

MINUTES OF THE REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SEATTLE
OCTOBER 16, 2023

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on October 16, 2023, at the SHA Central Office and via teleconference. Board Chair Paul Purcell called the meeting to order at 5:07 p.m. Kimberly Garrett performed a roll call for Board Commissioners currently in attendance. Commissioners present and absent were as follows:

Present: Paul Purcell, Chair
Gerald Smiley, Vice-Chair
Sally Clark
Rita Howard
Twyla Minor

Absent: Robert Crutchfield
Dr. Paula Houston

Public Comment

None

Consent Agenda

Commissioner Purcell presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of September 18, 2023; approval of minutes for the Regular Board Briefing of October 9, 2023; and approval of the Expenditure Certification Reports (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of September 1 to September 30, 2023.)

Commissioner Clark moved to approve the Consent Agenda and the motion was then seconded by Commissioner Howard. After comments regarding the Expenditure Certification Reports, the Consent Agenda was approved by the majority of the members of the Board present at that time (4 yes; 0 no; 0 abstentions).

Regular Agenda

Resolution No. 5271 – Northgate Buy Up Program

Commissioner Purcell called for consideration of Resolution No. 5271; Commissioner Howard motioned, and Commissioner Clark seconded the motion. Development Program Manager Lauren Mathiesen presented Resolution No. 5271 to the Board and recommended adoption of the resolution.

SHA set aside capital funding to support the development of affordable housing for families within high-opportunity areas as designated under the CMTO program called the Buy Up Program. This program adds family sized (3-BR+) units in areas with high opportunity and funding is structured as a long-term, low-interest loan. One project is complete, with funding planned for three additional projects including one in the Northgate area in partnership with BRIDGE Housing and Community Roots Housing. Resolution No. 5271 authorizes SHA to lend up to \$1.05MM to the BRIDGE/Community Roots partnership for this project and to make and execute documents and contracts related to this loan.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5271 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

Resolution No. 5269 – SHA Annual Moving to Work (MTW) Plan

Commissioner Purcell called for consideration of Resolution No. 5269; Commissioner Clark motioned, and Commissioner Howard seconded the motion. Policy Strategic Advisor Lily Sweeney presented Resolution No. 5269 to the Board and recommended adoption of the resolution.

Resolution No. 5269 approves SHA's Moving to Work 2024 Annual Plan, certifies the public notice and hearing requirements have been met and authorizes the Chair of the Board to execute the HUD Certification of Compliance with the MTW Plan Requirements and Related Regulations attached to the resolution. Resolution No. 5269 also authorizes the Executive Director to finalize the Plan and make changes to the Admissions and Continued Occupancy Plan, the Housing Choice Voucher Administrative Plan and any other policy documents needed to implement changes authorized under the approved MTW Plan.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5269 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

Resolution No. 5270 – SHA 2024 Annual Budget (*as amended; see below) This presentation is a continuation of the 10/9 Briefing.

Human Resources Director Evelyn Correa presented to the Board the 2024 goals slated for her department. These goals were aimed at supporting a culture where employee participation and learning is supported and where employees are recognized as whole people; understanding the employee experience; and, to develop programs, policies and procedures that promote employee wellbeing. Feedback from employees indicated a workload and lack of work life balance, as well as a lack of career development – especially in leadership/supervisory roles. A lack of recognition and appreciation, especially for work and extra effort, was reported and staff feel that they can't compete with candidates who come in from the outside in compensation. Via a survey this year, as for one slated in 2024, feedback will be utilized to understand what's happening with staff and what is needed to make SHA an environment where all can thrive. In collection of this diverse information, we begin to understand employee identities, foster belonging, and customize support for SHA staff. In addressing work/life balance, we are increasing staff across the agency, providing two wellness days in 2024 and assessing implementation of alternative work arrangements and flexible work hours. SHA aims to add a safety and emergency program manager to increase safety and emergency planning and programming for staff in SHA properties. Career development is a priority, with a goal of supervisory training planned to develop and implement training on policies and procedures, and a program designed specifically for staff in essential services roles to design leaders at all levels. This budget dedicates \$100K to SHA's 2024 tuition reimbursement program (prioritizing staff in essential services roles.) Staff compensation is a focus, with a Pay for Performance (PFP) classification and compensation study underway with continued support for individual classification and compensation reviews for wage adjustments.

Rental Assistance (Housing Choice Voucher - HCV) Programs Director Alice Kimbowa presented her 2024 budget goals for her department to the Board. As the HCV Program continues to grow, the agency continues to pursue new voucher opportunities. Due to the historical high voucher utilization rates, SHA has consistently been allocated/awarded additional vouchers and the department's primary goal is to serve at least 500 more households in 2024. The Budget add requests reflect the department's needs to meet the voucher issuance and leasing goals and ensure ultimate housing stability. Current MTW Voucher utilization is at 89%, with a year end goal slated for 92% utilization. 2024 year end goal for utilization is 95%, at the least

(approximately 300 households.) As for Special Purpose Vouchers (SPV), HCV will focus on increasing voucher utilization for the Veterans Administration Supportive Housing (VASH), Family Unification Program (FUP), Mainstream and Foster Youth to Independence (FYI) programs. Each program has a set utilization goal, and the total number of households to be leased up is approximately set at 320 households. To meet these goals, SHA is meeting the end of the 2017 waitlist, and is set to open the list for new applicants soon. To ensure that the environment is viable for leasing up, an appropriate Voucher Payment Standard will be needed, as well as additional leasing supports (financial supports, housing search assistance, etc.) We look for increased collaboration with partner agencies to increase the number of referrals for SPVs.

*Commissioner Clark introduced an amendment to the 2024 Annual Budget, requesting an add of two (2) additional maintenance positions for the Housing Operations department. Commissioner Purcell then called for a vote for Resolution No. 5270, as amended. Commissioner Clark moved, and Commissioner Smiley seconded the motion. Resolution No. 5270 was approved among the members of the Board present at the time (5 yes, 0 no; 0 abstentions.) Commissioner Purcell requested a plan and layout for the Commissioners in navigation and discussion for next year's budget cycle. This is intended for the Commissioners to try to lay out any changes or additions collectively that they would like to see in the budget process prior to the Board meeting where action would be taken.

Executive Director Report

Mr. Brandon commented to the Board on a great budget that was presented this year and thanked the Board for their support during this year's budget process.

In late October, SHA will be moving to a new location at 101 W. Elliott Street, of which staff is quite excited about. Lots of work behind the scenes has happened, with notifications and extreme staff involvement as we get ready for the physical part of the move. So, there will be a very small break when we won't be open to the public at the new location, and notifications and information has been sent out about when we will reopen for the public at the new location.

Mr. Brandon made mention of the potential Continuing Resolution (CR) that may occur, as it will need to be passed to avoid a government shutdown by November 17. Lots of activity is happening on a national level as to activity occurring with the Speaker of the House, as no decisions can be made without a Speaker at this time.

After further discussion, Commissioner Purcell asked for any further questions, or comments from the Board. Hearing none, it was moved by Commissioner Clark and seconded by Commissioner Smiley that the October 16, 2023, Regular Session of the Board be adjourned. All commissioners present (5) voted unanimously to adjourn at 6:41 p.m.

Secretary-Treasurer