



Community, Housing, & Human Services Board

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

May 5, 4:00 PM
Teleconference Meeting

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 April Meeting Minutes: **ACTION**

4:10 – 5:30 Discussion

- 1) CDBG-CV Rental Assistance Recommendation: **ACTION**
- 2) Bylaws - What is our Purpose
- 3) New Committee Discussion – Dillion and Jason
- 4) Audit

5:30 – 5:40 Director Report – Cupid Alexander

5:40 – 5:45 Updates

- 1) City Council

5:45 – 5:55 Committee Updates

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

5:55 – 6:00 Announcements

6:00 Adjournment - Board Chair

2021 Board Meeting Schedule

All Board meetings are held via WebEx from 4:00pm – 6:00pm unless otherwise posted.

Join by Phone 1-408-418-9388 Access Code: 146-206-0991

- January 6, 2021
- February 3, 2021
- March 3, 2021
- April 7, 2021
- May 5, 2021
- June 2, 2021
- July 7, 2021
- August 4, 2021
- September 1, 2021
- October 6, 2021
- November 3, 2021
- December 1, 2021

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.

	Jan. 6	Feb 3	March 3	April 7	May 5	June 2	July 7	Aug. 4	Sept. 1	Oct. 6	Nov. 3	Dec. 1
Gordon Graves	X	X										
Adriane Leithauser	X	X		X								
Rebecca Sero	X	X		X								
Kate Burke – Council Member	X	X		X								
Anne Stuyvesant-Whigham	X	X		X								
Dillon Thorpe	X	X		X								
Kathleen Torella – County Rep	X	X		X								
Betsy Wilkerson – Council Member	X	X		X								
Barry Barfield	X	X		X								
Bob Hutchison	X	X										
Jason McAllister	X	X		X								
Jeri Rathbun	X	X		X								
Ike Okoli												
Kathryn Alexander				X								

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, Jeri Rathbun, 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

March 7, 2021
Meeting Minutes

Meeting called to order at **4:02 PM.**

Attendance

- **Board Members Present:** Adriane Leithauser (Chair), Anne Stuyvesant-Whigham, Council Member Betsy Wilkerson, Rebecca Sero, Barry Barfield, Council Member Kate Burke, Jeri Rathbun, Kathleen Torella, Dillon Thorpe, Jason McAllister, Kathryn Alexander
- **Staff Present:** George Dahl, Kelly Burnett, Kirstin Davis, Kelsey Martin, Cupid Alexander, Brenda Schreiber, David Lewis.
- **Guests Present:** Aundrey Muzychenko

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

Approval of the Agenda:

Before the Agenda can be approved a few changes needed to be made. Need to add an Action item to the NOFA discussion.

Motion to approve agenda with the mentioned changes made by Board Member Barry Barfield and seconded by Board Member Dillion Thorpe.

➤ AGENDA APPROVED

Public Comments:

Dawn Shuster joined the meeting as a guest, she introduced herself to the board and let them know that she was there to observe and see if this something that she might be interested in, in the future.

No Public Comments needed to be made at time.

Approval of the February Board Minutes:

Motion to approve the February Board Minutes made by Board Member Anne Whigham and Seconded by Board Member Kathryn Alexander.

➤ BOARD MINUTES APPROVED

Board Education

- **Conflict of Interest & OPMA Certification Update:** City Staff member Kelly Burnett let the board know that not all board members have turned in their conflict-of-interest forms or watched the OPMA video. She will be sending out information to those who have not watched it and asking them to complete and return.
- **Norms:** Housekeeping items. -
 - **City Emails:** Just a reminder that all board members should use their city emails for all board business. If you have forgotten your password, you can call the City's IT department at and ask them to reset it for you.
 - **Board Members:** Another item to remind the board of, is that we would like all members to read the agenda packets before the meetings.
 - **Attendance:** If you are going to be out please let city staff member Kelly know as well as Adriane.
 - **Reminder of your Service:** Most board Members need to be on a

committee and on the board. A third committee is currently being formed. Adriane will be reaching out to find where board members would like to sit on the committee.

- **Announcements:** Please use this time to inform the board about any learning opportunities that you think the member would like to know about.

Alice Report:

Andrey from the United Way was kind enough to join us at our meeting and provide the board with the following information. A power point was shared with the members via the WebEx platform.

- The Alice report was first published in 2016, and their publication came out in 2020 which used the data from 2018.
- The People of Alice - Who is Alice - Alice stands for Asset Limited (has no safety net in times of crisis), Income Constrained (Not enough to afford basic household necessities) Employed (working, yet financially at risk).
- ALICE individuals often work as cashiers, nursing assistants, office clerks, servers, laborers and childcare providers. Essential workers are often Alice's individuals.
- History of Official Poverty measure was created in 1963 and used the cheapest food plan x 3 to determine the poverty threshold. 50 year later this is still how the federal government determines who is in poverty, this figure does not include the basic household necessities.
- 2018 for a household of 4, if they were under \$25,100 then they were considered at 100% poverty.
- ALICE household survival budget - includes housing costs, food, Health Care, Child Care, Transportation, Tech and Misc. taxes. This survival budget for a household of 4 to \$54,168. 35% of those in Spokane are in the ALIVE threshold.
- Unitedforalice.org/Washington
- Andrey to send out the PowerPoint and some links to the different data.

Bylaws/Ordinance Update:

Here is the background on what has been done so far. Board member Whigham sent out versions of the new bylaws a few days ago for everyone's reference. There were several areas that the members and city staff had questions on and were going to do some research and bring back information at a future meeting.

Rental Assistance NOFA:

The RFP committee give a brief rundown on the committee is bringing forward.

- Copy of the NOFA - project been working on the past couple of months. Providing ways to provide funding to those who do not just need rental assistance buy mortgage assistance.
- NOFA and application have been through the RFP committee, pending the approval of the CHHS board, we will make this available to the community. The NOFA will run 4.8.21 - 4.22.21. After the RFP was closed it will be going to committee for a few days from review and will meeting on 4.26.21 and to recommend that will be brought to the board at the May meeting. After this recommendation has been made it will go be before council and then for final approval on 5.17.21.
- June 1st will be the start of the contract for Rental, Mortgage and Utility

assistance.

Motion to approve the allocation of \$2 million for rental, mortgage and utility assistance and for the RFP to be released on 4.8.21 moved by board member Barfield and seconded Council Member Betsy Wilkerson.

➤ MOTION APPROVED

Directors Report:

- There are a lot of items moving through committee and council now.
- Ongoing conversations with the unhoused population and impact reduction are engaging in those conversations.
- 1590 - Sales tax and will be managed by CHHS.
- Need to look into how much it would cost to build a multifamily housing unit for 60% ami.
- New position will be added - this position will be working with CHHS but will be under NHS. They will help with Civil rights, Human Rights, Housing Policy and maybe do a report out at the board meetings.

Council Update: No update from City Council

Committee Updates:

Affordable Housing Committee

- Had a meeting and will have another one next week.
- There was talk about the Rental Repair Piolet Program and questions that they had asked staff member Tuno to look into and bring back to the next meeting.

RFP Committee - No Updates

New Committee - Jason and Dillion, this committee is still just a pre-committee. The two presented to the board what they have been working on. Would like to bring more awareness to the board and make the boards website a more user friendly.

Announcements

Humanizing Spokane - Created by a group of Gonzaga students
https://youtu.be/Yr_NffmjYpE

Trending - Good Neighbor Agreements, need to get a feel for the purpose and place, come up with a plan on how to negotiate with the unhoused.

Meeting Adjourned

Motion to adjourn the meeting made by Board Member Barry Barfield and seconded by Board Member Dillion Thorpe.

➤ APPROVED

Meeting Adjourned at 5:56 PM.

The next CHHS Board Meeting is scheduled for **May 5, 2021 from 4-6 pm.**

BRIEFING PAPER

Community, Housing, and Human Services Board: Evaluation & RFP Committee

COVID-19 Emergency Housing & Utility Assistance RFP – Action Required

May 5, 2021

Subject:

COVID-19 Emergency Housing & Utility Assistance RFP summary of applications and funding recommendation.

Background:

Members of the Evaluation and Review Committee met on Monday, April 26, 2021 to discuss applications received in response to the COVID-19 Emergency Housing & Utility Assistance RFP. The Committee discussed each proposal (see table below) and came to a recommendation that CHHS fund the Better Health Together proposal based on their response to the priorities outlined in the RFP. Staff was asked to follow-up on a few outstanding questions to the Better Health Together application. Better Health Together provided their response to staff on Friday, April 30th. The response addressed each question, but left the split between direct client services and operations/administration unanswered, due to the nature of their proposal. Anne will provide additional information during the CHHS Board meeting regarding her conversation with Better Health Together.

The table below provides a summary of each application received:

Applicant Name	Funds Requested	Direct Services	Operations/Admin.	Committee Recommendation
Better Health Together	\$2,000,000	TBD	TBD	Fund in full
<i>Family Promise</i>	<i>\$1,484,732</i>	<i>\$1,000,000</i>	<i>\$484,732 (32.6%)</i>	<i>Do not fund</i>
<i>Live Stories</i>	<i>\$2,000,000</i>	<i>\$1,850,760</i>	<i>\$149,240 (7.5%)</i>	<i>Do not fund</i>
<i>Spokane Workforce Council</i>	<i>\$1,227,000</i>	<i>\$850,000</i>	<i>\$377,000 (30.7%)</i>	<i>Do not fund</i>
<i>The Guardians Foundation</i>	<i>\$2,000,000</i>	<i>\$1,650,500</i>	<i>\$349,500 (17.5%)</i>	<i>Do not fund</i>

Impact:

The Better Health Together proposal will rely on partnerships within Spokane's BIPOC communities to deliver direct client services where they are needed most. These funds will help stabilize housing insecurity for individuals and households directly impacted by the COVID-19 pandemic. Direct client services will include mortgage, rental, & utility assistance.

Action:

Vote to approve RFP Committee recommendation that CHHS enter into contract with Better Health Together.