



Community, Housing, & Human Services Board

November 6, 4:00

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

City Council Briefing Center

Lower Level, City Hall

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

4:00 – 4:10 Call to Order - Board Chair

- 1) Approval of Agenda: **ACTION**
- 2) Public Comment - Please restrict comments to items relevant to the CHHS Board
- 3) Approval of the October Meeting Minutes: **ACTION**

4:10 – 4:50 Discussion

- 1) Meet and Approve New Board Members – **ACTION**
(members being Considered – Barry Barfield, Bob Hutchinson, Ike Okoli, Jerri Rahbun, Jason McAllister)
- 2) Home RFP Update – Paul Trautman
- 3) CDBG Capital – Policy and Procedure – George Dahl
- 4) Board Nominations

4:50 – 5:05 Director Report – Tim Sigler

5:05 – 5:15 Council Update

5:15 – 5:25 Committee Updates

- 1) Affordable Housing Committee
- 2) Evaluation and RFP Committee

5:25 – 5:30 Announcements

6:00 Adjournment - Board Chair

2019 Board Meeting Schedule

All Board meetings are held in City Hall in the City Council Briefing Center from 4:00 – 6:00 p.m. unless otherwise posted.

February 6, 2019
 March 6, 2019 - Cancelled
 April TBD (Board Retreat TBD)
 May 1, 2019
 June 5, 2019
 August 7, 2019
 September 4, 2019
 October 2, 2019
 November 6, 2019
 December 4, 2019

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 Spokane City Council Chamber 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.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Username: COS Guest Password:

	Feb. 6	March 6 Meeting Cancelled	April 10	May 1	June 5	July 3 Meeting Cancelled	Aug. 7	Sept. 4	Oct. 2	Nov. 6	Dec 5
Mike Fagan – Council Member	X		X				X				
Gordon Graves	X			X	X			X	X		
Joe Johnston	X										
Adriane Leithauser	X		X	X	X			X	X		
Rebecca Sero	X		X				X	X	X		
Ben Stuckart – Council Member				X							
Anne Stuyvesant-Whigham	X		X	X	X		X		X		
Kim Taylor	X		X	X				X	X		
Dillon Thorpe	X		X	X	X		X	X	X		
Pam Tietz – CoC Rep											
Kathleen Torella – County Rep			X	X			X	X	X		
Diane Zemke	X		X	X	X		X	X			
Melody Dunn	X		X	X	X		X	X	X		

STANDING COMMITTEE MEETING INFORMATION

Affordable Housing Committee: Second Tuesday of each month, 11:30 to 1:00. Union Gospel Mission

Arlene Patton, Gary Pollard, Adriane Leithauser, Karen Stratton, Phil Altmeyer, Andy Hoyer, Doug Durham, Mark Muszynski, Art Noll, Patricia Kienholz

Evaluation & Review Committee: *Kim Taylor, Rebecca Sero, Diane Zemke, Arlene Patton, Fran Papenleu, Amme Paluch, Anne Whigham, Jessie Norris, Sarah Clements-Sampson, Christina Kamkosi, Mike Crowley, Mark Muszynski, Rowena Pineda*

Executive Committee: Third Wednesday of each month, 1:30 to 3:00 P.M. City Hall, 6th floor Conference Room - *Diane Zemke, Arlene Patton, Anne Whigham, Fran Papenleu, Kim Taylor, Adrian Leithauser, Dawn Kinder, Kelly Keenan*

CA/CD: First Tuesday of each month, 5:30 - 7:00 P.M. West Central Community Center, Newton Room

Refer to <https://spokanechhs.org/> for information on Board-related meetings and events

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Community, Housing, & Human Services (CHHS) Board

October 2nd, 2019
Meeting Minutes

Meeting called to order at 4:01 PM.

Attendance

- **Board Members Present:** Melody Dunn, Gordan Graves, Adriane Leithauser, Kim Taylor, Rebecca Sero, Dillon Thorpe, Anne Stuyvesant-Whigham (Chair), Kathleen Torella
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Tim Sigler, Paul Trautman
- **Guests Present:** Gary Barfield, David Moody, Kirsten Davis, Niki Madunich, Katie Hanna, Bob Hutchinson.

Approval of the Agenda

Before the meeting agenda could be approved it was asked if we could add a site tour of the Spokane Resources Center at the end of the meeting.

Motion to approve agenda with the adding the site tour to the end of the agenda by CHHS Board Member Kim Taylor and seconded by CHHS Board Member Adriane Leithauser.

➤ AGENDA APPROVED

Introductions: Board members and staff went around the room and introduced themselves. After the board members and staff gave their introductions, the guest went around the room and give their introductions and reasons for being at the meeting.

Approval of the April 2019 Meeting Summary

Before the April Meeting summary could be approved the following changes need to be made.

Under the Attendance Portion of the minutes it needs to be noted that Anne was to in attendance and we had named Morgan.

Comments need to be changed that the board opened the Public Comment Period for the Caper and for the submission of the Caper

Motion was made by Kim Taylor and Seconded by Melody Dunn

It was Dillion who had approved the August Minutes and Kathleen seconded them.

Motion to approve the September Meeting Summary with the above changes by CHHS Board Member Leithauser and seconded by CHHS Board Member Dillon Thorpe.

➤ MEETING SUMMARY APPROVED

Project ID:

Bob from project ID came to talk to the board regarding his organization. Kids can participate in bowling, track and field events along with other sports. 95% of the program is ran by volunteers.

The Extreme team came in and help them renovate the building. Bob then presented the board with a video that describes their organization after the video the board was then presented with Project ID's new sixty second commercial.

Note: Minutes are summarized by staff. An audiotape, presentations, and handouts of the meeting is on file – Community, Housing, and Human Services, City of Spokane

Caper Update:

City Staff Member George Dahl gave the board the following update on the Caper. No public comments had been received for the caper and it had been submitted last week. There were no questions from the board.

NCDP Timeline and update:

City Staff Member George Dahl provided the board with the following information: This is the first year that we are doing this as a district model. We went to all of the districts and asked them what are their needs, and funding priorities. We have received feedback from 3 of the districts, one of them did not have any priorities and wanted to partner with who they would like to and will get back to us.

Housing, Rehab or new construction, childcare and senior services centers added to areas that currently do not have one are the top priorities for all of the districts. It was mentioned that there was some confusion with the timeline and the process. Applications will be open in December and will need to be in by the first week of April. Once the Applications have been received then it will be determined which projects will be moved forward. District 2 will be turning in their funding priorities to the CHHS department by October 18th.

It was asked why District 1 had 200K to spend and the other districts only had 100k. Staff member Dahl mentioned that District 1 has a higher level of poverty in the area so that is why they have been allocated with more funds.

CDBG Capital Update:

City Staff member George Dahl provided the Board with the following information. This was more of a discussion piece for the board to think about and then make a decision at a later time.

Staff members have been getting questions about when a new RFP will be going out for Capital RFP funds. We are looking for a way to kind of speed up the process if we have a project that needs funding and we have the funds. Can it be a simple yes, no instead of going out for another RFP? Example if we know that the community is in need of childcare, we have a project for childcare in need for some additional funds can we just go head and fund them? Can we get the okay to get this approval without having to go through the process again?

How would this process work?

The City of Spokane CHHS has a funding page. This page outlines the funds that are available. Folks that have projects that need just a few more funds can submit a request on this page. How often are we getting these requests? There is 650K of unobligated funds for public facility improvements.

Again, how will the CHHS department be making the decisions, will staff review the application and then make those decisions to either the board, Affordable Housing Committee or the RFP Committee. Maybe these should go to the committees for the decision and not the board, this way the committees can be more in debt with these decisions.

Do we change the name of the Affordable housing Committee?

Can City Staff Member George draft a process and bring this to the next board meeting? Think

we need to approach this like a pilot program before we go and make this a permanent things. Would like to see what the actual percentage is.

Director Report

Staff member Keenan provided the Director's report including the following items:

- Home Round is currently open and will be closing on October 7th. Probable around December before we will need to make any decisions.
- Right now we are in a holding pattern for the House Bill 1406. Waiting for the state to put out program guidelines. Most of the communities around the area have put in their applications of intent.
- Still working on adding shelter capacity - looking for a full shelter and some temporary warming shelter space. Small scale emergency response was activated this last weekend due to the cold temperatures that came through the region. UGM activated their day rooms at both their women and mends centers without any types of regulations.
- Lastly Director Kelly Keenen informed the board that he had given his letter of resignation to the Mayor and that his last day will be October 11th.

Board Nominations:

The Executive board would like to put forward the following nominations.

Chair - Adriane

Vice Chair - Rebecca Sero and Dillion Thorpe

No Action is needed at this time. We will open up nominations from the rest of the board in November. The Chair holds a spot for 2 years and the VC holds them for 1 year.

Council Update:

No representatives were present from City Council. No update was provided at this time.

Committee Updates

1. Affordable Housing Committee - Update came from City Staff Member Paul Trautman - Single Family Rehab RFP will be going out shortly. Housing Washington Conference is this next week. Talk about the 1406 house bill and how increasing the amount of tax credits.
Home RFP will be closing on October 7th, - know that we should be receiving an application from Community Frameworks, and the Catholic Charities Project. We are offering 2 million in available funds.
2. Evaluation and RFP committee - Meet earlier this week and came up with a template on how they will conduct their performance reviews.

Meeting Adjourned at 5:35pm PM.

The next CHHS Board Meeting is scheduled for **November 6, 2019 from 4-6pm**

BRIEFING PAPER
Community, Housing and Human Services Board
Alternatives to Traditional RFP Process: CDBG Capital
November 6, 2019

SUBJECT:

Discuss alternatives to traditional CHHS Request for Proposal (RFP) methods for allocating unobligated CDBG capital funds.

BACKGROUND:

CHHS has traditionally relied on a formal Request for Proposals (RFP) process to allocate CDBG capital funds. This process provides an excellent opportunity to solicit a broad range of applications from the community. The primary drawback to this approach is the length of time it takes to develop and administer the RFP. The following outline provides an overview of the current RFP process:

- CHHS drafts and releases RFP to Public (3-4 weeks)
- CHHS provides technical assistance workshops for perspective applicants
- RFP closes (typically 5-6 weeks)
- CHHS reviews applications for project eligibility and organizational risk (2-4 weeks)
- CHHS provides the Evaluation & Review, or Affordable Housing Committee with application resources
- Committee members review and score applications (2-3 weeks)
- Staff assembles Committee scores (1 week)
- Committee meets to deliberate application scores and make funding recommendations to CHHS Board
- CHHS Board reviews and approves Committee funding recommendations
- CHHS drafts and executes contractual agreements (4-6 weeks)
- CHHS works with subrecipient to procure contractor for project (1-3 months)
- Contract executed between subrecipient and contractor (1-3 weeks)
- Subrecipient/CHHS issues notice to proceed to contractor (1-4 weeks)
- Work begins
- CHHS provides ongoing compliance oversight throughout the projects duration
- Project closeout

The life cycle of a typical CHHS RFP is approximately 5-6 months from start to contract execution. While this process allows for broad participation, it significantly reduces the ability for CHHS to respond to rapidly changing community need.

PROPOSAL:

CHHS seeks Board support for the following proposal:

Allocate 90% of unencumber CDBG capital funds to priority community projects. These funds will be exempted from the traditional CHHS RFP process outlined above. The proposed process for allocating funds will follow the outline below:

- Applicant will submit a basic application for funding
 - *Project Scope*
 - *Detailed Budget (with other leveraged funding sources)*
 - *Project Timeline*
- CHHS will present application to Board for review and approval
- CHHS will enter into contract with applicant

In response to the need for capital investments related to ongoing repair (flooring, windows, HVAC, etc.) CHHS will reserve 10% of all unencumbered funds for a traditional RFP process as outlined above.

The example below is intended to illustrate how this alternative would work if CHHS had \$1,000,000 of unencumbered CDBG capital funds.

	90% Unencumbered Example (\$900k)	10% Unencumbered Example (\$100k)
Project Examples	<ul style="list-style-type: none"> • Land Acquisition • Affordable Housing Acquisition/rehab • Child Care Facilities • Homeless Shelter Facilities 	<ul style="list-style-type: none"> • Flooring Repairs • Window Replacements • HVAC Repairs • Priority Security Systems • Roof Repairs
Award Size	<ul style="list-style-type: none"> • Minimum award \$50k • Max award limited to amount of available unencumbered funds 	<ul style="list-style-type: none"> • Minimum award \$10k • Max award limited to <50% of available unencumbered funds
RFP Process	<ul style="list-style-type: none"> • Simple application submitted to CHHS and approved by Board 	<ul style="list-style-type: none"> • Traditional CHHS RFP process (see above)
Timeline	<ul style="list-style-type: none"> • 2-3 months 	<ul style="list-style-type: none"> • 5-6 months

TIMELINE:

CHHS would like to make this adjustment to the traditional RFP process as soon as possible to address immediate community need for low/moderate income individuals.

IMPACT:

The alternative outlined above would allow CHHS to be more responsive to changing community need and rapidly respond to CDBG timeliness requirements.

ACTION:

CHHS is seeking Board discussion regarding the recommendation to explore alternative methods for allocating CDBG capital funds.

Appendix:

BACKGROUND: CHHS staff presented the above proposal to members of the CHHS Board at their October 2, 2019 meeting. During the presentation, members of the CHHS Board requested additional information about how CHHS would ensure transparency and equity as community service providers applied for CHHS capital funds. The following proposal is a response to that request.

PROPOSAL: Host a perpetual capital program funding page on the City of Spokane's CHHS website. This page will contain an overview of community needs and goals as listed in the Consolidated Plan. CHHS will also list funding priorities to address changing community needs. Basic program requirements will be listed in addition to an application, and agency risk assessment.

CHHS will only accept proposals/applications submitted between Monday and Friday during the 2nd week of each month. Staff will review each application to determine eligibility and agency risk. All eligible applications will be forwarded to members of the CHHS Board for review and funding recommendation at their regularly scheduled meeting.

CHHS will use an 80/20 split to award unencumbered funds. 80% of all unencumbered funds will go toward larger scale capital projects with expenditures exceeding (>) \$50,000. The remaining 20% of unencumbered funds will support smaller scale (<\$50,000) capital needs proposals. The total amount of funds available will vary due to program income and other factors. CHHS will not publish a total amount of funds available due to the fluidity of unencumbered funds.

CHHS staff will reserve time during the 2nd week of each month to meet with perspective applicants and provide technical assistance. Technical Assistance (TA) meetings will be scheduled in advance via RSVP between the perspective applicant and CHHS staff. No RSVP, not TA.

Draft CHHS Website Content:

Overview:

The Community, Housing and Human Services Department (CHHS) has developed a simplified application process to address changing and urgent community needs. The Perpetual Housing and Capital Improvements Program (PHCDP) allows partner agencies an opportunity to access CHHS funding sources on a monthly basis, or until funding is no longer available. Interested partner agencies are encouraged to submit an application packet to CHHS.

Funding Priorities:

CHHS has identified the following funding priorities as listed in the most current Consolidated Plan:

- Need for Safe Affordable Housing Choice
- Need to provide for basic and special needs and reduce homelessness
- Need for community development, infrastructure and economic opportunities

Note: CHHS may provide additional funding priorities as community needs change. Please revisit this page monthly for funding priority updates.

Application Resources:

CHHS will accept complete application packets during the second week of each month. Staff will review application packets to determine basic programmatic eligibility

- PHCDP Application
- CHHS Agency Risk Assessment

ACTION: This proposal is for conversational purposes only and not considered final until the CHHS Board makes an action to formalize the process.



EAST HARTSON AVE.

SOUTH LEE STREET

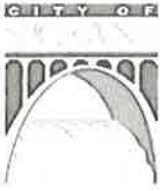
East Central Dental Clinic



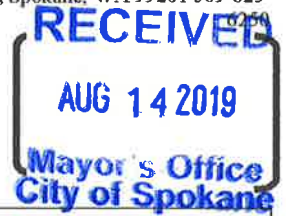


East Central Dental Clinic





Application For Committees/Boards/Commissions
The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.
Please complete each section, if applicable.



POSITION APPLYING FOR: Community, Housing and Human Services Board

Applicant's Name: Barry B. Barfield

Residence Address: 609 West 17th Avenue

Mailing Address: 609 West 17th Avenue

Email: barrybarfield@gmail.com Home Phone: 509-455-6726 Cell Phone: 509-999-1200

How long have you been a continuous resident of the City of Spokane? 27 years

Are you registered to vote in the City of Spokane? Yes

Have you ever used or been known by any other name? No

EDUCATIONAL HISTORY

High School: Mater Dei High School Diploma Earned: Diploma in 1972

Address: 1202 W Edinger Ave, Santa Ana, CA 92707

College/University: Loyola Law School Degree Earned: JD in 1984

Address: 919 Albany Street, Los Angeles, California 90015

EMPLOYMENT HISTORY

Present or Last Employer: Gonzaga Preparatory School Position: Teacher Dates: 1992-present

Address: 1224 E Euclid Ave, Spokane, WA 99207 Phone: 509-483-8511

Previous Employer: California Association of Realtors Position: Attorney Dates: 1986-1991

Address: 525 S Virgil Ave, Los Angeles, CA 90020 Phone: (213) 739-8200

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Ms. Cindy Reopelle, Principal, Gonzaga Prep Relationship: Supervisor Phone: 509-483-8511

Name: Dr. Michael Carey, Chairperson, Department of Organizational Leadership, Gonzaga University

Relationship: Personal Phone: 509-994-6745



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the
Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community.

As a teacher of Ethics at Gonzaga Prep for 27 years I have attempted to take my students on field trips to, bring guest speakers into the classroom from and educate my students about the following agencies and institutions and how they are doing ethical work. Some of my involvement is minimal and some is extensive. The extensive ones are in bold.

A Way Home Washington, American Indian Community Center, Anna Ogden Hall, **Arc of Spokane**, Better Health Together, Big Table, Blessings Under The Bridge, **Boys and Girls Club**, **CAPA (Catholic Charities)**, Caritas Outreach Ministries, **Christ Kitchen**, City Gate, Community Court, Community-Minded Enterprises, Crosswalk, **Cup of Cool Water**, **Dream Center (Men's Recovery)**, **Embrace Washington**, ESL (at 2310 N. Monroe), Evergreen Club, Excelsior Youth Center, **Family Promise**, Feed Spokane, **Food for All (Catholic Charities)**, Global Neighborhood, **Gonzaga University (Center for Community Engagement)**, Institute for Hate Studies, **Center for Civil and Human Rights and Unity Multicultural Education Center**, Goodwill, **Habitat For Humanity**, **Head Start**, **HEART (Homeless Education And Resource Team)**, **Hope House Women's Shelter**, Hope Works Spokane, **Hospice**, House of Charity Clinic, **House Of Charity**, **Human Rights Commission (WA state agency)**, Hutton Settlement, **Islamic Center**, **Jonah Project**, **Kizuri**, Life Services, Low Income Housing (Wilton, Collins, Pioneer Pathway, The Carlisle), Lutheran Community Services, **Mid-City Concerns/Meals on Wheels**, Mission Community Outreach Center, **Morning Star Missionary Baptist Church**, New Leaf Bakery & Café, **Our Club**, **Our Place Community Ministries**, **Permanent Supportive Housing** (Fr. Bach, Marilee, Buder Haven and Donna Hanson), **Rising Strong**, Salish School of Spokane, Salvation Army, **Second Harvest**, Shalom Ministries, Shriner's Hospital, **SNAP**, **St. Ann's Children & Family Center**, **St. Margaret's Shelter**, **Summit View Apts.**, **Temple Beth Shalom**, **Transitions**, **Women's Hearth**, Truth Ministries Men's Shelter, Union Gospel Mission (shelter for women and children, men's shelter and Youth Outreach), Vanessa Behan Crisis Nursery, Women's And Children's Free Restaurant and **World Relief**.

Describe why you are interested in serving on this Committee/Board/Commission.

I am semi-retired and have the time to give back to my community. I believe my background would benefit the Board.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

I have extensive knowledge - over a 27 year period - of agencies and organization that interact with Spokane's extremely low to moderate income populations. I have six years' experience as a real estate attorney. After attending a Board meeting and reading the CHHS Board's and the CHHS Department's websites it appears a legal background would be helpful.

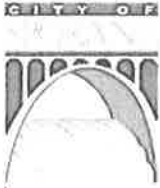
UNDERSTANDING OF APPLICATION

I, Barry B. Barfield, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.



I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT:

Barry Barfield

DATE:

8/8/19

PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the
Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community, Housing and Human Services Board

Applicant's Name: Barry B. Barfield

Sex: Female X Male

Date of Birth: May 26, 1954

Ethnic Origin (please select one of the following):

 Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

 X **White** (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

 Black / African American (having origins in any of the black racial groups of Africa)

 Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

 Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

 American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

 Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

 X Not a veteran

 Vietnam-era veteran

 Any other veteran

 Disabled veteran

Disability Status:

 Disabled

 X Non-Disabled



MySpokane – City Hall
808 W. Spokane Falls Blvd, Spokane, WA 99201
509-625-6250

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.

Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: <u>CHHS Board Member</u>	
Applicant's Name: <u>Robert Hutchinson</u>	
Residence Address: <u>11714 N Wall St, Spokane, WA 99218</u>	
Mailing Address: <u>Same as above</u>	
Email: <u>bob@projectidspokane.org</u>	Home Phone: _____ Cell Phone: <u>509-879-3372</u>
How long have you been a continuous resident of the City of Spokane? <small>Since 1979</small> _____	
Are you registered to vote in the City of Spokane? <u>yes</u>	
Have you ever used or been known by any other name? <u>Bob Hutchinson</u>	

EDUCATIONAL HISTORY	
High School: <u>Mead High School</u>	Diploma Earned: <u>yes</u>
Address: <u>302 W Hastings Rd, Spokane, WA 99218</u>	
College/University: <u>Whitworth University</u>	Degree Earned: <u>BA</u>
Address: <u>300 W Hawthorne Rd, Spokane, WA 99251</u>	

EMPLOYMENT HISTORY	
Present or Last Employer: <u>Project id</u>	Position: <u>Executive Director</u> Dates: <u>4/2016 to present</u>
Address: <u>4209 E Pacific Ave</u> Phone: <u>509-475-7185</u>	
Previous Employer: <u>Children's Home Society</u>	Position: <u>Community Director</u> Dates: <u>11/2011-2015</u>
Address: <u>2323 N. Discovery Pl., Spokane Valley, WA 99216</u> Phone: <u>509-747-4174</u>	

REFERENCES	
The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.	
Name: <u>Karl Ziegler</u>	Relationship: <u>Friend</u> Phone: <u>509-467-4960</u>
Name: <u>Scott Wetzel</u>	Relationship: <u>Community Partner/ friend</u> Phone: <u>509-468-2923</u>



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Application For Committees/Boards/Commissions

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Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. I have been an Executive Director for the Boy Scouts of America, Recreation Therapist for the state of Washington, help start the Boys & Girls Club of Spokane County,

Was a major gift director for Whitworth University. I coached many teams. I am on the board for Skils'kin and have served on other boards. I have been a trainer for board development for many organizations.

Describe why you are interested in serving on this Committee/Board/Commission. I feel that CHHS board needs to have a person that understand the intellectual and developmentally disabled community. I feel I can bring understand to the needs of this community. I also have been involved with many different communities from education, recreational and community based programs.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission. I am seasoned leader who can direct and manage a team in the visioning and implementation of a comprehensive development plans. Skilled in communication, relationship management and leading teams Experienced in creating and executing an overall strategic plan as well as budget forecasting, analysis and financial management.

UNDERSTANDING OF APPLICATION

I, Robert Hutchinson, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT:  DATE: 10/17/2019

PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK



MySpokane – City Hall
808 W. Spokane Falls Blvd, Spokane, WA 99201
509-625-6250

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: CHHS Board Member

Applicant's Name: Robert Hutchinson

Sex: ☐ Female ☒ Male Date of Birth: 2/9/1961

Ethnic Origin (please select one of the following):

☐ Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

☒ White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☐ Black / African American (having origins in any of the black racial groups of Africa)

☐ Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

☒ American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

☒ Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

☒ Not a veteran ☐ Vietnam-era veteran

☐ Disabled veteran ☐ Any other veteran

Disability Status:

☐ Disabled ☒ Non-Disabled



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.

Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: Community House and Human Services Board

Applicant's Name: Ike Okoli

Residence Address: 507 S Howard St. apt 35 Spokane WA 99204

Mailing Address: Same

Email: ikeokolisokane@yahoo.com Home Phone: _____ Cell Phone: 770-833-1116

How long have you been a continuous resident of the City of Spokane? Yes

Are you registered to vote in the City of Spokane? Yes

Have you ever used or been known by any other name? No

EDUCATIONAL HISTORY

High School: Brookland Cayce HS Diploma Earned: Yes

Address: Cayce SC

College/University: Shorter University Degree Earned: MBA

Address: Rome GA

EMPLOYMENT HISTORY

Present or Last Employer: Aveanna Healthcare Position: Location Director Dates: 2017-Present

Address: 1120 n mullan rd. Suite 206 Spokane Valley WA 99206 Phone: 509 368 9252

Previous Employer: Epic health services Position: Ops manager Dates: 2016-17

Address: San Antonio TX Phone: _____

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Kurtis Robinson Relationship: NAACP Phone: 509-631-2506

Name: Kyle Long Relationship: Former boss Phone: 360-402-5953



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.
Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. I'm apart of the 2019 NAACP next gen program,
Spokane NAACP executive committee and healthcare committee, Nigerian American community of
Spokane

Describe why you are interested in serving on this Committee/Board/Commission. I want to do something to help
Spokane in my opinion focuses alot on the issue of homelessness but not enough on those people
Who are a paycheck away from homelessness. I want to be apart of the solution not just voting for
Someone else to provide the answers.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.
I work with alot of low income families in my profession (home healthcare), I'm familiar with their
Struggles. Also i grow up in a low income environment

UNDERSTANDING OF APPLICATION

I, Ike Okoli, certify that I have read and understand all questions and statements contained in this application,
further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

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NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT:  DATE: 10/17/2019

PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK



Application For Committees/Boards/Commissions

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and City Council in considering your appointment.
Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community, housing and human services board

Applicant's Name: Ike Okoli

Sex: Female ☒ Male Date of Birth: 03/23/1988

Ethnic Origin (please select one of the following):

 Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

 White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☒ Black / African American (having origins in any of the black racial groups of Africa)

 Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

 Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

 American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

 Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

 Not a veteran Vietnam-era veteran

 Disabled veteran Any other veteran

Disability Status:

 Disabled Non-Disabled



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.
Please complete each section, if applicable.

Date: _____

POSITION APPLYING FOR: Community Housing and Human Services Board

Applicant's Name: Jeri Rathbun

Residence Address: 617 W. Euclid Ave, Spokane, WA 99205

Mailing Address: " "

Email: jeri@empirehealthfoundation.org Home Phone: 509-710-4282 Cell Phone: " "

How long have you been a continuous resident of the City of Spokane? 29 years

Are you registered to vote in the City of Spokane? yes

Have you ever used or been known by any other name? no

EDUCATIONAL HISTORY

High School: Lakeside High School Diploma Earned: 2007

Address: 5909 WA-291, Nine Mile Falls, WA 99026

College/University: Eastern Washington University Degree Earned: 2012/2015

Address: 526 5th St., Cheney, WA 99004

EMPLOYMENT HISTORY

Present or Last Employer: Empire Health Foundation Position: Program Associate Dates: 2015-

Address: 1020 W Riverside Ave, Spokane, WA 99201 Phone: 509-919-3047

Previous Employer: Providence Holy Family Position: Food Service Dates: 2012-2015

Address: 5633 N Lidgerwood St., Spokane, WA 99208 Phone: 509-482-0111

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Shivon Brite Relationship: Supervisor Phone: 406-239-4391

Name: Laura Martin Relationship: Colleague Phone: 509-294-6785



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.

Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. I have spent many hours (approximately 4^{hrs}/month/3 years) volunteering w/ non-profit service providers in our community, including, but not limited to, House of Charity, Second Harvest, American Indian Community Center, River Keeper and more. I recently joined the Board of Directors for Spokane Tribal Network, a non-profit located on the Spokane Reservation.

Describe why you are interested in serving on this Committee/Board/Commission. As a lifetime resident of the city, I am interested in serving my community in a deeper and more meaningful way. Serving on this committee would be an opportunity to make an impact for the better in the lives of residents and neighbors.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission. ① Administered multiple grant cycles ranging from \$200,000 - \$1,000,000,000 in ^{giving} giving. ② Designed and implemented health focused programming w/ multiple partners. ③ Convened a steering committee of regional partners focused on creating systems change that resulted in multiple pilot programs.

UNDERSTANDING OF APPLICATION

I, Jeri Rathbun, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

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I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: 

DATE: 10/18/2019

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Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION (This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community Housing and Human Services Board

Applicant's Name: Jeri Rathbun

Sex: ☒ Female ☐ Male

Date of Birth: 3/14/1989

Ethnic Origin (please select one of the following):

☐ Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

☒ White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☐ Black / African American (having origins in any of the black racial groups of Africa)

☐ Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

☐ American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

☐ Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

☒ Not a veteran

☐ Vietnam-era veteran

☐ Disabled veteran

☐ Any other veteran

Disability Status:

☐ Disabled

☒ Non-Disabled



Office of the Mayor

7th Floor, City Hall, 808 W. Spokane Falls Blvd.
Spokane, WA 99201-3315, Phone: (509) 625-6250

Application for Committee/Boards/Commissions

The information you provide on this questionnaire will be used by the Mayor and City Council in considering your appointment. Please complete each blank, if applicable.

RECEIVED

FOR OFFICIAL USE ONLY

Position

MAR 04 2019

Experience

Signature

Mayor's Office
City of Spokane

By

Date

PLEASE TYPE OR USE **BLACK INK ONLY** AND ATTACH ADDITIONAL SHEETS IF NECESSARY.

PERSONAL INFORMATION

Committee applied for: Community, Housing, Human Services New Appointment: ☒ Reappointment: ☐

Position: _____

Name: Jason E. McAllister Email: jemeddy@gmail.com

Business Name: Jason E. McAllister LLC Business Address: 9708 N Nevada

City: Spokane State: Washington Zip: 99218 Phone: (509) 290 3691

Residence Address: 4909 E. Upriver Dr. Apt B 108 City: Spokane

State: WA Zip: 99217 Phone: (509) 290 3691 Years at Current residence: 3 years

How long have you been a continuous resident of the city of Spokane? 10 years

Are you a citizen of the United States? ☒ Are you registered to vote in the city of Spokane? ☒ Yes ☐ No

Have you ever used or been known by any other name (aside from maiden name)? N/A

EDUCATION

	Highest grade completed	Graduation Date
(High) <u>Henry Foss High</u>	9 10 11 <u>(12)</u>	<u>2009</u>
(College) <u>EWU</u>	13 14 15 <u>(16)</u>	<u>2014</u>
Major: <u>Psychology</u>	Degree: <u>B.A.</u>	
Other Schools Attended: <u>Gonzaga</u>	Degree: <u>M.A.</u>	
	Degree: _____	

Answer all of the following by placing "X" in the proper column. If an answer to any question is "yes", explain in detail on a separate piece of paper.

- A. Have you ever been rejected for city employment? _____
- B. Have you ever been discharged (fired) or resigned (quit) in lieu of discharge, except for lay off because of lack of work? _____
- C. Have you been convicted by a court of law within the last 7 years, including forfeiture of collateral? _____
A conviction will not necessarily bar you from serving in volunteer position. _____

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

MILITARY HISTORY

Are You or have you been a member of the Armed Forces of the United States? N/A

Dates of services _____ Branch of Service _____ Date & Type of Discharge _____

CURRENT EMPLOYMENT:

Name/Location Jason E. McAllister LLC, Spokane, WA.
 Nature of Business Therapist Position Therapist From/To 2018 - Present
 Phone (509) 290-3691

PREVIOUS EMPLOYMENT:

Name/Location Frontier Behavioral Health, Spokane, WA.
 Nature of Business Mental Health Position Clinician II From/To 2016 - 2018
 Phone (509) 838-4651

Have you ever been employed by or held a position or office with any federal, foreign, Washington or other state, or local governmental entity or agency? If yes, please list.

Position _____ Name of Entity/Agency _____ From/To _____
 Position _____ Name of Entity/Agency _____ From/To _____
 Position _____ Name of Entity/Agency _____ From/To _____

ORGANIZATIONS AND CIVIC EXPERIENCE

List any community, civic, trade or professional organization in which you have been active.

Organization/Project ACA City/State Spokane, WA From/To 2014 - Now
 Organization/Project SPH Domain 2 City/State Spokane, WA From/To 2017 - 2018
 Organization/Project FBH Domain 4 City/State Spokane, WA From/To 2017 - 2018

Have you ever been elected or appointed to any public office, board or commission in Washington State? If so, please list.

Title/Position _____ Office/Board/Commission _____ Election/Appt. Date _____ Term Length _____
 Title/Position _____ Office/Board/Commission _____ Election/Appt. Date _____ Term Length _____
 Title/Position _____ Office/Board/Commission _____ Election/Appt. Date _____ Term Length _____

REFERENCES

The following individuals are qualified to comment on my capabilities.

Name Candace Smart Relationship Colleague Address 9708 N Nevada Phone 360 708 0977
 Name Denise Otteson Relationship Supervisor Address 107 S. Division Phone 509 860 6712
 Name Mike Markus Relationship Director Address 107 S. Division Phone _____

OATH OF APPLICATION

I CERTIFY UNDER OATH that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

AUTHORIZATION FOR REFERENCE CHECK. I hereby authorize any individual, company or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

(Initials Here) JEM

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT Jason McAllister DATE _____

PLEASE RETURN A HARD COPY OF THIS FORM, ALONG WITH (IF REQUIRED) ALL CURRENT PUBLIC DISCLOSURE REPORTS FILED PURSUANT TO RCW 42.17

RETURN TO: OFFICE OF THE MAYOR

Form 190 1/11

Print Form