



Community, Housing, & Human Services (CHHS) Board

December 4, 2019
Meeting Minutes

Meeting called to order at 4:01 PM.

Attendance

- **Board Members Present:** Melody Dunn, Adriane Leithauser, Kim Taylor, Anne Stuyvesant-Whigham (Chair), Kathleen Torella, Diane Zemke, Dillon Thorpe
- **Staff Present:** Kelly Burnett, George Dahl, Tim Sigler, Paul Trautman, Niki Madunich, Tija Danzig
- **Guests Present:** Barry Barfield, Bob Hutchinson, Jeri Rathbun, Jason McAllister, Giacobbe Byrd, Jim Miller, John Lemus, Marley Hochendoner, Sandra Williams

Approval of the Agenda

Prior to agenda approval and due to scheduled fire system maintenance, agenda was updated to move all Action Items to the top of the schedule in the following order: Election of Officers, Public Hearing on Analysis of Impediments to Fair Housing Choice, Recommendation for Approval of Essential Repair Program, Recommendation for Award of Single Family Rehab Program Manager RFP and CY 2020 Contract, Recommendation for Allocation of HOME Multi Family Housing Program Funds, Approval of November Board Meeting Minutes, Approval of Dual Committee Participation of Arlene Patton, Approval of Emergency Powers for Executive Committee, Director Report, Consolidated Plan Update.

Motion to approve agenda with proposed updates made by CHHS Board Member Kim Taylor and seconded by CHHS Board Member Melody Dunn.

➤ AGENDA APPROVED

Public Comment

No public comments were offered by meeting attendees.

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

Election of CHHS Board Officers:

Nominated board members are Adriane Leithauser for Board Chair, Rebecca Sero and Dillon Thorpe for Co-Vice Chairs.

Motion to approve election of CHHS Board Officers made by CHHS board member Melody Dunn and seconded by CHHS board member Diane Zemke.

➤ ELECTION OF CHHS BOARD OFFICERS APPROVED

Public Hearing - Analysis of Impediments to Fair Housing Choice

Staff member George Dahl provided an introduction of the Analysis of Impediments to Fair Housing Choice Report (AI). The AI was written by the Northwest Fair Housing Alliance and is the final result of an effort to gather information about fair housing choices and where weaknesses in our area lie. The report centers around difficulties and impacts or unintentional consequences of impediments on federal, state and local protected classes. Information for the report was compiled from multiple sources including home mortgage disclosure data, census data, and surveys of tenants, consumers, social services providers etc. The finalized report can be used for analysis of proposals received by the CHHS department, board and committees. It

is a valuable resource for fair housing planning and can be used a tool to garner public support for fair housing efforts. The AI is a requirement of the consolidated planning process which requires analysis be done every 3-5 years. The 108 page report can be viewed online or a physical copy of the report may be requested from the CHHS department. Due to the importance of the report, the proposed public comment period has been lengthened and will be December 5, 2019 through 5:00 pm on January 24th.

Northwest Fair Housing Alliance representative Marley Hochendoner presented the report's findings of 10 impediments to fair housing choice and the proposed recommendations to the report's intended jurisdiction.

Motion to open the Analysis of Impediments to Fair Housing Choice Report to public comment made by CHHS board member Adriane Leithauser and seconded by Kim Taylor.

➤ PUBLIC COMMENT PERIOD OPENING APPROVED

Public Comment: After all Action Items had been addressed by the board, City staff member George Dahl asked for any public comments in regard to the presentation of the impediments and recommendations previously presented by Northwest Fair Housing Alliance representative Marley Hochendoner.

A representative from the Tenants' Union came forward to confirm that her experience mirrors the information presented in terms of demographics. It is the experience of the Tenants' Union that a disproportionate number of tenants of color contact their office for services and support. This is especially telling because in general there is a general lack of willingness to seek help for housing issues due to fear of retaliation as a result of the lack of protections in place for tenants in our area. The Tenants' Union has also seen that the low vacancy rate currently being experienced in the Spokane Area has led to less leases being offered, which removes security from tenants AND landlords, but with a low vacancy rate disproportionately effects tenant safety. Historically tenants have been able to exercise their power by moving, but low vacancy rates has eliminated that power. Currently if a person chooses to leave housing they may not be able to reenter the market. While vacancy rates are low, affordable housing and subsidized housing vacancies are close to or at zero. Tenants are being forced to accept month-to-month agreements that offer no protection and place them more at risk of living in substandard housing. The most common cause of evictions in the area is unpaid rent which is often predicated by unsustainable and unfair rent increases. The recommendation the Tenant Union representative would most like to see enacted is to end 20-Day No Cause Evictions and landlord accountability, both of which could help stem the flow of tenants into homelessness.

Approve Emergency Voting Powers to Executive Committee

Because the CHHS board will not meet again until February, the Executive Committee requests the ability and right to vote on and approve emergency actions until scheduled meetings resume.

Motion to grant emergency voting powers to the CHHS Executive Committee made by CHHS board member Diane Zemke and seconded by CHHS board member Dillon Thorpe.

➤ EMERGENCY VOTING POWER TO EXECUTIVE COMMITTEE APPROVED

Essential Repair Program Annual Contract, Single Family Rehab Program Manager RFP and CY 2020 Contract Recommendation

Staff member Paul Trautman presented recommendations from The Affordable Housing (AH)

Committee. The AH Committee reviewed proposals for a Program Manager for the Single Family Rehab Program which will handle the day-to-day management of the program as well as the Rental Rehab program. Only one response was received. The respondent, SNAP, was interviewed by the AH Committee and based on their application, interview and past performance the Committee recommends that the board award both the housing program manager RFP and CY 2020 funding for the Single Family Rehab and Rental Rehab programs to SNAP.

Motion to award Essential Repair Program Annual Contract, Single Family Rehab Program Manager RFP and CY 2020 Contract as recommended made by CHHS board member Kim Taylor and seconded by CHHS board member Melody Dunn.

- AWARD OF ESSENTIAL REPAIR PROGRAM ANNUAL CONTRACT, SINGLE FAMILY REHAB PROGRAM MANAGER RFP AND CY 2020 CONTRACT APPROVED

HOME Multi Family Housing Program RFP Recommendation

Staff member Paul Trautman presented recommendations from the AH Committee. Two responses to the HOME Multi Family Housing Program RFP were reviewed and underwritten by CHHS staff and forwarded to the AH Committee for consideration.

One request was received from the Foundation for the Challenged (FFC) for \$200,000 in HOME funds to construct 2 single-family homes on E Sinto for disabled renters below 30% AMI. The AH Committee deferred this application pending decisions from outside funding sources, which should occur in December or January.

The AH Committee recommends that the board approve a \$780,000 HOME allocation to Community Frameworks toward their Sinto Commons Project. Sinto Commons is a 47-unit apartment complex serving homeless and family renters at 60%, 40% and 30% AMI. Community Frameworks has additional funding applications out to fully fund the project, specifically to Low Income Housing Tax Credits, Commerce and Spokane County.

Motion made to approve allocation of HOME RFP funds as recommended by Diane Zemke and seconded by Adriane Leithauser.

- ALLOCATION OF HOME RFP FUNDS AS RECOMMENDED APPROVED

Approval of the November 2019 Meeting Summary

Motion to approve the November Meeting Summary made by CHHS Board Member Dillon Thorpe and seconded by CHHS Board Member Kim Taylor.

- MEETING SUMMARY APPROVED

Approval of Dual Committee Membership

The current CHHS Board Committee Governance stipulates that members of the public (non-CHHS board members) only be allowed to serve on one committee unless otherwise approved by the CHHS board. Former CHHS board member Arlene Patton's participation on both committees is highly valuable and board approval is sought to allow her dual participation. In 2020 the board will review current committee policies and bylaws.

Motion to approve dual committee membership of Arlene Patton made by CHHS board member Adriane Leithauser and seconded by CHHS board member Melody Dunn.

- DUAL COMMITTEE MEMBERSHIP OF ARLENE PATTON APPROVED

Director Report

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

- City's scheduled fire drill should begin at 5:00 pm, city staff member Paul Trautman will lead attendees upstairs and outside. If unable to participate in the drill, attendees may remain in the briefing center and fire department will be notified of whereabouts.
- Applications for prospective board members are currently on the Mayor's desk for approval. They may be approved prior to January 1 by outgoing Mayor, or by the Mayor-Elect.
- Incoming Council President Breean Beggs has been emailed a request to appoint two new Council Members to the CHHS board.
- A welcome letter was sent to Mayor-Elect. She's unable to attend this month's board meeting as she's out of state.
- Recently, city staff took Mayor-Elect and transition staff on a four hour tour of CHHS-funded properties, including dental clinics, derelict properties etc. Tour attendees seemed excited about information presented and want additional information on CHHS projects.
- The South Cannon Warming Center is open 24/7 with 85 beds available to the public.
- Truth Ministries has increased their standard capacity by 45 beds and removed barriers to access (no fee).
- Catholic Charities is in the process of opening overflow space for families. Currently, the only shelter serving the family population is at capacity nightly.
- Met with current Council President Stuckart to discuss 2 million in reserved funds, more details will be forthcoming.
- Community Frameworks and Habitat are currently engaged in a feasibility study for a project to add 77 units of affordable housing

Council Update:

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

Committee Updates

No committee updates were given.

Consolidated Plan Update

Staff member George Dahl provided an update as to the status of the Consolidated Plan. The Consolidated Plan is underway, the AI report presented earlier is part of the plan requirements. CHHS board members who wish to assist with Consolidated Plan are welcome to. Current needs are for Needs Assessment 15, 20, and 25 as outlined in the briefing paper. There is also an opportunity for feedback on survey questions soon to be disseminated to the community. If you have feedback or wish to assist with the Needs Assessments, please contact George Dahl or Tim Sigler.

Meeting Adjourned at 4:54 PM.

The next CHHS Board Meeting is scheduled for **February 5, 2020 from 4-6pm**