

Community, Housing, & Human Services Board

March 3, 2022

Meeting Minutes

Meeting called to order at 4:00 PM.

Attendance/Introductions

- **Board Members Present:** Barry Barfield (Chair), Betsy Wilkerson, Bob Hutchinson, Gordon Graves, Jeri Rathbun, Kathleen Torella, Anne Whigham, Kathryn Alexander, Jonathan Bingle, Adriane Leithauser
- **Staff Present:** Kim Clifton, Jenn Cerecedes, Eric Finch, Tessa Jilot, Kelly Burnett
- **Guests Present:** Barb Lee, Paul Kropp, Nicolette Ocheltree

The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtual meeting platform

Approval of the Agenda:

MOTION by Adriane, seconded by Jeri, to amend the agenda to not include minutes and approve the agenda with that amendment; **approved unanimously.**

BOARD AGENDA APPROVED

Public Comment:

None.

Anne's Farewell: Anne's last meeting before terming off in April (she will be unable to attend April meeting). Anne was a valuable asset to the board and will be missed. Small discussion followed.

New Applicants:

MOTION by Adriane, seconded by Betsy, to nominate and approve Barb Lee, Karen Ssebanakitta, and David Lewis for board membership and move forward with their application process; **unanimously approved.** (Barb did leave the meeting while nomination and voting occurred.)

Discussion:

Conflict of Interest Policy: Tabled.

Liberty Park Terrace: George provided a brief overview for the need to increase HOME funding for the Liberty Park Terrace project and asked the Board to approve it per the Affordable Housing Committee's recommendation.

Vets on Lacy: George provided a brief overview for the need to allow the County to be a partner on the project by allowing the County to buy two of the ten units and then increase the allocation by \$200,000 for the remaining eight units due to rising costs per the Affordable Housing Committee's recommendation.

SNAP Resident Court (5th and Jefferson): George provided a brief overview of remaining funds and asked that the contract be renewed so SNAP can finish the work. (There had been a delay due to COVID-19.)

Ridpath: George provided a brief overview of the Ridpath seeking to refinance and asked that we maintain our subordination position within the Ridpath project as they go through the refinance with HUD.

Adriane followed up with some insight into the Affordable Housing Committee's stance on the projects and how there is funding available due to COVID-19.

MOTION by Betsy, seconded by Kathryn, to approve Liberty Park Terrace, Vets on Lacy, and 5th and Jefferson amendments as recommended by the Affordable Housing Committee; **approved unanimously.**

Committees:

RFP Committee Nominations/Approvals: Jeri gave a brief review of the need for at least two CHHS Board Members to be on the RFP Committee and that since Anne is terming off the CHHS Board she will become an RFP Committee Member At-Large instead. Therefore, there is a need for at least one more board member to join the committee. Anne joined in and gave an overview of her experience on the RFP Committee as both Jeri and Anne asked for board members to please volunteer to be on the committee. Jeri also added that as she is the Chair of the committee, whoever decides to join will be considered Vice Chair.

Barry asked for anyone who would like to nominate themselves to do so. No takers.

MOTION by Kathryn, seconded by Adriane, to approve the current makeup of the RFP/Evaluation Committee; **approved unanimously.**

Affordable Housing Committee: Adriane gave a brief explanation about her position as Chair of the Affordable Housing Committee ending with her term on the CHHS Board (although she has been extended as a Board Member for housekeeping purposes) and then asked for volunteers to nominate themselves for the Affordable Housing Committee Chair position.

MOTION by Betsy, seconded by Jeri, to reaffirm the committee as-is until new members are recruited; **approved unanimously.**

Bylaws: Jeri gave an overview of the Bylaws review process and the ad hoc committee that just finished the review process. The committee focused on aligning the ordinance and the bylaws so there weren't major changes, it was mainly a change to the language used and not the meaning. They also looked at adding in HUD mandates into the bylaws that either are new or had not been added previously. The committee also made sure to include the board's commitment to diversity and equity and the contemporary practices of the board.

Board asked for the bigger changes (such as diversity, equity, and contemporary practices) be reviewed for the public. Barry shared his screen so Jeri could present more thoroughly on those changes. Jeri also mentioned that need to correct a typo.

MOTION by Betsy, seconded by Kathryn, to approve the bylaws as amended (and pending typo correction); **approved unanimously.**

Director's Report:

Rental Assistance: Jenn gave an overview on the CoC Board retreat, COVID-19 Rental Assistance Fund and ERAP 2. Adriane asked if COVID-19 had caused the CHHS Department (or beyond) to think more about additional Rental Assistance funding in general beyond the Federal Funds. Jenn said that currently the department does not have the bandwidth to look for additional funding sources, but that a goal is to continue to enhance the breadth of the funds available to distribute. Jeri asked about if there would be representation on the State Taskforce that Kelsey is on now that Kelsey has left the City. Jenn said that she would be filling in until a program manager is hired who could take that on.

PIT: Jenn gave a brief update on how the PIT count is going. Eric also provided some information on how the PIT went and some of the very early numbers.

Mayor's Advisory Council and Downtown Environment: Jenn and Adriane gave an overview of the Advisory Council and Downtown Environment group.

CHHS Dept Newsletter and Staff Overview: Jenn explained the dept is still understaffed but recruitment is in progress. Next newsletter should be out soon.

Board Education: Adriane gave a brief history on the CoC and presented the draft CoC 5-year plan planning process and the attempt to get all the various boards and committees in the City and County on the same page.

City Council Updates:

Nicolette gave a brief update on behalf of Council. Council recently expanded the MFTE zones, SB 5853 and WSDOT potentially leasing back some land originally set aside for North-South Corridor, and Council Member Bingle's current work on homelessness and housing in Spokane.

Affordable Housing Committee:

No update.

RFP/Evaluation Committee:

No update.

Announcements: Kathryn spoke about the Housing Action Subcommittee and RFPs being more in line with what the subcommittee wants to see and the creation of the Housing Racial Equity Impact Assessment Form. More planning is needed to find gap funding in a more coherent and organized way, and to begin to stack funding for the 1590 RFP process, and better use of the current funds. Adriane mentioned the third annual Gonzaga University School of Business is coming up.

Meeting Adjourned at 6:00 PM.

The next CHHS Board Meeting is scheduled for **April 6, 2022 from 4:00-6:00 pm.**

Meeting video link: <https://www.youtube.com/watch?v=VQBR95LQBHQ> (Due to a technical error, the first 20 minutes or so were not recorded.)