



Community, Housing, & Human Services (CHHS) Board

February 6th, 2019
Meeting Minutes

Meeting called to order at 4:03 PM.

Attendance

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

Approve Agenda

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

➤ AGENDA APPROVED

Public Comments

No Public Comments

Approval of the December 2018 Meeting Summary

Motion to approve the December Meeting Summary by CHHS Board Member Kim Taylor and seconded by CHHS Board Member Diane Zemke.

➤ MEETING SUMMARY APPROVED

Public Hearing - Substantial Amendment to the 2018 Annual Action Plan

City Staff Member Paul Trautman presented on the Substantial Amendment to the 2018 Annual Action plan for the Rose Apartments that is currently located at 1726 E. 3rd. We would like to open up a public comment period for anyone who like to comment on the preservation and move of this building. So far a date has not been set as to when this building will be moved. We will need to coordinate with DOT and wait till the weather improves. DOT will be responsible to find new housing for the tenants that are currently living in the building. There was discussion around if new units will be available when the building is moved along with when will the tenants be given notice that they will be locating.

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 Board Member Rebecca Sero.

➤ MOTION APPROVED

Board Education - Consolidated Plan - Overview

City Staff Member George Dahl gave a presentation about the 5 Year Consolidated Plan. The purpose of this plan is to help us with determining what it is that we need to spend money on how we need to go about doing it. We then will send this information back to HUD so that they can see that we are spending our funds like we had set out to do. The process for coming up with the 5 year plan is lengthy. We would like to get input from our stakeholder group and see

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how we should set our course. The CHHS department is just starting on this task and is currently on step one and will help to be working on and completing the next 4-5 steps within the next 6 months. Our primary focus is Community Need, Housing (Affordable Housing) and Community Services.

Some things that we would like to talk to the community about would be if we need to ask for more housing units do we put some units aside for homeless or just keep them for those who are trying to find affordable rent. Looking to engage with the community in late March to early April. Would like to come up with a draft towards the beginning of the summer. Once a draft is completed we will then open up a public comment period for this. Need to have this plan to HUD by June 2020. Hopefully we will be doing some branding for the city and see what we can do to stir up some community engagement. A question was brought up as to what kind of strings or restrictions does HUD put on this process. Any concern that we start down this course and have HUD change their mind. Major Congressional review would need to take place before HUD could make any changes. Should the Federal Government shutdown, then there is a possibility that it could screw up some of the timelines that are to come.

Action Items:

Rental Repair Pilot Program: City Staff Member Paul Trautman presented information to the board. Paul informed the group that the Affordable Housing (AH) committee has been discussing this Rental Repair Pilot Program. This program will provide loans to owners of small rental properties to improve housing quality, tenant safety, energy efficiency, and appearance. Each property must meet minimum HUD standards and compliance. This program is not a new program to the department. The CHHS department did a program similar to this years ago and it wasn't very popular so it was terminated a few years after running. But with its renewed interest it has become a program that we would like to try again.

For this program SNAP would be the program manager, with a target marketing area for the West Central area. In order to access these funds, a landlord will need to meet a number of different requirements that were laid out in the handouts that was provided to the group. Loan amounts are to not fall under \$10,000 or exceed \$15,000. These loans will need to be paid monthly. Overall goal for this program is to help the low-income landlords who are unable to make the small renovations needed to keep their property as a rental.

Motion to approve the Rental Repair Pilot Program as presented moved by Board Member Mike Fagan and seconded by Board Member Taylor.

➤ MOTION APPROVED

Director Report

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

- Envision Center - We currently have 15-20 providers. The current providers have been meeting regularly to determine how they would like everything set up as well as how they would like their services grouped. Services with a similar focus will be grouped together in the same area and called a neighborhood. If a person comes in for a certain service they will be directed to a neighborhood that best suits their needs. The Official opening date will happen in March.
- The 2019 Fair Housing Conference is coming up. Staff member Becky Tuno sent out information to all of the board members to see if anyone would be willing to volunteer this year.
- CDBG timeliness funds. - In the past we have had a challenge with making sure that

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these funds have been spent down due to the loans being paid off. Timeliness tests will be happening in May. We are confident that we should be able to meet this, this year.

- Government Shutdown - Though the Government has shutdown it has not caused any problems with the city getting reimbursed for the money that we have been putting. No Major impact at this points.
- The new CA liaison Melody Dunn was approved by the Mayor and her appointment will be going before City Council on Monday, February 25, 2019.
- The Strategic plan to end homelessness is currently underway.
- PIT Count. - This occurred in the last week of January. Seconded year that we have used the mobile app versus using paper applications. The plan is to hold a couple of large meeting sessions regarding the results of the PIT Count instead of holding many mini sessions.

Council Update:

Council Member Fagan gave the following update on City Council. City Council is currently working on approving the school library bond, trying to get everything under an umbrella. Council Member Beggs and Fagan will be the liasons for this partnership. The ordnaince that Council Member Burke brought forth regarding opening up the first floor of City Hall has been deferred for another couple of weeks.

Committee Updates

1. Affordable Housing Committee - No updates, no meeting in February, might hold a meeting in March.
2. Evaluation and RFP committee - We have good timeline for the 5 year RFP. Natalie with Spokane Regional Health District will be giving a presentation on Food Security. The RFP committee will have an Orientation on for all panel members on 2/28/2019. Committee panels will meet at the end of March or early April to make recommendations that will then be submitted to Council for approval. Once these recommendations have approved by City Council the hope is to have these contracts ready for the July 1st Start date.

Meeting Adjourned at 5:25 PM.

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