



Community, Housing, & Human Services (CHHS) Board

April 10th, 2019
Meeting Minutes

Meeting called to order at **12:26 PM.**

Attendance

- **Board Members Present:** Melody Dunn, Mike Fagan, Adriane Leithauser, Rebecca Sero, Kim Taylor, Dillon Thorpe, Kathleen Torella, Anne Stuyvesant-Whigham (Chair), Diane Zemke
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Cendy Pfortmiller, Paul Trautman
- **Guests Present:** Kathryn Alexander, Anna Everano

Introductions: Board members and staff went around the room and introduced themselves.

Approval of the Agenda

Before the meeting agenda could be approved it was made known that the Affordable Housing Committee had an action item that needed to be added.

Motion to approve agenda with the adding the Affordable Housing Action item change by CHHS Board Member Adriane Leithauser and seconded by CHHS Board Member Kim Taylor.

➤ AGENDA APPROVED

Approval of the December 2018 Meeting Summary

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

➤ MEETING SUMMARY APPROVED

Action Items:

2018 Annual Actin Plan Amendment for Rose Apartments: City Staff Member Paul Trautman presented on the amendment to the 2018 Annual Action plan for the Rose Apartments that is currently located at 1726 E. 3rd Avenue. At the February 6th CHHS Board meeting the board initiated a public comment period regarding adding funds to the Rose Apartments relocating project. The public comment period expired on March 8th, 2019 and no comments had been received. We now ask the board to approve the \$71,815 contract with ECCO for the relocation of the Rose Apartments.

Motion to Approve the Rose Apartments Substantial Amendment to the 2018 Annual Action Plan and authorize a \$71,815 contract with ECCO for the Rose Apartments by CHHS Board Member Zemke and seconded by Board Member Melody Dunn.

➤ MOTION APPROVED

Canterbury Court: The Affordable Housing Committee recommends increasing the Canterbury Court Home Funding allocation from \$735,000 to 1,075,000. In 2018 “Phase 1” used private funds to improve the building and renovate 32 units. Later in the year Canterbury Court had applied to CHHS for \$735,000 HOME funds for “Phase 2” renovations to complete building improvements and renovate the remaining 30 additional units. These funds would also create 24 home assisted units with a 30% AMI for the next 20 years. These funds were approved in November 2018. Since that time The Canterbury Court Phase II project has incurred additional contractor mobization, sales tax, and costly state and federal commercial prevailing wage

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costs. To be able to complete the scope of work Canterbury Court needs an additional #340,000 Home funds bringing the grand total to \$1,075,000. The increased HOME allocation exceeds the current Maximum HOME limit and will require a waiver. In exchange for the added HOME funds, Canterbury court will provide 30 (rather than 24) Home assisted units. All of these units would be at the 30% AMI level.

Motion to approve the allocation increase to \$1,075,000 and waiving the CHHS Maximum HOME limit for the Canterbury Court Phase II project by CHHS Board Member Mike Fagan and seconded by Board Member Adriane Leithauser.

➤ MOTION APPROVED

Public Services Five-year Funding Recommendations:

This Five year funding cycle has been in the process for the past 2 years. CHHS released the 5-year Notice of Funding Availability (NOFA) for Housing Stability and Public Services on October 5th, 2018. Providers had until December 21, 2018 to complete and submit proposals that met the following priorities: Food Security, Workforce Development, Housing Stability, and Community Services. The CHHS department received a total of 35 applications for public service funding. The combined request for all of these applications totaled over \$5,600,000 for year one and over \$29,000,000 over 5 years. CHHS has approximately \$860,000 to award for year one and \$4.3 million for the next 5 years. There was discussion regarding could there be a possibility that an organization might not take the funds if they were awarded amount was different than what they had requested.

Here are the following funding recommendations:

- Headstart to the Construction Trades - Full Funding
- SNAP, FUTURES -Homeownership Program - Partial Funding
- Women & Children's Free Restaurant - Full
- Partners with Families & Children - Partial
- Lutheran Community Services NW - Partial
- YWCA - Pathways to Healing- Partial
- West Central Community Center - Full
- CHAS - Dental Voucher Program - Full
- YWCA - Women in the Workforce - Partial
- Second Harvest - FUTURES Food Security - Partial
- Transitions - Women's Hearth Drop In Center - Partial

Motion to approve the funding recommendations made by the members of the CHHS Evaluation a Review Committee by CHHS Board Member Melody Dunn and seconded by Board Member Dillon Thorpe.

➤ MOTION APPROVED

Both sets of Funding recommendations will be on the Agenda for the April 22nd and then for final on April 29th. There will be a study session with Council scheduled sometime between these dates

Feedback Sessions - Communication will be sent out to all of those were funded and not funded will see if they would like to schedule a feedback session.

It was mentioned that it might be a good Idea to have a grant writing workshop set-up sometime before year for. Could the City come up with a grant resource center that those applying will be able to access?

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Year in Review:

City Staff Members George Dahl and Paul Trautman gave a presentation of the projects that the CHHS department has been working on and has completed in the last year. 1 South Medealla, completed 36 apartment units, Vaslenko completed 2 projects completing a duplex and a 4 plex unit. In all a total of 42 units were developed into affordable housing units. Below is a list of projects that have been completed in the 2018

Liberty Park Terrace, Jayne Auld Manor, Home Ownership, Property Acquisition and under the public services - Craft 3, Headstart to Construction, Ownership Program.

Point in Time Count:

City Staff Member Kelly K. presented on the Point-in-Time Count. This year we had 220 counting locations and used mobile surveying tools. 1,309 people who were experiencing homelessness were counted this year during the PIT. We did see continued decreases in three categories, which included veterans, chronic homeless and families experiencing homelessness. There was an increase in single adults who were experiencing homelessness and of those 30% of them stated that this was their first time experiencing homelessness.

Board members asked if it would be possible to have a full PIT presentation at one of their regular meetings.

Neighborhood Community Development Program Update:

City Staff member George Dahl gave a brief update on the Development program. The Neighborhood Community Development Program application process came to a close on Monday, April 1st, 2019. Before the close date to submit applications, the CHHS department sent out several reminder emails to let everyone know that they needed to submit their application by the deadline date to be considered. After review of the applications, several of the projects were funded in Full. Some of the applications that were received and not funded were - East Central - this application was sent in after the due date and West Central turned in an incomplete application.

Currently we use individual allocations for our neighborhood applications, we would like to move to a district model. How could we bring people together to make this model happen? Could it work if we were to identify city council members as the lead and to help pull folks together? Could board members who live within a district be represented in this as well? Our next step will be to bring this before city council and see if they would be willing to change to a district model. The CHHS board supports the move to a district model as well as having a board member from that district be in on the meetings as well.

Consolidated Plan and Action Plan:

City Staff George Dahl provided the board with the following information regarding the 2020 consolidated plan. The consolidated planning process serves as the framework for a community wide-dialogue to identify housing and community development priorities that align and focus funding from the CDBG program, HOME investment partnerships (HOME Program and the Emergency Solutions Grants Program). The consolidated plan is carried out through the Annual Action Plans, which provide a concise summary of the actions, activities and the specific federal and nonfederal resources. The CHHS staff gathered a group of stakeholders together to help develop the plan and see what the community needs and priorities are.

The draft action plan will be presented to the board at their May meeting, where we will open

this meeting up for public comment. The public comment period will run for 30 days and will close the first week in June. The CHHS staff will put in some contingencies and that the public service projects that were approved today will be part of this. This is the final year of the 2015 action plan.

Board Recruitment:

The CHHS board only has 9 voting members, where we should have at least 15 members with voting rights. Joe Johnston has recently resigned from the board as well as Council Member Karen Stratton. Council President Ben Stuckart will be joining the Board and taking Karen Stratton's place. The board is in need of filling 4 board member seats at this time. It has been decided that the recruitment will be done through the executive committee. Should an ad hoc committee be created to help with the recruiting of new board members? This committee could help make sure that the board is more diversified in terms of members. How can we promote the board, and would it be possible to make the applications easier to find. The executive committee will discuss at their upcoming meeting and will then report back to the board at their next meeting in May.

Director Report

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

- CHHS Staffing Update - Melora Sharts has retired. Paul Trautman will be the new point of contact for the home program. The CHHS department is looking for some alternatives on how they can restructure this vacancy and how it can help open up other opportunities.
- CDBG Timeliness requirements: In the past CHHS has struggled with keeping up with this. May 2nd is the cutoff date for us to make sure that we have spent down the CDBG funds. In the past couple of weeks we have been monitoring this very closely and we can say that we have met this requirement this year. This would be the first time in the past three years that we have been able to do.
- Warming Centers: This year's warming center project is the largest that the City of Spokane has ever had. Last month the decision was made to start with ramping down these centers. The first steps in this ramp down were to stop offering services during the day time as well as transportation. During the month of April, we will start by slowly closing some of the centers. Women's Hearth will be open on Saturdays through June as well as Family Promise. We currently have 850 mainstream shelter beds available and not all of them are being used every night.
- UFA Application: Last Month CHHS department staff submitted a Unified Funding Agency (UFA) application to HUD. If we were able to obtain this UFA status it would mean that the community would have much more flexibility in the use of the CoC funds, including the ability to move funds from one project to another. We are hopeful that HUD will grant us UFA status this year as we right now the City carries 100% of this responsibility with none of the benefits.
- Strategic Investments in Affordable Homeownership Support: Last year the City ran an RFQ process to select community partners for planning. 1.3 million in funds that were set aside by City Council for strategic homeownership support. We have selected two groups to work with as partners. The City is going to execute professional services agreement, capped at \$10,000 with Frameworks and Habitat, to complete a formal study regarding shared equity homeownership products. Once this study session has been completed the city will then take this information to determine if an agreement can be made and activate the remainder of the \$1.3 Million

- Envision Center: Last year at the Board re-treat the CHHS board approved CDBG funds to support the Spokane's Envision Center. The City of Spokane's Envision Center is one of 17 HUD designated Envision Centers in the country. We will be holding a Grand Opening on April 15th. Starting April 16th the center will be open for walk-ins from 9-5pm.

Committee Updates

1. Affordable Housing Committee - The committee meet yesterday. As we had mentioned earlier in the meeting the committee talk about moving more funds to the for the Canterbury Court Project.
2. Evaluation and RFP committee - We just finished up with 5 year RFP funding recommendations and we are still moving forward with the timeline.

Meeting Adjourned at 3:50pm PM.

The next CHHS Board Meeting is scheduled for **May 1, 2019 from 4-6pm**