Community Assembly Liaison Member Position
Community Housing and Human Services Board (CHHS)

Applicant Information

The Community Assembly holds a voting "liaison member" position on the City of Spokane's Community Housing and Human Services Board (CHHS).

The purpose of this document is to provide some basic information about the CHHS Board and to outline the application process for this position.

CHHS Board Essentials

The CHHS Board is an administrative agency of the city provided at Chapter 04.34A of the Spokane Municipal Code (text appended on following pages).

The SMC 04.34A code provisions are quite short and tell all that's needed in order to understand the multiple advisory functions of this key city volunteer board: its purpose, membership, and committees.

From 04.34A.020, the key functions of the CHHS Board are to:

- Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation
- Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources
- Make recommendations for funding to the mayor and city council for local grant dollars using human services priorities as established by the city council

In addition, the board functions to ensure public participation occurs across the community in the preparation, hearings and adoption of plans and programming documents required by the US Department of Housing and Urban Development for the use of federal funds.

Application and Appointment Steps

1. There are two forms involved: the city's official volunteer application form for appointees to advisory groups, and a supplemental Community Assembly form.

   The city's volunteer application form is found at this web page – note both the CHHS board information in the list on the left and the important open public meeting requirements on the right: https://my.spokanecity.org/bcc/vacancies/

   The supplemental form is on the CA's city web page on the right below "Items of Interest." https://my.spokanecity.org/neighborhoods/community-assembly/liaisons/

2. Application documents are submitted to the Community Assembly's Liaison Committee, applicant interviews with the committee are scheduled, and the committee selects an applicant for nomination by the Community Assembly.
3. At the next monthly meeting of the Community Assembly, the Liaison Committee reports its selection of the individual to be nominated, and the Community Assembly accepts the nomination and forwards the nominees application information to the mayor.
4. The mayor receives the nominee's application material and has the option of an interview with the nominated individual before forwarding their name to the city council for appointment.
5. The nominee is appointed by the city council at a subsequent council session at which the nominated individual need not attend.

Title 04 Administrative Agencies and Procedures

Chapter 04.34A Community Housing and Human Services Board

Section 04.34A.010 Purpose

The Community, Housing and Human Services Board advises the City administration, the Mayor, and the City Council regarding community development, housing, and human services programs.

Section 04.34A.020 Functions

The Community Housing and Human Services Board shall:

A. Advise the City on preparing the Annual Action Plan, the CAPER, the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable;
B. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council;
C. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources;
D. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council;
E. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council;
F. Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation;
G. Participate with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans; and
H. Represent the diverse constituencies that make up Spokane's low- and moderate-income populations, to help guide Spokane's community, housing, and human services into the future.

Section 04.34A.030 Membership

A. Appointees to the Board shall serve two consecutive three-year terms.
B. City residence is preferred but not a requirement for board membership due to the regional nature of some of the duties and responsibilities of the Board.
C. The Board will consist of twelve (12) members, nominated by the Mayor and appointed by the City Council. At least one (1) member of the Board shall be a member of a veteran service organization, employed by the Department of Veteran Affairs, or an active-duty military member based at Fairchild Air Force Base. In addition, (1) member shall be a liaison from the Community Assembly nominated by the Community Assembly to the Mayor according to the process determined by the Community Assembly and appointed by the City Council.
D. In addition to the twelve (12) positions, the board will include:
    1. two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms;
    2. one (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County commissioners.
    3. one (1) non-voting member to represent the Spokane Regional Continuum of Care, who shall be selected by the Spokane Continuum of Care Board.
    4. one non-voting policy-level decision maker to represent the City of Spokane Valley, who shall be selected by the Spokane Valley City Council.

E. Members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
F. Board members shall serve without compensation.
G. Board members will meet conflict of interest requirements. Committee members may be required to meet conflict of interest requirements.
H. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. Youth may also serve as members.

Section 04.34A.040 Board Structure

A. The Board may utilize a committee structure to assist with its functions. Committees will be comprised of Board members and other citizens with experience and expertise in the subject matter of the committee. The Board Chair shall appoint committee members.
B. The Board will include an Executive Committee consisting of the officers of the Board and its standing committees.