



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

October 2nd, 2019  
Meeting Minutes

Meeting called to order at 4:01 PM.

### Attendance

- **Board Members Present:** Melody Dunn, Gordan Graves, Adriane Leithauser, Kim Taylor, Rebecca Sero, Dillon Thorpe, Anne Stuyvesant-Whigham (Chair), Kathleen Torella
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Tim Sigler, Paul Trautman
- **Guests Present:** Gary Barfield, David Moody, Kirsten Davis, Niki Madunich, Katie Hanna, Bob Hutchinson.

### Approval of the Agenda

Before the meeting agenda could be approved it was asked if we could add a site tour of the Spokane Resources Center at the end of the meeting.

Motion to approve agenda with the adding the site tour to the end of the agenda by CHHS Board Member Kim Taylor and seconded by CHHS Board Member Adriane Leithauser.

➤ AGENDA APPROVED

**Introductions:** Board members and staff went around the room and introduced themselves. After the board members and staff gave their introductions, the guest went around the room and give their introductions and reasons for being at the meeting.

### Approval of the September 2019 Meeting Summary

Before the September Meeting summary could be approved the following changes need to be made.

Under the Attendance Portion of the minutes it needs to be noted that Anne was too in attendance and we had named Morgan.

Comments need to be changed that the board opened the Public Comment Period for the Caper and for the submission of the Caper

Motion was made by Kim Taylor and Seconded by Melody Dunn

It was Dillion who had approved the August Minutes and Kathleen seconded them.

Motion to approve the September Meeting Summary with the above changes by CHHS Board Member Leithauser and seconded by CHHS Board Member Dillon Thorpe.

➤ MEETING SUMMARY APPROVED

### Project ID:

Bob from project ID came to talk to the board regarding his organization. Kids can participate in bowling, track and field events along with other sports. 95% of the program is ran by volunteers.

The Extreme team came in and help them renovate the building. Bob then presented the board with a video that describes their organization after the video the board was then presented

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

with Project ID's new sixty second commercial.

**Caper Update:**

City Staff Member George Dahl gave the aboard the following update on the Caper. No public comments had been received for the caper and it had been submitted last week. There were no questions from the board.

**NCDP Timeline and update:**

City Staff Member George Dahl provided the board with the following information: This is the first year that we are doing this as a district model. We went to all of the districts and asked them what are their needs, and funding priorities. We have received feedback from 3 of the districts, one of them did not have any priorities and wanted to partner with who they would like to and will get back to us.

Housing, Rehab or new construction, childcare and senior services centers added to areas that currently do not have one are the top praetors. For all of the districts. It was mentioned that there was some confusion with the timeline and the process. Applications will be open in December and will need to be in by the first week of April. Once the Applications have been received then it will be deter emend which projects will be moved forward. District 2 will be turning in their funding priorities to the CHHS department by October 18<sup>th</sup>.

It was asked why District 1 had 200K to spend and the other districts only had 100k. Staff member Dahl mentioned that District 1 has a higher level of poverty in the area so that is why they have been allocated with more funds.

**CDBG Capital Update:**

City Staff member George Dahl provided the Board with the following information. This was more of a discussion piece for the board to think about and then make a decision at a later time.

Staff members have been getting questions about when a new RFP will be going out for Capital RFP funds. We are looking for a way to kind of speed up the process if we have a project that needs funding and we have the funds. Can it be a simple yes, no instead of going out for another RFP? Example if we know that the community is in need of childcare, we have a project for childcare in needs for some additional funds can we just go head and fund them? Can we get the okay to get this approval without having to go through the process again?

How would this process work?

The City of Spokane CHHS has a funding page. This page outlines the funds that are available. Folks that have projects that need just few more funds can submit a request on this page. How often are we getting these requests? There is 650K of unobligated funds for public faculty improvements.

Again, how will the CHHS department be making the decisions, will staff review the application and then make those decisions to either the board, Affordable Housing Committee or the RFP Committee. Maybe these should go to the committees for the decision and not the board, this way the committees can be move in debt with this decisions.

Do we change the name of the Affordable housing Committee?

Can City Staff Member George draft p a process and bring this to the next board meeting? Think we need to approach this like a pilot program before we go and make this a permanent things. Would like to see what the actual percentage is.

### **Director Report**

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

- Home Round is currently open and will be closing on October 7<sup>th</sup>. Probable around December before we will need to make any decisions.
- Right now we are in a holding pattern for the House Bill 1406. Waiting for the state to put out program guidelines. Most of the communities around the area have put in their applications of intent.
- Still working on adding shelter capacity - looking for a full shelter and some temporary warming shelter space. Small scale emergency response was activated this last weekend due to the cold temperatures that came through the region. UGM activated their day rooms at both their women and mends centers without any types of regulations.
- Lastly Director Kelly Keenen informed the board that he had given his letter of resignation to the Mayor and that his last day will be October 11<sup>th</sup>.

### **Board Nominations:**

The Executive board would like to put forward the following nominations.

Chair - Adriane

Vice Chair - Rebecca Sero and Dillion Thorpe

No Action is needed at this time. We will open up nominations from the rest of the board in November. The Chair holds a spot for 2 years and the VC holds them for 1 year.

### **Council Update:**

No representatives were present from City Council. No update was provided at this time.

### **Committee Updates**

1. Affordable Housing Committee - Update came from City Staff Member Paul Trautman - Single Family Rehab RFP will be going out shortly. Housing Washington Conference is this next week. Talk about the 1406 house bill and how increasing the amount of tax credits.  
Home RFP will be closing on October 7<sup>th</sup>, - know that we should be receiving an application from Community Frameworks, and the Catholic Charities Project. We are offering 2 million in available funds.
2. Evaluation and RFP committee - Meet earlier this week and came up with a template on how they will conduct their performance reviews.

**Meeting Adjourned at 5:35pm PM.**

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