



# Community, Housing, & Human Services Board

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

**September 1, 4:00  
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 August Meeting Minutes: ACTION**

## 4:10 – 4:25 Board Education

### Overview of the Housing Action Plan

Maren Murphy, AICP,  
*Assistant Planner.*

## 4:25 – 5:25 Discussion

- 1) **Substantial Amendment to the 2021 Annual Action Plan - ACTION**
  - i. Award \$750,000 to VOA for the Young Adult Shelter (RFP conducted by Spokane County)
- 2) **Program Year 2020 CAPER - ACTION**
  - i. Open 15-day public comment period
  - ii. Approve 2020 CAPER Final Draft submission to HUD, once the 15-day public comment period ends.
- 3) **Board Recruitment**
  - i. What is rewarding to you as a member of the board?
  - ii. Who do we want to recruit?
- 4) **Ad Hoc Committee Updates**
  - i. By Laws
  - ii. Communication/Recruitment

## 5:25 – 5:40 Director Report Kirstin Davis

## 5:40 – 5:50 Updates

### 1) City Council

## 5:50 – 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: 1462-06-0991

January 6, 2021	July 7, 2021
February 3, 2021	August 4, 2021
March 3, 2021	September 1, 2021
April 7, 2021	October 6, 2021
May 5, 2021	November 3, 2021
June 9, 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](mailto: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 9	July 7	Aug. 4	Sept. 1	Oct. 6	Nov. 3	Dec. 1
Gordon Graves	X	X			X	X	X	X				
Adriane Leithauser	X	X		X	X	X	X	X				
Rebecca Sero	X	X		X		X	X	X				
Kate Burke – Council Member	X	X		X								
Anne Stuyvesant-Whigham	X	X		X	X	X	X	X				
Dillon Thorpe	X	X		X		X						
Kathleen Torella – County Rep	X	X		X	X		X	X				
Betsy Wilkerson – Council Member	X	X		X	X			X				
Barry Barfield	X	X		X	X	X	X	X				
Bob Hutchison	X	X				X	X	X				
Jason McAllister	X	X		X								
Jeri Rathbun	X	X		X	X	X	X	X				
Ike Okoli					X		X	X				
Kathryn Alexander				X	X	X	X	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, , Jeri Rathbun, Kim Taylor, Diane Zemke, Arlene Patton, Sara Clements-Sampson, Rowena Pineda, Fran*

**Executive Committee:** Third Wednesday of each month, 1:00 to 2:30 P.M. City Hall, 6<sup>th</sup> floor Conference Room - *Anne Whigham, Adriane Leithauser, Jeri Rathbun*

**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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## **City of Spokane**

### **Community, Housing, and Human Services Board Meeting Minutes**

Wednesday, August 4, 2021

4-6 p.m.

Board Members: Adriane Leithauser, Anne Stuyvesant-Whigham, Bob Hutchinson, Jeri Rathbun, Kathleen Torella, , Barry Barfield, Betsy Wilkerson Gordon Graves, Rebecca Sero, Ike Okoli, Kathryn Alexander

Staff: Kirstin Davis, Kelly Burnett, George Dahl, Becky Tuno, Margaret Hinson

Guest – 1 who did not identify themselves

Virtual meeting recording is available here: <https://youtu.be/5etQPCFA-Z4>

Meeting called to order: 4:10 p.m.

MOTION: Barry Barfield moved to approve meeting agenda - Anne Stuyvesant-Whigham seconded, all aye, none opposed, no abstentions

Asked for public comment. None.

MOTION: Bob Hutchinson moved to approve June Board Meeting minutes – Barry Barfield seconds, all aye, none opposed, no abstentions

Kirstin Davis explained change in board meeting minute taking. Will record meetings and do an abbreviated version of the notes with an online link to the recorded meeting. Will also verify that adjusted format meets compliance requirements.

Gordon Graves in attendance, however board member has not been finalized for this meeting.

2021 Action Plan – George Dahl @12:20

Provided same briefing as City Council. Demonstrated way to find Action Plan on website and find out how to find Action Plan and presentation. Public comment information – no comments to date – ends Friday Aug 6. Council is being briefed and voting to accept on Aug. 16. Have not received any public comment as of today.

MOTION: Anne Stuyvesant-Whigham moves to close the official public comment Aug. 6 at midnight and subject to change according to any comments made before Aug. 6 and accept the Action Plan as written Friday, August 6 – Barry Barfield seconds, all aye, none opposed, no abstentions

Board Discussion about Board Member Education - @21:20

Board leadership, executive committee, members terming out and committee participation.

Board Recruitment Discussion - @ 37:30

Outreach efforts, conflict of interest disclaimer, areas of concentration.

Director Report - @ 1:09:40

Kirstin Davis – Posted CHHS Director position, posting positions for Program Professional, Program Specialist and Program Manager.

Department priority is compliance work and being handled well.

Rent Assistance Programs Update – 1,563 households applied, 338 households have received funding, \$1.97 million paid in rent to date. Requiring a large load of case management. Next round of funding is coming.

HOME Program RFP vs. RFI discussion.

Council Update - @ 1:44:12

Betsy Wilkerson working with Innovia, Better Health Together to convene community conversation around homelessness. American Recovery Program Act funding update. Applied for Dept Commerce Rapid Housing application. Catholic Charities submitted project. Council voted to match funds.

Affordable Housing Committee Report - @ 1:46:30

No updates

Evaluation and RFP Committee - @ 1:46:45

Health and Justice Recovery Alliance, Rent Assistance Program from earlier in meeting by Margaret, Better Health Together has done letter of intent to fund Health and Justice Recovery Alliance, Spectrum, American Indian Center PICA Spokane, Carl Maxey Center to receive funding.

MOTION:– Betsy Wilkerson moved to adjourn meeting – Anne Stuyvesant-Whigham seconded, all aye, none opposed, no abstentions at 5:54 p.m.

Next meeting is scheduled for Wednesday, September 1, 2021 at 4:00 p.m.