



Community, Housing, & Human Services (CHHS) Board

November 6, 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, Anne Stuyvesant-Whigham (Chair), Kathleen Torella, Diane Zemke
- **Staff Present:** Kelly Burnett, George Dahl, Tim Sigler, Paul Trautman, Niki Madunich, Kirstin Davis
- **Guests Present:** Barry Barfield, Jesse Johnson, Bob Hutchinson, Jeri Rathbun, Jason McAllister

Approval of the Agenda

Prior to agenda approval additional topics were added including Analysis of Impediments to Fair Housing to be presented by George Dahl and Communications and Promotions for Volunteer Recruitment presented by Kirsten Davis.

Motion to approve agenda with additional presentations by staff added made by CHHS Board Member Melody Dunn and seconded by CHHS Board Member Gordon Graves.

➤ AGENDA APPROVED

Public Comment

No public comments were offered by meeting attendees.

Approval of the October 2019 Meeting Summary

Anne Stuyvesant-Whigham requests it be noted that she was not in attendance of the September 2019 board meeting.

Motion to approve the October Meeting Summary with the above changes by CHHS Board Member Diane Zemke and seconded by CHHS Board Member Kim Taylor.

➤ MEETING SUMMARY APPROVED

Introductions: CHHS Board members, City Staff and guests present introduced themselves.

Prospective Board Member Approval and Introduction: The four prospective board members present were each asked to introduce themselves and explain their interest and motivations for joining the board.

Bob Hutchinson is the Executive Director for Project ID, a local nonprofit organization providing services for underserved populations in the Spokane area. Bob is interested in joining the board to provide their perspective and awareness to this population including their struggle to find safe and affordable housing.

Jason McCallister is a private business owner and mental health therapist working in the Northern portion of Spokane county providing services to underserved populations located there. Jason hopes his board participation will bring attention and resources to local mental health concerns.

Barry Barfield worked at Gonzaga Prep for 28 years as an ethics professor and prior to that as a real estate attorney. Barry's professional background has familiarized him with housing requirements and his work in ethics has inspired him to seek to be of service to his community.

Jeri Rathbun is almost a lifelong resident of Spokane and has a background in public health including her Master's Degree from Eastern Washington University. She currently works with Empire Health Foundation administering grants and is looking forward to being of service to the community. Her skillset includes the ability to make meaningful connections and she looks forward to using that to help her deepen relationships and connections with service providers through her work with the board.

The fifth prospective board member, Ike Okoli, was unable to attend the meeting due to his membership in the National Guard.

Board chair Anne Stuyvesant-Whigham recommended that all five prospective members be approved to serve on the board. There will be three vacant seats available to be filled in December 2019 and two additional in January 2020.

Motion to accept and approve prospective board members made by CHHS board member Kim Taylor and seconded by CHHS board member Melody Dunn.

➤ PROSPECTIVE BOARD MEMBERS APPROVED

Orientation for new board members will be held in December prior to the December 4th meeting of the CHHS board meeting. Orientation invitations will be sent via email.

HOME RFP Update

City Staff member Paul Trautman provided an update on the current HOME RFP. The current RFP is for Multifamily Housing projects, applications received will be reviewed by the Affordable Housing Committee (AHC) November 21. The AHC will also review the upcoming Single Family Rehabilitations RFP on that date. Currently only two responses have been received for the Multifamily Housing project RFP, there is \$2.5 million available for disbursement. Underwriting for those applications is underway and will be presented to the RFP committee for review and recommendation of applications prior to presentation to the board. There is some concern regarding low response rate and lack of traditional applicants in this round of funding. Some of those historical applicants are engaged in projects currently while others may submit requests at a later date. It is expected that the Housing Authority will submit a multifamily request for funding as early as 2020. The city is looking to increase and encourage new participants for funds and specific goals for some property in the Hillyard neighborhood. There's a property currently under code enforcement liens with good multifamily zoning assigned and HOME funds could be utilized to create new housing with that property.

It's important to note that the downturn in multifamily applicants may be attributable to the changes in funding availability from the state. Prior to the Affording Housing Tax Credit (AHTC), the state would release funds which could be bundled with city funds in order to fully fund projects. In recent years the legislature has neglected to set aside funds for such projects and has increased restrictions to a level not seen before. Developers are dying on the vine with no money to nurture their projects. The AHTC meanwhile is a newer and more complex program which rewards higher expenses, which encourages developers to drive up costs in order to maximize the tax benefit available, the effect of which is to drive down overall production. The application due date for the AHTC is in January; Catholic Charities and Community

Frameworks will be competing for those tax dollars. One requirement of the AHTC is that at least half the units must be set aside for the homeless or as transitional housing. The main objective of the program is to increase supply of housing. AHTC monies are all federal and have no local dollars allocated.

HUD has lifted the 2 year limit on funds, so even if not used in this funding cycle, the dollars will be available for future applications.

Communications and Promotions for Volunteer Recruitment

City staff member Kirstin Davis needs volunteers from the board to help with the city's efforts of volunteer recruitment. The city is looking for volunteers to participate in 15-30 second videos about why board members volunteer. Videos will be continually rotated to show the diversity of both opportunities and volunteers themselves. Coaching before filming is available to anyone who would like to volunteer. Anyone interested in participating should contact Tim Sigler who will relay to Kirstin for outreach.

CDBG Capital - Policy and Procedure

City staff member George Dahl presented an update on the proposed change to funding procedures given at last month's board meeting. The original briefing has been provided and includes an additional appendix to address board recommendations given in October. There is no action required today, unless the board would like to approve and move forward with the new procedure as proposed.

The current RFP process for funding requests typically takes between 3-4 months to work through from receipt of applications to approval. Moving to the proposed plan would shorten that timeframe to one month and would allow the city to be more responsive to community needs.

The proposed Perpetual Housing and Capital Improvements Program (PHCIP) would be hosted on the CHHS website and would accept applications year round, during designated monthly submission times. Proposals would be accepted Monday-Friday in the second week of the month. City staff will review the requests to determine eligibility and those eligible requests will be forwarded to the board for approval. Applicants will have access to staff for technical assistance during the submission week, but staff assistance time will be by appointment only.

PHCIP available funds will be split 80/20 with 80% allocated for projects seeking \$50k or more and 20% for projects seeking less than \$50k. A tentative draft for the website shows resources available online would include an overview of the program, funding priorities and application resources.

Board Feedback:

To clarify - proposals received will not go through the Affordable Housing Committee?

No, requests will be reviewed by city staff and those eligible will be forwarded directly to the CHHS board for approval. The Affordable Housing Committee meet at most once a month, but can go several months between meetings. Skilling the committee ensures monthly approvals and eliminates one step and an additional month from the approval process. There may be some more outliers that necessitate committee involvement due to their size, scope and complexity but those will be handled on a case-by-case basis. Taking the majority of approvals directly to the board will create an opportunity for all board members to be involved in the approval process regardless of their committee participation, making it an educational

opportunity for all members. The board schedule is posted online, and the scheduling of the monthly submission weeks will reflect any skipped months.

More funding approvals could be a way to increase community engagement. Would it be possible to keep a tally of the money and projects approved through this process, maybe added to the Director's report to the board? This information could also be included in public relations communications.

Yes, this information can be communicated to the board and dissemination to the public would assist with the current goal of CHHS department to communicate more effectively the work performed by the city.

Motion to adopt PHCIP proposal as presented made by CHHS board member Diane Zemke and seconded by CHHS board member Adriane Leithauser.

➤ PHCIP PROPOSAL APPROVED

Analysis of Impediments to Fair Housing Choice

Staff member George Dahl provided an overview of the Analysis of Impediments to Fair Housing Choice (AI). The consolidated planning process requires analysis be done every 3-5 years, it was last completed in 2014/15. Previously, during Obama administration a similar report, Assessment of Fair Housing was required and was very detailed in requirements. Under the current administration that requirement has been suspended and thus the AI is the current federal requirement. The AI requirements are outdated and there is little guidance offered for its completion. The Northwest Fair Housing Alliance was commissioned to create the document. A public hearing will be held at the December board meeting and the Alliance will be present to officially present their findings, which include 10 specific local impediments. After the public hearing, the report will be available for public comment and final review and adoption will occur at the February board meeting.

Board Feedback

The AI seems like a good example of work that could be used to increase public engagement with additional communication. Is it possible to explore additional avenues in order to get the word out about public comment?

Yes, city staff will investigate new avenues of communication in an attempt to increase public engagement. The board should also be aware that there are some big projects coming to fruition in the coming year including the CHAS Dental clinic in the East central neighborhood which was largely funded by a \$750k CHHS investment, making it the largest contributor to the project. The Rose Apartments, which currently sit on DOT land will be moved from their current site and rehabbed into affordable housing units also utilizing board funding.

Board Nominations:

In October, The Executive board put forward nominations for Chair and Vice chair:

Chair - Adriane (2 year term)

Vice Chair - Rebecca Sero and Dillion Thorpe (1 year term)

The floor was opened for additional nominations from the board; nominations were closed with no additional nominations.

Director Report

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

- On October 21 City Council approved the purchase of the S Cannon St warming center site which is currently in due diligence. The council selected Jewels Helping Hands to

operate the warming center. The warming center was allocated \$740k to run 24/7 for a period of six months. Once the initial 6 month period has elapsed, the warming center property may be repurposed into a permanent shelter for youth and young adult populations.

- Police, Fire, Code Enforcement, BNSF Railroad and the Health District all met 11/6 to discuss concerns regarding safety and training and develop plans for action items moving forward.
- Project ID is hosting a blanket drive for Jewels in December.
- Council also approved funds for Catholic Charities to open overnight overflow space for families if Family Promise is full (that location can accommodate up to 45 people) as well as for VOA Hope House and Women's Hearth to expand their hours and be open weekends for a full year.
- Truth Ministries will expand services for 50 men each night and remove barriers during the winter (\$2 entry fee).
- VOA or City Gate may expand their capacity for 50 women through the winter - proposal will go to council.
- The Salvation Army (TSA) is working toward opening a long-term permanent shelter which will include dual diagnosis services. They are currently scouting locations. Once the shelter is open it will utilize the coordinated entry system, which is currently only operated through SNAP.
- The Envision Center has secured its first rent paying partner and new partners wishing to share the space will be required to commit to 40 hours per week at the Center. Currently there are 15 agencies represented including Worksource, substance abuse re-entry services, CHAS, and ACI navigators
- The CHHS department is looking to increase communication to the public with more targeted social media and elevated web presence so that the public can more fully grasp the scope of the work performed, not just homeless services.
- Website updates are coming to encourage philanthropy to city-funded groups
- CHHS is looking into procuring a project management software which should also assist with external communication.
- With recent and upcoming staffing changes at the city, all staff members are currently union represented and employment secure with the exception of Acting Director. It is Tim's intention to apply for the permanent appointment.
- A staff survey was sent out recently and feedback provided will be used to make decisions in the future.

Council Update:

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

CHHS board would like to encourage the participation and appointment of a City Council member to the CHHS board. This information will be relayed to the council next week at the latest.

Committee Updates

No committee updates were given.

Meeting Adjourned at 6:08 PM.

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