



Community, Housing, & Human Services (CHHS) Board

May 1st, 2019
Meeting Minutes

Meeting called to order at 4:01 PM.

Attendance

- **Board Members Present:** Melody Dunn, Gordan Graves, Adriane Leithauser, Kim Taylor, Dillon Thorpe, Ben Stuckart, Anne Stuyvesant-Whigham (Chair), Kathleen Torella, Diane Zemke.
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Tim Sigler, Paul Trautman
- **Guests Present:** Terran Echegoyen

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 Diane Zemke and seconded by CHHS Board Member Kim Taylor.

➤ AGENDA APPROVED

Approval of the April 2019 Meeting Summary

Before the April Meeting summary could be approved it was mentioned that Kathleen Torella needed to be added to the attendance.

Motion to approve the April Meeting Summary with adding member to the attendance by CHHS Board Member Zemke and seconded by CHHS Board Member Adriane Leithauser.

➤ MEETING SUMMARY APPROVED

Action Items:

Public Hearing - 2019 Annual Action Plan:

City Staff Member George Dahl gave a presentation on the 2019 Annual Action plan that is set to open July 1, 2019 and will go through June 30, 2020. Three needs were listed out in this year's action plan - Safe Affordable Housing choices, Basic and Special needs and reduce homelessness and community development and economic opportunities. This presentation covers how we are going to spend our CDBG funds, and home funds. Our Action plan will need to be sent out before August 16th 2019. For those who would like to see the entire 2019 action plan this document can be viewed on the CHHS web page, under documents, the draft version has been listed online. For the purpose of tonight's meeting a shortened version has been created. HOME funds at \$1.7million - this is a high estimate for this program. These funds will go to affordable housing projects. As for ESG funds, there was no program income. All funds for the past years have been spent. - There will probably be substantial amendments made to HOME and ESG in the near future. Listed in this presentation are the different projects that were selected by each of the Neighborhood Council Projects, as well as the list of Housing projects that include: Essential Home Repair, Single Family Rehab, Rental Repair Pilot, and the Derelict Housing Pilot Program. As for the Public Services funds - these were the

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

recommendation that the board approved at the April meeting. These are only the funds that are being funded by CDBG. After the public comment period has been closed we will submit this action plan to HUD. Public comments and responses will also be provided to HUD as well.

Motion to approve opening the public comment period for the 2019 Annual Action plan by CHHS Board Member Zemke and seconded by CHHS Board Member Kim Taylor.

➤ MOTION APPROVED

2018 Annual Action Plan Amendment:

City Staff member George Dahl gave the following presentation regarding the amendments to the 2018 Annual Action Plan. When the initial 2018 Action plan was created it only had a placeholder for HOME projects, it did not list out any specific projects. So we are here today to look at the projects that we would like to use the HOME funds for. Some of the projects that will be funded are as follows: - a special Needs Duplex, two different -4 plexs located on East 1st, a duplex located on 7th ave, Canterbury Court, and Home Yard Cottages to just name a few.

Another part of this Amendment to the 2018 Action Plan includes a proposed \$400K allocation of program year 2018 CDBG funds to support development of a new emergency shelter. The location for this new shelter is still being finalized, but they are looking for options outside of the downtown core. This new shelter should provide capacity for 100-150 adults with the possibilities of both day and nighttime services.

Motion to approve opening the public comment period for the Substantial Amendment to the 2018 Annual Action plan by CHHS Board Member Taylor and seconded by CHHS Board Member Zemke.

➤ MOTION APPROVED

CDBG Timeliness Update:

City Staff Member George Dahl delivered the presentation to the board. At the board retreat in April George presented the board with an update on this - Our test runs tomorrow May 2nd, 2019. We are in a good place for our CDBG Timeliness this year. On the presentation where it looks like we are negative, that is not what it is stating. It is just showing that we have spent the funds needed to meet this timeliness report and that CHHS still has money on hand. This is the first time in the past three years that we have met our timeliness requirements.

Consolidated Plan Update:

City staff Member George Dahl presented on the Consolidated Plan. This is roughly the same briefing paper that was presented at the board retreat in April. Staff Member Dahl wanted to inform the board that he did some checking with other farmers markets in the area, we have reached out to see if they would be allow us to have a booth at there their location to take surveys. Board members asked if they could volunteer to help take surveys and talk to people about the consolidated plan at the farmers markets if we can get a booth set up. George will be doing a soft launch at the new bridge opening.

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. Snap Shot date was January 24th - we conducted this

for 7 days after the 24th to get a better picture of those who were experiencing homelessness. 79 different agencies that helped out with this, 100 volunteers and 142 people were trained to help out with the count. This year was the first time that we held a veteran focused event. We aligned the end of point in time count with the homeless connect. If you would like to view the full PIT presentation it can be located on the CHHS website.

Council President Stuckart was wondering if it would be possible to get a Municipal card for those who have been entered into HMIS before. These municipal cards could be used for more than just helping speed up the process for entering their data into HMIS.

The following questions were asked about the information that was provided in the Point-in-Time count presentation:

Members from the board asked if it might be possible to put a quarterly screen shot of the HMIS dashboard p on the cities website for viewing.

When it states chronically Homeless and 231 were counted - how is chronically Homeless defined. What makes them chronically homeless? - These are individuals who have been homeless more than 4 instances in a year or for over 1 year continually.

Of the 22 minor youth that were counted - why are they separate? These 22 youths were under the age of 18 and were not accompanied by anyone who was over 18.

Director Report

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

- Envision Center - Opened up this month. We are working with providers to find out what services are being used more than others and if there are other services that need to be added to the center.
- Action plan update: CHHS did receive the official letter from HUD, all of the allocations that George gave in the presentation earlier are the ones that were in the letter from HUD.

Council President Ben Stuckart wanted to let the board know that the Empire Health Foundation would like to help out with Affordable housing. We are not building enough affordable housing units, especially for those who are about to retire and need a more affordable place to live. Another announcement that Council President Stuckart mentioned was that House bill 1406 passed. .0073 of house sales tax for the next 20 years - 460K is the estimated total. An \$8 million trust fund would be created, we could start the process of bonding this and spend these funds on 2 things, building new units or creating PSH units. This could help with the 5 year RFP shortfalls that we noticed. One organization for example is Family Promise. This last year the city provided this organization with \$705K last year, for the upcoming funding cycle, we have awarded them with \$320K for the year. Could we use the 1406 money (4 million in year one and then the remaining to be used the following year) to fund PSH units. Stuckart would like to approval all of the 5 year RFP funding recommendations accept those for PSH. We could possible use the 1406 money to fund the PSH projects and then use the money that was recommended for these PSH projects and give the funds to Family Promise to help make up the difference that from what was awarded to what was requested. PSH projects would have to wait a bit to receive funding till we could get the 1406 monies figured out but the funds that are not used for the PSH they can be used later to do other RFP's in the future. The 1406 trust fund money would be a city program but should be monitored by the Affordable Housing Committee.

We need to make sure that we have Affordable housing for all spectrums.

Committee Updates

1. Affordable Housing Committee - The committee meet in April - would like to change the HOME. The current local limits are more restrictive than the local maximum HOME funding limit allowed by HUD. Over the years the rents and construction costs have increased but the HOME funds have not been updated. Because of the increased costs most of the applications that have been received are coming in at or above the limit. 73% of the applications that have been received were at or near the limit. We are seeing fewer applications submitted as the years pass. The Affordable housing committee is recommending that an increase to the Multifamily Housing Program Home Funds limits as listed in the briefing paper.

Motion to approve the increase to the Multifamily Housing Programs maximum HOME funds limit by CHHS Board Member Melody Dunn and seconded by Board Member Kim Taylor and Ben Stuckart.

➤ MOTION APPROVED

2. Evaluation and RFP committee - Nothing new at this time. The committee is just waiting for Council to approve the 5 year RFP recommendations.

Meeting Adjourned at 5:55pm PM.

The next CHHS Board Meeting is scheduled for **June 5, 2019 from 4-6pm**