
**SEATTLE HOUSING AUTHORITY
SPECIAL BOARD BRIEFING**

LOCATION	Via Teleconference Line (206) 257-3799; ID 559 415 734# Click here to join the meeting	
DATE	October 4, 2021 4:30pm - 6:00pm	
BOARD ATTENDEES	Paul Purcell, Board Chair Gerald Smiley, Vice-Chair Robert Crutchfield Dr. Paula Houston	Rita Howard Twyla Minor Debbie Thiele
DISTRIBUTION	SHA Board of Commissioners; Cabinet	

Commissioner Roll Call

AGENDA:

Briefing Items

- **Resolution No. 5225** – SHA 2022 MTW Annual Plan
- **Resolution No. 5226** – SHA 2022 Annual Budget
- **Resolution No. 5227** – Jefferson Terrace Section 18 Disposition
- **Resolution No. 5228** – Sawara Bond Issuance
- **Resolution No. 5229** – Sawara Omnibus Financing

Informational Briefings

- Consideration and possible action related to the statement of the Board of Commissioners in support of the SHA vaccination policy

Commissioner roll call was given at 4:32 p.m. The Briefing was held solely via teleconference. Commissioners Crutchfield and Dr. Houston were absent from the Briefing.

Review 10/11/21 Special Board Meeting Agenda and Updates

Resolution No. 5225 – SHA 2022 MTW Annual Plan

Executive Director Rod Brandon introduced Policy Director Andria Lazaga to present Resolution No. 5225 to the Board.

An MTW Annual Plan is submitted by SHA to HUD each year in lieu of the standard Annual Plan (completed by non-MTW agencies); its submittal due date is October 17. SHA combines a Public Comment process of the Plan and the Proposed Budget annually, held this year from August 30 through September 30. The three main components of the MTW Annual Plan is made up of data on households and units funded through the MTW Block Grant; new and existing MTW activities and strategies; and planned application of Block Grant funds. SHA provides an itemized accounting of our estimated sources of funds for the upcoming fiscal year and our planned application of those funds. SHA also uses the MTW Annual Plan to include details of SHA's local asset management plan. Nearly 80% of SHA's housing units are funded by the MTW Block Grant and there are 20 MTW activities encompassing 125 strategies. Funding flexibility allows for mission critical investments in areas such as supportive services and housing quality. There are no new activity or strategy proposals in 2022, but we are updating HUD and clarifying on the implementation of a number of existing authorizations that we have in the areas of home ownership, income and rent certification inspections.

Resolution No. 5225 approves SHA's Moving to Work 2022 Annual Plan, certifies the public notice and hearing requirements have been met and authorizes the Board Chair to execute the HUD Certification of Compliance with the MTW Plan Requirements and Related Regulations attached to the resolution. This resolution also authorizes the Executive Director to finalize the Plan and make changes to the Admissions and Continued Occupancy Plan (ACOP), the Housing Choice Voucher Administrative Plan and any other policy documents needed to implement changes authorized under the approved MTW Plan.

Resolution No. 5226 – SHA 2022 Annual Budget

Executive Director Rod Brandon introduced CFO Shelly Yapp to present Resolution No. 5226 to the Board.

Each year, the Board of Commissioners adopts an agency operating and capital budget for the following calendar year and the budget is submitted to HUD along with the Proposed MTW Plan and several certifications by the Board of Commissioners. Resolution No. 5226 is before the Board for action at your meeting of October 11, 2021. A public hearing on both the proposed budget and proposed MTW Plan was held on September 20, 2019; briefings were held with the LIPH Joint Policy Advisory Committee (JPAC) and the SSHA-JPAC on September 14, 2021; and public comments via e-mail, mail, or phone were received from August 30 through September 30, 2021. The 2022 agency-wide budget totals \$385.0 million and has been developed consistent with SHA's current Strategic Plan

and our MTW Agreement, as extended. This resolution adopts a \$115.6M program operations and administrative budgets; \$1.3M for Service Grants; Housing Assistance Payments of \$150.0 million; Capital Preservation projects and non-routine expenditures of \$22.5M; Opportunity Investments of \$19.5M; and, a \$76.1M budget for redevelopment activities. It also approves, in SHA's capacity as the General Partner and Managing Agent for SHA's twenty tax credit limited partnerships, preliminary budgets totaling \$33.0 million. These budgets are subject to finalization and submittal to each limited partnership for approval. The resolution also recognizes that tax credit properties must comply with all regulations and requirements of tax credit regulations of the IRS and extended agreements with State and local agencies, and that the limited partnership communities need to be operated as a seamless whole where there are multiple limited partnerships in the community. The resolution includes language confirming that the 2022 combined SHA operating and capital budget incorporates MTW budgeted income and expenditures. Finally, the resolution contains certifications by the Board required by HUD for its approval of SHA's MTW Plan and budget.

Resolution No. 5227 – Jefferson Terrace Section 18 Disposition

Finance & Asset Management Director Jared Cummer introduced Program Manager Sibyl Glasby to present Resolution No. 5227 to the Board.

Jefferson Terrace is a 17-story public housing high-rise built in 1967, adjacent to Harborview Medical Center, and located in the First Hill neighborhood. The building has a total of 299 units comprised of 283 studios and 16 two-bedroom units. Over the past two years, the agency contracted with architectural and engineering firms to perform an investigative review of the property to determine the scope and magnitude of improvements, updates and repairs needed at Jefferson Terrace. The investigation revealed that critical building systems including the roof, building envelope, plumbing and ventilation systems require substantial repair and replacement. It also identified that additional improvements are necessary to improve energy efficiency, security, access within the building, resident units and community spaces. The total estimated rehabilitation costs including temporary resident relocation are estimated at approximately \$66 million. Of this total, approximately \$41 million is associated with critical building systems that need to be addressed to ensure the building can continue to house residents in the long-term. A resolution with the complete financing plan will be brought to the Board for consideration in December 2012/ January 2022.

Resolution No. 5227 authorizes the Seattle Housing Authority to make application to HUD under Section 18 of the 1937 Housing Act, which governs the disposition and sale of public housing units owned by PHAs and allows them to dispose of eligible units under a long-term ground lease. In addition, the resolution authorizes the agency to apply for 299 tenant protect vouchers from HUD.

Resolution No. 5228 – Sawara Bond Issuance

Resolution No. 5229 – Sawara Omnibus Financing

Executive Director Rod Brandon introduced Development Director Terry Galiney to present Resolution No. 5228 and No. 5229 to the Board.

Sawara will be the seventh SHA building built at Yesler Terrace; the composition of the units in the building will be 64 one-bedroom, 27 two-bedroom, 22 three-bedroom, and one four-bedroom apartments. The project also consists of a two community service spaces, a community room, a resident library, and structured parking for up to 47 vehicles. Construction is expected to be begin by December 2021 and be completed in approximately December 2023.

Resolution No. 5228 authorizes SHA to issue bonds in the principal amount not to exceed \$43 million. The bond proceeds will be loaned into the Yesler Block 7.3 LLLP partnership, for the purposes of building the Sawara Apartments.

Resolution No. 5229 authorizes the Executive Director or his designee to complete and sign the documents necessary to construct, finance, and lease Sawara Apartments, a 114-unit low income apartment complex in the Yesler Terrace neighborhood, to the Yesler Block 7.3 LLLP.

Statement of the Board: SHA Vaccination Policy

Board Chair Purcell opened up the presentation by stating the purpose of this statement was not necessarily to take Board action at this time, but to indicate Board support as organizational leaders in consideration of the vaccination policy that SHA Cabinet and Mr. Brandon developed. Mr. Purcell acknowledged that in enacting this policy, it does not have full staff support. He invited Mr. Brandon to discuss what the agency has been doing and why the Board is considering this letter.

Mr. Brandon gave thanks and appreciation to the Board for taking into consideration of statement from the board on SHA's vaccination mandate policy, as has not seen or heard of other organizations having such leadership outside of the operating and executive team takes such action. He then introduced Deputy Director Anne Fiske Zuniga to quickly recount for the Board just where we started, what we do you know, and how we involved staff, and what are some of the results and conversations that are happening now as a result of this requirement.

Ms. Fiske Zuniga talked about weighing on whether SHA should go in this direction, but it was clear that other major jurisdictions (State, County and the City) were heading in this direction and we thought that it was appropriate to be aligned with those entities. But, we did consider the possibility of testing for the agency and fortunately, we've had on board and access to two different public health professionals or medical professionals who gave us good feedback on the kind of safety factor associated with just going the testing route. So, our announcement to staff about a vaccine mandate came with a draft policy and the acknowledgement that we were going to have to bargain that draft policy with our three unions who represent probably two-thirds, if not more of our staff. Those three unions are the Trades, the Teamsters and OPEIU. We were very pleased with the results, as there was

time sensitivity around sitting down with the unions because the result of those conversations provided more details and information to inform staff about deadlines and incentives related to getting vaccinated. The union representatives were great to work with they were they came to the table with the mutual interest of public health and safety in the workplace in mind, and so we were able to really relatively quickly in the scheme of bargaining. We were able to come to resolution and then communicate to staff that there would be financial incentive to be vaccinated, that there would be paid days off to get vaccinated, laid out the exemption process of people who wanted to seek an exemption (either medical, or religious) from the vaccination, so all of that was made much clearer after we completed the bargaining process. We currently have a total of 634 employees at SHA and at this point we're at 77% vaccinated; we have 4% of our employees - that's 27 people - who've requested exemptions and 17 exemptions have been approved so far, so that's 2% of our staff who have approved exemptions and we have a panel that involves that HR Department and the Legal Department that receives those exemption requests from employees. They seek out the employee if there's not enough documentation or explanation to help the panel arrive at a decision, and then those decisions are made and communicated quickly back to the employee so that they're able to either make the decision to (if the answer is no, exemption is not approved) have a chance to appeal it. And, if that's unsuccessful, a chance to get vaccinated, so we have a process that works well.

Mr. Purcell commented that he would be sending an editorial comment soon, to be included in the statement.

Mr. Purcell then asked the Board if there were any questions, or comments pertaining to the Briefing. After a brief discussion, the meeting was adjourned at 5:51 p.m.

Secretary-Treasurer