



# Community, Housing, & Human Services (CHHS) Board

December 5<sup>th</sup> 2018  
Meeting Minutes

Meeting called to order at **4:01 PM.**

## Attendance

- **Board Members Present:** Mike Fagan, Gordon Graves, Adriane Leithauser, Rebecca Sero, Karen Stratton, Kim Taylor Anne Stuyvesant-Whigham (Chair), Diane Zemke
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Cendy Pfortmiller, Tim Sigler, Paul Trautman
- **Guests Present:** Dillon Thorpe, Joe Johnston

## Approve Agenda

Before the approval of the agenda can happen a few items needed to be added to it. The board chair Anne Stuyvesant-Whigham mentioned that we need to add the following items to the agenda for discussion. No meeting next month (January 2019) and the resignation of a board member.

Motion to approve agenda by CHHS Board Member Adriane and seconded by CHHS Board Member Kim Taylor and Diane Zemke.

➤ AGENDA APPROVED

## Public Comments

Board Chair asked the Audience if anyone if they would like to make a Public Comment. No Public Comments were made.

## Introductions

Attendees went through introductions to familiarize every one of the Board Members, the CHHS Staff.

## Approval of the November 2018 Meeting Summary

Motion to approve the October Meeting Summary by CHHS Board Member Karen Stratton and seconded by CHHS Board Member Kim Taylor.

➤ MEETING SUMMARY APPROVED

## Board Education - Service Team Pre-Apprenticeship Construction Training Program

Brandi Langhofe works for Youth Build and Spokane Service Team as their Project Manager. Brandi talked with the board about what it is that their organization does. This program is a certified pre-apprenticeship construction training program funded by Federal Youth build and AmeriCorps Grants. The amount of grant funds limits the number of spaces available for Service Team “participants.” Brandi brought with her one of their partners that is currently working on a project. This project site is located on 4<sup>th</sup> Avenue. This project is being built for those who are in current need of 24 hour care. With this program the Service Team is able to get kids the training that they would need to help them with landing construction jobs.

Types of kids who are eligible for this program are those who are currently low-income. Kids then become invested in the program because they are from a low-income family and are giving

Note: Minutes are summarized by staff. An audiotape, presentations, and handouts of the meeting is on file – Community, Housing, and Human Services, City of Spokane

it back to the low-income community. Feel as if they are making a difference. Service Team participants are young adults who have or were at risk of dropping out of high school. Those enrolled in the program can earn a stipend while completing their GED, skills training and construction certifications. Those who then complete the program can receive a scholarship toward further their education with college.

The second part of this Board Education piece was to learn more about Americorps which is a national program. Most participants can receive a scholarship once they have obtained their GED and are eligible to apply for Full time positions with Americorp. Americorp does a lot of its partner with Youth Build as well as Spokane Service Team.

With these organizations they can only work for non-profit organizations and cannot compete for jobs. They have a low labor rate which in turn does not make it fair for other companies who have to pay General wages.

Those eligible for this program are youths between the ages of 18-24 for Youth build. Americorp can hire a 17 year old if they have permission from the participant's guardian.

### **Board Education - Conflict of Interest and Open Public Meeting Act**

CHHS Staff Member Kelly Burnett mentioned to all board members that she had recently emailed everyone the conflict of interest statement. Staff member Burnett then provided all members a new conflict of interest acknowledgement form, for all members to sign and return. Once all of the sheets were turned in, CHHS Staff member Burnett asked all of the member's board to turn their attention to the screen to watch a brief video of the Open Public Meeting Act. Once the video was completed Staff Member Burnett asked the members to sign the acknowledgement form that they had watched the video regarding how to conduct public meetings.

### **Action Items:**

**CDBG Capital Funding:** At the last Affordable Housing (AH) Committee meeting the group looked over all of the different applications that were received for the CDBG Capital Funding round. This round there was \$2.5 million available and 15 applications were received for this round. After the AH Committee reviewed all of the applications that were received they have brought forth application that they would like to fund now and then also have the board approve the alternates that should more funds come available or another project was to fall through then we could just move to the first alternate on the list.

The committee is recommending that the following projects be funded, Family Promise to be fully funded, Habitat for Humanity to purchase 7-10 homes that can be renovated and sold for a small profit while teaching construction fundamentals, Second Harvest food bank to purchase the building across the parking lot to be their youth and child building. The final recommendation was to fund the Excelsior Youth Center. Excelsior had asked to have repairs made to three of their roofs, with the funds left over there was only enough to repair two of the three roofs in this initial round.

The alternates the AH committee would like to recommend are as follows; The third roof for excelsior Youth Center, Liberty Park Terrace, Sinto project and the Carlisle.

Motion to approve fully fund the projects recommended and along with the alternates that were presented moved by Board Member Kim Taylor and seconded by board member Karen Stratton.

➤ MOTION APPROVED

### **SNAP Home Repair Grant Agreement.**

Other items that were discussed at the last Affordable Housing Committee Meeting was Review and funding recommendations for the Calendar year of 2019 for SNAP Essential Repair, Single Family Rehab and the Rental Repair Pilot program.

Essential Home Repair Program Contact is \$560,776 contract to provide home repair grants that should help out about 250 low-income homeowners safely remain in their home. The typical repairs that this grant will help fix leaking plumbing to roofs. Within this program CHHS has added Single Family Rehab grants where a borrower can receive up to \$10,000 grant for repair costs that exceed borrower's ability to pay. SNAP increased the amount needed in their management costs so that they can fund an additional staff person that will help increase the delivery of this program and the two others that follow.

Single Family Rehab Program Contact, was the second program that the committee reviewed. This program if funded needs \$1,298,886 and this will provide home repair loans and should help out 36 low-income homeowners accomplish home rehabilitation so that they can safely stay in their home. This program typical helps replace sewer lines and roofs. .

Rental Repair Pilot Program was the final program contract that the AH committee reviewed. The total for this program is \$382,283 and will provide rental housing repair loans to help private property owners improve housing quality for about 10 rental housing units. In the draft outline of this program it proposes that it will offer loans at a maximum loans of \$15,000 per rental unit and to be paid over a 10 year term. This loan can also be used to make non-luxury improvements at rental properties adhere at least 51% of the renters are below the 80% AMI and rent is below HUDS Fair Market Rent.

Motion to approve the Essential Home Repair, Single Family Rehab and Rental repair Pilot programs by CHHS member Zemke and Seconded by board member Taylor.

➤ MOTION APPROVED

Land trust, Landlords Tenants Agreement - What is this at the state level? Grant that was allocated for the repairs for a tenant leaving was at 5K - This took a long time to get, damages were over 10k. Program is viable when the funds it, but it is to always a guarantee. We have been notified that this has been reduced 3k. Getting these building up to code. Portion of this investment could go to the different mom and pops who are landlords and help them to get their rentals up to code.

### **Public Hearing - Substantial Amendment to the 2018 Annual Action Plan**

Motion to open the public comment period for the 2018 Substantial Amendment to the 2018 Annual Action Plan by CHHS Board Member Zemke and seconded by Council Member Karen Stratton.

➤ MOTION APPROVED

### **Director Report**

Staff member Keenan provided the Director's report including the following items:

- The 5 year RFP is still open and will close on December 21<sup>st</sup>. The RFP committee will be meeting next week. February will be when all of the different committees will have a

- chance to look over all of the applications that may be received for the funding cycle.
- Envision Center update - The CHHS department is hoping to have a launch date of January 22<sup>nd</sup>. A site coordinator has been hired, and furniture is currently being moved in. We are pleased to let everyone know that we currently have 20 different providers that have committed to being part of the Envision Center.
  - 2018 CDBG Neighborhood allocations - There has been some miscommunication that has been going around that the funds for the Neighborhoods have been lost or spent elsewhere. This is not the case. The CHHS department will be receiving all of the funds and the projects that were awarded funds will continue to move forward. The only reason that these funds might be reduced might be because of a substantial disaster that could happen.
  - Update on the Warming Centers - Several different comments have been added as well as funding. Family Promise has increased their capacity from 50 people to 80 people. Woman's Hearth and Transitions are aligning their operation hours so that there is not a gap in which woman would have to stay out in the cold before the other shelter was to open, and they will now be open on weekends and holidays. On 12.1.18 CHHS opened up the first warming center and it can support 40 people per night. The Guardian Foundation has stepped up and will be providing staff for this location as well as our other location that will be opening up sooner. This warming center is open from 7pm-7am. We are having problems with a group of individuals who feel that they need to provide food to those staying in these warming centers.

#### **Council Update:**

Board Member Karen Stratton mentioned that the City Council will be focusing on the upcoming budget for 2019. Board Member Fagan mentioned that they are in the process of passing an ordinance that will not allow a person to state that their household pet is a trained service animal. Once the ordinance is passed it will be in full effect come January 1 2019. The State and now the City will only recognize Mini Horses and Dogs as service animals. An individual using a service animal will not have to show their registration or ID, they will be asked two questions to determine if the pet is a true service animal.

Another ordinance will be coming forward in which it would allow for parking and code enforcement officers to be allowed to authorize tows.

Council Member Burke is currently working on a Renter Protection Policy which should help with input and housing protections. She will be extending an invitation out to residents, tenants, and landlords, to attend one of the four workshops that she has planned.

#### **Committee Updates**

1. Affordable Housing Committee - CHHS Board Member Zemke provided an update on the Capital NOFA which received 15 applications. With this NOFA round there are only \$2.5 million in funds available.
2. Evaluation and RFP committee - Panels to meet in February.

**Meeting Adjourned at 6:06 PM.**

The next CHHS Board Meeting is scheduled for **February 6, 2019 from 4-6pm**