

MINUTES OF THE REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SEATTLE
NOVEMBER 20, 2023

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Session on November 20, 2023, via teleconference and at the SHA Central Office. Board Chair Paul Purcell called the meeting to order at 5:04 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
Robert Crutchfield
Sally Clark

Absent: Dr. Paula Houston
Rita Howard
Twyla Minor

Public Comment

Dan Kruzich, Bitterlake Manor

Consent Agenda

Commissioner Purcell presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of October 16, 2023; approval of minutes for the Regular Board Briefing of November 13, 2023; and approval of the Expenditure Certification Reports (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of October 1 to October 31, 2023.)

Commissioner Smiley moved to approve the Consent Agenda and the motion was then seconded by Commissioner Clark. Commissioner Crutchfield requested a slight alteration to the November 13 Board Briefing minutes, as he was listed as attending it and he did not. Hearing no further comments, 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. 5272 – Yesler Legacy

Commissioner Purcell called for consideration of Resolution No. 5272;

Commissioner Crutchfield motioned, and Commissioner Smiley seconded the motion.

Executive Director Rod Brandon and Deputy Housing Operations Director Rachael Steward presented Resolution No. 5272 to the Board and recommended adoption of the resolution.

Resolution No. 5272 authorizes the Executive Director of SHA to enter into a three-party agreement over ten years with Seattle University and Seattle Foundation that provide for the continuation of services for residents at the redeveloped Yesler neighborhood into the future.

In April of 2021, the Board adopted Resolution No.5213 directing staff to evaluate options and make recommendations regarding establishing a vehicle for long-term financing of Yesler resident services as well as identifying the source of funds to serve as the corpus for sustaining the services for the long-term. Specifically, the Board approved the dedication of up to \$15,000,000 from excess property sale proceeds that will not be needed for other redevelopment purposes.

Seattle University will have a role in helping to determine the services that will be provided for residents, and Seattle Foundation will be responsible for the fund management of the proceeds of land sales to help fund these services. More importantly, the resident’s Citizen Oversight Committee also has a direct role in determining some of the services that they would like to see take place over the next ten years at their particular communities.

After further discussion, per the Commissioner’ request, SHA will provide annual updates to the Board on the services provided to the residents, the progress of the programming, as well as the performance of the fund.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5272 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

Resolution No. 5273 – SHA Procurement Policy Updates

Commissioner Purcell called for consideration of Resolution No. 5273; Commissioner Smiley motioned, and Commissioner Clark seconded the motion. Mr. Brandon, along with Finance & Administration Deputy Director Miki Naganuma and Deputy General Counsel Mike Tarantino presented Resolution No. 5273 to the Board and recommended adoption of the resolution.

Resolution No. 5273 authorizes the adoption of an amended Procurement Policy, which governs all purchases and contracts entered into by SHA. This resolution came as a result of SHA’s

random selection for a Limited Scope Procurement Review as part of HUD's review of CARES Act spending. As part of the review HUD made some suggestions regarding updates to SHA's Procurement Policy, which in the current form are complicated. It was decided that SHA would be best served by amending and restating the policies in their entirety to better enable incorporating required legal revisions, updates that reflect changes in state and federal law and to simplify the policy language for better understanding and implementation.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5273 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

Resolution No. 5274 – SHA Waitlist Process/Admin. Plan Changes

Commissioner Purcell called for consideration of Resolution No. 5274; Commissioner Crutchfield motioned, and Commissioner Smiley seconded the motion. Housing Choice Voucher Director Alice Kimbowa, Deputy HCV Director Dani Fitts and HCV Compliance & Policy Manager Mark LaBrayere presented Resolution No. 5274 to the Board and recommended adoption of the resolution.

Resolution No. 5274 authorizes changes to the HCV Administrative Plan changes to waitlist management. SHA is embarking upon a new waitlist; the last waitlist was opened in 2017 and is culminating with the remainder of those program applicants. For this waitlist, proposed changes are added to this new approach in waitlist management.

As of January 2024, application to the voucher list is ongoing. Applicants will be chosen at random whenever vouchers are available. An applicant's chance of being drawn is equal no matter when households apply; the wait list is an applicant pool, not a place in line. The voucher list will not close, and SHA will draw from the list when vouchers become available. Another key policy change is waitlist management, where applicants will be required to use the electronic system to regularly update their records and interest, which will allow the removal of households from the list without notification. There are no changes in the preferences; during the eligibility process, applicants with income that is at 31%-50% of the Area Median Income (AMI) will be returned to the list for future random selection. Applicants over 50% of the AMI will be removed from the list. If approved, SHA is slated to open the waitlist for the target date of January 17, 2024.

After further discussion, Commissioner Purcell called for a vote. Resolution No. 5274 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

Resolution No. 5275 – SHA 2023 Voucher Payment Standard (VPS)

Commissioner Purcell called for consideration of Resolution No. 5275; Commissioner Clark motioned, and Commissioner Crutchfield seconded the motion. Housing Choice Voucher Director Alice Kimbowa, Deputy HCV Director Dani Fitts and HCV Compliance & Policy Manager Mark LaBrayere presented Resolution No. 5275 to the Board and recommended adoption of the resolution.

Resolution No. 5275 approves the 2023 Voucher Payment Standard, with implementation effective on the date after the resolution has been adopted. SHA has a two-tiered VPS; Market Rate VPS generally applies to units in the private rental market and Affordable Housing VPS is applied to units owned by non-profit and government entities. These units are generally subject to other restrictive rent covenants as well. Tenant-based voucher holders can access the VPS when they are looking to lease up a new unit and at their regular annual re-examination or annual update. Rents for units that are under project-based voucher contract will continue to be determined based on the Affordable VPS and according to the existing policies in the HCV Administrative Plan.

The recommendation to increase the VPS amounts is in order to alleviate rent burden for a number of existing tenant-based voucher participants and to increase voucher buying power in the market. This will ultimately increase the success of voucher holders in leasing a unit, and thereby increasing SHA's voucher utilization.

Hearing no further discussion, Commissioner Purcell called for a vote. Resolution No. 5275 was approved among the members of the Board present at the time (4 yes, 0 no; 0 abstentions.)

Monroe Correctional Facility Visit Briefing

Policy & Strategic Initiatives Director Andria Lazaga spoke to the Board about the tour of the Monroe Correctional Complex (MCC) taken on October 12. It was led by MCC senior staff and Department of Corrections (DOC) staff and was attended by Board Chair Purcell and nine SHA staff. They visited the Minimum-Security Unit (MSU), Twin Rivers Unit, education, and employment spaces. SHA is continuing this journey of not just specifically looking at developing a reintegration housing pilot but using this also as an opportunity to fully understand the housing needs, but also general life cycle of the experience of those when reintegrating back into society. A thoughtful debriefing session was held with staff that attended, as well as others, to explore how this experience changed how we think about how we serve this particular population. Staff that we've been getting to know have throughout these processes have really helped us also

understand how we can communicate with folks who are currently incarcerated as they prepare for their exit and their housing opportunities. SHA has been invited back to visit again in the future.

Commissioner Smiley did not attend the tour but commented that he has visited MOC twelve times in the past and was amazed at all the different programs that the trades and other resources have put in inside the facilities. He feels strongly that this is a really great partnership of helping individuals once they exit their and returning back to the workforce and every everyday living. He gave kudos and thanks to SHA staff on embarking on this journey. Asset Management Director Bobby Coleman commented that he last visited a correctional facility was ten years ago, and back then to folks didn't have tablets or access to technology the way that folks at MOC did; he said the sort of discussions that were had along the walk uncovered some of the challenges that SHA will have in partnering with DOC to implement or work with the programs that they already have in place. HCV Director Alice Kimbowa, not having visited a correctional facility before, commented that she appreciated the educational opportunities provided at the facility, to at least pursue some level of education in some level programming that hopefully can keep people active and learning. Commissioner Purcell commented, as well as others, on the tenor that changed when MOC staff realized that the tour was not just curiosity, but was intentional for SHA to understand the needs of those reintegrating back into the society, housing, etc. They began to feel more accepted on the tour and staff were open to telling them more about how things are run at the facility. The DOC offers a potential future opportunity to further engage by offering external parties to engage in the Reentry Simulation Experience. This experience gives the participants the life story of a fictional person who is being released into the community and all that entails; barriers and challenges when faced with reintegration.

Executive Director Report

Mr. Brandon updated the Board on a variety of activities that have taken place at SHA recently.

Last month, SHA had its first all staff meeting since 2019 and it felt like a heartfelt gathering among staff, with almost 60% new hires attending their first one. It was a great collective gathering, and we were able to restrengthen our mission and goals for the future.

SHA made a successful move to 101 W. Elliott Street this month and staff are settling in nicely at the new location. (Thanks for Commissioner Purcell for stopping by to see our

new building!) Mr. Purcell asked that staff be reminded that they are deserving of this new space.

The JobLink program, developed and run by Anne Keeney, celebrated their five-year anniversary! Job Link has an employment program that was developed five years ago to provide education and skill development for our residents. SHA had a celebration for staff and had a couple participants there. It's great to see the evolution and the expansion and the impact of the program but, more importantly, the staff is having on residents' lives as they continue their journey.

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 Crutchfield that the November 20, 2023, Regular Session of the Board be adjourned. All commissioners present (5) voted unanimously to adjourn at 6:44 p.m.

Secretary-Treasurer