



Community, Housing, & Human Services Board

November 6, 2024, 4:00 p.m.
 Hybrid Meeting – Microsoft Teams and
 City Council Briefing Center
 808 W. Spokane Falls Blvd., Spokane, WA 99201

Vision: To provide opportunities that enhance the quality of life for Spokane’s extremely low to moderate income population

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE	
4:00 – 4:10	Call to Order – Board Chair
	<ol style="list-style-type: none"> 1. Approval of Agenda: ACTION 2. Approval of Minutes: ACTION 3. Public Comment – Please restrict comments to items relevant to the CHHS Board
4:10 – 4:40	Board Education
	<ol style="list-style-type: none"> 1. 5 Year Consolidated Plan & CDBG grant priorities– H Page
4:40 – 4:45	Action Items
	<ol style="list-style-type: none"> 1. Human Services Committee nomination (Bob Lutz)*
4:45 – 5:00	Discussion Items
	<ol style="list-style-type: none"> 1. December election (slate of candidates, nominations from floor)* 2. City Council Roundtable: Emergency Shelter Activation Criteria (F Casteneda)*
5:00 – 5:30	CHHS Director’s Report
	<ol style="list-style-type: none"> 1. Q&A from Newsletter* <ul style="list-style-type: none"> • Update: Inclement Weather Plan & RFP* • Status of Recommendations sent to Council • Upcoming RFPs (1590) • Department Updates
5:30 – 5:50	Council and Committee Updates
	<ol style="list-style-type: none"> 1. City Council (CM Dillon & Navarrete) 2. Continuum of Care (G Manz) 3. Regional Homeless Collaborative (L Hope) 4. Affordable Housing Committee (D Edwards) 5. Human Services Committee (J Randall)
5:50 – 5:55	Announcements
	<ol style="list-style-type: none"> 1. Mandatory training: public records* & public meetings* 2. Next Meeting 12/4/24
5:55 – 6:00	Adjournment – Board Chair

*attachments included

2024 Board Meeting Schedule

All Board meetings are held on the first Wednesday of each month unless otherwise posted; attendance is in person in the City Council Briefing Center located in the Lower Level of City Hall and via Microsoft Teams from 4:00 p.m. to 6:00 p.m. [Click here to join the meeting.](#)

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 Council Briefing Center 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.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Board Members	Jan. 3	Feb. 7	Mar. 6	Apr. 12	May 1	Jun. 5	Jul. 3	Aug. 7	Sep. 4	Oct. 2	Nov. 6	Dec. 4
Barb Lee	X	X	X	A	X	X	X	X	X			
Caroline Yu				X	X	X	X	X	X	x		
Casey Bowers (resigned 9/18)	X	X	X	X	X	X	X					
Christabel Agyei				X	X	X	X	X	X	x		
David Edwards	X	X	X	X	X	X	X	X	X	x		
Eric Robison	X	X	X	X	X	X	X		X	x		
Flor Casteneda				X	X	X	X		X	x		
George Dahl – County Rep	X	X	X	X	X	X	X	X	X	x		
Gloria Mantz – CoC Liaison				X	X	X	X		X	X		
James Randall				X	X	X	X	X	X			
Jeri Rathbun (Resigned 6/24)	X	X	X	X	X	X						
Karen Ssebanakitta (Interim Chair)	X	X	X	X	X	X	X	X	X	x		
Leslie Hope	X	X	X	X	X	X	X		X	x		
Lili Navarrete – Council Member				X	X	X	X		X	x		
Paul Dillon – Council Member		X	X	A	X	X	X	X	X	x		
Wes Anderson				X	X	X	X	X	X			
Anna Staal (replaced Jeri)									X	x		
Vacancy (Casey’s position)												

STANDING COMMITTEE MEETING INFORMATION

* indicates committee seats filled by board members

Affordable Housing Committee: Second Tuesday of each month, 10:30 a.m. - 12:00 p.m.

*David Edwards (Chair), *Eric Robison (Vice Chair), Phil Altmeyer, Andrew Hoye, Brian Jennings, Patricia Kienholz, Adriane Leithauser, Mark Muszynski, Arlene Patton, Michone Preston, Jesus Torres, *Caroline Yu

Human Services Committee: Fourth Wednesday of each month, 1:00 - 2:00 p.m. *James

Randall (Chair), *Karen Ssebanakitta (Vice Chair), *Christabel Agyei, Susan Christenson, *Leslie Hope, *Barb Lee, Chris McKinney, Kris Neely, Arlene Patton, Kim Taylor, Diane Zemke, (1 vacancy)

Executive Committee: Third Wednesday of each month, 4:00 - 5:30p.m.

Karen Ssebanakitta, Leslie Hope, David Edwards, James Randall

Refer to <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/> for more information on Board-related meetings and event

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Community, Housing & Human Services Board

October 2, 2024
Meeting Minutes

Meeting called to order at **4:15**

Attendance/Introductions

- **Attendance/Introductions**
 - **Board Members Present:** Leslie Hope, David Edwards, Karen Ssebanakitta, Eric Robison, Caroline Yu, Anna Staal, Paul Dillon, Lili Navarrette, Gloria Manz, Flor Castaneda, George Dahl, Christobel Agyei
 - **Staff Present:** Arielle Anderson, Kimi Clifton, Aziz Rahmaty, Tessa Jilot, Lucas Masjoan, Amanda Martinez, Cyruz Campos, Megan Kapaun, Keri Cederquist
 - **Guests Present:** Nicolette Ocheltree, Noah Corrin., Hadley Morrow, Cory Bonallo, Andres Grageda, Stacey, Laurel F, Virginia Ramos, Barry Barfield, Chris McKinney

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:

MOTION by Leslie Hope, seconded by unknown, **to approve the Agenda; unanimously approved.**

Approval of the Minutes:

MOTION by Leslie Hope, seconded by unknown, **to approve the August with correction of time meeting was called to order.**

MOTION by Leslie Hope, seconded by unknown **to approve September minutes; unanimously approved with correction to Board education program include short summary of housing inventory study**

Public Comments: None

Discussion and Action Items:

RFP Committee: Karen Ssebanakitta requested the **Evaluation and RFP Committee** name be **changed to Human Services Committee**

MOTION by Flor Castaneda, seconded by Eric Robison, **to approve change. Unanimously approved.**

Approve James Randall as Chair to Human Services Committee: Tessa Jilot presented the Citizen Participation Plan and requested the board to open the public comment period. Some discussion followed.

MOTION by Flor Castaneda, seconded by Eric Robison, **to approve change. Unanimously approved.**

Approve Leslie Hope as member to Human Services Committee: Add Leslie Hope to Human Services, active in Jan 2025

MOTION by Flor Castaneda, seconded by Eric Robison, **to approve change.**
Unanimously approved.

Board Education:

Draft Plan for Inclement Weather – Arielle Anderson.

Discussion of RFI and RFP process of inclement weather sheltering. Board also discussed need for additional funds to support total need of inclement weather sheltering.

Homelessness Roundtable:

Karen Ssebanakitta provided overview of homelessness roundtable discussion. Flor Castaneda attends on behalf of CHHS Board.

Introduction to Legal Services:

Megan Kapaun provided overview of what legal support the City of Spokane legal counsel can provide to CHHS Board.

- Available for questions on legal issues with CHHS Board.
- Megan Kapaun provided next steps for bylaws update.

City Council Updates: CM Dillon provided updated on Homeless Roundtables and discussion on potential next steps for ordinances. Board noted the inconsistencies between current ordinances. CM Dillon gave update on rental registries program and vote scheduled. Council will push at the state level addressing housing status as a protected class.

CoC update: CoC is going through RFP process for housing projects and recently scored. Recommendations will go to CoC Board at next meeting. Special meeting held October 9th. Five year plan draft is expected soon.

Homeless Regional Collaborative: No update

Committee Updates:

Affordable Housing: No update

Human Services: No update other than updates previously provided

Announcements: Nominating committee will send out application

Meeting Adjourned at 5:18 PM.

The next CHHS Board Meeting is scheduled for **November 6, 2024 from 4:00-6:00 pm.**

2024 CHHS Board Slate of Candidates (to be seated Jan 2025)

Board Member Candidates:

- **Karen Ssebanakitta**, reappoint to 3-year term
- **Barb Lee**, reappoint to 3-year term
- **Leslie Hope**, fill Casey Bowers vacancy by reassignment from CA-appointee to regular board seat
- Community Assembly to recommend their replacement for L Hope
- Backup applicants (for unexpected 2025 vacancies): Bob Lutz, Kris Neely

Officer Candidates (if under current bylaws):

- **Karen Ssebanakitta**, Chair 2025&2026
- **David Edwards**, Co-Vice Chair 2025
- **Leslie Hope**, Co-Vice Chair 2025

Officer Candidates (if under revised bylaws):

- **Karen Ssebanakitta**, 2025 Chair
- **David Edwards**, Chair-Elect (advance to Chair in 2026):
- **vacant**, Past-Chair

Annual Board Review of Affordable Housing and Human Service Committees

- Officers and members as listed on 11/24 Board agenda

Optional -- Nominations from the Floor:



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

[Date Stamp]

POSITION APPLYING FOR: CHHS Board

Applicant's Name: Bob Lutz

Residence Address: 514 W 27th Ave Spokane WA 99203

Mailing Address: saa

Email: teamab@msn.com Home Phone: 509.624.7261 Cell Phone: 360.688.0483

How long have you been a continuous resident of the City of Spokane? 20 y

Which Council District do you reside in? 2 (Need to verify, click [HERE](#))

Have you ever served on a City Board or Commission? If so, which one? Bicycle Advisory Board

EDUCATIONAL HISTORY

High School: Trinity High School Diploma Earned: HS

Address: Shiremanstown PA

College/University: Villanova University Degree Earned: BS

Address: Villanova PA

EMPLOYMENT HISTORY

Present or Last Employer: WA DOH Position: regional med officer Dates: 12.20-present

Address: 111 Israel Rd SE, Tumwater, WA 98501 Phone: (800) 525-0127

Previous Employer: SRHD Position: Health Officer Dates: 2017-2020

Address: 101 W College Ave, Spokane, WA 99201 Phone: (509) 324-1500

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Michael Dunn Relationship: professional Phone: 509.701.1742

Name: Kelly Thomas Relationship: personal Phone: 509.496.1999



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community.

I have lived in Spokane for almost 20 years. I chaired the City's BAB, served on the Local Board of Health for 8 years, and was the local health officer from 2017-2020. I have been the medical director for Bloomsday for 15 years. Boards I have locally served on include the COC and NAACP, and currently serve as a board member for Better Health Together and Community Minded Enterprises. While my full time position is with the WA DOH, I work 1d/week doing street medicine for CHAS.

Describe why you are interested in serving on this Committee/Board/Commission.

As a public health professional, I have emphasized homelessness as a public health issue that requires a comprehensive approach to addressing, recognizing the social contributors to this issue. This Board's work would allow me to provide my subject matter expertise to the City's work to address the challenge of homelessness affecting our community.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

As per above. Additionally, serving as a street medicine physician for CHAS has provided me with a unique perspective I would bring this Board.

UNDERSTANDING OF APPLICATION

I, Bob Lutz, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: /s/Bob Lutz DATE: 01.31.2024

PLEASE MAIL TO SPOKANE CITY HALL OR SEND VIA EMAIL TO MAYOR@SPOKANECITY.ORG



EQUAL EMPLOYMENT OPPORTUNITY INFORMATION
(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: CHHS Board

Applicant's Name: Bob Lutz

Gender: Female Male Non-Binary Prefer not to answer Date of Birth: 07.09.1962

Ethnic Origin (please select one of the following):

- Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)
- White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- Black / African American (having origins in any of the black racial groups of Africa)
- Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)
- Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

- Not a veteran Vietnam-era veteran
- Disabled veteran Any other veteran

Disability Status:

- Disabled Non-Disabled