
**SEATTLE HOUSING AUTHORITY
REGULAR BOARD BRIEFING**

LOCATION	Via Teleconference Line (206) 257-3799; ID 877 198 629#	
DATE	October 5, 2020 4:30pm - 6:00pm	
BOARD ATTENDEES	Paul Purcell, Board Chair Dr. Paula Houston, Vice- Chair Robert Crutchfield Michael Diaz	Twyla Minor Gerald Smiley Debbie Thiele
DISTRIBUTION	SHA Board of Commissioners; Cabinet	

Commissioner Roll Call

AGENDA:

Briefing Items

- **Resolution No. 5195** – SHA 2021 MTW Annual Plan
- **Resolution No. 5196** – SHA 2021 Carry-on Budget
- **Resolution No. 5197** – Omnibus Executive Authorization Extension

Commissioner roll call was given at 4:36 p.m. The Briefing was held solely via teleconference. Commissioner Dr. Houston was absent from the Briefing.

Review 10/12/20 Regular Board Meeting Agenda and Updates

Resolution No. 5195 – SHA 2021 Moving to Work (MTW) Annual Plan

Policy & Strategic Initiatives Director Andria Lazaga introduced Resolution No. 5195 to the Board. Resolution No. 5195 approves and adopts SHA's 2021 Moving to Work 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. It also authorizes 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.

Contents of the Plan includes planned changes in housing stock, leasing and waiting lists, high-level summaries of sources and uses of funding and plans for capital improvements, descriptions of SHA's previously authorized MTW activities, as well as proposals for any new authorizations and updates to already approved MTW activities. SHA is not proposing any new MTW activities or strategies in 2021, just proposing updates to the implementation of a number of activities and strategies in the following categories: Emergency response and recovery, income and rent certification, eligibility and verification processes, and inspections, as well as administration streamlining and updates. When the Plan was put out for Public Comment, we recognized the need to clarify rent reviews for entirely elderly/disabled adult households every three years (confirmed that staff may still conduct required other income verification procedures - such as tax credit requirements - in "off years" or as otherwise required), as well as clarifying the further streamlining of certifications for entirely elderly/disabled adult households without wages (relying on electronic income verification sources for qualifying households and continuing with automatic rent adjustments unless a discrepancy warrants further review.)

The Public Comment period (held jointly for the MTW Plan and 2021 Carry-On Budget) has been completed on September 28. Due to the COVID-19 pandemic and resulting social distancing protocols, a remote public hearing was held on September 15 at 5:00 p.m. Comments were also solicited via email, telephone and postal mail, with information on the comment period and public hearing being available in The Voice, on SHA's website, the Daily Journal of Commerce, via flyers at the Central Office and in SHA properties and via Community Builder outreach. Staff presented remotely at the combined public housing and senior resident Joint Policy Advisory Committees on September 22, as well.

Feedback from the Comment Period consisted of Capital expenditures, reduced frequency of HCV inspections, and residents wanting confirmation that SHA would not be project-basing vouchers currently being used by tenant-based participants. Staff provided contact information for follow up, if needed, but no substantive changes were made to the MTW Plan as a result of the feedback received.

The Plan will be brought to the Board for action and approval on October 12, 2020 with Plan submittal to HUD following approval before, or on October 16, 2020.

Resolution No. 5196 – SHA 2021 Carry-on Budget

CFO Shelly Yapp formerly presented Resolution No. 5196 to the Board, which adopts SHA's 2021 Carry-On Budget consisting of operating, capital, grant, and redevelopment expenditures.

The COVID-19 pandemic redefined SHA's budget process for 2021 and this past March, SHA Cabinet endorsed a Budget Office recommendation for the budget process to proceed with minimal participation from departments, while creating a process for 4th Quarter 2020 to engage departments to define priority changes to a Carry-On budget to create the 2021 SHA 'Adjusted' Budget (for adoption at YE 2020, or early 1st Quarter 2021.)

SHA adapted the federal model of 'continuing resolution' for both the SHA Operating and Tax Credit budgets with expenditures maintained in nearly every case at the same level approved in the 2020 budget. The Capital Budget includes projects delayed in 2020 due to COVID-19 impacts, plus projects that had been identified as the top tier candidates for the 2021 budget in the second year of the 2020 proposed budget. The IT Capital Budget includes costs to continue progress in 2021 on the HCV conversion to Yardi and planned infrastructure investments in IT equipment. The Development Budget reflects progress expected in multi-year mixed financing projects, including project start-up for Sawara, LamBow, and Jefferson Rehab in 2021.

Resolution No. 5197 – Omnibus Executive Authorization Extension

Executive Director Andrew Lofton introduced this resolution to the Board, which serves as an extension of Resolution No. 5189, enacted in April, 2020 as a result of the COVID-19 pandemic necessitating the need for changes or implementation in programs, staffing, and procedures on short notice due to the constantly changing circumstances which would require such actions. It gave Board authorization for the Executive Director to take any lawful action needed to comply with federal, state and local emergency declarations in a timely manner and take administrative actions needed to protect residents and staff. Authorization would end in 180 days from Board approval, or when the Washington State Governor's Office declares end of the emergency, whichever happens first. Resolution No. 5189 is set to expire on approximately October 17, 2020. ***Resolution No. 5197 would give approval to extend the effective date of Resolution No. 5189 for 180 days, or the end of the COVID-19 pandemic emergency, whichever occurs first.***

Commissioner Purcell asked the Board if there were any questions, or comments pertaining to the Briefing. He then adjourned the meeting at 5:27 p.m.

Secretary-Treasurer