



# 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 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 November Meeting Minutes: **ACTION**

## **4:10 – 4:30 Board Education**

- 1) Community Frameworks - Sinto Commons: John Chatburn and Deb Elzinga

## **4:30 – 5:30 Discussion**

- 1) SNAP Housing Programs Recommendation: **ACTION**
- 2) Extension for CHHS Board Member Adriane Leithauser: **ACTION**
- 3) 2022 Board Schedule: **ACTION**

## **5:30– 5:45 Director Report**

- 1) Cannon Street Upgrades RFP

## **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: 2485-166-6627

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		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		x	
Dillon Thorpe	X	X		X		X						
Kathleen Torella – County Rep	X	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		x	
Bob Hutchison	X	X				X	X	X	X		x	
Jason McAllister	X	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		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, November 3, 2021

4-6 p.m.

Board: Barry Barfield, Anne Whigham, Bob Hutchinson, Kathryn Alexander, Adriane Leithauser, Kathleen Torella, Jason McAllister

Staff: Danielle Norman, George Dahl, Kirstin Davis, Margaret Hinson, Kelsey Martin, Brian Walker, Daniel Ramos, Kim Clifton

Virtual meeting recording is available here: [https://www.youtube.com/watch?v=U\\_o8DwT3SPM](https://www.youtube.com/watch?v=U_o8DwT3SPM)

Meeting called to order: 4:01 p.m.

MOTION: Anne moved to approve meeting agenda – Barry seconded, all aye, none opposed, no abstentions, approved

Asked for public comment. None.

MOTION: Anne moved to approve September Board Meeting minutes – Barry seconded, all aye, none opposed, no abstentions, approved

Recording started at 4:05pm

**4:08pm (0:01:41) Director's Report- Kirstin Davis-** Updating from September with no meeting in October, informed of weekly update report and what is included: operational items, training, staffing levels, policy, and planning. (0:04:10) Currently all hands-on deck for the CoC's NOFO application. E-accounts are unlocked. (0:05:20) Department of Commerce Annual Report due on Tuesday, (0:05:50) Update on isolation unit with UGM ended October 31<sup>st</sup> and now Salvation Army took over operations at their facility with no gap in service. (0:07:12) Youth Homelessness Demonstration Program grant was awarded and work is started, Matt Davis is assisting. (0:09:05) Introduced Kim as new Clerk III. November 15 and 16 and 29 there are 3 program professionals starting. (0:10:55) Mentioned that Kris, Eric, and Kirstin as the strike/support team for interviews and assisting CHHS. (0:14:31) Screen share for document with communication update for CHHS department.

**4:20pm Board Education- CHHS Department Plan-** Eric Finch was unavailable, Kirstin Davis shared a power point with an image of four main tracks with a short-term plan on the areas of focus and plan. Also, the Defining the Transition Environment and Communication (Spaghetti form). Adriane talked about the CHHS Board learning the CHHS process. Kirstin finished overview of urgent information.

**4:29pm (0:26:07) RFP Committee Recommendations:** Release of additional COVID funds-Action Item- Anne Whigham and Margaret Hinson, Anne introduced Margaret, Margaret shared a power point presentation on Department of Treasury Emergency Rent Assistance Program. Reviewed the overview of funds and amounts. Today we are talking about \$10.1 million. Overview of the requirements, eligibility, and coverage. Program overview of funds and funded partners. Application process explained. Some questions regarding process for applications and demographics. (0:47:10) Anne went over the

previous recommendation of funding from June 2021, spending of awards to date, and RFP & Evaluation Committee recommended motions. (1:07:32) Discussion on the motions and re-wording to the following: Due to the end of eviction moratorium and ongoing needs of community the CHHS board recommends that no new RFP's be issued and that the \$10.1 award from Department of Commerce rental assistance funds be fully distributed to Live Stories. We recognize that Family Promise has had an issue with capacity and if they would like additional funding they can reach out to Live Stories. Motion by Bob, seconded by Kathryn, all ayes, no nays, no abstentions, motion passes.

**5:23pm (1:17:56) Future of the Board- leadership/membership**-Adriane gave update that there haven't been any executive board applications. Updates on who is stepping back, what positions need filled, and the time commitments for those positions. Need of a chair and two vice chairs. Update on board applications.

5:39pm (1:34:35) Director add on by Adriane regarding NHHS Director interview.

**City Council Updates**- Comment asking how to have two council members appointed, CM Wilkerson attends, CM Burke hasn't for a while.

**5:43pm (1:37:56) Affordable Housing Committee Update**- Question on information from Melissa in council office, George commented on how there is some confusion on the two affordable housing groups. Talked about some additional programs, funding, and CDBG. Adriane talked about some barriers during the pilot program and issues had. Kathryn commented working with the Landlord Association.

**5:56pm Evaluation and RFP Committee Update**- no additional updates.

Updates- City Council is having a study session tomorrow 11/4, follow up to CHHS and CoC, live streamed on FB and City Channel 5

**MOTION:** – Kathryn moved to adjourn meeting – Bob seconded, all aye, none opposed, no abstentions at 5:59p.m.

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

**BRIEFING PAPER**  
Community, Housing and Human Services Board  
**SNAP Housing Programs (SFR & ERP) Contract Renewals for Calendar Year 2022**  
December 1, 2021

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**SUBJECT:**

Approve the CHHS Affordable Housing Committee's recommendation to renew SNAP's Single-Family Repair, and Essential Home Repair Programs at the same funding and performance levels as calendar year 2021.

**BACKGROUND:**

SNAP has be

has traditionally relied on a formal Request for Proposals (RFP) process to allocate CDBG capital funds. This process provides an excellent opportunity to solicit a broad range of applications from the community. The primary drawback to this approach is the length of time it takes to develop and administer the RFP. The following outline provides an overview of the current RFP process:

The life cycle of a typical CHHS RFP is approximately 5-6 months from start to contract execution. While this process allows for broad participation, it significantly reduces the ability for CHHS to respond to rapidly changing community need.

**PROPOSAL:**

CHHS seeks Board support for the following proposal:

Allocate 90% of unencumber CDBG capital funds to priority community projects. These funds will be exempted from the traditional CHHS RFP process outlined above. The proposed process for allocating funds will follow the outline below:

- Applicant will submit a basic application for funding
  - *Project Scope*
  - *Detailed Budget (with other leveraged funding sources)*
  - *Project Timeline*
- CHHS will present application to Board for review and approval
- CHHS will enter into contract with applicant

In response to the need for capital investments related to ongoing repair (flooring, windows, HVAC, etc.) CHHS will reserve 10% of all unencumbered funds for a traditional RFP process as outlined above.

The example below is intended to illustrate how this alternative would work if CHHS had \$1,000,000 of unencumbered CDBG capital funds.

#### **TIMELINE:**

Staff will brief the CHHS Board's recommendation to City Council at the following meetings:

- **Public Safety & Community Health Committee Briefing**
  - December 6<sup>th</sup> at 1:15
- **City Council Advanced Agenda (briefing)**
  - December 6<sup>th</sup> at 3:30
- **City Council Current Agenda (final approval)**
  - December 13<sup>th</sup> at 3:30

Once approved by City Council, staff will coordinate with SNAP to draft, sign, and execute the agreement before the current contract expires on 12/31/21.

#### **IMPACT:**

Renewing our existing contracts with SNAP will ensure continuity of operations for calendar year 2022. Both programs provide vital support to ensure housing stability and affordability for low and moderate homeowners throughout the City of Spokane.

#### **ACTION:**

Approve advancing to City Council, the Affordable Housing Committee's recommendation to renew SNAP's Single-Family Repair, and Essential Home Repair Programs at the same funding and performance levels as calendar year 2021.

#### **Contract #1**

Partner Agency: SNAP

Program Name: Essential Repair Program

Contract Reference: OPR 2021-0121

Funding Source: CDBG

Award Amount: \$500,000

Number of Homes Repaired: 260

#### **Contract #2**

Partner Agency: SNAP

Program Name: Single Family Rehabilitation Program  
Contract Reference: OPR 2021-0122  
Funding Source: CDBG  
Award Amount: \$1,433,219  
Number of Homes Repaired: 30

## **CHHS Board Meetings 2022**

January 5

February 2

March 2

April 6 (Retreat?)

May 4

June 1

July 6

August 3

September 7

October 5

November 23

December 7