

MINUTES OF THE REGULAR ANNUAL MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SEATTLE
JUNE 21, 2021

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on June 21, 2021, via teleconference. Board Chair Paul Purcell called the meeting to order at 5:00 p.m. Kimberly Garrett performed a roll call for Board Commissioners in attendance. Commissioners present and absent were as follows:

Present: Paul Purcell, Chair
Gerald Smiley, Vice-Chair
Robert Crutchfield
Twyla Minor
Debbie Thiele

Absent: Dr. Paula Houston
Rita Howard

Public Comment

None

Consent Agenda

Commissioner Purcell presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of May 17, 2021; approval of minutes for the Special Board Meeting of June 2, 2021; approval of the minutes for the Regular Board Briefing of June 14, 2021; and, approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of May 1 to May 31, 2021.)

Commissioner Crutchfield moved to approve the Consent Agenda and the motion was then seconded by Commissioner Minor. It was noted that incorrect dates were noted on the May 2021 Expenditure Certification Report; edits will be made to the report, then resubmitted. Hearing no questions or comments, Commissioner Purcell called for a vote. The Consent Agenda was approved unanimously among the members of the Board present at that time (3 yes; 0 no).

Regular Agenda

Resolution No. 5218 – 2021 Executive Director Accountability Agreement

Commissioner Crutchfield moved for consideration of Resolution No. 5218; Commissioner Minor seconded the motion. Board Chair Purcell presented Resolution No. 5218 to the Board and recommended adoption of the resolution.

Resolution No. approves the 2021 Accountability Agreement between the Board of Commissioners and Executive Director Rod Brandon. Commissioner Purcell has been in discussion regarding this agreement. Unlike in the previous years of accountability agreements, this year it was submitted to the full Board for review, to make comments, discuss, and to then formally take action on. While the hope is to move this agreement forward, it should be noted that more specific metrics may be added, including information discussed during the process of selecting Rod Brandon as the new SHA Executive Director.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5218 was approved unanimously among the members of the Board present at the time (3 yes; 0 no).

Emergency Housing Vouchers Update

Executive Director Rod Brandon introduced Rental Assistance Programs Director Alice Kimbowa to present this update to the Board regarding a new set of vouchers that SHA received as a result of a federal package that was just approved in May. Ms. Kimbowa briefing the Board on the background of the Emergency Housing Vouchers, an overview of funding and necessary actions that are in process, as well as strategies on landlord recruitment, engagement and leasing support.

SHA received 498 vouchers awarded, effective July 1, 2021 (initially reported as 494 vouchers, but we later received an award letter denoting 4 additional vouchers awarded. These vouchers are to be used solely as tenant-based vouchers for families who are: homeless, at risk of homelessness, fleeing, or attempting to flee domestic violence/dating violence/sexual assault/stalking, or human trafficking, or were recently homeless and/or have a high risk of housing instability. These vouchers may not be reissued after September 30, 2023 and are funded up to September 2030. As a requirement for utilization, HUD has required PHAs to work with the CoC (Continuum of Care).

The first funds that SHA received effective June 1st, were termed startup costs in what would be a one-time amount of a \$199K preliminary fee. Then HUD, in their guidance, provided \$3,500 per voucher allocated, totaling \$1.7M in which those funds are to be used primarily for EHV leasing support. It is not typical for HUD to provide admin fees and HAP fees right away, but they did in this instance of over \$6M. HUD did not give a deadline as to when the vouchers would need to be leased up, however they basically are incentivizing PHAs to lease up within the shortest amount of time. So, for each voucher that is issued prior, or up to November 1st, SHA will receive \$100. In addition, for each voucher that we lease up, SHA able to receive \$500. In total, for all lease ups SHA receives prior to November, SHA able to get \$600 in addition. HUD is giving \$250 per voucher leased between November in in January, which is more incentive to the agency. We have been working diligently and intentionally to try and use up all the resources that we have because the need is there, so this is just an additional incentive for us to do just that. As mentioned, HUD also provided admin fees, which comes out to \$112.57 per leased voucher per month. Ms. Kimbowa provided funding totals per month through September 2021. After September, monthly HAP disbursements will be based on actual EHV HAP expenses and units leased reported in VMS. HUD will automatically adjust the HAP funding based on actual costs associated with the EHV Awards and two additional Service Fee disbursements for 25% of the total obligation will occur when the PHAs had spent 50% and 100% of the initial lump sum disbursement.

Currently, what is needed and is in process is a signed Memorandum of Understanding (MOU) with the Continuum of Care (CoC) and other referral partners (which a draft is currently being vetted between SHA and KCRHA), as well as ongoing discussions with KCRHA, KCHA, Renton HA, King County, City of Seattle and other service providers; policies and procedures; a request from SHA for HUD MTW Approval (pending); and, other COVID policy waivers apply. HUD requires SHA board to adopt EHV policies by September 30, 2021, and HCV staff have finalized draft policy, as well as processes ready for implementation, contingent upon the MOU. HCV is also working collaboratively with the SHA F&A and Human Resources departments to hire the necessary additional staff to be able to administer the vouchers.

Strategies to be implemented consist of housing searches (with the Housing Counselors tasked to provide search assistance and collaborate with EHV service providers in leasing up voucher recipients), and landlord engagement (where the EHV Owner Liaison

is tasked with engaging landlords to cultivate and continue relationships with housing providers throughout Seattle and grow the pool units available to voucher holders).

An impact on the Voucher Payment Standard (VPS) is expected, as the current market Rate VPS (MR VPS) lags behind the Seattle-King County Fair Market Rent (FMR) for studios and 1-bedrooms (the 2022 FMRs will be released later this summer.) To capitalize on the current soft rental market, HCV proposes to increase MR VPS to 110% FMR to increase purchasing power of EHV's and lease up time. This would make an estimated 1,559 more units available to voucher households, or a 41% increase over the current VPS, and HUD will automatically adjust the HAP funding based on actual costs associated with the EHV Awards. Immediate next steps include obtaining a signed MOU with the CoC, finalization of the referral process with the CoC/County, MTW approval and staff training.

Executive Director Report

Mr. Brandon reported to the Board an all staff survey regarding return to work feedback that was administered by the Human Resources department; there was a 90% survey response, denoting that staff is quite interested and engaged in their future as they continue to work here at SHA. That information will be noted and at some point in time there will be an update to the Board on what that looks like, and how it will help guide us and give feedback as we do our recovery plans for the balance of this year.

This month, staff was sent out messages relating to Juneteenth, as well as for Gay Pride month, sharing with staff and providing some resources where they can get engaged at their own interests on the activities that are occurring both in this region and afar to further their knowledge in both of those areas. So far, great feedback has been received from staff, and as well as thanks to the Board for passing a resolution on making Juneteenth a 2021 holiday at SHA, which continues to resonate well with staff.

Mr. Brandon referred to Development Director Terry Galiney for a brief update to the Board regarding current activities about the Lam Bow construction project. Mr. Galiney responded that SHA is not quite ready for construction, as bonds are about to go out to market for the site, and July 22 we will be performing the financial closing; July 27 is when the full notice to proceed for construction will occur.

Mr. Purcell then asked for any questions, or comments from the Board. Hearing none, it was moved by Commissioner Crutchfield and seconded by Commissioner Smiley that the June 21, 2021 Regular Session of the Board be adjourned at 5:59 p.m. All commissioners present at the time (4) voted unanimously to adjourn.

Secretary-Treasurer