



**CITY OF SPOKANE
SPECIAL MEETING NOTICE
COMMUNITY, HOUSING, AND HUMAN SERVICES BOARD**



Wednesday, July 8, 2020
4:00 P.M. – 6:00 P.M.
Teleconference Meeting

Join by Phone 1-408-418-9388

Access Code: 146-324-4457

The regular scheduled Community, Housing, and Human Services (CHHS) Board will be held via teleconference; not in its normal location of the Council Briefing Center at City Hall. The teleconference meeting is open to the public. We do ask that all teleconference attendees mute their phones until they have a question; this will help eliminate background noise.

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.



Community, Housing, & Human Services Board

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

July 8, 4:00 PM
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 June Meeting Minutes: **ACTION**

4:15 – 4:40 Board Education

- 1) Funding Sources

4:40 – 5:20 Discussion

- 1) Consolidated Plan - Open up public comment period: **ACTION**
- 2) PIT Count
- 3) Proposed City Council Ordinance – Homelessness Response Policy

5:20 – 5:35 Director Report – Tim Sigler

5:35 – 5:45 Updates

- 1) City Council
- 2) CoC Board

5:45 – 5:55 Committee Updates

- 3) Affordable Housing Committee
- 4) Evaluation and RFP Committee

5:55 – 6:00 Announcements

6:00 Adjournment - Board Chair

2020 Board Meeting Schedule

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

- February 5, 2020
- March 4, 2020
- March 27, 2020
- April 1, 2020 (cancelled)
- May 6, 2020
- June 3, 2020
- July 8, 2020
- August 5, 2020
- September 2, 2020
- October 7, 2020
- November 4, 2020
- December 2, 2020

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Username: COS Guest

Password:

	Feb. 5	March 4	March 27	May 6	June 3	July 8	Aug. 5	Sept. 2	Oct. 7	Nov. 4	Dec 2
Gordon Graves	X	X		X							
Adriane Leithauser	X	X	X	X	X						
Rebecca Sero		X		X	X						
Kate Burke – Council Member	X	X	X	X							
Anne Stuyvesant-Whigham	LOA	LOA	X	X	X						
Dillon Thorpe	X		X	X	X						
Jan Simpson – CoC Rep	X	X		X	X						
Kathleen Torella – County Rep	X	X		X	X						
Melody Dunn		X	X	X	X						
Betsy Wilkerson – Council Member		X	X	X	X						
Barry Barfield			X	X	X						
Bob Hutchison			X	X							
Jason McAllister			X	X	X						
Jeri Rathbun			X	X	X						
Ike Okoli											

STANDING COMMITTEE MEETING INFORMATION

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

Arlene Patton, Adriane Leithauser, Phil Altmeyer, Andy Hoye, Mark Muszynski, Patricia Kienholz, Gordon Graves, Diane Zemke, Barry Barfield, Michone Preston

Evaluation & Review Committee: Schedule TBD

Anne Stuyvesant-Whigham, Rebecca Sero, Dillon Thorpe, Jeri Rathbun, Kim Taylor, Diane Zemke, Arlene Patton, Sara Clements-Sampson, Rowena Pineda

Executive Committee: Third Wednesday of each month, 1:00 to 2:30 P.M. City Hall, 6th floor Conference Room - *Anne Whigham, Adriane Leithauser, Rebecca Sero, Dillon Thorpe, Tim Sigler*

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

June 3, 2020
Meeting Minutes

Meeting called to order at 4:03 PM.

Attendance

- **Board Members Present:** Adriane Leithauser (Chair), Anne Stuyvesant-Whigham, Betsy Wilkerson, Barry Barfield, Jeri Rathbun, Dillon Thorpe, Melody Dunn, Jason McAllister, Rebecca Sero, Kathleen Torella, Jan Simpson
- **Staff Present:** George Dahl, Tim Sigler, Kelly Burnett, Paul Trautman, Becky Tuno

Approval of the Agenda

Prior to agenda approval, Board Chair, Adriane Leithauser, suggested that the Council Ordinance be moved after the CHHS vs CoC Board Comparison. It was also suggested that we defer the funding sources to the education piece of the July Meeting. With the changes suggested above the do we have a motion to approve the agenda. Motion was mad by CHHS Board member Anne Stuyvesant-Whigham and seconded by CHHS Board member Barry Barfield.

- UPDATED AGENDA APPROVED

Approval of the May Board Minutes

Motion to approve the May Board Minutes as is; made by Board Member Barfield and seconded by Board Member Stuyvesant-Whigham

- BOARD MINUTES APPROVED

Board Education

It was noted that the the members that are currently on the board were not on the board when it was formed. CHHS Board Member Adriane Leithauser provided some history to the board that she had gotten from a previous board member Diane Zemke. This information was provide to Adriane via email and she read it to the group.

Here is a summarization of what Board Member Leithauser provided the group.

The CHHS board came together by an ordinance that was created in 2012, with the goals to understand where all of the money was going so that there could be effective use of funds across the board. Needed Transparent funding decisions and to provide less duplication of efforts with fewer missed opportunities. These goals were important because with supportive housing, if there are not services, the project is ineffective.

Originally there had been 3 board and 3 small city departments associated with them. There was the Community Development board and dept. which dealt with CDBG funds. This group was heavily influenced by the neighborhoods. Human Services Board and Dept., which dealt with the only the City funded Human Services Grant. And lastly there was the Homeless and Housing Board and dept., which contained affordable housing, homeless funding and an earlier, basic version of the CoC.

After Board Member Leithauser gave some history about the board City Staff Member provided the board with more information. With this meeting being done through WebEx, City Staff Member Tim Sigler was able to share his computer screen and show the group an excel spreadsheet that covered the many different funding sources that the CHHS department works with. The spreadsheet that was presented to the group were based off of the Federal, State and Local dollars that we currently receive. There are several other funding sources that have

come in due to COVID-19, but were not reflected on this spreadsheet. Staff member Sigler did mention that the CHHS department does have an RFP selection committee that helps with making decisions on who should be awarded funding. This committee is made up of CoC and CHHS board members. HOME and CDBG going towards projects that CHHS is working on and the CoC funds go towards the CoC programs.

City Staff Member George Dahl mentioned that for the CDBG, funds are typically received from HUD between Aug-October. At this time we are trying to be a bit more flexible with the funds. City Staff Member Paul Trautman added to the information about CDBG funds. Annual funding cycles start July 1 - June 30 and this is a fixed date that HUD puts out. Does not mean that we will have all of the funds on the beginning date, but that we will get them shortly after. HOME funds are more defined by the funding regulation. HOME funding rounds start in June and the City should have the funding by October, and these funds can be extremely fluid.

There was a question about the Timelessness issue that there are around the funds. As money comes in and projects get funded, the City of Spokane gets graded on how well we get the money out as well as how fast projects get completed. We cannot have more than 1.5 times of the funds available. All of funds are currently committed. Back in 1794 the revolving loan funds was created to help with local home repairs and then when they get repaid we put them back out to others who are in need of it. CDBG is much tighter and the consequences are greater if we do not follow the guidelines, whereas the HOME program is a little bit less restricted.

City Staff Member Becky Tuno presented the CoC portion of the Board Education pieces. Staff member Tuno mentioned that she used to manage the CoC Projects and the CoC board, and just recently moved over to work with George and Paul on the CDBG and HOME side of the funding. Staff Member Tuno went over the presentation and slides that were part of the agenda packet. The Continuum of Care funding requires that we have CoC Board and it came into its current structure in 2016. It was made known that the City of Spokane is a collaborative applicant, the City receives the funds and then they are passed through to the agencies. When determining who gets these funds the agencies and projects get a score, these recommendations are then given to the CoC board. City handles oversight of the project and focus on the compliance side, monitor spending on all projects. There are 23 system leaders on the CoC board and these members range from local government, to those who have lived experience. The CoC board meets once a month on the 4th Wednesday of the month. There are other subcommittees that meet once a month as well and the chairs of those subcommittees come to the CoC board meeting and discuss what is going on within their subcommittees.

CoC Grant Evaluation - We put out the RFP Score the Housing first Model and evaluate the projects. City Grant Funding for the CoC program has been consistent from year to year and have been awarded extra funds each year with our portfolio having over 4 million in funds. CoC funds go through City Council as a formality after it has been through a rigorous review from the board, which is different from the funding that is not CoC as it has to be approved from council.

It was made known that Jan Simpson is a member of the CoC board and is sitting on the CHHS Board as a liaison and is not a voting member.

Discussion on the Ordinance:

Council members asked CHHS Director Sigler to review the new ordinance that they were planning on putting in place. It was first sent out to administration and it was asked if there could be more time to review the ordinance and provide feedback on this. Council wanted to

put this in place and were worried that with the warming centers closing that people wouldn't have any shelter. Staff Member Sigler reached out to Executive committees, and talked to them. The implications of this ordinance need to be reviewed. The CHHS board is going to be making recommendations that fall around our priorities. A letter was sent out asking for an extension and that we would like the whole board to be able to provide a response. There was some concern that this new ordinance conflicted with what the CHHS board Ordinance already has in place.

What is everyone initial observations

Council Member Betsy Wilkerson mentioned that the first draft sounded good and that they didn't have a way to execute, and that their concerns was it only for low barrier shelter and that they really just wanted to get it executed. Council Member Wilkerson asked if we could back off a bit before the letters started combining in. It also get the regional members to weigh in as well. Much more inclusive and gives us more meat to work with, will probably pass in the draft form as it is presented before us.

Board Member Anne Whigham stated that the regional approach is important and that all is getting centered on the City of Spokane, but it is not part the only part of this. There is limited funding, so do we do we not fund other project so that we can put this all into a shelter? The CHHS board helps provide recommendations on where funding should go regarding Workforce development, Food security. Where are the funds going to come from?

It was made know the Mayor has started pulling groups together and asking them about funding. Staff internally haven't been able to put together a budget. We may be looking at 10-20 million dollars per if we need to have a place for all who are need.

Board Member Dillion Thorpe stated that he likes the sentiment behind the ordinance but his biggest concerns are how we going to fund this, and what are we actually committing to? It's difficult to build a budget for something that is always changing.

The driver behind this ordinance was that of the Shelter miscommunication regarding Jewels Helping Hands. We need to know where we are telling people to go when the warming center programs have ended.

Board Member Jeri Rathbun. Do we have a starting point? Is Section B.4 do we know when these are to take place or is this seasonal? Is the next cycle Fall/winter

It was also noted that the City does not fund any shelter that are not low barrier.

The City, County and Valley are currently working finding a place for a Continues Stay Shelter. In 80 days we need to have this location secured and this needs to be a regional approach and we need their buy in as well. We need a location that can house 105 people.

With the weather changing, people tend to like being outside. There is currently enough room for 105 people at the area. We are looking for options that would allow us to house anywhere from 200-250 people, but the problem is that we cannot put all of these people under the same roof.

There was some questions about funding and how the monies can be spend. CoC funds cannot be used to fund other projects, whereas General funds are the only funds that we do have a say in where they go and they are currently already spent in other programs. We do have the 5

year plan which does list our priorities but we still need funds to make this happen. When the 5 year RFP was closed there was requests for 1.7 million in funds but we only had funds for 700K

Council Member Wilkerson has asked the Mayor to do an expose on Homelessness. She mentioned that there are other funding resources out there but the CHHS department doesn't have the man power to be able to look for it all.

It was also mentioned the Ordinance is speaking to a Night by night shelter, fi there are other thoughts that we need to address please send them either to the board, CHHS department of you council member.

Director Report

Staff member, Tim Sigler, provided the Director's Report including the following items:

- The Area is currently being used as a temporary shelter and they are holding weekly meetings with neighbors. There were people who mentioned that they wanted to complain about this but there currently hasn't been any complaints about this. There currently two (2) police officers that are working swing shift in the area.
- The Small Business loan has not been spent out.
- The Rental Assistance Program RFP will go out sometime next week.
- There is discussion about a division split and that the CHHS would fall under the division of Neighborhood Services.

Review and Approve Multifamily Housing Programs Maximum HOME Funding Limit

City staff member, Paul Trautman, presented the following information regarding the Multifamily Housing Programs Maximum Home Funding Limit. The affordable housing committee did a deep dive a year ago into the funding limits, there was a substance increase at that time and at the May meeting revisited this again and determined that they need to do another increase of about 10%. We would like to implement this new increase when it comes out in the next RFP round in June

Motion to approve the recommendation of the funding limits by 10% increase CHHS Board member Wilkerson and seconded by CHHS board member Barfield.

- Increase to the Multifamily Housing Programs Maximum HOME funding Limit
APPROVED

Discuss and approve a CoC Liaison.

The CoC board meets on the 4th Wednesday of the month starting at 3:30pm. Do we have any volunteers that would like to do this? Board Member Jason McAllister mentioned that he would be willing to do so. Board Member Barry Barfield also mentioned that he was interested in doing this as well as he has been to a couple of meetings so far. It was decided that Board Member McAllister will attend one of the meetings and see if this is something that he would like to do and then Jason and Barry can discuss thing over and see how would like to do this.

A motion to defer appointing a Board member to be the CoC liaison to a later date was made by Board Member Whigham and Seconded by Barry Barfield.

- Approval CoC Liaison has been deferred to a later board meeting.

Council Update

No Council Update was provided.

Committee Updates:

Affordable Housing Committee no update at this moment.

RFP/Evaluation Committee hasn't had a meeting yet, so there is no update.

Meeting Adjourned at 5:58 PM.

The next CHHS Board Meeting is scheduled for **July 8, 2020 from 4-6 pm.**