



Housing Action Subcommittee

Thursday, July 20, 2023

9:30 AM-11:00 AM

City Council Briefing Center

Virtual meeting information below

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment

9:30 – 9:35 Public Comment (3 minutes each). Citizens are invited to address the subcommittee on any topic not on the agenda.

Committee Work Session:

- 9:35 – 9:40 Introductions
- 9:40 – 9:45 RFP Call to Action
- 9:45– 10:30 Housing Action Subcommittee Bylaws DRAFT
- Discussion + Next Steps
- 10:30 – 11:00 Spokane Regional Authority for Homelessness, Housing, Health, and Safety
- Discussion + Next Steps

Adjournment

Join from the meeting link:

[Click here to join the meeting](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDIhMzMzNjctNWUzYS00M2M2LThkYzYtMzk0NTI5ZDU3M2Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22eec0423b-0336-4f70-817d-e7ff3e9fc055%22%7d

Meeting ID: 291 798 739 417

Passcode: v5za7o

Video Conference ID: 114 943 085 8

[Alternate VTC instructions](#)

Join by phone

+1 424-566-7556,,878975113#

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HOUSING ACTION SUBCOMMITTEE BYLAWS

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INTRODUCTION

The Housing Action Subcommittee is an official ad hoc subcommittee of the Spokane City Council's Urban Experience Committee. It was established pursuant to City Council Resolution 2021-0020, which was adopted March 22, 2021. (See Attachment A) Under the terms of the resolution, the Housing Action Subcommittee was given broad discretion in conducting its affairs so long as its meetings complied with the state's Open Public Meetings Act and Public Records Act. As practical matter this means its meetings are to be open to the public, with the time, place and agenda of each meeting provided to the public in advance. All records of the committee (other than those governed by specific exceptions) are subject to public disclosure.

Within these basic limitations, these bylaws set forth how the Housing Action Subcommittee will operate. In other words, these bylaws are intended to foster an environment of honest and productive exchange of ideas in a way that is not unnaturally beholden to traditional rules.

LAND ACKNOWLEDGEMENT

We acknowledge that we are on the unceded land of the Spokane people. And that these lands were once the major trading center for the Spokanes as they shared this place and welcomed other area tribes through their relations, history, trade, and ceremony. We also want to acknowledge that the land holds the spirit of the place, through its knowledge, culture, and all the original peoples Since Time Immemorial.

As we take a moment to consider the impacts of colonization may we also acknowledge the strengths and resiliency of the Spokanes and their relatives. As we work together making decisions that benefit all, may we do so as one heart, one mind, and one spirit.

We are grateful to be on the shared lands of the Spokane people and ask for the support of their ancestors and all relations. We ask that you recognize these injustices that forever changed the lives of the Spokane people and all their relatives.

We agree to work together to stop all acts of continued injustices towards Native Americans and all our relatives. It is time for reconciliation. We must act upon the truths and take actions that will create restorative justice for all people.

[Could add language requiring the Land Acknowledgement to be read at every Housing Action Subcommittee Meeting]

HOUSING ACTION SUBCOMMITTEE PURPOSE

As established in Resolution 2021-0020 Section 3, the purpose of the Housing Action Subcommittee is:

- To investigate and make periodic reports to the City Council on the progress of the City's efforts toward meeting the Comprehensive Plan Goal H1, namely, to

"provide opportunities for a variety of housing types that is safe and affordable for all income levels to meet the diverse housing needs of current and future residents" and Goal H2, namely, to "improve the overall quality of Spokane's housing"

- To recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance the City's Comprehensive Plan land use and housing goals, including advancing the goal of increasing density in areas located near services, transit, parks, and schools, such as through the centers and corridors strategy
- To receive and examine applications for housing project funding as described in Chapter 08.07C, SMC and from other locally-derived sources of funding for housing in Spokane, oversee such projects after the City Council awards funding, and make reports to the City Council's Urban Experience Committee or other relevant committee(s) on the outcomes of such funding decisions on at least an annual basis
- To organize itself into such working groups as are necessary to accomplish these purposes
- To collaborate and consult with any technical advisory group established by the City Administration in developing the framework and guidance for the implementation of the funding program contemplated by Chapter 08.07C, SMC
- Such other specific tasks as assigned or referred to the subcommittee by the City Council.

HOUSING ACTION SUBCOMMITTEE VISION + DESIRED OUTCOMES

VISION

The purpose of the Housing Action Subcommittee is detailed above. [In this section we could place a specific Mission Statement/Vision. Alternately, we could remove this section if we feel it to be redundant with respect to the "Housing Action Subcommittee Purpose" and "Desired Outcomes" sections.]

DESIRED OUTCOMES

The Housing Action Subcommittee aims to work towards the following desired outcomes:

- Successful development and implementation of a Strategic Plan/Framework for 1590 funds.
- Successful development and implementation of the Racial Impact Toolkit.
- Subcommittee members are meaningfully engaged in evaluating identified policies, programs, processes, and projects.
- Subcommittee members have the capacity and resources necessary to regularly provide clear, consensus-based recommendations, feedback, and/or guidance to City Council and Staff.
- City Council decisions recognize and respect contributions of the Housing Action Subcommittee.
- City Council leadership and Administration Staff participate in Housing Action Subcommittee on a regular basis to build relationships, trust, authenticity, and transparency.

- Council initiative managers and staff clearly understand how to work with the Housing Action Subcommittee, bring subcommittee members in at the right time for best use of their skills, and provide appropriate background information prior to work-specific conversations.

HOUSING ACTION SUBCOMMITTEE OPERATING GUIDELINES

CONVENING OF MEETINGS

- In-person meetings will be held on the third Thursday of each month from 9:30am to 11:00am in the City Council Briefing Center on the lower level of City Hall at 808 W. Spokane Falls Blvd. Spokane, WA 99201. A virtual option will be provided and details on how to participate virtually will be listed in the monthly agendas found on the City of Spokane website on the Housing Action Subcommittee page: <https://my.spokanecity.org/bcc/committees/urban-development/housing-action-subcommittee/>
- Housing Action Subcommittee Agendas will be posted to the public at least 24 hours before the regular meeting time.
- Any cancellation or change in location, time, or date will be publicly noticed in the agenda section of the City of Spokane’s website on the Housing Action Subcommittee page.
- At least once a year, the Housing Action Subcommittee will have a retreat. The agenda of the retreat will be made known in advance and there will be an opportunity to make suggestions for retreat topics at the regularly scheduled meeting that precedes the retreat.
- Housing Action Subcommittee members are encouraged to meet informally (in person or virtually) with rotating members of the Housing Action Subcommittee, including Council members and council staff, to build connections and relationships between regular meetings. Housing Action Subcommittee members are encouraged (but not required) to share the results of such informal meetings with the entire Subcommittee.
- Housing Action Subcommittee reserves the right to create workgroups with regular meetings, the details of which would be outlined at a later date and only after a substantive discussion at a regular meeting of the Housing Action Subcommittee.

CONDUCT OF MEETINGS

- Meetings will be facilitated by the Council Member Liaison, the Council Staff Liaison (currently the Housing and Homelessness Initiative Manager), chair of the Housing Action Subcommittee, or a third-party facilitator. [Here we can define a clear rank but leave it open in case facilitation needs change?]
- Meetings will end with a clear understanding of expectations and assignments for next steps.
- Meetings are expected to end at the appointed time.
- Meetings are open to the public and, when possible, will be recorded and archived.
- City Council staff support will keep a record of meeting attendees, key issues raised, and actions required. These will be listed in the form of meeting minutes on the City of Spokane’s website

on the Housing Action Subcommittee page. Comments from individual members will generally not be attributed and a verbatim record of the meeting will not be prepared.

AGENDA SETTING AND MEETING FORMAT

The Housing Action Subcommittee agenda will be created by the Council Staff Liaison (currently the Housing and Homelessness Initiative Manager) until a Chair and Vice-Chair are elected by current members of the Housing Action Subcommittee. Once a chair or co-chairs are elected, then the agenda will be co-created by the Housing Action Subcommittee Chair, Vice-Chair, and the Council Staff Liaison.

- Public Testimony will be taken at the beginning of the meeting. Each speaker will get up to 3 minutes to provide their testimony on matters which are not on the current agenda.
- The agenda will allow for time for people to ask clarifying questions before diving in deeply on to a topic for discussion.
- The agenda will have time for review of agreements and assignments at the end of each meeting to ensure mutual understanding of expectations prior to the next meeting.

Barring any temporary technical issues, participants logging in virtually to in-person meetings will be placed on a screen/computer at the table near the meeting liaison or facilitator with a speaker to amplify their voice as they participate in the meeting real time.

MEETING ETIQUETTE

This section is intended to identify mutually agreed upon rules of meeting etiquette with the goal of maintaining order during meetings such that members treat each other, and their guest speakers, with respect. This Subcommittee is known to discuss topics that are highly controversial making it even more important to acknowledge the need for ground rules so that our conversations are productive and safe for everyone. These rules are intended to foster effective communication, respectful interactions, and efficient decision-making within the Subcommittee. By following these guidelines, members can create an environment that promotes active engagement, inclusivity, and successful outcomes.

[Below are the “meeting agreements” adopted by the Equity Subcommittee. We can adopt these or change them to fit our own desired rules of engagement/etiquette.]

Through the following team norms, we strive to live up to our organizational values of Integrity, Compassion, Respect, Equity, Collaboration, and Innovation.

- **Cultivate brave space**
- **Speak your truth** (and speak truth, not about saying it right or trying to be perceived in a particular way)
- **Move up, move back**
- **Be accountable for your impact** (vs. your intention)
- **Be open and curious**

- **Notice your own defensive reactions** and attempt to use these reactions as entry points for gaining deeper self-knowledge, rather than as a rationale for closing off.*
- **Recognize how your own social positionality** (e.g., race, class, gender, sexuality, ability) informs your perspectives and reactions to your colleagues and facilitators*
- **Differentiate between safety and comfort.** Accept discomfort as necessary for social justice and racial equity growth. (Often times, we think about comfort as safety, but they're actually different things.) Understand when you or others are actually unsafe because you or they are the targets of racism and/or other forms of oppression.
- **Identify where your learning edge is and push it.** For example, whenever you think, I already know this, ask yourself, "How can I take this deeper?" Or, ask "How am I applying in practice what I already know?"
- **Accept and expect non-closure** - This agreement asks participants to "hang out in uncertainty" and not rush to quick solutions, especially in relation to racial understanding, which requires ongoing dialogue

[Below are a few additional suggestions for "Meeting Etiquette" that are not found in the Equity Subcommittee Bylaws]

➤ **ACTIVE + RESPECTFUL LISTENING**

Listen attentively to others, giving them your full focus and avoiding interruptions. Demonstrate understanding and show respect for their perspectives including but not limited to turning your cellphones on silent and not texting during the meeting. Allow one person to speak at a time without interruption. This promotes clarity and ensures that everyone's voice is heard.

➤ **OPEN-MINDEDNESS**

Open-Mindedness: Maintain an open mind and be receptive to different perspectives and ideas. Encourage a culture of innovation and collaboration within the subcommittee.

➤ **INCLUSIVE LANGUAGE**

Use respectful and courteous language when addressing fellow subcommittee members. Be mindful of your language choices to ensure everyone feels included and valued. Avoid making assumptions about gender, race, religion, or other sensitive topics.

➤ **AVOID PERSONAL ATTACKS**

Focus on discussing ideas rather than attacking individuals. Be respectful even if you disagree with someone's viewpoint. Avoid personal attacks, sarcasm, or offensive language.

➤ **GIVE EVERYONE THE CHANCE TO SPEAK**

Give everyone a chance to speak: Encourage equal participation by ensuring that all members have an opportunity to share their thoughts. Avoid monopolizing the conversation or allowing others to dominate.

➤ **STAY ON TOPIC**

Keep the discussion focused on the agenda items and goals of the subcommittee. Avoid going off on tangents or discussing unrelated matters.

➤ **BE CONCISE AND CLEAR**

Express your thoughts in a clear and succinct manner to facilitate effective communication. Avoid rambling or using overly technical language that may confuse others. While some technical terms may be necessary, try to explain them in simpler language when possible. This helps ensure that all members can understand and actively participate in the conversation.

➤ **BE MINDFUL OF TIME**

Respect everyone's time by keeping your contributions within reasonable limits. Avoid unnecessarily prolonging discussions or derailing the agenda.

➤ **CONSTRUCTIVE CRITICISM**

If you need to provide feedback or critique someone's ideas or proposals, do so in a constructive and respectful manner. Focus on the issue at hand and offer suggestions for improvement when necessary.

MEMBERSHIP, ROLES, AND RESPONSIBILITIES

The Housing Action Subcommittee is an advisory group to the City Council and a Subcommittee of the Urban Experience Committee, which is comprised of two City Council members from each District and City Council President.

HOUSING ACTION SUBCOMMITTEE MEMBERS AGREE TO:

- Provide specific community expertise, including identifying relevant emerging local issues.
- Articulate and reflect the interests that the Subcommittee Members bring to the table.
- Maintain a focus on solutions that benefit the people and environment of the region.
- Discuss, ask questions, and give reflection, feedback and guidance to City Council on work regarding policies, programs, processes, and projects brought to the subcommittee.
- Aim to meet the outlined expectations with respect to attendance, polite and engaged discussions, etc.

CITY COUNCIL MEMBERS AND STAFF LIAISON'S AGREE TO:

- Provide Housing Action Subcommittee members with the information needed to support their role on the Housing Action Subcommittee, when such information is available to staff.

- Provide the Housing Action Subcommittee members the opportunity to collaborate, co-create and inform on Council work to support the advancement of quality Housing policies
- Ensure that Council Members and Staff are routinely attending Housing Action Subcommittee meetings to listen, ask questions and connect, to ensure ongoing trust, relationship building and transparency.
- Invite Housing Action Subcommittee members to participate in other subcommittees and projects facilitated by City Council policy staff (i.e. SAS, Equity, etc.)
- Come to the Housing Action Subcommittee at the onset of the planning process, when possible, and in advance of each decision point, allowing them to interact directly with decision makers. When necessary, also debriefing the subcommittee on the details of new legislation to ensure there is an opportunity to be fully informed when communicating back to the community stakeholders the Subcommittee Members represent.
- Keep the Housing Subcommittee informed quarterly of progress and how their guidance has supported department work.
- Provide an updated timeline of work projects related to policy, processes, programs, and projects for the Housing Action Subcommittee to identify where they best want to focus their current efforts.
- Provide technical expertise and break down concepts into everyday language for discussion.
- Explain the reasons if deviations are taken from Housing Action Subcommittee recommendations and provide insight on how to make improvements in the future for recommendations.

[Instead of saying “agree to” we may want to define them as expectations]

CHAIR AND VICE CHAIR ROLES AND RESPONSIBILITIES

The Subcommittee will elect a chair and vice chair. The term of the Housing Action Subcommittee Chair is for one year. The term of the Housing Action Subcommittee Vice-Chair is for two years, with the expectation that the second year of the term they will serve as the Chair. Candidates for the role will be self-nominated, the candidate with majority of the votes will be appointed to that role.

➤ THE CHAIR OF THE HOUSING ACTION SUBCOMMITTEE

The Chair will help facilitate meetings, co-create agenda with City Council Staff and/or Council Staff Liaison. The Chair will assist Council Staff and Council Member Liaison with resolving conflicts within the group when necessary.

➤ THE VICE CHAIR OF THE HOUSING ACTION SUBCOMMITTEE

The Vice-Chair will co-create agenda with City Council Staff and Council Member Liaison. Assumes the duties of the Chair when the Chair is unable to be present.

COUNCIL MEMBER LIAISON + COUNCIL STAFF LIAISON ROLES AND RESPONSIBILITIES

The Council Member Liaison and Council Staff Liaison are appointed by the City Council. Any changes in leadership in these roles will be at the discretion of City Council. The Council Member Liaison works with the Council Staff Liaison, Administration Staff (when necessary), the Chair of the Housing Action Subcommittee, and the Vice-Chair of the Housing Action Subcommittee to create the agenda and the content of the agenda packet. The Council Member and Staff Liaisons will also support resolving group conflicts (See Also: Section on Conflict Resolution Below). The Council Member Liaison, in partnership with the Council Staff Liaison, and the Chair of the Housing Action Subcommittee (or designated Subcommittee Member) will present recommendations to City Council. The Council Member Liaison and/or the Council Staff Liaison will keep the Housing Action Subcommittee members updated on the status of recommendations at the monthly meeting and/or during quarterly updates--depending on the topic, status, and availability of information to do so.

[We may need to clearly define that at least one City Council Member is assigned by resolution to various Boards, Commissions, Committees and Subcommittees but their roles and whether or not they can vote, varies from group to group. For example, the Council Member assigned to the Library Board of Trustees is a NON-VOTING MEMBER. There is more about this in the Voting Section below that would have to remain consistent in this section]

MEMBERSHIP

Per Council resolution 2021-0020 Section 4, the Housing Action Subcommittee shall consist of at least eleven (11) members, appointed by City Council resolution, who shall be residents of the City of Spokane and who shall represent, at a minimum, the following backgrounds and expertise:

1. One member representing the perspective of tenants;
2. One member representing the perspective of landlords;
3. One representative of the business community;
4. One real estate professional;
5. One person representing the perspective of the community assembly;
6. At least one person representing the perspectives of people who have faced historically-based or present housing discrimination or bias;
7. A housing developer (non-profit or for-profit);
8. A housing builder;
9. Tribes and urban Native organizations; and
10. At least one person who has a lived experience of homelessness or housing instability;

Membership of the Subcommittee shall consist of those persons appointed by the City Council in batches and by resolution. [We may have to include language to cover the currently existing members and the group consensus that folks who have been regularly attending should be grandfathered in as members. This was discussed and suggested as a way to keep those who have been regularly participating in the group without excessive barriers to continued participation. Relatedly, this

suggestion is based on the sharp decline in member participation and the desire for a diverse stakeholder representation. We could also discuss recommending two different kinds of membership: “voting members”; “non-voting members”. If we do that we just need to clearly define what we mean and what the difference in participation, expectations, and appointment procedure would be for each kind of membership.

APPLICATION FOR MEMBERSHIP

[We need to revisit the discussion on application for membership. Most HAS members who took the recent survey indicated that they thought an application for new membership should be required but that a formal interview should not be required. The language suggested below is based on a reworking of the Equity Subcommittee’s Bylaws on application for new membership]

Applications for Membership of the Housing Action Subcommittee will be made available on the City of Spokane website on the Housing Action Subcommittee page. Interested person(s) will be invited to attend the scheduled Housing Action Subcommittee meeting to gauge the applicant and subcommittee’s mutual interest in membership. [This could be where the HAS essentially formally or informally interviews the candidate—if that’s the process this group chooses.] At the following meeting the Subcommittee Members will determine whether to recommend to City Council to appoint the applicant to the Housing Action Subcommittee.

[We could include language that respects the fact that Council will likely want to approve members in batches rather than individually, in which case we could define a way to acknowledge them as temporary members until they are formally appointed by Council. We can also get guidance from Council about this before we formally adopt the Bylaws]

VACANCY AND/OR TERMINATION OF MEMBERSHIP

A Subcommittee Member’s membership or role may be declared vacant or pending termination if the member:

- Resigns from the Subcommittee and/or Workgroup in writing
- Resigns from the Subcommittee and/or Workgroup in by expresses their intent to resign at a regular meeting of the Subcommittee
- Fails to attend more than three consecutive meetings without prior notice
- Is determined by a two-thirds vote of the Subcommittee to be in need of termination to preserve the orderly conduct of and successful execution of duties by the Subcommittee.
- Is determined by the Chair, the Council Member Liaison, and the City Council to have displayed a pattern of disruptive behavior to the Subcommittee’s work.

[Discussions and decisions on how we define Vacancy, Termination of Membership, and Conflict Resolution may change significantly after a conversation with City Legal on best practices and compliance with OPMA and any other relevant laws governing Subcommittees. The Conflict Resolution section below is from the Equity Subcommittee Bylaws.]

CONFLICT RESOLUTION

When an issue arises that cannot be easily resolved, the Equity Subcommittee committee agrees to:

- Remember that relationships, trust, and transparency are central to moving the dial forward on racial equity.
- Determine if the issue should be resolved within or outside of the subcommittee meeting and participate however is appropriate.
- Ensure the appropriate decision makers are at the table to resolve the issue.

SUBCOMMITTEE WORK GROUPS

Housing Action Subcommittee members may decide they would like to focus on a particular area of interest, develop an in-depth response Council requested feedback, and/or develop a comprehensive set of recommendations on a specific item of interest. In these cases, workgroups may be formed for this purpose. These workgroups will meet at different times from the regular monthly meetings, and on a date and place agreed upon by those in the workgroups.

- The number of members participating in a workgroup may not equal or exceed a quorum of the Subcommittee.
- So long as the members present at a meeting of a workgroup does not equal or exceed a quorum of the Subcommittee, the meeting will not be subject to Open Public Meetings Act.
- Whenever practical, the result of the workgroup will be presented at the monthly Housing Action Subcommittee meetings.
- Work groups may invite other community members to assist in research and refine proposals.

[Considering the apparent dysfunction of some previous Housing Action Subcommittee Workgroups, we may want to focus on adding language that will help us avoid these pitfalls in the future.]

VOTING + RECOMMENDATION ACTIONS OF THE SUBCOMMITTEE

The Housing Action Subcommittee is an advisory body to the City Council, and is a subcommittee of the Urban Experience Committee. As such, and in virtue of Council Resolution 2021-0020 that Housing Action Subcommittee meetings are subject to the Open Public Meetings Act, it is necessary to define the voting methods and quorum requirements of the Housing Action Subcommittee.

Quorum

- A “quorum” of the Subcommittee shall consist of at least fifty percent (50%) of the members of the Subcommittee, including the Council Member Liaison and/or City Council Initiative Manager

Voting

- Any recommendation, decision or proposal of the Housing Action Subcommittee is to be approved by consensus of those members of the Subcommittee (including the Council

Member Liaison and the Council Staff Liaison) who are present (in person or by virtual means) at the time of the vote regarding such recommendation, decision, or proposal. Housing Action Subcommittee Members will strive to reach agreement by consensus at a level that indicates that the large majority of the members present are willing to “live with” the proposed action.

- At the end of a dialogue period, members will indicate their preference for a recommendation, decision, or proposal with a show of “thumbs up” (good to go), “thumbs to the middle” (can live with it) or “thumbs down” (do not approve of proceeding.)
- If there are members of the committee in the “thumbs down” position, the Chair will continue the dialogue to further assess and understand points in contention, and possibly revise the recommendation, decision, or proposal before a final tally of the vote of the committee.
- If a consensus cannot be reached on a particular issue, the Subcommittee acknowledges that the Council Member Liaison shall have final authority to determine how to proceed, including, but not limited to, allowing the matter to be resolved by simple majority vote of those members present (in person and virtually).

[It's currently unclear to me the degree to which we can alter these voting rules, however we can get guidance from City Legal to ensure we are complying with the requirements of the OPMA before we formally adopt the Housing Action Subcommittee Bylaws]

CRITERIA FOR DEPARTMENT WORK TO BE BROUGHT TO THE COMMITTEE

[What appears below are the criteria in the Equity Subcommittee's Bylaws. We need to discuss how closely we want to adopt these criteria or create our own.] **Please check with ES staff manager to if confirmation*

of this unlikelihood is required.



For the 2023 - 2024 period, within the framework of implementation, projects brought to the Equity Subcommittee should be considered if they have the potential to affect:

- Advancing racial equity and belonging
- Advance an Equitable Budget Process
- Economic impact in communities (via contracting, hiring, recruitment, grant-making, paid partnership, or via impacts to economic justice)
- Health Equity
- Environmental justice
- Disability justice and inclusion
- Advancing successful outcomes for communities
- Project should be early enough in development that the committee has capacity for impact rather than a “rubber stamp”.
- Initiative managers, with a solid understanding of their roles and responsibilities (see roles and responsibilities section) may submit proposed work to the committee through the City Council subcommittee liaison.
- The committee will then have an opportunity to assess work they would like to take on 2023 - 2024.
- The committee will determine the portfolio of work to take on with consideration to timeline and potential for impact.

AMENDMENTS

The Housing Action Subcommittee Bylaws may be amended by a two-thirds majority vote of the Subcommittee members present at a meeting with a quorum. Proposed amendments shall be provided to members in writing at least **[insert notice period]** days prior to the meeting.

[These are just suggestions open for discussion.]

DRAFT

Recommendation for Formation of

Spokane Regional Authority for Homelessness, Housing, Health and Safety

Summary of Recommendations:

A tremendous amount of public engagement supports the recommendation to form an integrated, single purpose, regional authority to effectively manage homelessness, housing, health and safety, and the impacts on the broader community. This consolidated, focused entity, a public corporation, will be accountable for significant and measurable reduction of our region's homeless population and for ensuring safe and healthy outcomes for the homeless and for the entire community. This regional authority will take action to improve the quality of life for all citizens by leveraging investments and alignment of activities in the areas of housing, health/social services and safety.

This organization will unite existing housing and human services resources under single leadership with responsibility to a governing board and will be accountable for building further integration opportunities with key operations groups throughout the region including a number of health, safety and housing entities as well as the community at large.

Guiding Principles:

A number of guiding principles and core beliefs led the way in this process. We assume:

- Our region cares for those in need and our service providers are doing hard but remarkable work.
- Our region wants and deserves a clean, safe and healthy community.
- Individuals can be helped out of homelessness with appropriate services and an expectation to succeed.
- Our region cannot merely build its way out of our homelessness crisis - services AND access to housing are the path to success.
- Treatment is often a priority.
- Detention remains a necessary accountability tool.
- Emergency shelter is not housing but a connection point to services.

- Integration of dollars, services, people and data are critical to successfully and sustainably managing homelessness.
- The integration of housing, health and safety are critical to long-term success.

What problem do we need to solve:

Resources currently invested in housing and human services are siloed by both funding type and jurisdiction resulting in lack of leverage to achieve program outcomes. Expenditure of resources are based on short term need rather than long term strategy sustaining an emergency response environment. The method for distributing dollars creates a competitive rather than collaborative environment among service providers. Service providers and public safety organizations are overwhelmed and progress has been elusive. Over the past decade, even with significant increases in investment, homelessness continues to increase - a 34% increase in just the last year – and impacts on the community are being felt.

- Mental health & substance abuse concerns continue to grow
- Citizens and visitors feel less safe
- Support services are not keeping up with demand
- Businesses are losing customers
- Blight is visible and increasing

Goals for integration:

Integration is a step beyond collaboration where the region's assets, both financial and people, can be put to work to create a unified strategy under centralized leadership. The result will deliver services to those in need and deliver clean and safe public spaces for all. Integration breaks down organizational silos and will utilize existing funding sources to facilitate the following:

- Leveraged use of public funding sources to achieve more for each dollar invested
- Delivery of centralized communication to provide clear, relevant and transparent information
- A one-stop-shop for housing and human services service providers across the region
- Ability to react swiftly to address chronic concerns and adapt to address emerging issues
- Reduction of shelter needs with a shift to triage and support services
- Improved ability to enforce 'clean and safe' ordinances with increased capacity for treatment and detention
- Development of an integrated strategy which includes housing with enhanced service requirements
- Accountability for achieving outcomes for the entire community
- Creation of necessary analytics to demonstrate successes as well as weaknesses
- Formation of necessary policy to support the integrated strategy

Integration is the key to facilitating a seismic shift in priorities to deliver measurable outcomes in housing AND robust services to meet individual needs as well as enhanced enforcement ability for public safety agencies.

What will integration Include:

Though the regional entity will adapt and evolve over time, the first steps in integration will include staffing and funds derived from State, Federal and Local funding sources that are used for housing and human services. State and Federal funding from the regional partners would be consolidated under central leadership of the regional entity. Current staff from the regional jurisdictions which are funded through State, Federal and Local funding sources would be assigned to the regional entity and operate under the authority and leadership of the same. The various volunteer boards of the regional partners would then work with the new regional entity.

What is the Governance Model:

The governance model will include a mix of elected officials, who have authority and accountability for expenditure of public funds, and members of the community who bring

expertise from key sectors of the community at large. The governance model will consist of three distinct but collaborative groups:

- 1. Spokane Regional Authority for Homelessness, Housing, Health and Safety Governing Board**
- 2. Executive Committee**
- 3. Authority Implementation Teams**

Board seats for the partner jurisdictions are allocated based on the magnitude of resources currently under management. Individuals and/or agencies who may receive benefit of public funds investments may participate on the Continuum of Care and other advisory boards.

Governing Board Purpose: Adopts Authority's vision, mission, and strategies. The recommended board structure of 13 members is as follows:

5 Standing Board Members from participating jurisdictions:

- Spokane Mayor or Designee
- Spokane City Council
- County Commissioner
- Valley City Council
- Small Cities Representative

8 non-elected appointed sector representatives selected by entire Authority Governing Board from recommendations submitted by Authority Executive Director:

- 1 Housing Public
- 1 Housing Private
- 1 Medical
- 1 Behavioral Health
- 1 Public Safety
- 1 Lived Experience
- 1 Business
- 1 Philanthropy

The board will hire and oversee an Executive Director/CEO and all program and administrative staff will report to that Director.

What are the top priorities:

The first order of business of the regional entity will be to deliver a significant reduction in chronic homelessness – those unsheltered. Over the course of two years, the regional entity will enable Spokane to outperform all counties in Washington state, on our way to being the best performing county of our size in the country.

The recommended 2 year objectives are as follows:

Housing: 40% reduction in unsheltered homeless:

- Incentivize mixed income and multi-family residential development County wide with subsidy for set aside homeless placement
- Begin shift from congregant housing model to distributed housing model
- Require robust support services package for all subsidized housing units
- Achieve 20% annual throughput in all subsidized and transitional housing units

Health: Establish integrated resource center:

- Shift current shelter model to a triage support model with 72 hour throughput
- Provide sobering beds and connection to support services and housing
- Provide treatment and beds for mental health and addiction
- Provide misdemeanor detention space with access to treatment and support services
- Co-locate misdemeanor court/probation and pretrial support services

Safety: Diversion & Detention:

- Utilize enforcement of sit & lie and camping ordinances to connect homeless to the integrated resource/detention center
- Utilize enforcement of public drug use/possession ordinances to connect homeless to the integrated resource/detention center

How will the regional entity be formed:

The regional entity will be formed by legislative action of the region's elected officials from the various partner jurisdictions. A multi-jurisdictional Interlocal Agreement will define governance and operations for the entity and will lay out the Charter of the regional authority. Both the Interlocal Agreement and the Charter will then be adopted County-wide by the Spokane County Board of Commissioners. Those documents include the detailed recommendations we are bringing forward to develop and operate the Authority and are attached in draft form to this Executive Summary.

What's next?

With support from the community, the region's elected officials will take legislative action to establish the new regional entity. Following legislative action, a Board will be formed and an Executive Director search launched. Throughout the startup period, Spokane Regional Collaborative will be available for support and community engagement will continue. As operational details are developed the Board will have operational control until such time as an Executive Director is named.

Exhibit A
Form of Charter

CHARTER
OF
SPOKANE REGIONAL AUTHORITY FOR HOMELESSNESS, HOUSING,
HEALTH AND SAFETY

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ARTICLE I
NAME AND SEAL

The name of this corporation shall be the "SPOKANE REGIONAL AUTHORITY FOR HOMELESSNESS, HOUSING, HEALTH AND SAFETY (referred to herein as the "Authority"). The corporate seal of the Authority shall be a _____ with its name and the word "SEAL" inscribed therein.

ARTICLE II
AUTHORITY FOR SPOKANE REGIONAL AUTHORITY FOR
HOMELESSNESS, HOUSING, HEALTH AND SAFETY: DEFINITIONS
LIMIT ON LIABILITY: MANDATORY DISCLAIMER

Section 1. Authority.

The Authority is a public corporation organized pursuant to Resolution No. _____ of the County of Spokane, Washington (the "County") adopted on _____, 202_, as existing or as hereinafter amended (the "Enabling Resolution"), and pursuant to the Revised Code of Washington ("RCW") 35.21.730 through 35.21.755, as the same now exists or may hereafter be amended, or any successor act or acts.

Section 2. Definitions.

As used herein the following terms shall have the following meanings. Terms not otherwise defined herein shall have their dictionary meaning.

“Advisory Committee” means the committee serving as the Continuum of Care Board created by the Continuum of Care pursuant to 24 CFR Part 578 or its successor regulation to serve in an advisory capacity to the Governing Board, as set forth herein.

“Authority” means the Spokane Regional Authority for Homelessness, Housing, Health and Safety created by the County under RCW 35.21.730 through 35.21.755.

“Board of Spokane County Commissioners” means the legislative authority of the County.

“Bylaws” mean the Bylaws of the Governing Board as they may be amended from time to time.

“Charter” means the Charter for the Establishment of the Spokane Regional Authority for Homelessness, Housing, Health and Safety as it may be amended from time to time.

“Chief Executive Officer” or “Director” means the Chief Executive Officer or Director or similar office confirmed by the Governing Board as provided herein.

“Cities” means all participating Cities in this Charter.

“Contract Holder” means an entity with which the Authority contracts to perform a Homeless Service or other work.

“County” means Spokane County, a municipal corporation and political subdivision organized under the laws of the state of Washington.

“Funder” means a person or entity that provides Resources to the Authority to be used in the furtherance of the Authority’s purposes and mission.

“Governing Board or Board” means the board established pursuant to this Charter that shall serve as the governing body of the Authority.

“Governing Board Members” shall mean members of the Governing Board.

“Homeless Services” means shelter, day centers, hygiene facilities, behavioral health services, housing and related services to assist individuals and families experiencing homelessness or who are at imminent risk of experiencing homelessness.

“Homeless Services Provider” means an entity that provides Homeless Services, but not pursuant to a contract with the Authority.

“Interlocal Cooperation Act” means chapter 39.34 RCW as the same now exists or may hereafter be amended, or any successor act or acts.

“Lived Experience” means current or past experience of housing instability or homelessness, including individuals who have accessed or sought homeless services while fleeing domestic violence and other unsafe situations.

“Parties” means the County and all Cities.

“RCW” means the Revised Code of Washington.

“Resources” means the money, employee time and facility space provided by an entity, either through contract or donation to support the operation of the Authority or the operation of Homeless Services.

“State” means the state of Washington.

Section 3. Limitation on Liability

The Authority is an independent legal entity exclusively responsible for its own debts, obligation and liabilities. All liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority. No creditor or other person shall have any right of action against or recourse to the assets, credit, or property of County or any or any other public or private entity or agency on account of any debts, obligations, liabilities or acts or omissions of the Authority, unless expressly agreed to in writing by the County or entity.

Section 4. Mandatory Disclaimer.

The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority’s principle and other offices. It shall also be printed or stamped on all contracts and other documents that evidence any debt by the Authority. Failure to display, print or stamp the statement required by this section shall not be taken as creating any liability for any entity other than the Authority.

The Spokane Regional Authority for Homelessness, Housing, Health and Safety (the “Authority”) is organized pursuant to Resolution No. 23-___ of the Board of County Commissioners of Spokane County, Washington (the “County”), adopted on _____ and RCW 35.21.730 through 35.21.755, each as existing or as hereinafter amended. All liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against the County or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority unless expressly agreed to in writing by such public or private entity or agency.

RCW 35.21.750 provides as follows: All liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission, or authority and no creditor or other public or private entity or agency shall have any right of action against the city, town, or county creating such corporation, commission, or authority on account of any debts, obligations or liabilities of such public corporation, commission, or authority.

ARTICLE III
DURATION OF AUTHORITY

The duration of the Authority shall be perpetual. However, the Authority recognizes the importance of making this a long-term commitment. As such, after the first 24 months of adoption of the Charter by the County, any City may choose to terminate its participation in the Authority by providing 12 months written notice to the Governing Board of the Authority. Upon termination, any elected members of the Governing Board from the terminating City will cease to participate on the Governing Board and will be replaced by a representative as defined in the Charter. Provided, no City may withdraw its participation in the Authority until all bonds issued by the Authority or obligations to pay debt services are paid in full. Provided further termination of the Authority may be: (1) by agreement of the Parties; (2) formation of a Special Purpose District that assumes all duties and obligations of the Authority, or (3) by formation of a Port District as provided by Title 53 RCW that assumes all duties and obligations of the Authority.

**ARTICLE IV
PURPOSE OF AUTHORITY**

The Authority is formed pursuant to an Interlocal Agreement executed among Spokane County, the City of Spokane, the City of Spokane Valley, the City of Cheney, the City of Medical Lake, and the City of Airway Heights. The purpose of the Authority is to coordinate homeless services within an equitable operational framework to enable and facilitate joint planning, program funding and establishing standards for and accountability of programs, and thereby improve the delivery of homeless services and enhance outcomes for those receiving such services in Spokane County.

In coordinating such services the Authority shall:

- a. Provide consolidated, aligned services for individuals and families who are experiencing homelessness or who are at imminent risk of experiencing homelessness within the boundaries of Spokane County;
- b. Receive revenues from the County, the Cities, Funders and other public and private sources for the purposes of the Authority, and applying such revenues as permitted by this Charter; and
- c. Provide such other services as determined to be necessary or desirable to implement this Charter.

The Authority will abide by the following Guiding Principles as it develops bylaws, policies and procedures:

- a. Our region cares for those in need and our service providers are doing hard but remarkable work;
- b. Our region wants and deserves a clean, safe and healthy community;
- c. Individuals can be helped out of homelessness with appropriate services and an expectation to succeed;
- d. Our region cannot merely build its way out of our homelessness crisis - services AND access to housing are the path to success;
- e. Treatment is often a priority;
- f. Detention remains a necessary accountability tool;
- g. Emergency shelter is not housing but a connection point to services;
- h. Integration of dollars, services, people and data are critical to successfully and sustainably managing homelessness; and
- i. The integration of housing, health and safety are critical to long-term success.

For the purpose of receiving the same immunities or exemptions from taxation as that of the County, the Authority constitutes a public agency and a creation of the County (within the meaning of Article VII, § 1 of the Constitution of the state of Washington and within the meaning of those terms in regulations of the United States Treasury and rulings of the Internal Revenue Service prescribed pursuant to Section 103 of the Internal Revenue Code of 1986, as amended).

**ARTICLE V
POWERS OF AUTHORITY**

Except as limited by the Constitution of the State, laws, regulations, or Charter, the Authority shall have and may exercise all lawful powers necessary or convenient to affect the purposes for which the Authority is organized, including the powers listed in this Article:

- a. Own, lease, acquire, dispose, exchange and sell real and personal property;
- b. Contract for any Authority purpose with individuals, associations and corporations, municipal corporations, the County, the City, any other city/town within Spokane County, any Additional Party, any agency of the State or its political subdivisions, the State, any Indian Tribe, and the United States or any agency or department thereof;
- c. Provide for, carry out, and implement the provisions of this Charter;
- d. Sue and be sued in its name;
- e. Lend its money, property, credit or services, or borrow money;
- f. Do anything a natural person may do;
- g. Perform and undertake all manner and type of community services and activities in furtherance of the carrying out of the purposes or objectives of any program or project heretofore or hereafter funded in whole or in part with funds received from the United States, the State, any other political entity, any agency or department thereof, or any other program or project, whether or not funded with such funds, which the Authority is authorized to undertake by Federal or Washington State law, or as may otherwise be authorized by the County;
- h. Transfer any funds, real or personal property, property interests, or services, with or without consideration;
- i. Receive and administer governmental or private property, funds, goods, or services for any lawful public purpose;
- j. Purchase, acquire, lease, exchange, mortgage (to the extent authorized by law), encumber (to the extent authorized by law), improve, use, manage, or otherwise transfer or grant security interests in real or personal property or any interests therein; grant or acquire options for real or personal property; and contract regarding the income or receipts from real property;
- k. Secure financial assistance, including funds from the United States, the State, or any political subdivision or agency of either for Authority projects and purposes;
- l. Contract for, lease, and accept transfers, gifts or loans of funds or property from the United States, the State, and any political subdivision or agency of either, including property acquired by any such governmental unit through the exercise of its power of eminent domain, and from corporations, associations, individuals or any other source, and to comply with the terms and conditions therefor;
- m. Manage, on behalf of the United States, the State, and any political subdivision or agency of either, any property acquired by such entity through gift, purchase, construction, lease, assignment, default, or exercise of the power of eminent domain;
- n. Initiate, carry out, and complete such capital improvements of benefit to the public consistent with this Charter;
- o. Provide advisory, consulting, training, educational, and community services or advice to individuals, associations, corporations, or governmental agencies, with or without charge;
- p. Control the use and disposition of corporate property, assets, and credit;
- q. Invest and reinvest its money;
- r. Fix and collect charges for services rendered or to be rendered, and establish the

- consideration for property transferred;
- s. Maintain books and records as appropriate for the conduct of its affairs and make such books and records available as required by law and this Charter;
 - t. Carry on its operations, and use its property as allowed by law and consistent with this Charter; designate agents, and hire employees, prescribing their duties, qualifications, and compensation; and secure the services of consultants for professional services, technical assistance, or advice; and
 - u. Exercise such additional powers as may be authorized by law, except as may be expressly limited by the terms of this Charter.

ARTICLE VI
LIMITS ON POWERS

The Authority in all activities and transactions shall be limited in the following respects:

- a. The Authority may not incur or create any liability that permits recourse by any Contract Holder or member of the public against any assets, services, resources, or credit of the County or the Cities, unless otherwise explicitly agreed to in writing by such entity(ies).
- b. No funds, assets, or property of the Authority shall be used for any partisan political activity or to further the election or defeat of any candidate for public office; nor shall any funds or a substantial part of the activities of the Authority be used for publicity or educational purposes designed to support or defeat legislation pending before the Congress of the United States, the State legislature or any governing body of any political entity; provided, however, that funds may be used for representatives and staff of the Authority to communicate with governmental entities and members of Congress of the United States or State legislature or any governing body of any political entity concerning funding and other matters directly affecting the Authority, so long as such activities do not constitute a substantial part of the Authority's activities and unless such activities are specifically limited in this Resolution.
- c. All revenues, assets, or credit of the Authority shall be applied toward or expended upon services, projects, and activities authorized by this Charter. No part of the revenues, assets or credit of the Authority shall inure to the benefit of, or be distributable as such to Governing Board Members, members of the Advisory Committee or other committees, officers or other private persons, except that the Authority is authorized and empowered to:
 - (i) Provide a per diem to Governing Board Members;
 - (ii) Reimburse Governing Board Members, members of the Advisory Committee or other committee, and employees and others performing services for the Authority for reasonable expenses actually incurred in performing their duties, and compensate employees and others performing services for the Authority a reasonable amount for services rendered;
 - (iii) Assist Governing Board Members, members of the Advisory Committee or other committee, or employees as members of a general class of persons who receive services provided by or through the Authority as long as no special privileges or treatment accrues to such, Governing Board Members, members of the Advisory Committee or other committee or employees by reason of their status or position in the Authority;
 - (iv) To the extent permitted by law, defend and indemnify any current or former, Governing Board Members or employees as provided herein;
 - (v) Purchase insurance to protect and hold harmless any current or former, Governing Board Member or employee and their successors from any action, claim, or proceeding instituted against the foregoing individuals arising out of the performance, in good faith, of duties for, or employment with, the Authority and to hold these individuals harmless from any expenses connected with the defense, settlement, or monetary judgments from such actions, claims, or proceedings. The purchase of such insurance and its policy limits shall be discretionary with the Governing Board, and such insurance shall not be considered to be compensation to the insured individuals. The powers conferred by this Section shall not be exclusive of any other powers conferred by law to purchase liability insurance.

- d. The Authority shall not issue shares of stock, pay dividends, make private distribution of assets, make loans to its Governing Board Members or employees or otherwise engage in business for private gain.
- e. The Authority shall have no power of eminent domain nor any power to levy taxes or special assessments.

ARTICLE VII ORGANIZATION

Section 1. Governing Board/Committees.

The management of all the Authority affairs shall reside in the Governing Board. The Governing Board shall have the authority and responsibilities to provide policy oversight and legislative direction for the Authority and its administration and assure the purposes described in this Charter are reasonably accomplished.

The Governing Board of the Authority shall be composed of 13 members as follows:

5 Standing Board Members:

- City of Spokane Mayor or Designee
- Spokane City Council Member designated by the Council
- Member of the Board of County Commissioners designated by the Board
- City of Spokane Valley Council representative
- Representative of Small Cities to be jointly appointed by the Cities. For the purpose of this member, a Small Cities shall be one having a population of less than 100,000

8 Non-elected Sector Board Members appointed by the entire Authority Governing Board from recommendations provided by the Authority's CEO:

- One Public Housing Representative
- One Private Housing Representative
- One Medical Health Representative
- One Behavioral Health Representative
- One Public Safety Representative
- One Lived Experience Representative
- One Business Representative
- One Philanthropy Representative

Section 2. Tenure of Board Members.

- a. **Term-Generally.** Board Members shall be appointed for three-year terms. Provided, however, a Member of the Governing Board may only serve for such time that he or she is the duly appointed and acting in the capacity they represent.
- b. **Term limit.** A Governing Board Member shall not serve more than 2 consecutive 3-year terms (not counting for this purpose any Partial Term, or term of less than 3 years, as a "term").
- c. **Commencement and Expiration of Term.** A Governing Board Member's term commences immediately upon such Governing Board Member's appointment as a Governing Board Member. An individual does not continue to serve as a Governing Board Member after the end of the Governing Board Member's term (unless such individual is appointed to a new term of office), despite the fact a successor Governing Board Member has not been appointed.
- d. **Partial Terms.** If a Governing Board Member resigns, dies or is removed before the end of his/her term, and a replacement Governing Board Member is appointed before such term

- ends, then the replacement Governing Board Member shall serve the unexpired term of the predecessor Governing Board Member (a “Partial Term”).
- e. **Consecutive Absences.** Any Governing Board Member who is absent for three consecutive regular meetings without excuse may, by Resolution duly adopted by a majority vote of the remaining Governing Board Members, be deemed to have forfeited his or her position as a Governing Board Member and that Member’s position shall be vacant. The forfeiting of a Governing Board Member position pursuant to this paragraph shall be effective immediately unless otherwise provided in the resolution. Any successor shall be selected in the same manner as the appointment.

Section 3. Quorum.

At all meetings of the Governing Board, a quorum of the Governing Board must be in attendance in order to do business on any issue. A quorum shall be defined as a majority of the Governing Board as defined in Article VII, Section 1 above.

Each individual Governing Board Member shall be a voting member and shall have one vote. A Governing Board Member may not split his or her vote on an issue. No voting by proxies or mail-in ballot is allowed. Voting by a designated alternate pursuant to the terms of the Bylaws or policies of the Authority is not considered a vote by proxy.

Section 4. Organization.

Members of the Governing Board shall elect a Chairperson and Vice-Chairperson from among its Members, who shall serve a 2-year term. Appointment and removal shall be established in the Bylaws.

Section 5. Committees.

The appointment of committees shall be provided for in the Bylaws or policies approved by the Governing Board.

Section 6. Actions Requiring Approval by Resolution and Voting.

- a. A general or particular authorization of the Governing Board by resolution shall be necessary for any of the following actions and as provided in Section 6(a)(i) and Section 6(a)(iii) of this Article.
 - (i) The following actions of the Governing Board shall require an affirmative vote of a majority of Governing Board Members present, provided quorum requirements in Section 3 of this Article are met:
 - (1) Adopt and amend Bylaws of the Governing Board;
 - (2) Approve for implementation the recommendations of the staffing plan and organization structure;
 - (3) Approve performance metrics; and
 - (4) Change the name of the Authority.
 - (ii) The following actions shall require an affirmative vote of a two-thirds majority of Governing Board Members present, provided quorum requirements in Section 3 of this Article are met:

- (1) Approve or amend guiding principles, goals, policies, and plans;
 - (2) Approve or amend the annual budget; and
 - (3) Confirm the appointment of the Chief Executive Officer.
- (iii) Removal of the Chief Executive Officer shall require an affirmative vote of two-thirds of the Governing Board Members.

Section 7. Right to Indemnification

Each person who was, or is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was a Board Member or employee of the Authority, whether the basis of such proceeding is alleged action in an official capacity as a director, trustee, officer, employee, or agent, or in any other capacity, shall be indemnified and held harmless by the Authority to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorneys' fees, judgments, fines and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be in such position and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that except as provided in this Section, with respect to proceedings seeking to enforce rights to indemnification, the Authority shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the Governing Board; provided, further, the right to indemnification conferred in this Section shall be a contract right and shall include the right to be paid by the Authority the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only upon delivery to the Authority of an undertaking, by or on behalf of such person, to repay all amounts so advanced if it shall ultimately be determined that such person is not entitled to be indemnified under this Section or otherwise.

Provided, that the foregoing indemnity shall not indemnify any person from or on account of:

1. Acts or omissions of such person finally adjudged to be intentional misconduct or a knowing violation of law; or
2. Any transaction with respect to which it was finally adjudged that such person personally received a benefit in money, property, or services to which such person was not legally entitled.

If a claim under this Section is not paid in full by the Authority within sixty (60) days after a written claim has been received by the Authority, except in the case of a claim for expenses incurred in defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may at any time thereafter bring suit against the Authority to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Section upon submission of a written claim (and, in an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to the Authority), and thereafter the Authority shall have the burden of proof to overcome the presumption that the claimant is so entitled. Neither the failure of the Authority (including the Governing Board or independent legal counsel) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses to the claimant is proper nor a determination by the Authority (including its Governing Board or independent legal counsel) that the claimant is not entitled to indemnification or to the reimbursement or advancement of expenses

shall be a defense to the action or create a presumption that the claimant is not so entitled.

The right of indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Section shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of this Charter, any agreement, any Bylaws, or otherwise.

The Authority shall maintain in full force and effect public liability insurance in an amount sufficient to cover potential claims for bodily injury, death or disability and for property damage, which may arise from or be related to projects and activities of the Authority, its Governing Board, staff and employees.

Section 8. Code of Ethics Policy.

Board Members shall conduct themselves in accordance with all applicable laws, including but not limited to, chapter 42.23 RCW (the Code of Ethics for Municipal Officers) and policies of the Authority. The Board shall adopt a code of ethics policy for Board Members that shall, among other provisions, include a conflicts of interest policy and require an individual annual disclosure statement.

ARTICLE VIII OFFICERS

Section 1. Duties of Officers.

Subject to the control of the Governing Board, the Chairperson shall have general supervision, direction and control of the business and affairs of the Authority. On matters decided by the Authority, the signature of the Chairperson alone is sufficient to bind the corporation. The Vice Chairperson shall perform the duties of the Chairperson without further authorization in the event the Chairperson is unable to perform the duties of the office due to absence, illness, death, or other incapacity, and shall discharge such other duties as pertain to the office as prescribed by the Governing Board.

Section 2. Administration.

The Governing Board may appoint, designate, employ, and remove a Director of the Authority. The Director shall be responsible to the Governing Board for the administration of the affairs of the Authority as may be authorized from time to time by resolution of the Governing Board. The Director may be authorized or delegated by the Authority to: (i) supervise and be responsible for the effective management of the administrative affairs of the Authority; (ii) sign documents and contracts on behalf of the Authority; and (iii) perform such other duties as delegated or assigned by the Governing Board.

ARTICLE IX
COMMENCEMENT OF AUTHORITY

The Authority shall come into existence and be authorized to take action at such time as this Charter is approved by Spokane County and the first organizational meeting of the Governing Board is held.

ARTICLE X
BYLAWS

The Governing Board shall review, approve and amend Bylaws for all matters related to the governance of the Authority. The Bylaws provide rules governing the Authority and its activities consistent with the laws of the State and this Charter. In the event of a conflict between the Bylaws and this Charter, the Charter shall control. Any amendments to the Bylaws (which may consist of an entirely new set of Bylaws) shall be approved by resolution of the Governing Board.

ARTICLE XI MEETINGS

Section 1. Frequency of Meetings. Time and Place of Meetings.

Regular meetings of the Governing Board shall be held as provided in the Bylaws at a regular time and place to be determined by the Governing Board by resolution. Special meetings of the Governing Board may be called as provided in the Bylaws.

Section 2. Open Public Meetings.

The Open Public Meetings Act, chapter 42.30 RCW, shall apply to all meetings of the Governing Board or any committee thereof when the committee acts on behalf of the Governing Board, conducts hearings or takes testimony or public comment. Members of the Board may participate in a regular or special meeting through the use of any means of remote participation as authorized by law. Any Board member participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

Section 3. Parliamentary Authority.

The most current version of Robert's Rules of Order Newly Revised shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with this Charter or with the special rules of order of the Authority set forth in the Bylaws.

Section 4. Minutes.

The Governing Board shall cause minutes to be kept of all regular and special meetings of the Governing Board. Minutes shall include a record of individual votes on all matters requiring approval of the Governing Board. Minutes shall be kept in accordance with chapter 42.32 RCW.

**ARTICLE XII
CONSTITUENCY**

There shall be no constituency of the Authority.

ARTICLE XIII
AMENDMENTS TO CHARTER

- (1) Proceedings Preliminary to Recommending Amendments to the Charter. Any Governing Board member may propose a Charter amendment(s), subject to prior approval by the Governing Board as provided in this Charter to the County. Final action by resolution of the Governing Board is necessary to consider recommending proposed amendment(s) to the Charter. If the Governing Board approves consideration of a proposed amendment(s) to the Charter, information about the proposed Charter amendment(s), including a copy of the proposed amendment(s) in a format that strikes over material to be deleted and underlines new material and a statement of the amendment's purpose and effect, shall be provided to each member of the Governing Board at least 30 days prior to the meeting at which a vote will be taken on a resolution recommending to the County amending the Charter.

- (2) Action Amending the Charter. After the preliminary proceedings described in subsection (1) of this Article have occurred, final action upon approval by two-thirds of the entire Governing Board may be taken recommending to the County amending the Charter. If the amendment(s) differs materially from the original proposed amendment(s) considered during preliminary proceedings, then the preliminary proceedings described in subsection (1) of this Article shall be repeated. After final action recommending amending the Charter, the amended Charter recommendation shall be forwarded to the County for action. The County shall consider any recommendation of the Governing Board received under this Article and either approve or disapprove the recommendation as the County deems appropriate. Any amendment to the Charter shall be issued in duplicate originals, each bearing the signature of the Chair of the Board of County Commissioners. One original shall be filed with the clerk and a duplicate original shall be forwarded to and retained by the Authority.

**ARTICLE XIV
ADOPTION OF FISCAL YEAR AND BUDGET**

Section 1. Fiscal Year.

The fiscal year shall coincide with the calendar year.

Section 2. Funding.

Funding for Authority operations and activities include but are not limited to funds distributed to the Authority from County, Cities, Funders, grants and other public and private entities.

Section 3. Budget Process and Adoption.

Within the timelines prescribed in the Bylaws, the Director shall provide to the Governing Board for review and approval of a final budget for the ensuing fiscal year. No increase or decrease to the final budget shall occur without the approval of the Governing Board.

Section 4. Accounting, Budgeting and Reporting.

The Authority shall be subject to the Budgeting Accounting & Reporting System (BARS) applicable local government and shall comply with local government accounting laws, including but not limited to chapter 43.09 RCW.

**ARTICLE XV
MISCELLANEOUS**

Section 1. Geographic Limitation.

The Authority may conduct activities within Spokane County, subject, however, to the applicable limitations set forth in RCW 35.21.740.

Section 2. Safeguarding of Funds.

The Authority funds shall be deposited in a qualified public depository as required by law.

Section 3. Public Records.

The Authority shall maintain all of its records in a manner consistent with the Preservation and Destruction of Public Records, chapter 40.14 RCW. The public shall have access to records and information of the Authority to the extent as may be required by applicable laws including the Public Records Act codified in chapter 42.56 RCW.

Section 4. Audits, Inspections, and Reports.

Local government accounting laws, and RCW 43.09.200 through 43.09.2855, shall apply to the Authority and copies of all reports filed with the State Auditor shall be filed contemporaneously with the Clerk of the Board of County Commissioners. At any reasonable time and as often as the County or State Auditor deem necessary, the Authority shall make available for inspection, examination, auditing, and copying all of its records, including but not limited to contracts, invoices, payrolls, personnel records, inventories, and financial records and other relevant records. Consistent with RCW 35.21.745(1), the County shall retain the right to control and oversee the Authority's operations and funds in order to correct any deficiency and to assure that its purpose is being undertaken and reasonably accomplished. This responsibility shall not create any liability for the County. The Authority shall honor any request by the County in conjunction with its meeting this statutory responsibility.

Section 5. Dissolution.

- (1) The Governing Board may propose to the County that the Authority be dissolved. Such proposal must be made by resolution adopted by two-thirds of the entire Governing Board at a regular or special meeting of which 30 days advance written notice was given to each Governing Board member and the Clerks of the Cities by the Authority. Information about the proposed dissolution, including the grounds for dissolution and distribution of Authority property, shall be provided to each member of the Governing Board and the Clerks of the Cities at least 14 days prior to the meeting at which a vote will be taken on the resolution. Within 30 days of adoption of a resolution approving dissolution of the Authority, a copy of the resolution shall be delivered to the Clerk of the Board of County Commissioners. The County may, after a public hearing, dissolve the Authority. Upon dissolution, all Authority property, net of all outstanding liabilities, shall be distributed as set forth in an agreed plan of distribution adopted by a two-thirds of the entire Governing Board.
- (2) Upon the action taken under Section 5, the County may, after a public hearing with notice to the Authority, petition the superior court to dissolve the Authority in accordance with RCW 35.21.750. Upon dissolution of the Authority and the winding of its affairs, and as

determined by order of the Court, any remaining rights, assets, and property may be transferred to a qualified public entity or entities which will fulfill the purposes for which the Authority was chartered. Otherwise, all remaining rights, assets, and property shall vest in the County. Upon completion of dissolution proceedings, the Clerk of the Board of County Commissioners shall indicate such dissolution by inscription of "Charter Cancelled" on the Charter of Authority, and the existence of the Authority shall cease. The Clerk of the Board of County Commissioners shall give notice thereof to the State Auditor and to other persons as provided in the dissolution statement.

- (3) In the event of the insolvency or dissolution of the Authority, the superior court of the county in which the Authority is or was operating shall have jurisdiction and authority to appoint trustees or receivers of corporate property and assets and supervise such trusteeship or receivership: Provided, that all liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against the County or any or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority.

Section 6. Nondiscrimination.

The Authority, its employees, agents and subcontractors, if any, shall at all times comply with any and all federal, state or local laws, ordinances, rules or regulations with respect to non-discrimination and equal employment opportunity, which may at any time be applicable to the County by law, contract or otherwise, including but not limited to all such requirements which may apply in connection with employment or the provision of services to the public.

Specifically, the following matters or activities shall not be directly or indirectly based upon or limited by age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained service animal by a person with a disability:

- (1) Membership on the Board.
- (2) Employment, including solicitation or advertisements for employees.
- (3) Provisions of services to and contracts with the public.

Section 7. Nonexclusive Charter.

This Charter is nonexclusive and does not preclude the granting by the County or Cities of other charters to establish additional public corporations for purposes other than those set forth in this Charter.

ARTICLE XVI
REGISTERED AGENT, CLAIMS AND SERVICES

Section 1. Registered Agent.

The registered agent for the Authority is its Director/CEO. The identity of the agent and the address where he/she may be reached during normal business hours must be recorded with the County Auditor. A statement of the registered agent designation, executed by the Chairperson of the Governing Board shall be filed with the Secretary of State.

Section 2. Claims.

Claims made for the damages made under chapter 4.96 RCW shall be filed with the Director. The identity of the agent and the address where he/she may be reached during normal business hours must be recorded with the County Auditor.

Section 3. Service of Process.

Service of process under RCW 4.28.080 shall be by delivering a copy of the summons and complaint to the Director. The identity of the agent and the address where he/she may be reached during normal business hours must be recorded with the County Auditor.

Section 4. Filing.

Within thirty (30) days of receipt of the filings described in this Article the Authority shall file copies with the Clerk of the Board of County Commissioners.

**ARTICLE XVII
APPROVAL OF CHARTER**

The Charter shall be issued in duplicate originals, each bearing the signatures of a majority of the members of the Board of County Commissioners of Spokane County and attested by the Clerk of the Board of County Commissioners. One original shall be filed with the Clerk of the Board of County Commissioners; a duplicate original shall be provided to the Authority. The Authority shall commence its existence effective upon issuance of this Charter. Except as against the State or the County in a proceeding to cancel or revoke the Charter, delivery of a duplicate original Charter shall conclusively establish that the Authority has been established. A copy of the Charter, and any amendments thereto, shall be provided to the State Auditor.

This Charter was APPROVED by Resolution No. 23-_____ passed and adopted by the Board of County Commissioners of Spokane County, Washington of the ___ day of _____ 2023.

	SPOKANE COUNTY BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY, WASHINGTON
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MARY L. KUNEY, CHAIR

ATTEST:

JOSH KERNS, VICE-CHAIR

Ginna Vasquez, Clerk of the Board

AL FRENCH, COMMISSIONER

AMBER WALDREF, COMMISSIONER

CHRIS JORDAN, COMMISSIONER

**INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT
OF THE SPOKANE REGIONAL AUTHORITY FOR
HOMELESSNESS, HOUSING, HEALTH AND SAFETY**

THIS INTERLOCAL AGREEMENT (the “Interlocal Agreement”), made and entered into by and among Spokane County, a political subdivision of the State of Washington, hereinafter referred to as the “County”, the City of Spokane, a municipal corporation of the State of Washington, hereinafter referred to as the “City of Spokane”, the City of Spokane Valley, a municipal corporation of the State of Washington, hereinafter referred to as the “City of Spokane Valley”, the City of Cheney, a municipal corporation of the State of Washington, hereinafter referred to as the “City of Cheney”, the City of Medical Lake, a municipal corporation of the State of Washington, hereinafter referred to as the “City of Medical Lake”, and the City of Airway Heights, a municipal corporation of the State of Washington, hereinafter referred to as the “City of Airway Heights”, together hereinafter referred to as the "Parties" and each as a “Party”.

RECITALS:

WHEREAS, the federal and state government as well as the Parties currently directly or indirectly fund programs to provide services to individuals and families experiencing homelessness, housing insecurity and/or behavioral health, but these issues remain chronic and serious problems; and

WHEREAS, cities and counties are authorized to enter into interlocal cooperation agreements in accordance with chapter 39.34 RCW (the “Interlocal Cooperation Act”) to jointly provide services; and

WHEREAS, the Parties have determined that a joint and cooperative undertaking to coordinate services within an equitable operational framework will enable and facilitate joint planning, program funding and establishing standards for and accountability of programs, thereby improving the delivery of homelessness, affordable housing and behavioral health services and enhancing outcomes for those receiving such services in Spokane County; and

WHEREAS, any city, town or county may lawfully create a public development authority in accordance with RCW 35.21.730 through RCW 35.21.759 to perform any lawful public purpose or public function (the “Public Development Authority Act”); and

WHEREAS, the Parties desire to enter into this Interlocal Agreement wherein Spokane County will agree to create a public development authority to be known as the “Spokane Regional Authority for Homelessness, Housing, Health and Safety Public Development Authority” (the “Authority”), consistent with the provisions agreed by the Parties as set forth in the Charter and consistent with the Public Development Authority Act, for the purpose of facilitating joint planning, program funding and establishing standards for and accountability of programs, and thereby improving the delivery of homelessness, housing and behavioral health services and enhancing outcomes for those receiving such services within Spokane County.

NOW THEREFORE, for and in consideration of the promises set forth hereafter, the Parties hereby agree as follows:

SECTION NO. 1: Recitals.

The foregoing recitals, including the definitions set forth therein, are incorporated into and are a part of this Interlocal Agreement.

SECTION NO. 2: Definitions.

As used in this Interlocal Agreement the words and phrases in this Section shall have the meaning indicated unless the context clearly require otherwise.

- A. “Authority” or “Spokane Regional Authority for Homelessness, Housing, Health and Safety Public Development Authority” means the public development authority to be chartered by Spokane County.

- B. "Charter" means the Charter of the Authority, a form of which is attached hereto as Exhibit A, as it may be amended and restated from time to time.
- C. "County" or "Spokane County" means Spokane County, Washington a class A county duly organized and existing.
- D. "Homelessness Services" means shelter, day centers, hygiene facilities, behavioral health services, housing and related services to assist individuals and families experiencing homelessness or who are at imminent risk of experiencing homelessness.

SECTION NO. 3: Purpose.

The purpose of this Interlocal Agreement is for the Parties to reduce to writing the terms and conditions under which Spokane County will create the Authority as provided for in the Charter. The Authority will facilitate joint planning, program funding and establish standards for and accountability of programs, and thereby improving the delivery of homelessness services and enhancing outcomes for those receiving such services within Spokane County.

SECTION NO. 4: Authorization of the Parties.

The Parties hereby authorize and approve (i) the chartering of the Authority by the County of Spokane, (ii) the form of the Charter for the Authority, a form of which is attached hereto as Exhibit A and incorporated herein by this reference; (iii) the transfer of all operations, employees and services to the Authority as provided in the Charter and this Interlocal Agreement; and (iv) all acts and things necessary to effectively form the Authority under the terms of RCW 35.21.730 through RCW 35.21.759 as provided for in the Charter.

Spokane County agrees to Charter the Authority to serve as an independent public development authority pursuant to the RCW 35.21.730 through RCW 35.21.759 to provide Homelessness Services.

Notwithstanding anything to the contrary in this Interlocal Agreement, the Authority as provided for in the Charter shall become effective upon satisfaction of the following conditions:

- (1) Execution of this Interlocal Agreement by each of the Parties.
- (2) Spokane County executing a Resolution adopting the Charter.

Provided further, once Spokane County has executed a Resolution adopting the Charter, the duration of the Authority shall be perpetual. Recognizing the importance of making this long-term commitment, Article III of the Charter provides that after the first 24 months of adoption of Charter by the County, any City may choose to terminate its participation in the Authority by providing 12 months written notice to the Governing Board of the Authority. Upon termination, any elected members of the Governing Board from the terminating City will cease to participate on the Governing Board and will be replaced by a representative as defined in the Charter. Provided, no City may withdraw its participation in the Authority until all bonds issued by the Authority or obligations to pay debt services are paid in full. Provided further, termination of the Authority may be: (1) by agreement of the Parties; (2) formation of a Special Purpose District that assumes all duties and obligations of the Authority, or (3) by formation of a Port District as provided by Title 53 RCW that assumes all duties and obligations of the Authority.

SECTION NO. 5: Parties commitment regarding transfer of funding, staffing and contracts to the Authority.

Upon the execution of this Interlocal Agreement and the creation of the Authority by Resolution of Spokane County, the Parties will enter into a 90-day transition period to assign and/or transfer existing funding, staffing and provider contracts to the Authority. The following guidelines will be utilized to accomplish this transfer in a timely and efficient manner:

- a. The intent is to accomplish these transfers in alignment with the Parties' budget adoption cycle for calendar year 2024.
- b. The intent is to transfer all Federal, State and Local program funding that is currently dedicated to support affordable housing, homelessness and behavioral health.
- c. The intent is to include all funding that is currently provided for affordable housing under the Entitlement Programs of the Department of Housing and Urban Development; all funding that is provided for homelessness services under the Continuum of Care Program of the Department of Housing and Urban Development; all funding that is provided through the State of Washington Department of Commerce for the purposes of affordable housing, homelessness and behavioral health services; all local funding provided from local recording fees which are assessed pursuant to RCW36.22.178 and RCW36.22.1791; all local sales tax funding that is assessed and collected by any of the Parties to this Interlocal Agreement under RCW82.14.530, RCW82.14.540 and RCW 82.14.460.
- d. The intent is to transfer staff positions of the Parties that are funded by the sources identified in Section No. 5 (c) above to the Authority. Employees currently in those staff positions will be given the option of moving payroll and benefits to the new Authority or maintaining current payroll and benefits through their current employer. In either case all employees will report to and be accountable to the Authority, its Governing Board and its Director, on or before January 1, 2024.
- e. The intent is to work with the contracted providers to assign and/or transfer all existing contracts associated with the funding identified in Section No. 5 (c) above to the Authority.
- f. The intent is to transfer the Trent Shelter (the "TRAC") leases and operating contracts from the City of Spokane to the Authority. However, it is understood the current funding for the Trent Shelter is unsustainable in the long-term and that there is a desire to transition away from TRAC to a more permanent and integrated services facility as soon and efficiently as possible. For this reason, it is expected that City of Spokane reserve funds will need to continue to support the costs of the TRAC leases and operating contracts at least through the 2024 Calendar Year.
- g. The Parties understand that allowances may need to be made for extenuating circumstances that preclude a complete transition of all funding, staffing, and contracts by January 1, 2024. However, the Parties agree to make every effort to work through these circumstances in support and alignment with the Authority and its Governing Board and commit to make every effort to complete these transfers as quickly and efficiently as possible

SECTION NO. 6: Start-up Funding and Staffing of Authority

Upon execution of this Interlocal Agreement and the creation of the Authority by Resolution of Spokane County, start-up funding and staffing will be needed to carry out the administrative duties of the Authority and to appoint and seat a Governing Board. During the 90-day transition period and/or until January 1, 2024 the Parties agree to the following start-up funds, staffing and support:

- a. The full voluntary and/or loaned staff and leadership support and assistance from all relevant departments and divisions of the Parties.
- b. Access to the appropriate data systems and support staffs relevant to homelessness, affordable housing and behavioral health data from the Parties.
- c. Access to the appropriate accounting staffs relevant to all funding identified in Section No. 5 above, from the Parties.
- d. Access to appropriate legal staffs relevant to the contracts referenced in Section No. 5 above, from the Parties
- e. Not less than \$200,000 to be utilized for interim operating and staff support until January 1, 2024. It is anticipated that this will be secured from philanthropic sources within the community and/or from transfer of reserves identified in Section No. 5 (c) above.
- f. Continuation of the Elected and Leadership Committee that has been convening during the 90-day due diligence period, which will continue meeting every other Thursday until final transfers of funding, staffing and contracts are completed.

SECTION NO. 7: Duration / Separate Legal Entity / Filing Agreement / Financing of Parties under Interlocal Agreement / Termination / Counterparts / Execution-Approval.

- A. DURATION: The Interlocal Agreement Effective date shall be the date the last Party executes this Interlocal Agreement. The end date of the Interlocal Agreement shall be the date the responsibilities of the Parties as set forth in Section Nos. 5 and 6 are completed.
- B. ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS IF A SEPARATE ENTITY IS CREATED: No separate entity is being created.
- C. INTERLOCAL AGREEMENT TO BE FILED: Each party shall be responsible for filing the Interlocal Agreement pursuant to RCW 39.34.040.
- D. FINANCING OF PARTIES OBLIGATIONS UNDER INTERLOCAL AGREEMENT: Each Party shall be responsible for financing its contractual obligations under its normal budgetary process.
- E. TERMINATION: Any Party may terminate its participating in this Interlocal Agreement as provided for in Section No. (4) above.
- F. PROPERTY UPON TERMINATION: Upon termination, each party shall retain ownership of any real or personal property provided under the Interlocal Agreement.
- G. COUNTERPARTS: This Interlocal Agreement may be executed in any number of counterparts, each of whom shall be an original, but those counterparts will constitute one and the same instrument.
- G. EXECUTION AND APPROVAL: The Parties warrant that the officers/individuals executing below have been duly authorized to act for and on behalf of the Party for purposes of executing this Agreement.
- H. AMENDMENT. This Interlocal Agreement, exclusive of the Charter, may be amended by mutual consent of the Parties hereto. Provided, however, the Parties agree that any city or town within Spokane County may become a Party to this Interlocal Agreement by executing the Interlocal Agreement in the same manner as the Parties hereto and in so doing agree to be bound by all terms and conditions therein without the necessity of the Parties formally amending the Interlocal Agreement to include the city or town. It is anticipated that upon completion of the transition period defined in Section No. 5 above, an amended Interlocal Agreement will be executed to finalize all transfer of funds, staffing and contracts to the Authority. No additions to or alterations of the terms of this Interlocal Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of all Parties.
- I. SEVERABILITY. In the event any provision of this Interlocal Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, illegal, or enforceability of the remaining provisions shall not in any way, be affected or impaired thereby.
- J. WAIVER. No waiver of any breach of this Interlocal Agreement by the Parties hereto shall be held to be a waiver of another or subsequent breach. Failure of the Parties to enforce any of the provisions of this Interlocal Agreement or to require performance of any of the provisions herein shall in no way be construed to be a waiver of such conditions or in any way effect the validity of this Interlocal Agreement or any part hereof, or the right of the Parties to hereafter enforce each and every such provision.

IN WITNESS WHEREOF the Parties have caused this Interlocal Agreement to be executed on the date and year opposite their respective signature block with the Effective Date being the date of the last signature.

(NOTE: EACH PARTY WILL SIGN A SEPARATE SIGNATURE PAGE)

DATED: _____

SPOKANE COUNTY

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

ATTEST:

MARY L. KUNEY, CHAIR

JOSH KERNS, VICE-CHAIR

Ginna Vasquez, Clerk of the Board

AL FRENCH, COMMISSIONER

AMBER WALDREF, COMMISSIONER

CHRIS JORDAN, COMMISSIONER

DATED: _____

CITY OF SPOKANE

By: _____

Its: _____

ATTEST:

Approved as to form:

City Clerk

Assistant City Attorney

DATED: _____

CITY OF SPOKANE VALLEY

By: _____

Its: _____

ATTEST:

Approved as to form:

City Clerk

Assistant City Attorney

DATED: _____

CITY OF CHENEY

By: _____

Its: _____

Approved as to form:

ATTEST:

City Clerk

Assistant City Attorney

DATED: _____

CITY OF MEDICAL LAKE

By: _____

Its: _____

Approved as to form:

ATTEST:

City Clerk

Assistant City Attorney

DATED: _____

CITY OF AIRWAY HEIGHTS

By: _____

Its: _____

Approved as to form:

ATTEST:

City Clerk

Assistant City Attorney

NO. _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING THE
EXECUTION OF AN INTERLOCAL AGREEMENT
AMONG SPOKANE COUNTY, CITY OF SPOKANE,
CITY OF SPOKANE VALLEY, CITY OF CHENEY,
CITY OF MEDICAL LAKE AND CITY OF AIRWAY
HEIGHTS FOR THE ESTABLISHMENT OF THE
SPOKANE REGIONAL AUTHORITY FOR
HOMELESSNESS, HOUSING, HEALTH AND
SAFETY

RESOLUTION

WHEREAS, Spokane County, City of Spokane, City of Spokane Valley, City of Cheney, City of Medical Lake and City of Airway Heights (collectively, the “Parties”) currently directly or indirectly fund programs to provide services to individuals and families experiencing homelessness, housing insecurity and/or behavioral health, but these issues remain a chronic and serious problem; and

WHEREAS, cities and counties are authorized to enter into interlocal cooperation agreements in accordance with chapter 39.34 RCW (the “Interlocal Cooperation Act”) to jointly provide services which each can individually provide; and

WHEREAS, the Parties have determined that a joint and cooperative undertaking to coordinate homelessness services, affordable housing and behavioral health services within an equitable operational framework will enable and facilitate joint planning, program funding and establishing standards for and accountability of programs, thereby improving the delivery of services and enhancing outcomes for those receiving such services within Spokane County; and

WHEREAS, any city, town or county may lawfully create a public development authority in accordance with RCW 35.21.730 through RCW 35.21.759 to perform any lawful public purpose or public function (the “Public Development Authority Act”); and

WHEREAS, the Parties desire to enter into an Interlocal Agreement wherein (1) they agree Spokane County will create a public development authority to be known as the “Spokane Regional Authority for Homelessness, Housing, Health and Safety”, consistent with the provisions agreed by the Parties as set forth in a Charter attached to the Interlocal Agreement, for the purpose of facilitating joint planning, program funding and establishing standards for and accountability of programs, and thereby improving the delivery of homelessness services, affordable housing and behavioral health services and enhancing outcomes for those receiving such services within Spokane County, and (2) they agree to various terms in the Interlocal Agreement regarding (i) transfer of funding, staffing and contracts to the Spokane Regional Authority for Homelessness, Housing, Health and Safety” as well as (ii) start-up funding and staffing of the “Spokane Regional Authority for Homelessness, Housing, Health and Safety.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Spokane County, Washington, pursuant to the provisions of chapter 39.34 RCW and RCW 35.21.730 through RCW 35.21.759, that the Board, a majority of the Board or the Chair of the Board be and are hereby authorized to execute that document entitled “INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT OF THE SPOKANE REGIONAL AUTHORITY FOR HOMELESSNESS, HOUSING, HEALTH AND SAFETY” (the “Interlocal Agreement”) whereby Spokane County will (1) agree to create a public development authority to be known as the “Spokane Regional Authority for Homelessness, Housing, Health and Safety”, consistent with the provisions agreed by the Parties as set forth in the Charter attached to the Interlocal Agreement, for the purpose of facilitating joint planning, program funding and establishing standards for and accountability of programs, and thereby improving the delivery of homelessness services, affordable housing and behavioral health services and enhancing outcomes for those

receiving such services within Spokane County, and (2) agree to various terms in the Interlocal Agreement regarding (i) transfer of funding, staffing and contracts to the “Spokane Regional Authority for Homelessness, Housing, Health and Safety” as well as start-up funding and staffing of the “Spokane Regional Authority for Homelessness, Housing, Health and Safety”.

PASSED AND ADOPTED this ____ day of _____ 2023.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

MARY L. KUNEY, CHAIR

ATTEST:

JOSH KERNS, VICE-CHAIR

Ginna Vasquez, Clerk of the Board

AL FRENCH, COMMISSIONER

AMBER WALDREF, COMMISSIONER

CHRIS JORDAN, COMMISSIONER

NO. _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING THE
EXECUTION OF A CHARTER ESTABLISHING
THE SPOKANE REGIONAL AUTHORITY FOR
HOMELESSNESS, HOUSING, HEALTH AND
SAFETY AS AUTHORIZED UNDER RCW 35.21.730
THROUGH RCW 35.21.759

RESOLUTION

WHEREAS, Spokane County, City of Spokane, City of Spokane Valley, City of Cheney, City of Medical Lake and City of Airway Heights (collectively, the “Parties”) currently directly or indirectly fund programs to provide services to individuals and families experiencing homelessness, housing insecurity and/or behavioral health, but these issues remain a chronic and serious problem; and

WHEREAS, cities and counties are authorized to enter into interlocal cooperation agreements in accordance with chapter 39.34 RCW (the “Interlocal Cooperation Act”) to jointly provide services which each can individually provide; and

WHEREAS, the Parties determined that a joint and cooperative undertaking to coordinate homelessness services, affordable housing and behavioral health services within an equitable operational framework would enable and facilitate joint planning, program funding and establishing standards for and accountability of programs, thereby improving the delivery of services and enhancing outcomes for those receiving such services within Spokane County; and

WHEREAS, the Parties entered into an Interlocal Agreement entitled “INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT OF THE SPOKANE REGIONAL AUTHORITY FOR HOMELESSNESS, HOUSING, HEALTH AND SAFETY” (the “Interlocal Agreement”) wherein:

- (1) they agreed Spokane County would create a public development authority to be known as the “Spokane Regional Authority for Homelessness, Housing, Health and Safety”, consistent with the provisions agreed by the Parties as set forth in a Charter attached to the Interlocal Agreement, for the purpose of facilitating joint planning, program funding and establishing standards for and accountability of programs, and thereby improving the delivery of homelessness services, affordable housing and behavioral health services and enhancing outcomes for those receiving such services within Spokane County, and
- (2) they agreed to various terms in the Interlocal Agreement regarding (i) transfer of funding, staffing and contracts to the “Spokane Regional Authority for Homelessness, Housing, Health and Safety” as well as (ii) start-up funding and staffing of the “Spokane County Regional Homeless Public Development Authority;

; and.

WHEREAS, any city, town or county may lawfully create a public development authority in accordance with RCW 35.21.730 through RCW 35.21.759 to perform any lawful public purpose or public function (the “Public Development Authority Act”); and

WHEREAS, consistent with Spokane County’s commitment in the Interlocal Agreement to create a public development authority to be known as the “Spokane Regional Authority for Homelessness, Housing, Health and Safety”, consistent with the provisions agreed by the Parties as set forth in a Charter attached to the Interlocal Agreement, and the provisions of RCW 35.21.730 through RCW 35.21.759 which allow a County to the create a public development authority, Spokane County desires to formally approve the Charter attached hereto and entitled

“CHARTER OF SPOKANE REGIONAL AUTHORITY FOR HOMELESSNESS, HOUSING, HEALTH AND SAFETY”.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Spokane County, Washington, pursuant to the provisions of chapter 39.34 RCW and RCW 35.21.730 through RCW 35.21.759, that the Board does hereby authorize execution of the document attached hereto and entitled “CHARTER OF SPOKANE REGIONAL AUTHORITY FOR HOMELESSNESS, HOUSING, HEALTH AND SAFETY” wherein Spokane County will formally create the public authority provided for therein to be known as the “Spokane Regional Authority for Homelessness, Housing, Health and Safety”, consistent with the provisions agreed by the Parties as set forth in a Charter..

.PASSED AND ADOPTED this ____ day of _____ 2023.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

MARY L. KUNEY, CHAIR

ATTEST:

JOSH KERNS, VICE-CHAIR

Ginna Vasquez, Clerk of the Board

AL FRENCH, COMMISSIONER

AMBER WALDREF, COMMISSIONER

CHRIS JORDAN, COMMISSIONER