



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



Wednesday, August 5, 2020
4:00 P.M. – 6:00 P.M.
Teleconference Meeting

Join by Phone 1-408-418-9388

Access Code: 146-206-0991

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.

August 5, 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 July Meeting Minutes: **ACTION**

4:15 – 4:40 Board Education

- 1) Housing Action Plan
Projects City Web Address: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>

4:40 – 5:20 Discussion

- 1) Consolidated Plan – Discuss any Public Comments that have been received.
- 2) Homelessness Response Ordinance
- 3) CoC Liaison – Approve Jason McAllister: **ACTION**

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		X					
Adriane Leithauser	X	X	X	X	X	X					
Rebecca Sero		X		X	X	X					
Kate Burke – Council Member	X	X	X	X							
Anne Stuyvesant-Whigham	LOA	LOA	X	X	X	X					
Dillon Thorpe	X		X	X	X	X					
Jan Simpson – CoC Rep	X	X		X	X	X					
Kathleen Torella – County Rep	X	X		X	X	X					
Melody Dunn		X	X	X	X	X					
Betsy Wilkerson – Council Member		X	X	X	X	X					
Barry Barfield			X	X	X	X					
Bob Hutchison			X	X		X					
Jason McAllister			X	X	X						
Jeri Rathbun			X	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 Hoyer, 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

July 8, 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, Gordan Graves, Rebecca Sero, Kathleen Torella, Jan Simpson, Bob Hutchinson
- **Staff Present:** George Dahl, Tim Sigler, Kelly Burnett, Paul Trautman, Becky Tuno, Kirsten Davis

Approval of the Agenda

No changes needed to be made to the Agenda

Motion was made by CHHS Board member Barry Barfield and seconded by CHHS Board member Gordan Graves, Betsy Wilkerson and Melody Dunn.

➤ AGENDA APPROVED

Approval of the May Board Minutes

Motion to approve the May Board Minutes as is; made by Board Member Anne Stuyvesant-Whigham and seconded by Council Member Betsey Wilkerson.

➤ BOARD MINUTES APPROVED

No one had any public comments to be made.

Consolidated Plan: City Staff Member George Dahl presented on the 2020-2024 Consolidated Plan. Presentation was sent out to all of the board members and is just a draft; just the foundation for the next plan. This is a 5 year plan that is required for the CDBG plan. This helps us with information the community what are plans are for the funds for the next 5 years. Staff member Dahl went over the information that was provided to the board in the draft Consolidated plan presentation that will be available on the City's website in the near future. Affordable housing is the topic that is currently on everyone's mind.

Some priority needs that are being mentioned in the consolidated plan are to improve affordable housing access & availability, Urgent public health & safety response as well as community based social service programming - this being driven by Covid. The definitions of the three priority needs are left a bit vague so that we as the city can adapt these each year with the changes that happen within the community each year.

The Annual Action plan lets the community know what we are planning to do with the funds and how we are trying to reach the needs of the community.

About 7.5 million dollars to be used for the 2020 CDBG year. For the HOME program there is approximately 1.5 million dollars to be used for the upcoming program year. For the ESG program there is going to be about \$287,494.00 for the upcoming program year. Staff member Dahl then discussed the and went over the different projects that the City would be funding for the upcoming program year. These projects were part of the 5 year RFP. We would like to have citizen to review and make comments about the consolidated plane. Presentation and the draft documents is available on the CHHS website.

How is this similar to the 5 year plan to end homelessness - There are some similarities, there are different funding sources. All comments will be considered and there will be a summary of

these comments that are submitted to HUD. Public comment period starts on 7/8/2020, and ends 8/10/2020. Will the final version be sent to the board before it is sent to HUD, and yes this will be shared again?

Motion to open and close the 30 day public comment period on 7/8/2020 - 8/8/2020 moved by Board member Stuyvesant-Whigham and seconded by Board member Dillion Thorpe.

Opening and Closing of Public Comment period Approved.

City Council Update: Will share at a later time information about the Council Ordinance and the CARES money and applications.

CoC Board Liaison. Jason and Barry are still determining who can be the CoC liaison. Will put this on the next agenda for voting.

Affordable Housing Update - Canceled the June and July meeting. There is nothing to decide on at this time. Will move this to August as we will have more to discuss and decide on. HOME RFP is out there and will be receiving those applications on October 1st. COVID rent assistance funds should have been disbursed through SNAP already. This was for Unpaid rent. Have completed TBRA-CV this was awarded to the Spokane Workforce Council. Hoping to have the funding commitments to landlords by August 1st. Department of Commerce will have 1 Million available for rent assistance, through an agency network.

Looking for help in regards to getting the word out and where people might be able to apply or inquire about these funds. Spokane Workforce Council was to look at how to marketing and they are aware of the funding and the criteria, they are going to explore with their partners. Housing Assistance has been a problem for those that have come into their office. Initially we would like them to take a stab at those funds and help those that they are already aware of before sending more applicants their way.

TBRA-CV funds and the Commerce dollars are retroactive to March 1st and must be expended by the earliest October 31st.

RFP Committee - Still need together with George. - No new updates at this time.

Board Education - Funding Sources:

City Staff member Tim Sigler presented the following information to the board. Tim showed a excel file that was created by the City and County and discussed the different funding sources. This spreadsheet file covered the different funding source, funding type, and amount. It also covered eligible expenses and the anticipated use for the different types of funds. Tim had mentioned that some revisions still needed to be made to the document and that once these had been done, and approved by both the City and the County he would send it back out to the CHHS board for review. This does show that not all of our funds go to homeless shelters. Tim went through a few of the different funding sources and talked about what it is that they do and areas that they cover.

A question was raised regarding is there some way to ident what the CHHS scope is in regards to this funding spreadsheet. There are different fiscal years with all of these funding sources and also different priorities that come up with these different funding sources.

It was mentioned again that the spreadsheet that it being viewed is just a draft of the funding sources. It still needs to be updated. So most of the funds on this slide is for more of the Homeless Response side. It was mentioned that if the CHHS board has an idea of the funding

sources that they want to know more about it would great if they could let the CHHS department know what they would really like to see and we can put together something that is closer to what it is that they want. Once this comes closer to being finished Tim will resend back out to the board and let them review it and see if this is what they were looking for or if there was anything else that they would like covered more.

Board Chair Adriane Leithauser mentioned that if there are areas that you want more information on please send her your thoughts and requests and she will pass them on.

Point in Time Count - This is being done differently this year. Provide a briefing paper that gives the basic purpose of the PIT and the numbers that were collected during that time, and then give a response to what does everyone else want to see and the different programs. Tim to send out the briefing paper to all of the board, so that everyone can make comments and see it all at the same time. Talk about the short comings of the snapshot vs trends that are seen and all of the information that is provided to HMIS.

City Council Ordinance: A new version was sent out it was asked by Betsy Wilkerson if Tim could send out the latest version to the board. Council wanted 2 weeks' notice about a shelter closing and one not reopening. Significant changes were made to the Ordinance. Partnerships have been made since the last ordinance. It was also noted that this ordinance should not interfere with any of the funding commitments that the CHHS and CoC have made.

The county wanted it to be known that this ordinance made it sound like the County and other entities has not participated in helping with Homelessness and that is not the case. The County does help out with some funding, they do not receive as much funding, but they do contribute to the cause. As the new versions are released we will send those out to the boards for their review.

Director Report

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

- The arena shelter will be closing on 8.13.2020. Construction is now taking place at the cannon site. Between this building and another site we will be able to cover the 102 beds that the area is currently housing. CARES money is helping fund this. Projects from the health district that we need to plan for the COVID response till spring of next year. We are not looking for seasonal, but more annual contracts.
- CHHS was under the Neighborhood and Business Division. A proposal is to be going out to split our division and to move the CHHS department under a new division of Neighborhood, Housing and Human Services. This split should allow our department to look into other opportunities that we haven't been able to focus on before now.

Motion to adjourn the meeting made by Anne Whigham and seconded by Gordan Graves and Melody Dunn.

Meeting Adjourned at 5:53 PM.

The next CHHS Board Meeting is scheduled for **August 5, 2020 from 4-6 pm.**

BRIEFING PAPER
City of Spokane
CHHS Board
August 5, 2020

Subject

The City of Spokane is preparing a Housing Action Plan to address current and future housing needs of the Spokane community. The goal of the Housing Action Plan is to encourage the construction of additional affordable and market rate housing options accessible to people of all income levels. The planning process will follow a data-driven, community-informed approach with a focus on equity built on inclusive outreach and engagement with residents, partners, and City leaders.

Please review the project page for the Housing Action Plan here:
<https://my.spokanecity.org/housing/spokane-housing-action-plan/>

Background

In 2019, the WA Legislature passed RCW 36.70A.600 (formerly E2SHB 1923) to incentivize cities to increase urban residential capacity and density by completing recommended actions or a housing action plan. The legislation emphasizes the need to increase housing supply for all income levels, and encourages cities to prioritize the creation of affordable, inclusive neighborhoods. Certain non-project actions are not subject to SEPA appeal if completed prior to April 1, 2021 (see [RCW 36.70A.600](#)).

Impact

The Housing Action Plan will provide a strategic approach for the City to increase housing options that meet the needs of residents at all income levels. It will examine population, workforce and housing trends in Spokane with a housing needs assessment. The plan will inform the Comprehensive Plan and guide strategies by assessing housing policies, development regulations, and other city programs that influence the development of housing. The plan will identify responsible parties, timelines, steps for implementation and potential funding sources. The outcome will be a coordinated vision that focuses attention, builds community support, and promotes accountability for enacting change. This builds on previous housing discussions related to the Comprehensive Plan, infill development, housing quality, and affordable housing.

Funding

The City received a grant of \$100,000 from the Washington Department of Commerce to complete a housing action plan, which is being led by a multidisciplinary team of City staff.

CHHS Board Consideration:

CHHS Board members are invited to engage in the public process. In addition, the CHHS Board Chair has been invited to participate in the Housing Action Plan Working Group. The final plan will be forwarded to the City Council for consideration of adoption by Resolution. This is similar to other planning documents, such as neighborhood plans, that are reviewed by the Plan Commission prior to the City Council action.

ORDINANCE NO. C35908

An ordinance establishing official City policy relating to homelessness response efforts; enacting a new section 18.05.030 to the Spokane Municipal Code.

WHEREAS, too many of our neighbors in Spokane are experiencing or have experienced homelessness; and

WHEREAS, too often, and for a variety of reasons, historically the City's night by night sheltering policy responses were either insufficient or carried out with insufficient collaboration with the City Council and other regional governmental and nonprofit partners; and

WHEREAS, historically the City has precipitously reduced shelter bed and warming center capacity below the demonstrated need, which displaced hundreds of people into the community to sleep on sidewalks, in doorways, in parks and along the Spokane River, none of which are equipped for such use.

WHEREAS, the City Council has previously adopted resolutions concerning the procurement of warming centers or emergency shelter during inclement weather which state the official policy of the City, yet there is still a need for a binding statement of official City policy to guide the City's responses to the ongoing issue of homelessness and night by night sheltering in our community; and

WHEREAS, the City Council finds that it is necessary to establish clear and specific baseline policy statements to guide the City and to notify the public as to how the City will determine what steps it will take in the future in forming responses to the ongoing issue of homelessness and night by night shelters so that we can more effectively provide for the most vulnerable members of our community without gaps in service and protect neighborhoods that are ill-equipped to absorb the unsheltered.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new section 18.05.030 of the Spokane Municipal Code to read as follows:

Section 18.05.030 Homelessness Response Policy

A. Findings and Purpose

1. The City finds that each resident of Spokane is entitled to a basic level of dignity and respect, regardless of whether they are housed or unhoused.
2. The City also finds that historically, City policy regarding the response to homelessness in our community needing night by night shelter has

been inconsistent and insufficiently transparent, collaborative, regional, or inclusive, and that process often resulted in harm to our community.

3. The purpose of this section is to set a baseline within the City's limits of providing night by night shelter as our City's minimum response to homelessness in our community as we collaborate with other jurisdictions and entities to create a regional solution that ends homelessness.

B. It is the official policy of the City of Spokane that its responses to homelessness will be undertaken in accordance with the following principles, without exception.

1. In all responses, a region-wide approach is the starting point and all regional stakeholders – government, nonprofit, and for-profit sectors – will be involved in the formation of a regional response policy.
2. The City Council, as a body or through its members, as the Council determines, will be actively and directly involved in all aspects of the City's formation of policy with the advice and consultation with the Community, Housing and Human Services and Continuum of Care Boards along with City staff in response to homelessness in our community, without exception, especially in regards to the provision of night by night shelter.
3. All night by night sheltering for people experiencing homelessness in Spokane, and funded with dollars either originating with or passing through the City of Spokane, will be low- or no-barrier shelter, to implement the preferred approach of Housing First.
4. The City as a minimum standard within the City's limits shall not reduce night by night shelter or warming center capacity (whether measured by beds, square feet, locations, or by any other capacity measure) without first having in place an agreed, published, and publicly-disseminated plan which is compliant with the principles established in this section and which provides equivalent capacity or it is demonstrated that the amount of capacity being reduced is no longer needed based on vacant space for at least two weeks so there is no gap in service to people in our community who are experiencing homelessness and ill-equipped neighborhoods are not burdened with unsheltered persons.
5. It is the intent of the City to implement this ordinance without interfering with the implementation of any existing plans or funding commitments derived from federal and state grants traditionally made pursuant to the Community, Housing and Human Services and Continuum of Care Boards.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date