

MINUTES OF THE REGULAR ANNUAL MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SEATTLE
JULY 19, 2021

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on July 19, 2021, via teleconference. Board Chair Paul Purcell called the meeting to order at 5:02 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
Rita Howard
Debbie Thiele

Absent: Dr. Paula Houston
Twyla Minor

Public Comment

None

Consent Agenda

Commissioner Purcell presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of June 21, 2021; and, approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of June 1 to June 30, 2021.)

Commissioner Thiele moved to approve the Consent Agenda and the motion was then seconded by Commissioner Crutchfield. 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 (4 yes; 0 no).

Regular Agenda

JobLink Update

Executive Director Rod Brandon introduced JobLink Administrator Anne Keeney to the Board to present an update on the JobLink Program. The purpose of the JobLink program is to assist program participants in benefiting from education and employment to increase their economic security, skills, income, assets, and financial well-being. Through these services, residents are connected to employment, education and resources through one-on-one coaching, working with over eight hundred moms raising children, young people in college, 35-45 year olds returning to work and school, and older residents needing additional income. Due to the COVID-19 pandemic, some of these services were impacted: engagement with residents changed, some lost work and applied for unemployment benefits, and students faced technology barriers. Staff provided support when needed by continuing services, while providing new ones. JobLink staff participated in wellness calls to residents, food delivery three times a week to those in need and was able to share a free laptop resource with other divisions in Housing Operations. Then, later during the pandemic, when rent debt became an issue for the agency, analysis was looked at regarding how many of the JobLink participants were in that same situation and then staff reached out to see how SHA could be helpful to them.

JobLink will continue to make behavioral health a top priority in the programs, and continues efforts on a resident trainee program, and tailoring support for former foster youth voucher holders. We hope to expand the Money Mentor training/coaching, and serving more people from the JobLink waitlist.

COVID-19 Recovery Status

Mr. Brandon introduced Deputy Executive Director Anne Fiske Zuniga to present to the Board the status of work resumption of different departments, and how the agency has been supporting staff, as well as residents during the time of the COVID-19 pandemic.

In the Housing Operations department, great work is being done; we reserve resumed routine work orders in low income public housing this week and with Hope VI and Yesler. We're focusing on routine health and safety issues and have returned to normal cleaning procedures this month. Leasing has fully resumed, as most of the process is still conducted remotely unless the household needs an in-person meeting. Transfers

have fully resumed as of mid-July, as well as annual certifications. Property management presence at the field offices continues to increase, as well.

In regard to the Housing Choice Voucher Program, inspections have resumed, in additions to Mod Rehab and units with the longest inspections gaps, staff is going back to doing quality control inspections on units that we approved for move-in based on HQS self-certifications. Annual reviews are continued under the streamlined model, and processing of contract rent increases resumed as of July 1.

Finance & Asset Management has amended its COVID-19 Capital Program Policy to reflect the new guidance and workplace orders in regard to the State- revised guidance for the construction industry and workplace orders through Labor and Industries. A primary change to the policy is the ability to resume projects that were previously deemed high-risk and on hold under Phase III of the pandemic. These projects included work in occupied units and the temporary relocation of households, or substantial work on senior housing buildings. Even with the changes allowing project to resume, Asset Management is working closely with Housing Operations to evaluate the resident impacts of resuming these projects, in particular building project containing seniors, or other high-risk populations.

SHA continues to support residents, notably through vaccinations clinics for residents; vaccinations have been administered to 2360 residents (1st dose), and to 1991 residents (2nd dose) as of June 5. There have been no positive COVID-19 tests since June 8, with in-person appointments conducted only on an as-needed basis (Property Management, JobLink staff, Admissions staff, and the Community Services department currently meet with residents when needed.) The Community Pantry will be continuing for next 60 days, and households with children are receiving meal supports during summer by way of partnerships with City of Seattle, AmeriCorps and United Way of King County.

Staff was given a survey on telework/alternative work arrangements experience; we received a 90% response rate to the survey, which reflects a tremendous turnout on staff input. On July 12, staff was presented with the option of masking with proof/attestation of vaccination, and in late August/early September, we will be advising staff on a new alternative work arrangement policy and customer service expectations.

Strategic Plan Update

Mr. Brandon introduced Policy Manager Patrice Davis to present an update on the SHA Strategic Plan planning process, schedule of staff engagement and next steps.

The goal is to have a Strategic Plan adopted by the end of 2022, and part of the predevelopment is examining lessons learned from our current plan and options for the model and frameworks for the planning process. In attempting to try to meet our timeline and deadline to complete the Plan, we're going to take an in-depth look at how we can implement equity into every piece of our work. The model of the strategic plan is the structure of the plan which includes the various components and values at a high level. The process of choosing a model will identify the core areas, or the key values to be defined in the Strategic Plan. In the plan approach, we will look at the purpose (Plan expectations, what to address), the scope (building blocks and model, key areas of focus) and the framework (theory of change, engagement, anti-racism, intersectionality.)

SHA's current strategic plan has served the agency and the people we serve well, but there are areas identified for improvement. One of those is how we place anti-racism and intersectionality. Anti-racism and intersectionality provide a structured framework to ensure that the plan takes into consideration the needs of multiple communities and looks at how race and other intersections are impacted by potential actions and decisions. The planning process will use these frameworks to help weave in equity and race and social justice into the Plan. Resident and staff engagement are critical anti-racist strategies to develop the Plan. The engagement process should strive to create a high level of engagement from stakeholders that results in direct impact on the Strategic Plan.

Commissioners Howard and Purcell expressed interest in being involved in the process for Strategic Plan consultant selection.

Jefferson Terrace Update

Mr. Brandon introduced Finance & Asset Management Director Jared Cummer tor present in update on the rehabilitation efforts for Jefferson Terrace.

Jefferson Terrace was built in 1965, and is a high-rise, 17 floor apartment building containing a total of 299 units (274 residential; 25 non-residential – UW Respite, and FullLife Care, who vacated in March, 2021.) The demographics of the resident population at Jefferson Terrace have been changing over the last few years, but the population is getting older. The average age is 61 years of age, and there are 14 households that are 80

years or older and 31 that are 75 years or older. Because of the makeup of the building, with it being all studios except for 16 units which are two-bedrooms, most of the households are single person household. 60% of the households identify with one with a disability; 60% male, 40% female; and 70% of the households are people of color. A large percentage of the population at Jefferson Terrace reported being formally homeless when they entered our units. This is a 100% public housing building and the waitlist preference is 30% AMI, or homeless, with 44% reported as just that.

Jefferson Terrace has been experiencing a significant number of issues, including growing issues with mechanical systems; roof issues, hot water temperature has been an issue, as well as ventilation leaks due to plumbing issues. Andersen Construction has been selected as General Contractor. SHA is in the process of a phasing plan, and have provided relocation information to the residents, while stating to hold vacant units. The NEPA and building permit was submitted in February, and the earliest start date will be Q4 2021, to Q1 2022. The construction term is two years.

SHA 2020 Audit Report Out

Board Chair Paul Purcell reported that the SHA Audit Committee met with auditor, as well as senior F&A staff, to discuss the SHA 2020 Audit findings. As has been consistent in the past many years, the SHA audit was clean, with no findings, and received a complimentary report from the auditors to Shelly Yapp and Controller Janet Hayes for jobs well done. The Audit Committee has accepted the audit, and compliments Shelly Yapp and her staff again for performing excellent work for SHA! The auditors also gave high praise to SHA staff for great work.

Executive Director Report

Mr. Brandon reported to the Board that a Memorandum of Understanding (MOU) has been signed between SHA and the King County Regional Homeless Authority regarding the administration and use of the Emergency Housing Vouchers. Much work was done to negotiate roles and responsibilities in order to serve as many folks to get them housed. We are on the path to moving these efforts forth.

Mr. Purcell then asked the Board about the possibility of meeting in person in the near future for Board Briefings and Meetings; he suggested building configuration in order to have both in-person, and remote attendance, when needed. Mr. Brandon will speak with SHA IT staff about moving forward in this effort. He then asked for any further questions, or comments from the Board. Hearing none, it was moved by Commissioner Howard and seconded by Commissioner Crutchfield that the July 19, 2021 Regular Session of the Board be adjourned at 6:53 p.m. All commissioners present at the time (4) voted unanimously to adjourn.

Secretary-Treasurer