



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

June 5th, 2019  
Meeting Minutes

Meeting called to order at **4:02 PM.**

## Attendance

- **Board Members Present:** Melody Dunn, Gordan Graves, Adriane Leithauser, Dillon Thorpe, and Anne Stuyvesant-Whigham (phone) Diane Zemke.
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Tim Sigler
- **Guests Present:** Aaron Breen, Tim Crowley, Doug Engle, Eric Lyons

## Approval of the Agenda

Before the meeting agenda could be approved the City of Spokane has asked to add an action item to the agenda. The context of this action item will be to allow the executive committee to be able to approve items in their meetings.

Motion to approve agenda with the additional action item by CHHS Board Member Diane Zemke and seconded by CHHS Board Member Gordan Graves.

- AGENDA APPROVED

Public Comments: No comments were made.

## Approval of the May 2019 Meeting Summary

Motion to approve the May Meeting Summary with adding member to the attendance by CHHS Board Member Melody Dunn and seconded by CHHS Board Member Zemke.

- MEETING SUMMARY APPROVED

## Action Items:

### **2019 Annual Action Plan:**

In the last CHHS board meeting, the board opened up a 30 day public comment period. No comments have been received. The CHHS department is now seeking approval to send this action plan to HUD.

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 Melody Dunn.

- MOTION APPROVED

### **2018 Annual Action Plan Amendment:**

At the last board meeting, the board opened up a 30 day public comment period regarding a substantial amendment to the 2018 annual action plan.

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

## Habitat for Humanity:

Eric Lyons and Aaron Green with Habitat for Humanity provided the following information regarding the projects that they are working on with the CDBG funds that were they were awarded for the Derelict projects. Two homes of the 7-10 have been purchased and are in the

process of their rehabs. The group was fortunate enough to get 3 homes on the same block. Spokane Alliance and the community centers have compiled a list homes that are derelict in their neighborhood. Habitat has been contracted by some home owners regarding a property that they currently own and are planning on selling it.

Habitat has been going to auctions to find houses that they can possible purchase and are able to do the rehab on these homes for reasonable prices. In order for Habitat to keep these homes affordable they need to be under 155K, this price will also need to include the rehab of the house as well. With word of mouth about what Habitat is doing they are currently getting 3-5 leads per week on homes that people feel are derelict in their area. Another way that Habitat has been trying to get leads on houses in trying to reach out to other programs and working with an attorney to see if they can reach out to home owners before their homes go to auction and are out of reach. Hoping that if they can put an offer on the table before they are too far gone then it at least will give the home owners some kind of option. Currently has

Habitat roughly has about 30 families that are currently in their programs. Families in this program put in what they call sweat equity and in return they can work towards getting a home of their own.

Board member Gordan Graves asked Eric how one might be able to get a presentation or more information about this program. He feels that this might be a good option for veterans who are working towards getting their life back on track.

Members of the board asked Habitat if there were other challenges that they were faced with. Besides funding Habitat is faces challenges with the Housing Market, with prices on the rise it makes it harder to find homes for reasonable prices and leave room for them to do any renovations. The other challenges that they are faced with are the changes in codes. With the changes in some of the codes, it has made rehabbing these homes a bit more difficult.

### **Consolidated Plan Update:**

City staff Member George Dahl presented on the Consolidated Plan. Staff member Dahl stated that he has been doing some footwork with trying to engage the community. He has also meet with ALTCEW about the survey and engagement that he is doing. Feels like he might get the same responses/results that they have received around what is needed. Some the results indicate that there is not enough Affordable Housing or access to affordable housing. County Member Tim Crowley gave a brief update on the counties consolidated plan. They currently have a couple of surveys that will be going out regarding, wanting to know what they the community sees are needs are. They are working with the same timeline that they city is.

### **Director Report**

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

- Staffing Updates - not to many changes to be announced. As the board has been notified before Melora Sharts is retiring- She is still doing some work in the office and her official day will be July 12<sup>th</sup>. Our intent is to hire another employee that will be monitoring the home programs but be structured differently, and we will be looking for someone to do the contracting. This will be probably be something that is contracted out. We are in the process of hiring a project person for our homeless team. We have received numerous applications and the first review will take place on June 10<sup>th</sup>, 2019.
- 5 year RFP update - Staff are in the middle of creating the contracts and grant agreements for the RFP. Staff is also in the middle of competing their debriefings with agencies who did not receiving any funding.

- Envision Center - Continuing to run - We are looking to see what other strategies we can come up with keeping people there and to see if we can get more providers there. This has been a learning process for the group and for this pilot. How are we doing outreach - staff have been doing some work with Eastern, doing focus group studies to see what kind of feedback that the agencies can provide regarding working at the Envision center. Board Member Dunn asked if a presentation should be done with the CA committee. - Looking to see if we can partner with other agencies and possible see if there are grants to keep staff members there.
- House Bill 1406 - City Council is still working on these. This bill has been signed by the Governor and now we wait to see when documents can be accessed. Hoping that we can use these funds sooner than later for affordable housing.
- The CHHS department has received word that they have been awarded UFA status. With this status it will allow us to be able to shift funds between projects. With being able to move these funds over different projects this will mean that we won't have to give back funds when the year ends. This UFA status will take effect In July 2020.
- For the last year we have been working on updating our loan systems. We are very close to this going live. It currently holds about 30 million in loans.
- RFQ Process update - Community board picked the joint application for Habitat and Community Frameworks. We are going to do some market testing and meetings. This is due to the City by September.

### City Council:

There are no updates from City Council.

### Committee Updates

1. Affordable Housing Committee - City Staff member Kelly Keenan presented the following information: Last Month the board had approved a couple of adjustments to the HOME parameters. The board changed the limit on the Max - Since then there has been another recommendation that the AH committee would like to bring forward the following recommendation. This new recommendation is to add another category to the Home parameters. This new category would be to have limit at 60% of AMI. The other item that we would like to have approved would be to request that the board have the Executive Commutiee the ability to have voting rights to make any approvals should more adjustments need to be approved while the board does not have a meeting in July.

Motion to approve adding another category the HOME Affordability by CHHS Board Member Melody Zemke and seconded by Board Member Dillion Thorpe.

➤ MOTION APPROVED

Motion to approve that the CHHS Executive Committee can make approvals during their meetings should the something come up by Board Member Zemke and Seconded by Board Member Thorpe.

➤ MOTION APPROVED

2. Evaluation and RFP committee - Seven agencies that have asked for debriefing, six of the debriefings have been completed the final one is happening on Friday. All of these debriefings has been pretty positive.

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

The next CHHS Board Meeting is scheduled for **August 7, 2019 from 4-6pm**  
The Meeting in July has been cancelled.

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