

Date: October, 2020
To: Neighborhood Councils and Position Applicants
Re: Community Assembly CHHS Liaison Member Position
Community, Housing, and Human Services Board (CHHS)
From: Community Assembly Liaison Committee

For your information:

- Application material and information for the open CHHS board position will be available on the city's web site as PDFs at <https://my.spokanecity.org/neighborhoods/community-assembly/> under the Items of Interest topic on the right-hand side. The documents, including this one, are listed below.
- The application deadline for this position is Friday, October 23, 2020, at 5 PM — BUT PLEASE submit applications as soon as possible.
- Application for liaison positions requires preparing the standard city volunteer application form and answering a set of questions provided on a supplemental Community Assembly application form with a separate document.
- Applications may be submitted two ways. See the supplemental application form for details.
 - (1) By emailing document scans to the Liaison Committee chair, Paul Kropp, and copied to Terrill Black, the Liaison Committee's staff liaison.
 - (2) By mailing paper copies to city hall in care of Carly Cortright, Neighborhood Services, for scans to be made for the Liaison Committee there.
- Applicants will be interviewed by the Liaison Committee for recommendation to the Community Assembly for nomination to the mayor and appointment by the city council.
- The standard used by the Liaison Committee for the recommending a candidate is that nominees to liaison and membership positions provided the Community Assembly by city code are neighborhood council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.
- For additional information on the CHHS Board, its mission and activities, you may contact:
 - Fran Papenleur, current CHHS board member at papenleurf@yahoo.com or (509) 599-6179
 - Tim Sigler, CHHS Department Director at tsigler@spokanecity.org or (509) 625-6055
 - Paul Kropp, CA Liaison Committee chair at caliaisoncommittee@gmail.com or (509) 638-5854
- The CHHS Board city web page is here:
<https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>

Application material on the city's Community Assembly web page under Items of Interest on the right-hand side: <https://my.spokanecity.org/neighborhoods/community-assembly/>

- 1-Info for CHHS Board Applicants.pdf (this document)
- 2-city-committee-commissions-board-application.pdf (the standard city form)
- 3-CA CHHS Liaison Member Application.pdf (the supplemental information form)
- 4-SMC 04.34A ORD C35665 underline.pdf (CHHS municipal code provisions with underlined text)
- 5-CHHS Bylaws and Committee Governance hilite.pdf (CHHS board bylaws with highlighted text)