Adriane Leithauser, seconded by Casey Bowers, **to approve the February 7, 2024, minutes; unanimously approved.**

Public Comments: None.

Director's Report: Richard Culton

HHOS Supplemental applications – they are to close March 8th and will be brought to the Board again in April and to City Council in May.

ROW NOFA – our application was rejected but the City was granted a second chance so it has been reworked and is being finalized for submission next week.

Mayor's Transition Committees – are meeting with staff to begin work.

Warming Centers – were closed but an extension for some locations has been put into place.

HOME RFP – Official allocations have not been released but the department is prepping docs with estimated allocations. Applications will open April 1, close May 1, and allocations should be announced in June.

Arielle Anderson has been selected as the new CHHS Department Director and is slated to start April 8.

CMIS Program Manager and BSA II interviews are slated for next week.

HCD Team is currently fully staffed.

HI Team is currently understaffed (still).

HOME-ARP – Christy Jeffers could not get an attestation from the person she met with from the HRC, but that person put in a PRR for emails from that time period. (More on HOME-ARP later.)

Board Education: Fair Housing Plan – Marley Hochendonner, Northwest Fair Housing Alliance

Discussion and Action Items:

Jeri Rathbun gave thanked Adriane Leithauser for her service that went above and beyond for the Board.

Authorizing Executive Action: Jeri asked the Board if they would grant the Executive Committee the authority to take emergency action outside of a Board meeting, if needed.

MOTION by Leslie Hope, seconded by Eric Robison, **to grant the CHHS Board’s Executive Committee the authority to take emergency action outside of a Board meeting, if needed; approved unanimously.**

RFP Candidates:

MOTION by David Edwards, seconded by Eric Robison, **to approve the RFP Candidates to the RFP Committee; approved unanimously.**

Board Candidates:

MOTION by Casey Bowers, seconded by Leslie Hope, **to approve board applicants Christabel Agyei, Flor Castaneda, James Randall, Caroline Yu, and Wes Anderson, and move them to the mayoral step of the process; approved unanimously.**

AHC Chair:

MOTION by Leslie Hope, seconded by Adriane Leithauser, **to confirm David Edwards as the new chair of the Affordable Housing Committee; approved unanimously.**

HOME-ARP Update: Heather Page requested to extend the public comment period to April 4th.

MOTION by Leslie Hope, seconded by Adriane Leithauser, **to extend the HOME-ARP public comment period to April 4th when it will then close, and the department will report to the Board at the April meeting; approved unanimously.**

Public Hearing for the 2024 Annual Action Plan: No Comment.

City Council Updates:

TRAC - \$4 million has been allocated to help with the transition and Street Medicine.

Rental Stabilization – The proposed state rental stabilization bills failed to pass.

State of Emergency: A State of Emergency regarding the Fentanyl/Opioid Epidemic is being requested.

Committee Updates:

Affordable Housing: None.

RFP: None.

Will add CoC to this section in the future to instill more collaboration.

Announcements: None.

Meeting Adjourned at 6:13 PM.

The next CHHS Board Meeting is scheduled for **April 3, 2024 from 4:00-6:00 pm. (May be canceled due to the Board Retreat also being held in April.)**