



# Community, Housing, & Human Services Board

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

**November 3, 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 September Meeting Minutes: ACTION**

**4:10 – 4:30 Board Education**

**CHHS Department Plan – Eric Finch**

**4:30 – 5:30 Discussion**

- 1) **RFP Committee Recommendations: Release of additional COVID funds – Action Item**
- 2) **Future of the Board – leadership/membership**

**5:30– 5:45 Director Report**

**5:45– 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: 2486-875-0179

January 6, 2021	July 7, 2021
February 3, 2021	August 4, 2021
March 3, 2021	September 1, 2021
April 7, 2021	<del>October 6, 2021</del>
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	X			
Adriane Leithauser	X	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	X			
Dillon Thorpe	X	X		X		X						
Kathleen Torella – County Rep	X	X		X	X		X	X	X			
Betsy Wilkerson – Council Member	X	X		X	X			X	X			
Barry Barfield	X	X		X	X	X	X	X	X			
Bob Hutchison	X	X				X	X	X	X			
Jason McAllister	X	X		X					X			
Jeri Rathbun	X	X		X	X	X	X	X	X			
Ike Okoli					X		X	X				
Kathryn Alexander				X	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, September 1, 2021

4-6 p.m.

Board: CM Betsy Wilkerson, Adriane Leithauser, Barry Barfield, Gordon Graves, Jeri Rathbun, Kathleen Torella, Kathryn Alexander, Bob Hutchinson, Anne Whigham, Jason  
Staff: Kelly Burnett, Kirstin Davis, Becky Tuno, Danielle Norman, George Dahl, Cassi Brown, Maren Murphy, Daniel Ramos, Margaret Hinson, Call in User

Virtual meeting recording is available here: <https://www.youtube.com/watch?v=ZHYQbWPST-o>

Meeting called to order: 4:03 p.m.

MOTION: CM Betsy Wilkerson moved to approve meeting agenda – Kathryn Alexander seconded, all aye, none opposed, no abstentions

Asked for public comment. None.

MOTION: CM Betsy Wilkerson moved to approve June Board Meeting minutes – Kathryn seconded, all aye, none opposed, no abstentions

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

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.

Maren Murphy- Overview of the Housing Action Plan, shared a power point, description of what the housing action plan does, plan was started in April of 2020, review of what has been completed in past year and a half, four priorities were shared. The plan helps provide direction based on council and administrations focuses. Link on the City website shared for the appendices with additional information. The final housing plan is also available on the City website. Next steps were shared, the implementation stage. Mayor Proclamation on Housing Emergency July 26, 2021 was shared. Questions and answers. Link to site was provided by Maren into the chat.

Substantial Amendment to the 2021 Annual Action Plan-Action- George Dahl, shared his screen, gave background and clarity on what substantial is and how there are adjustments to community needs through the amendments. Overview of what was originally applied for and the update for location. Details on location, funding, and site details were shared. Goal is to communicate with the community to receive comments and share what is coming. An update will be provided at the October meeting. Questions and answers. Motion to open for public comment for next 30 days: Barry moved to approve, Anne seconded

Program Year 2020 CAPER- Action- George Dahl shared screen, shared that it is the end of year report for CDBG and ESG, it is reported to HUD and reviewed to see if on track for the 5 year plan. Summary of

resources and projects. Examples of funding that is provided for housing, community centers, and programs. Shared images of homes that Habitat for Humanity turned from abandoned to ready to move in with help from CDBG funding. Questions and answers. Motion to open for 15 comment period and to approve with update in October: Anne motion, Kathryn seconded

Board Recruitment, Adriane Leithauser, overview of three current positions and two coming up in April. Board members asked to share what is rewarding to them and to think of who is wanted to recruit. Diversify- ideas being someone in education, lived experience, and someone familiar with banking and/or real estate. Possibly daycare or Workforce development.

Ad Hoc Updates, focus on communication and recruitment that were similar to the board recruitment. Gordon spoken on conversation he had. September 15- October 15 open for applications. Look at the expertise that is wanted on the board. Anne commented that the will be looking at the ad hoc by laws in October, will have something by end of year.

Director Report, Kirstin Davis, update on CHHS staffing, Becky Tuno HOME Program Manager, interviews coming for the Homeless Program Manager position, Community and Economic Development Director is Steven McDonald 9/20 start date, Communications Manager Brian Walker 9/20 start date. My Place update on quarantine and safety concerns. Conversation on MyPlace that transitioned into places for individuals to stay wit COVID issues rising again.

Becky Tuno, NOFA Update

Council Update, Betsy updated Civil Rights Jarrell Hayes, American Recovery Act Funds, Sunset Highway hotel from Catholic Charities for Transitioning Families location

MOTION:– CM Betsy Wilkerson moved to adjourn meeting – Kathryn Alexander seconded, all aye, none opposed, no abstentions at 6:16 p.m.

Next meeting is scheduled for Wednesday, November 3, 2021 at 4:00 p.m.