

# Community, Housing & Human Services Board

September 6, 2023

Meeting Minutes

Meeting called to order at **4:11 PM**.

## **Attendance/Introductions**

- **Board Members Present:** Karen Ssebanakitta, Blake Waltman, David Edwards, Jeri Rathbun, Barb Lee, Adriane Leithauser, Casey Bowers, Eric Robison, Robert Lippman, George Dahl, Bob Hutchinson
- **Staff Present:** Jenn Cerecedes, Christy Jeffers, Heather Page, Tessa Jilot, Kimberly Babb, Richard Culton, Adam Schooley, Kelly Burnett
- **Guests Present:** Nicolette Ocheltree, Ryan Oelrich

**\*\*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 virtually meeting platform\*\***

## **Approval of the Agenda:**

**MOTION** by Leslie Hope, seconded by Betsy Wilkerson, **to approve the Agenda as amended; unanimously approved.**

**Amending: the June Minutes were approved during the August meeting, Action Item No. 3 may only end up being a discussion item and Interim City Administrator Garret Jones will join that discussion, Action Item No. 4 is an overview only and should be listed as a discussion item, but the comment period is being opened and closed and that will require action.**

**Public Comments:** None.

## **Board Education:** Northwest Fair Housing Alliance – Marley Hochendoner

Marley Hochendoner presented on the Northwest Fair Housing Alliance and the fair housing education and planning process for the City. Marley gave an overview of fair housing laws including the Federal Fair Housing Act and Washington State Laws. She then discussed the proposed HUD rule change and prioritization.

## **Discussion and Action Items:**

### **1. Confirm Leslie Hope as Co-Vice Chair:**

**MOTION** by Betsy Wilkerson, seconded by Adriane Leithauser, **to approve Leslie Hope as Co-Vice Chair for the CHHS Board; approved unanimously.**

### **2. Confirm Blake Waltman to Affordable Housing Committee:**

**MOTION** by Eric Robison, seconded by Leslie Hope, **to approve the Affordable Housing Committee as listed on the agenda with the addition of Blake Waltman; approved unanimously.**

### 3. TRAC Shelter Operator Contract RFP:

Garret Jones provided a brief overview of the TRAC Shelter Contract. There is currently no funding in 2024 for TRAC as options have yet to be confirmed. There is also discussion around the possibility of the Regional Authority taking on the TRAC shelter. Therefore, City Administration would like to “pause” the contract until the funding is secured. Discussion followed including the following questions and answers:

**Does the city’s budget year go from January to December?** Yes.

**Was there an application at the top of the scoring from the RFP Committee?** Yes. The RFP Committee chose Jewel’s Helping Hands in a 6-1 vote. There were three applicants, two were stronger applications. The official statement from the RFP Committee along with the recommendation for JHH to be awarded (should funding be found) is, **“Along with our funding recommendation, this committee expressed an opinion that TRAC is a woefully inadequate facility in which no provider can deliver optimal services. Spokane needs to do better than this, but we can hope for nothing more than the status quo when a simple contract extension, uncertain funding, and an industrial warehouse lacking indoor plumbing are all there is to work with.”**

**Was the decision made to go to CHHS and ask to hold off on the award made before the administration was made aware of who would be awarded?** No. Jenn knew because she attended the meeting and notified the Committee. But City Administration was not aware. Jenn also clarified that they had asked to not move forward with the RFP without funding secured but Administration had thought it would work out or that it will be finalized soon.

**Are the applicants made aware of who the winner is?** Normally they are invited to attend the Board meeting for the results. In this instance, Jenn did call all three applicants to let them know there will be a pause per City Administration not having a budget ready to commit. The RFP process will not need to be repeated and JHH will be awarded unless there are changes to the funding amount, length of the contract, etc.

**What happened to the funding from before?** The funding was from one-time sources and will no longer be available.

**Has there ever been a recommendation without knowing where the funding is coming from?** No, traditionally we have had funding and then put out an RFP. CHHS was told to proceed because funding would be available and now there is not funding available.

**Has there ever been a recommendation made and not brought to Council?** No. Again, this is unique since there is no funding. However, discussion indicated that Council would include it in a Study Session soon even if it can’t be brought to the Consent Agenda yet.

**MOTION** by Leslie Hope, seconded by Adriane Leithauser, **that should money be found, the Board approves the RFP Committee’s recommendation and is passing it onto City Council; approved unanimously (with Council Members Wilkerson and Stratton abstaining).**

4. CAPER Overview – Chrisy Jeffers: Christy provided a brief history and overview of the CAPER and why our report will be late this year but how that will be okay along with a timeline and programs that will be included. Discussion followed.

5. Open and Close CAPER comment period from September 15, 2023, to October 4, 2023:

**MOTION** by Betsy Wilkerson, seconded by Leslie Hope, **to Open and Close the CAPER comment period from September 15, 2023, through October 4, 2023; approved unanimously.**

6. Proposed Regional Authority, City Council Resolution 2023-0075, and CHHS Board Letter:

Jeri provided an overview and then asked the Council Members to share how the Council got to the Resolution. Council Members Wilkerson and Stratton provided commentary. Discussion followed.

**Director’s Report:** Jenn Cerecedes provided an update on the TRAC NOFA paused, CoC NOFO closed, planning for next HHOS cycle, staffing, and Quarter 2 reports and 2023 PIT data.

**City Council Updates:** Betsy Wilkerson and Karen Stratton introduced the new District 2 Council Member, Ryan Oelrich.

### **Committee Updates:**

Affordable Housing: Adriane Leithauser confirmed there will be a meeting this month for CDBG and SNAP and training for Neighborly.

RFP: Karen Ssebanakitta said RFP will also be training in Neighborly and the HHOS funding cycle coming up.

**Announcements:** None.

**Meeting Adjourned at 5:58 PM.**

The next CHHS Board Meeting is scheduled for **September 6, 2023 from 4:00-6:00 pm.**