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SEATTLE HOUSING AUTHORITY  
REGULAR BOARD BRIEFING  
MEETING AGENDA

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| LOCATION        | Seattle Housing Authority, Jesse Epstein Rm, First Floor, 190 Queen Anne Ave N |                 |
| DATE            | Monday, April 11, 2016 8:30 am – 10:00 am                                      |                 |
| BOARD ATTENDEES | Aser Ashkir  | Zachary Pullin  |
|                 | Nora Gibson, Chair   | Jermaine Smiley |
|                 | Kollin Min   | Emily Abbey     |
|                 | Deborah Canavan Thiele, Vice<br>Chair  |                 |
| DISTRIBUTION    | SHA Board of Commissioners; Cabinet  |                 |

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Commissioner Roll Call

AGENDA:

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|---|-----------------------------|
| 1. Resolution No. 5099 – 2016-20 SHA Strategic Plan | Spencer Williams (30 min)   |
| 2. 2015 Procurement Policies/Procedure Changes      | Shelly Yapp (5 min)         |
| 3. 2015 Year-end Final Committed Funds              | Shelly Yapp (5 min)         |
| 4. 2017 Budget Planning                             | Shelly Yapp (5 min)         |
| 5. VPS Discussion                                   | Shelly Yapp (15 min)        |
| 6. Voucher Utilization Update                       | Jodi Speer (5 min)          |
| 7. Yesler Terrace Update                            | Stephanie Van Dyke (10 min) |

Board Chair Nora Gibson opened the meeting at 8:34am.

Commissioners Ashkir, Abbey, Smiley and Thiele were absent from the Briefing.

## MEETING NOTES

Review 4/18/16 Regular and Annual Board Meeting Agenda and Updates

### Resolution No. 5099 – 2016-2020 SHA Strategic Plans

Sr. Policy Analyst Spencer Williams gave a follow up presentation to the Commissioners of revised draft 2016-2020 Strategic Plan after the public comment period had ended, and reported on changes made to the Plan. This Resolution would allow SHA to implement the Plan (“A place to live, a place to grow”) through its operations, annual budget and Moving to Work efforts.

### 2015 Procurement Policies/Procedure Changes

CFO Shelly Yapp briefed the Board on changes made to the Procurement Policy. In accordance with Resolution 4975, which was adopted by the Board of Commissioners on September 20, 2010, material revisions to the SHA Procurement Policies adopted by the Executive Director or his designee in each calendar year are to be submitted to the Board for its information and review in the first quarter of each succeeding year. The highlight of the changes is the incorporation of revisions in federal requirements (OMB Super Circular 200), which reduce the dollar thresholds for different types of procurements – micro purchases and informal solicitations – and therefore increase the amount of time and process involved in completing procurement.

### Year-end 2015 Final Committed Funds

CFO Shelly Yapp briefed the Board on the changes since the 3rd quarter data that showed a net reduction in Committed Funds of approximately \$10.5M, due primarily to expenditures against Committed Funds during the final quarter of the year. Year-end unrestricted cash balances continue to exceed the minimum Board target of one month and provide an Operating Reserve of Unassigned Funds equal to 2 months 17 days.

### 2017 Budget Planning

CFO Shelly Yapp briefed the Board on the 2017 Budget planning process, delivering a preliminary forecast of SHA’s projected funding picture for next year, on the agency’s community outreach activities, and on the overall schedule and process that will lead to a 2017 Budget Summary at the end of August and a detail Proposed 2017 Budget in September.

### VPS Discussion

CFO Shelly Yapp reviewed private market availability of rental units and rent levels in comparison with current HUD Fair Market Rents (FMRs) for the greater Seattle area in relation to current VPS levels. She discussed lessons learned about the use of tenant-based vouchers in the Affordable Housing Non-Profit/Public sector and some of the policy issues that arise and complicate a straight forward VPS recommendation. There was a request for further discussion of the agency's port-out policy (for new voucher recipients) and a possible need to revisit the requirement that new voucher holders reside in Seattle for one year before porting out.

### Yesler Terrace Update

Development Director Stephanie Van Dyke gave a visual presentation to the Board of the current landscape of Yesler development. Profiled were aerial views of completed housing buildings such as Kebero Court and Raven Terrace, a site along the I-5 WSDOT property slated for establishment of an urban farm, the Yesler Hillclimb and the art displayed along the stair corridor, and the sites of upcoming development by Vulcan Real Estate Group.

Board Chair Gibson adjourned the meeting at 10:07am.

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Secretary-Treasurer