

Date: September, 2018  
To: Position Applicants  
CHHS Board Community Assembly Liaison Member  
From: Community Assembly Liaison Committee

For your information:

- Application material and information for the 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 (list below).
- The application deadline for this position is October 19, 2018, at 5 PM — BUT please submit your application as soon as possible.
- Application for this position requires a standard city form and a supplemental Community Assembly form.
- Applications may be submitted on paper and by scanned PDF by email to Melissa Wittstruck in the Neighborhood Services office. See the CA's supplemental application form for specifics.
- Applicants will be interviewed by the Liaison Committee for recommendation to the Community Assembly for nomination to the mayor and city council.
- The standard used by the Liaison Committee for the recommendation of a candidate is that nominees to liaison and membership positions allocated to 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 Papenleurf, current CHHS board member at [papenleurf@yahoo.com](mailto:papenleurf@yahoo.com) or (509) 599-6179
  - Kelly Keenan, CHHS Department director at [kkeen@spokanecity.org](mailto:kkeen@spokanecity.org) or (509) 625-6055
  - Paul Kropp, CA Liaison Committee chair at [pkropp@fastmail.fm](mailto:pkropp@fastmail.fm) or (509) 638-5854
- The CHHS Board city web page is here:  
<https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>

List of application material on the city's Community Assembly web page:

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