



## Community, Housing, & Human Services Board

December 4, 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

<b>TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE</b>	
<b>4:00 – 4:10</b>	<b>Call to Order – Board Chair</b>
	<ol style="list-style-type: none"> <li>Roll Call</li> <li>Approval of Agenda: <b>ACTION</b></li> <li>Approval of Minutes: <b>ACTION</b> (November)*</li> <li>Public Comment – Please restrict comments to items relevant to the CHHS Board</li> </ol>
<b>4:10 – 4:40</b>	<b>Board Education</b>
	<ol style="list-style-type: none"> <li>CHHS Board Code of Ethics</li> </ol>
<b>4:40 – 4:55</b>	<b>Action Items</b>
	<ol style="list-style-type: none"> <li>Executive action on Eviction Prevention RFP (see link <a href="#">HERE</a>)</li> <li>Slate of candidates/Annual election*</li> </ol>
<b>4:55 – 5:20</b>	<b>Discussion Items</b>
	<ol style="list-style-type: none"> <li>PIT Jan. 21-29* (Melissa Morrison)</li> <li>CDBG \$400k neighborhoods carve-out (Heather Page)</li> <li>Priorities re: disabled vet-owned business (Heather Page)</li> <li>United Way ALICE project (<a href="https://unitedforalice.org/washington">https://unitedforalice.org/washington</a>)</li> </ol>
<b>5:20 – 5:35</b>	<b>CHHS Director’s Report</b>
	<ol style="list-style-type: none"> <li>Q&amp;A from Newsletter*</li> <li>Project updates following funding recommendations and awards</li> <li>Upcoming RFPs</li> <li>Department Updates</li> </ol>
<b>5:35 – 5:50</b>	<b>Council and Committee Updates</b>
	<ol style="list-style-type: none"> <li>City Council (CM Dillon &amp; Navarrete)</li> <li>Continuum of Care (G Manz)</li> <li>Regional Homeless Collaborative (L Hope)</li> <li>Affordable Housing Committee (D Edwards)</li> <li>Human Services Committee (J Randall)</li> </ol>
<b>5:50 – 5:59</b>	<b>Announcements</b>
	<ol style="list-style-type: none"> <li>Prep for Jan meeting: Board/Committees survey &amp; Bylaws final draft</li> <li>Homeless Ordinances finale: Townhall 12/10, 5:30-7pm at Central Library</li> <li>Next Meeting (<b>change from usual time &amp; place</b>): 1/8/2025</li> </ol>
<b>5:59 – 6:00</b>	<b>Adjournment – Board Chair</b>

\*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 [mowmaster@spokanecity.org](mailto:mowmaster@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		X	
Caroline Yu				X	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	X	
Eric Robison	X	X	X	X	X	X	X		X	X	X	
Flor Casteneda				X	X	X	X		X	X	X	
George Dahl – County Rep	X	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		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	X	
Leslie Hope	X	X	X	X	X	X	X		X	X	X	
Lili Navarrete – Council Member				X	X	X	X		X	X	X	
Paul Dillon – Council Member		X	X	A	X	X	X	X	X	X	X	
Wes Anderson				X	X	X	X	X	X		X	
Anna Staal (replaced Jeri)									X	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 Hoyer, 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, Bob Lutz, Chris McKinney, Kris Neely, Arlene Patton, Kim Taylor, Diane Zemke

**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 even via Microsoft Teams from 4:00 p.m. to 6:00 p.m. [Click here to join the meeting](#)

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# Community, Housing & Human Services Board

November 6, 2024  
Meeting Minutes

Meeting called to order at **4:10**

## Attendance/Introductions

- **Attendance/Introductions**
  - **Board Members Present:** Caroline Yu, David Edwards, George Dahl, Eric Robison, James Randell, David Edwards, Lili Navarrete, Paul Dillion, Wes Anderson, Anna Staal, Leslie Hope, Flor Casteneda
  - **Staff Present:** Jon Klapp, Paradis Pourzanjani, Tessa Jilot, Melissa Morrison, Arielle Anderson, Cyruz Campos, Aziz Rahmaty, Amanda Martinez, Nicholette Ocheltree, Heather Page, Andres Grageda

\*\*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 Wes Anderson, seconded by James, **to approve the Agenda; unanimously approved.**

## Approval of the Minutes:

**MOTION** by Wes Anderson, seconded by Leslie Hope, **to approve the October minutes; unanimously approved.**

**Public Comments:** None

## Discussion and Action Items:

Human Services Committee: Add Bob Lutz to Human Services Committee

**MOTION** by James Randall, seconded by Leslie Hope, **to approve membership. Unanimously approved.**

## **Board Education:** 5 Year Consolidated Plan Update – Heather Page

2025 – 2029 Consolidated Planning process update

Review of what the consolidated plan is

Review survey results

Goals and priorities

CDBG national objectives

CDBG RFP

CDBG Timeliness

## **Homelessness Roundtable:**

Karen Ssebanakitta provided overview of homelessness roundtable discussion. Flor Castaneda

attends on behalf of CHHS Board.

Next meeting November 7, 2024 and December 19, 2024

**Review of 2025 Board Candidates:**

- Reviewed 2025 CHHS board nominations
- Vote will be held at December 2024 meeting

**Director Report:**

- Update on inclement weather shelter, additional beds added using 1590 funds
  - Inclement weather shelters have been activated
  - Surge beds usage tracked using Shelter Me app

**City Council Updates:** CM Navarette provided updated on Homeless Roundtables, additional funding for inclement weather shelter and rental registry.

**CoC update:** CoC is going through 5 Year Plan to End Homelessness and providing feedback and edits. New focus on homeless services workforce development. Plan must be finalized by end of the year. Update on funding recommendations for CoC funded projects.

**Homeless Regional Collaborative:** Good progress being made between jurisdictions. City, City of Spokane Valley and Spokane County provided update on regional goals.

**Committee Updates:**

**Affordable Housing:** Discussion of CDBG funding. SNAP requested extension to grant as contract expired, committee unanimously agreed to not extend grant. St. Margaret's Shelter requested increase of funds and will be brought to council.

**Human Services:** Inclement Weather RFP overview. James Randall requested 2025 RFP cycle.

**Announcements:** Consider future of hybrid meetings

**Meeting Adjourned at 5:45 PM.**

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

## **2024 CHHS Board Slate of Candidates (to be seated Jan. 8, 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:

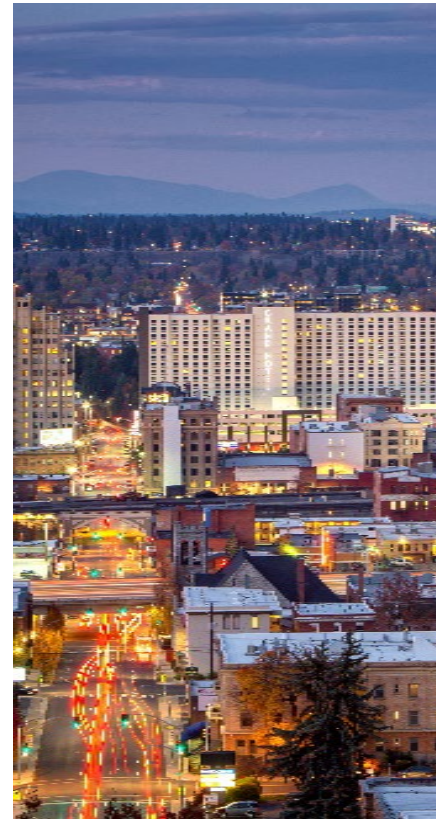
- **Karen Ssebanakitta**, Chair 2025&2026
- **David Edwards**, Co-Vice Chair 2025
- **Leslie Hope**, Co-Vice Chair 2025

### Annual Board Review of Affordable Housing and Human Service Committees

- Officers and members as listed on 12/24 Board agenda



# 2025 Point in Time



# Point-in-Time Count

HUD 2024 [Point-in-Time Count and Housing Inventory Count - HUD Exchange](#)



The Point-in-Time (PIT) Count is a count of sheltered and unsheltered people experiencing homelessness on a single night in January.

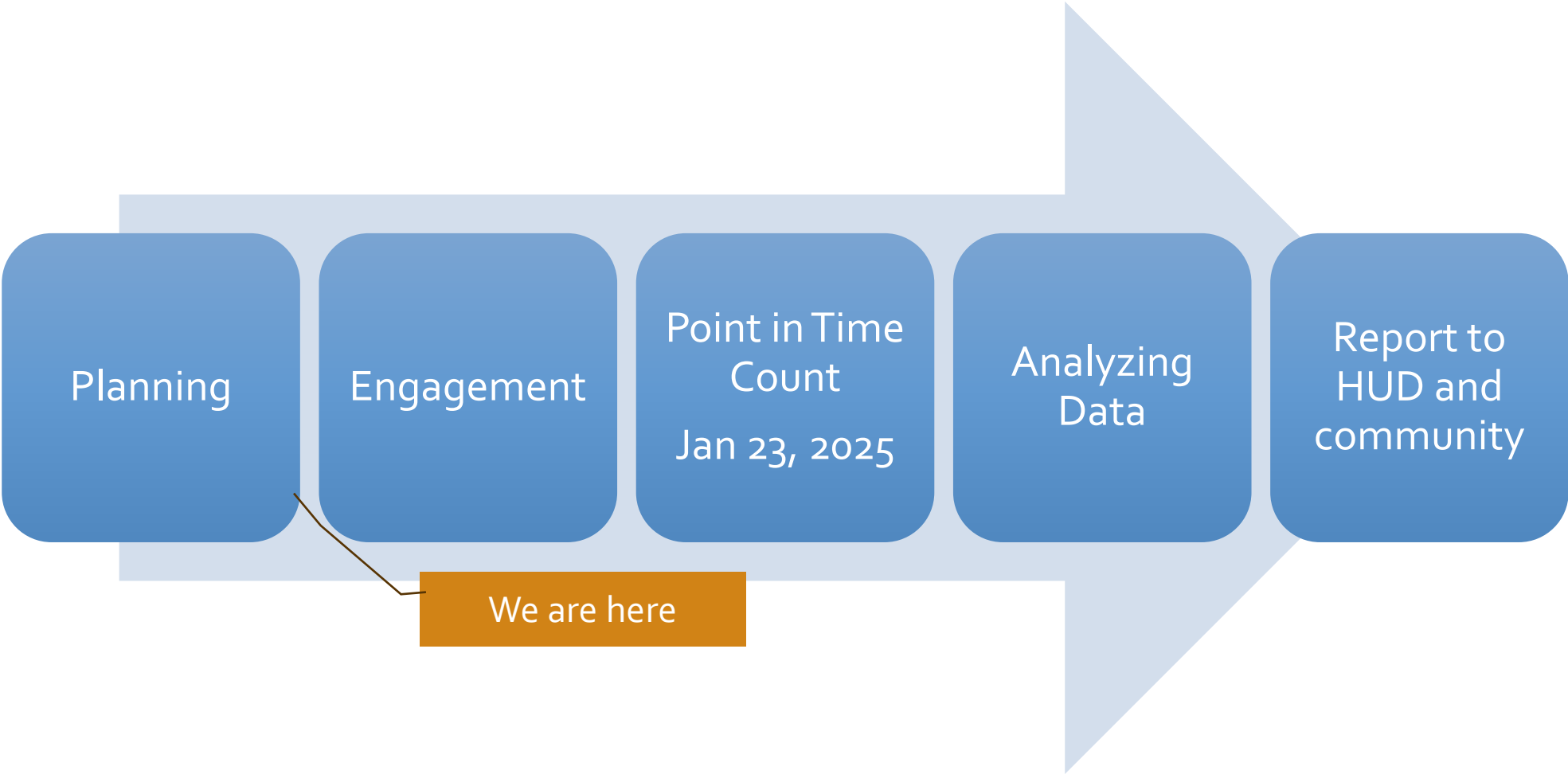


HUD requires that CoCs conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night.



Each count is planned, coordinated, and carried out locally.

# Point in Time Timeline





# Collaborating with Housing Action Subcommittee

- Planning meetings held weekly
  - Suggest places for outreach teams
  - Volunteer for Point-in-Time Count
  - Feedback on questions
  - Suggestions on improving 2025 PIT
  - Provide updates and status reports to HAS
- 
- **Please let us know what you would like to hear more about or how you want to be involved**

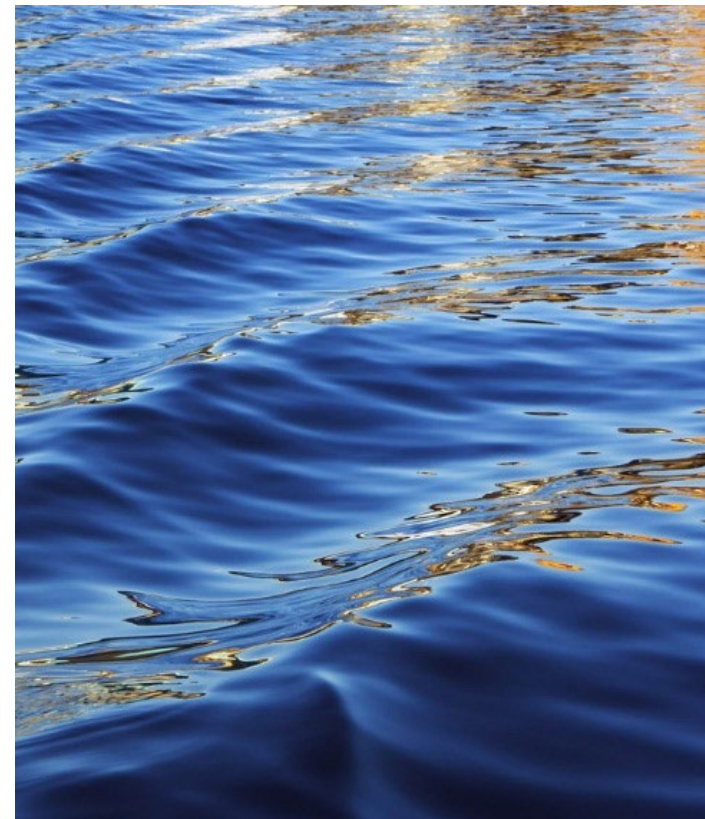




# Thank You

Jon Klapp [jklapp@spokanecity.org](mailto:jklapp@spokanecity.org)

Melissa Morrison [mmorrison@spokanecity.org](mailto:mmorrison@spokanecity.org)



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**Monday, December 2, 2024**

Dear Community Member,

The Community, Housing and Human Services Department has been working closely with the community and providers to ensure key projects get up and running.

The City & County of Spokane are looking for the community's feedback on the [2025-2030 5-Year Strategic Plan to Prevent & End Homelessness](#). Please scan the QR code or click [here](#) for a link to the survey.



## **Inclement Weather Shelter Beds**

CHHS has partnered with multiple community organizations in an effort to expand shelter bed availability when the temperature reaches inclement weather activation criteria pursuant to SMC 18.05.020 which requires warming shelter beds to be activated when the temperature is predicted by the National Weather Service to be 32 degrees Fahrenheit or lower. Unsheltered homeless individuals or other vulnerable individuals seeking shelter from inclement weather conditions can visit <https://sheltermespokane.org/> for bed availability and contact information.

## **Inclement Weather Bed Shelters for 2024-2025**

**Hope House**  
10 Beds for Women

**House of Charity**  
35 Beds for Men

**St. Margaret's Shelter**  
2 Family Units (7 beds per unit for Families with Children)

**Revive**  
15 Beds (10 for Men & 5 for Families (up to 3 people with minor children))



## **2025 Annual Point-In-Time Count**

The Point in Time Count and Survey (PIT) is a yearly, nationwide event with a mission: to identify and better serve individuals and families experiencing homelessness. The data collected during this event helps secure millions of dollars in funding for vital resources, informs policy at every level, and guides how our community allocates resources. This data is sent to the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce, giving them a snapshot of people experiencing both sheltered and unsheltered homelessness in Spokane County.

Volunteers are needed to count and survey persons experiencing homelessness in the City of Spokane, City of Spokane Valley, and throughout Spokane County. Volunteers are required to attend one of our virtual training sessions. If you're interested in volunteering for the 2025 Point-In-Time Count, scan the QR code below or visit <https://my.spokanecity.org/PIT>.



[HTTPS://MY.SPOKANE.CITY.ORG/PIT](https://my.spokanecity.org/pit)



# 2025 POINT-IN-TIME COUNT

**JAN  
21 - 29**

**VARIOUS LOCATIONS THROUGHOUT  
SPOKANE COUNTY**

The Point-In-Time Count is an annual census to better understand the needs of people experiencing homelessness in our community. To register to volunteer, scan the QR code with your phone's camera or visit our website listed at the top of this flyer!



## Partner Shoutout

### CHHS Shoutout!

The Community, Housing and Human Services Department appreciates all of the community partnerships! We would like to send a THANK YOU to the CHHS Board and the RFP Committees (Request For Proposals) for all of their dedication to the Spokane Community. Volunteerism is the bedrock of a healthy and involved community!



## Funding Opportunities

### Eviction Prevention RFP

The Community, Housing and Human Services (CHHS) Department is pleased to announce a **Notice of Funding Availability (NOFA) for Eviction Prevention**. These funds are provided through the Washington State Department of Commerce System Demonstration Grant. The chosen providers will administer homelessness prevention funds which help households who are at risk of homelessness to maintain or obtain stable housing and avoid homelessness. Services include housing-focused case management and temporary rent subsidies. **Completed applications are due on Sunday, December 8, 2024 by 8 pm.**

### Community Development Block Grant (CDBG) RFP

The City of Spokane's Community, Housing, and Human Services (CHHS) Department is seeking proposals for CDBG eligible projects that are highly viable, cost-effective, project-ready, and that leverage additional funding from public and private sources. An estimated combined \$4,246,000 in funding is available through this Request for Proposals (RFP).

Capital Applications that address facility improvements for non-profits, more or improved childcare facilities, multi-family rental housing rehabilitation will be prioritized for funding. Public Services/Economic Development Applications that address the community priorities of mental health services, childcare services, and job training programs will be prioritized for funding. Home Rehabilitation Applications that address repair and rehabilitation of single-family homes will be prioritized for funding. Homeownership Applications that address home ownership opportunities for households earning 80% AMI or less will be prioritized for funding. Review the complete **CDBG 2025 Request for Proposals**. **Completed applications are due on Wednesday, January 15, 2025 by 5 pm.**

## CHHS Board

Citizens are encouraged to attend **CHHS Board** meetings held on the first Wednesday of every month from 4-6 p.m. Meetings are held at Spokane City Hall in the City Council Briefing Center. Virtual/hybrid options are available by emailing **[spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org)**. Public comment is allowed on items relevant to the CHHS Board during the first 10 minutes of each meeting. Agendas are posted **online** before each meeting.



# Did you know?

## Know the Number Flyer Outlines Service Lines

To assist the community with which number to call during different service-related needs, the City built the "Know the Number" flyer.

The flyer provides details on how and when to call, as well as what the services should be utilized for. Read the [blog post](#) for more information.

[View and Share the Flyer](#)

## KNOW THE NUMBER

Whether you need immediate public safety assistance or help paying your water bill, the City of Spokane is ready to assist you. Keep this list so you know the number to call when you need help.



Available 24/7

### Emergency Services

Situations requiring **IMMEDIATE ASSISTANCE** from Police, Fire or ambulance



Available 24/7

### Mental Health Crisis

Situations requiring **IMMEDIATE ASSISTANCE** by phone from trained mental health counselors

509-456-2233

Available 24/7

### Crime Check

Non-emergency police services to report crimes no longer in progress

Report Online at [www.spokanecounty.org/1076/Crime-Check](http://www.spokanecounty.org/1076/Crime-Check)



Mon-Fri, 7am-6pm

### City Services

Non-emergency reporting of potholes, graffiti, or unlawful camping, utility billing, and general information on city services

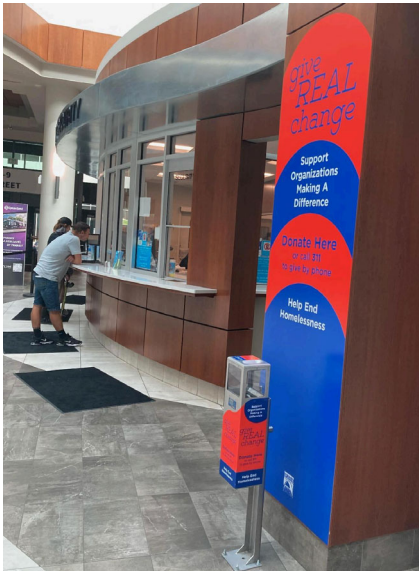
Report online at [www.spokane311.org](http://www.spokane311.org)



Mon-Fri, 8am-5pm

### Social Services

Social services and community resources like housing, food, and employment help



## Consider Giving to Give Real Change

One way to give toward homeless efforts in the community is the City-operated **Give Real Change** program started several years ago.

You can give at kiosks at the Spokane Transit Authority Plaza and Spokane International Airport, through your online utility bill or by contacting **311** at City Hall.

The funding has been used to support the annual Homeless Connect event, Point-in-Time Count and providers.

## We want your feedback and tidbits!

- For general inquiries to CHHS, email [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org).
- To reach the Community Management Information System (CMIS) team, email [cmis@spokanecity.org](mailto:cmis@spokanecity.org).
- For submittals for consideration in the next CHHS Update, email [CHHSUpdate@spokanecity.org](mailto:CHHSUpdate@spokanecity.org).



### Subscribe to the CHHS Update

*You are receiving this email because you signed up via the **CHHS Department website**, have been identified as an individual or stakeholder in the discussion, or expressed interest in receiving updates from the City of Spokane. Please feel free to share this email with others who may be interested. Updates are also posted on the **CHHS website**. To unsubscribe, please see link below. Follow the City of Spokane on **social media**!*



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