

MINUTES OF THE REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF SEATTLE  
JANUARY 21, 2025

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on January 21, 2025, at the SHA Central Office, as well as via teleconference. Board Vice-Chair Robert Crutchfield called the meeting to order at 5:03 p.m. Kimberly Garrett then performed a roll call for Board Commissioners currently in attendance. Commissioners present and absent were as follows:

Present: Sally Clark, Chair  
Robert Crutchfield, Vice-Chair  
Rita Howard  
Paula Houston  
Paul Purcell  
Twyla Minor

Absent: Gerald Smiley

Public Comment

No public comments were made.

Consent Agenda

Commissioner Crutchfield presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of December 16, 2024; approval of minutes for the Regular Board Briefing of January 13, 2025; and approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of December 1 to December 31, 2024).

Commissioner Purcell moved to approve the Consent Agenda, and the motion was then seconded by Commissioner Minor. Commissioner Purcell asked about the status of payments on Verse, which Executive Director Rod Brandon responded to. Commissioner Clark noted that as Board members we should acknowledge that SHA

sent out nearly twice as much money than normal, and that the majority of it was to pay off that Verse debt. Mr. Brandon will provide more information in March regarding this. Hearing no further comments, the Consent Agenda was approved by the majority of the members of the Board present at that time (6 yes; 0 no; 0 abstentions).

### Regular Agenda

#### Resolution No. 5296: HCV Administrative Plan Updates

Commissioner Crutchfield called for consideration of Resolution No 5296; Commissioner Purcell motioned, and Commissioner Howard seconded the motion. Mr. Brandon presented the resolution to the Board and recommended adoption of the resolution. He followed up on various questions the commissioners had at last week's Briefing, stating that today's resolution does not include changes to the way SHA handles mixed-status households.

Resolution No. 5296 authorizes SHA to adopt the updated Administrative Plan which outlines specific regulations for administering the Housing Choice Voucher (HCV) program in accordance with HUD requirements.

After further comments, Commissioner Crutchfield called for a vote for Resolution No. 5296. The resolution was then approved among the members of the Board present at the time (6 yes, 0 no; 0 abstentions).

#### Resolution No. 5297: SHA/OPEIU-Local 8 Collective Bargaining Agreement

Commissioner Crutchfield called for consideration of Resolution No 5297; Commissioner Howard motioned, and Commissioner Purcell seconded the motion. Human Resources Director Evelyn Correa presented the resolution to the Board and recommended adoption of the resolution.

Resolution No. 5297 authorizes SHA to enter into a one-year collective bargaining agreement between OPEIU and SHA effective January 1, 2025, through December 31, 2025.

After further comments, Commissioner Crutchfield called for a vote for Resolution No. 5297; the resolution was then approved among the members of the Board present at the time (6 yes, 0 no; 0 abstentions).

### Executive Director Report

Mr. Brandon recognized the passage of MLK Day yesterday and mentioned there are three items he would like to note—first, the change in federal administrations. Currently, SHA does not know what the change in administration will mean for the agency, but a “rapid response” team has been assembled to allow for nimble changes as needed. Mr. Brandon has made connections with other regional housing authorities so SHA may understand how others are handling policy changes that may come up. He emphasized that SHA continues in its commitment to the 5-year Strategic Plan and Race and Social Justice work. Commissioner Purcell asked for more discussion of SHA buildings potentially being designated as a “safe space.” Commissioner Howard noted that immigration intersects with housing; is SHA also tracking movements regarding immigration? Policy Director Lisa Wolters affirmed that SHA is doing so.

Secondly, Mr. Brandon noted that SHA is challenged to move this Board meeting to various locations throughout the city to make it more accessible to residents and Board members alike. This is something that will be worked on this year.

Thirdly, the Board approved funding of SHA's migration to a new financial management system and a new human resources information system as well. Commissioners do not see the majority of this work, and Mr. Brandon stated that there will be briefings to try and bring it to the Board's ears. Commissioner Purcell asked when the migrations might be completed. Mr. Brandon stated he does not have that information at hand and added that the Board will be provided with a timeline later on.

Mr. Brandon asked for any comments or questions on the Director's Report. Commissioner Howard stated how impressed she is that all the of the funds of the Buy-Up Program will be fully utilized. She asked if there is a plan to re-implement that program again. Mr. Brandon offered that commissioners will be provided with a full briefing of the successes and challenges of the Buy-Up Program later this year and have a more in-depth discussion prior to requesting a vote on its re-implementation.

Commissioner Purcell asked for progress on the right-sizing program. Housing Operations Director Dave Wellings stated SHA managed close to fifty households in 2024 and are targeting seventy-five additional households in 2025. Commissioner

Purcell asked if his recollection of there being 500 over housed households when the program began was correct, and Mr. Wellings was unable to confirm the exact number. Mr. Wellings added that staff targeted the “extremely” over housed households first and foremost for this right-sizing program.

**Executive Session: Potential Litigation Discussion**

Recess for this session began at 5:43 p.m. with the Board scheduled to return back to Regular Session at 6:15 p.m. Executive Session was extended to 6:22 p.m.

After completing the Executive Session, and hearing no further comments from the Board, Commissioner Crutchfield called for adjournment of the Meeting. The January 21, 2025, Regular Session of the Board was then adjourned at 6:23 p.m. as agreed among the members of the Board present at the time (6 yes, 0 no; 0 abstentions.)

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Secretary-Treasurer