



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



Wednesday, December 2, 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.

December 2, 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 November Meeting Minutes: **ACTION**

4:15 – 4:45 Board Education

- 1) Introduction for the New NHHS Director – Cupid Alexander

4:45 – 5:20 Discussion

- 1) CAPER presentation and Open Public Comment Period: **ACTION**
- 2) Affordable Housing Committee Statement: **ACTION**
- 3) Evaluation & Review Committee Recommendation: **ACTION**
- 4) Election of Officers: **ACTION**
- 5) 2021 Board Schedule

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

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

November 4, 2020
Meeting Minutes

Meeting called to order at 4:02 PM.

Attendance

- **Board Members Present:** Adriane Leithauser (Chair), Anne Stuyvesant-Whigham, Council Member Betsy Wilkerson, Dillon Thorpe, Jason McAllister, Rebecca Sero, Bob Hutchinson, Barry Barfield
- **Staff Present:** George Dahl, Tim Sigler, Kelly Burnett, Becky Tuno, Margaret Hinson, Kirstin Davis, David Lewis, Brenda Schreiber, Tija Danzig
- **Guests Present:** Andrew Hoyer, Melissa Morrison

Approval of the Agenda:

Before the Agenda can be approved we will need to remove the Caper presentation as this will not be presented on this meeting.

Motion to approve agenda as with the changes made by Board Member Anne Whigham and seconded by Council Member Betsy Wilkerson.

➤ AGENDA APPROVED

Public Comments:

City Staff Member Melissa Morrison provided the board with the following update regarding the 1590 funds. The 1590 funds came from a levy on sales tax of .01%, this generates \$5.8 Million per year to serve households with 60%ami or less. These funds will also be used to help those who are Veterans, DV survivors, Youth and suffer from behavioral health issues. Council will be briefed on November 16th and voted on November 30th.

Funding Recommendations will be ran through council and a subcommittee. Board members asked why this is going through the Affordable Housing Committee.

Approval of the October Board Minutes:

Before the minutes could approved the following changes need to be made: Barry Barfield needs to be added to the attendance list and Shauna Harshman's title needs to be corrected

Motion to approve the October Board Minutes with the mentioned changes made by Board Member Barry Barfield and Seconded by Council Member Wilkerson.

➤ BOARD MINUTES APPROVED

CHHS Board Visioning Session Recap:

Board Member Rebecca Sero sent the group a one page recap of the meeting and it was also shared with the group via WebEx format. The board reviewed the document and discussed it. As part of the Visioning Session Recap it was mentioned that the CHHS Bylaws need to reviewed and proposed changes will need to be brought to the board for vote. It was discussed and decided that few of the Board Members will review the bylaws and bring back their proposed changes to the board.

New Subcommittee:

The CHHS Board would like to create a subcommittee that will help with recruitment of new board members. A couple of current members have expressed interest in helping

out with this committee.

Essential Repair Program:

City Staff Member Becky Tuno presented the board with the following information regarding the Essential Home Repair Contract. The briefing paper was part of the board packet. This will help those who are considered to be extremely low income, with small repairs to one's home. The affordable housing committee recommend that we fund \$500K to this program and it should benefit 10 borrowers.

Motion to approve the recommendation for funding by Board Member Barry Barfield and Seconded by Board Member Dillion Thorpe.

➤ APPROVED

Single Family Rehabilitation Program:

City Staff Member Becky Tuno presented the following information to the board. This briefing paper was part of the agenda packet. The Single family Rehabilitation program provides loans to low-income homeowners for necessary and substantial home repairs. This program provides loans at a 3% interest for 15 years and typically capped at \$40,000.00. CHHS is offering to provide SNAP just under \$1.3M for the new contract.

Motion to approve the recommendation for funding by Council Member Betsy Wilkerson and Seconded by Board Member Anne Whigham.

➤ APPROVED

Rental Repair Program:

City Staff Member Becky Tuno presented the following information to the board regarding the Rental Repair Program, which was included on the briefing paper in the agenda packet. In 2018 the Rental Repair program was brought back to provide low interest loans for for-profit landlords seeking to improve smaller rental repairs. It was mentioned that out of the 10 loans that were forecasted for each year, only 1 loan had been completed each year for the past 2 years. It was mentioned that if this project was not funded that the remaining funds could be used to help other projects where more money may be needed. 10% increase could be made to both Essential Repair and Single Family Repair contracts, if they did not want to fund the Rental Repair Program. If it stays within the 10% staff can do what they need to, but if the amount were to go over the 10% then this would need to come back to the board for approval of funds.

Motion to approve no longer continue the Rental Repair Program Contract and to administer the 10% to the other contracts by Board Member Bob Hutchinson and Seconded by Board member Thorpe.

➤ APPROVED

HOME FUNDS:

City Staff Member Becky Tuno presented on HOME Funds recommendations to the board. The briefing paper was included in the board agenda packet.

Before Becky could present this information to the board City Council Member Betsy Wilkerson recused herself from this discussion and voting.

The Affordable Housing Committee recommendation to allocate a total \$1,396,642 to three application under the Fall 2020 HOME program. The following process were discussed.

- ECCO Rose Apartments Recommissioning - \$133,642 to complete final renovations to the recommission of the 8-Unit historic Rose Apartments at 1813 E 4th.
- Proclaim Liberty - \$523,000 - For 5 HOME-assisted units at 30% AMI. - This will remain affordable for 30 years.
- Spokane Housing Ventures (“SHV”) Vets on Lacey - \$740,000 - To Construct 10 townhouse apartments. - SHV proposal asks for \$441K from HOME funds and \$299K from CDBG. CHHS has proposed to the funding option of \$740K of HOME funding to fully fund this project without the proposed CDBG funding that is not available.

Motion to approve all three funding recommendation made by Board Member Barfield and seconded by Board Member Thorpe.

During voting there was 1 recusal.

➤ APPROVED

Board Nominations

Voting in December will take place for those who have been nominated for the two Vice Co-Chairs. The CHHS Executive Committee would like to recommend Board Member Dillion Thorpe and Board Member Jeri Rathbun. Both Members will have a chance to think about this before it is official voted on at the December meeting.

Director Report:

Staff Member Tim Sigler provided the Director’s Report including the following items:

- Cold Weather is here - Truth Ministries has availability and this should keep us okay with bed capacity at the moment.
- Currently working with Outreach teams to provide information.
- Live Reporting - Funding and Operators do not have a person who can operate this all the time and it will not reflect real time numbers.
- RFP for Cannon Warming Center, went through the CoC review and now the Regional governance group. Hoping to have a provider soon.
- CHHS hired Brenda Schreiber as the new Homeless Programs Manager.
- The new NHHS director has been hired; Cupid Alexander will be joining us from Portland.

Council Update

Council is Advocating for more money, and hopefully more money for shelters.

CoC Update:

Board Member Jason McAllister was able to attend.

Committee Updates:

Affordable Housing Committee:

- Melissa Morrison will be joining the meeting.

RFP/Evaluation Committee:

- Holding a meeting on the 12th of November.

Meeting Adjourned

Motion to adjourn the meeting made by Board Member Hutchinson and seconded by Board Member Barfield.

➤ APPROVED

Meeting Adjourned at 5:53 PM.

The next CHHS Board Meeting is scheduled for **December 2, 2020 from 4-6 pm.**