



Community, Housing, & Human Services (CHHS) Board

August 7th, 2019
Meeting Minutes

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

Attendance

- **Board Members Present:** Melody Dunn, Mike Fagan, Rebecca Sero (by Phone) Dillon Thorpe, and Anne Stuyvesant-Whigham, Kathleen Torella (by phone) Diane Zemke.
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Paul Trautman
- **Guests Present:** Berry Barfield and Doug Engle

Introductions:

The Group went around the room introducing themselves.

Approval of the Agenda

Motion to approve agenda with the additional action item by CHHS Board Member Melody Dunn and seconded by Diane Zemke

- AGENDA APPROVED

Public Comments: Barry Barfield, one of the guests in the audience introduced himself to the board. He is a retired teacher from Gonzaga and he wanted to see what the board was about and he maybe interested in joining the board.

Approval of the June 2019 Meeting Summary

Motion to approve the June Meeting Summary by CHHS Board Member Diane Zemke and seconded by CHHS Board Member Dunn.

- MEETING SUMMARY APPROVED

CBDO Designation and CDBG: City Staff Member George Dahl provided the Board with the following information. A CBDO is a Community Based Development Organizations is generally a nonprofit community organizations with an emphasis on housing and economic development activities within a targeted geographic area. This type of organization is allowed to construct new housing with CDBG funds.

Typically these funds can not be used to fund new construction projects for housing unless a community is CBDO organization. If an organization would like this designation this needs to be done locally. Staff member Dahl provided the guidelines that are needed for this designation. In the board agenda packet the CBDO briefing paper lays out the guidelines that are needed for a designation. If an organization has been designated as a CHDO then they can also be granted a designation as a CBDO. City Staff Member Paul Trautman explained to the group what a CHDO designations.

How do we get more organizations to partner with us. Need to get affordable housing partners together and discuss and come up with ways that we can get more organizations involved.

Board Member Dunn - The northwest Community is looking to add town houses near Wellesley, would this be something that the neighborhood should look into.

What are some of the other quirks with this designation.

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

Neighborhood Program - Need to be able to identify a community organization and how they could support and work with one another.

This designation was not a new thing, it has been around for a while but this designation has never been explored before. What are the

5 Year Public Services Project: Staff Member Dahl provided the following information. On the handouts that George gave everyone it showed all of the projects that were funded. The only projects that were not on the list were the community centers as well as the the Workforce development Council.

We will be doing a reviews on all of the projects based on their performance. What kinds of things would we like to see in the performance measures. Should we have the RFP committee reconvene in the fall? Do we need to come up with a schedule on what and when they should be monitoring these projects?

Some things that the committee should be looking at is project spend down, limited performance and their outcomes.

Board Member Dunn asked if we should interview those who are being served to see if the projects are performing like they should.

At the first meeting we need re-look at the projects that were funded and what they planned on for their performance.

The RFP committee should meet quarterly, possible a month after the quarterly reports are due from the sub-recipients. We need to come up with what the this structure of the committee is to look like. It would be nice to have the same people on the committee going forward and through the process and attending the reviews of the projects funded.

Will this committee be making the recommendation to the board yearly on who will be renewed for the next year.

When will the renewal process start - we should probably give ourselves at least 6 weeks before the program end so that we can review the the project. Year one - lets get into the process, after year 2 we would start with making changes in the allocations.

We need to see if the outcomes are easy to understand, are they obtainable. What is the outcomes vs outputs - if they said you were going to serve a 150 people that what does that look like.

The RFP committee will look to hold its first RFP committee in November.

Director Report

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

- House Bill 1406 - The City of Spokane is continuing to work on the house bill 1406. Council did the resolution to act on this and we are looking into doing some mixed income projects. We would like to look at doing more affordable housing units. We will be utilizing the affordable housing board as the committee to help make the decisions on the 1406 bill.

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

- The CHHS staff is looking for additional shelter resources. Our intention is to have this in place before the cold season hits. The department did a public forum at the old Grocery Outlet site last week. We have also released an RFP to find a partner who will be in charge of running the new shelter.
- City Staff are in the process of getting the agreements out for the 5 year RFP.
- Kelly K. is working with Mike Piccalo in regards to the CHHS board and the conflicts of interests. This is geared around trying to recruit new board members.
- Envision Center Update: Kelly Keenan was DC a couple of weeks ago. HUD had invited cities who have envision to a workshop. They would to get all of the agencies working together and see how they can use funds and resources to help our need. HUD also invited other agencies to this workshop so that they could see how these envision centers are set-up and what it was that they are trying to accomplish. The Envision Center here in Spokane is the only Standalone Site that the county has. Staff member Keenan also showed the board a short clip that City Cable 5 had put together when the envision center first opened.

Consolidated Plan Update:

City staff Member Paul Trautman presented on the Consolidated Plan.

The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions. This plan is going to be looking at Homeownership, Mixed Income, Preservation and Restoration, as well as Variety/Density.

We are currently working on the consolidated plan, we are also working with the planning department as well, which is the first time that we have done this.

We hope to give updates monthly on how things are coming along. It was asked if the County was working with us the plan or doing their own. It was mentioned that the County is working on their plan while we work on ours and then we will come together and see if they align before we submit our plan to HUD.

Staff Member Trautman mentioned that a home project has been completed. 4 plex has been completed and people are starting to occupy it now. The new HOME RFP is out. Will know about applications and projects in November.

City Council:

There are no updates from City Council.

County Update:

There are no updates from the County.

Committee Updates

1. Affordable Housing Committee - No update - will be meeting in September.

Announcements:

HUD Secretary Carson will be visiting the Envision Center next Tuesday.

Meeting Adjourned at 5:13pm PM.

The next CHHS Board Meeting is scheduled for **September 4, 2019 from 4-6pm** and will be held at the Envision Center.

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