
SEATTLE HOUSING AUTHORITY
SPECIAL BOARD BRIEFING

LOCATION	Via Teleconference Line (206) 257-3799; Conference ID 370 931 746# Click here to join the meeting	
DATE	December 6, 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. 5231** – SHA 2021 Committed Funds
- **Resolution No. 5232** – Section 3 Resident Hiring
- **Resolution No. 5233** – HCV Administrative Plan Update
- **Resolution No. 5234** – ACOP COVID-19 Waivers
- **Resolution No. 5235** – Acquisition Program Considerations (POSTPONED)

Commissioner roll call was given at 4:34 p.m. The Briefing was held solely via teleconference. Commissioner Dr. Houston was absent from the Briefing.

Review 12/13/21 Special Board Meeting Agenda and Updates

Resolution No. 5231 – SHA 2021 Committed Funds

Executive Director Rod Brandon introduced CFO Shelly Yapp to present Resolution No. 5231 to the Board.

Resolution No. 5231 is an annual resolution, this being the ninth year presented to the Board for action and adoption. Committed Funds are a classification of that portion of SHA's Undesignated Cash that the Board of Commissioners designates as constrained for a specific purpose through an annual Board resolution. Resolution No. 5231 adopts "Exhibit 1 YE 2021 Committed Funds" of \$53.9M and itemizes all committed items and purposes; the Resolution also confirms "Exhibit 2 Commitments to be Funded in 2022 per SHA's 2022 Adopted Budget" of \$ 18.0M that will become Committed funds in 2022, as funds are received from HUD. Since the Committed Funds resolution will be adopted in December, 3rdQ-2021 financial records are used as the source of the status of funds for those commitments that are continuing from last year's list. The balances will be updated to audited year-end numbers in May when the 2021 KPMG Audit has been completed.

Resolution No. 5232 – Section 3 Resident Hiring

Executive Director Rod Brandon introduced JobLink Administrator Anne Keeney and Contracts & Procurement Manager Jena Richmond to present Resolution No. 5232 to the Board.

When HUD released a new Section 3 rule, effective November 29, 2020, that changed the definition of Section 3 workers and established new Section 3 goals. The goal requires SHA to the greatest extent feasible to achieve 25% of all labor hours performed by Section 3 workers; 5% of the goal is to be performed by Targeted Section 3 workers. Resolution No. 5232 is formalizing the prioritization of SHA residents in the temporary and internship placements. All agency requests for temporary placement and internship opportunities will now first be presented to the JobLink team to assess whether any suitable candidates are available for these positions. Targeted goals consist of 50% of all temporary placements should be SHA residents or voucher recipients (with exceptions for positions with some form of licensing requirement) and 75% of all internship placements should be SHA residents or voucher recipients (with exceptions for internships tied to outside funding.) JobLink recruits, coaches and supports SHA residents to enter trainee, temporary and internship positions and the clients receive regular performance feedback to help develop skills and gain confidence to be competitive for permanent positions.

Resolution No. 5233 – HCV Administrative Plan Update

Executive Director Rod Brandon introduced Rental Assistance Programs Director Alice Kimbowa to present Resolution No. 5233 to the Board.

Resolution No. 5233 adopts the updated HCV Administrative Plan. HUD requires all Public Housing Authorities (PHAs) are to have an Administrative Plan, which is formally adopted by the Board. This Plan establishes local policies for the administration of the HCV Program in accordance with HUD requirements, states SHA policy on matters for which we have discretion to establish local policy and reflects the MTW activities that have been adopted by SHA. Goals for updating the Plan is to ensure that the HCV policies reflect department practices and comply with HUD requirements, while organizing and simplifying the information and updates to be more comprehensible. There are four major policy changes made in updating the HCV Administrative Plan:

1. **FUP/FYI Program Transfer Preference**
This is a program transfer preference policy for referred FUP/FYI youth with expiring vouchers who are at risk of experiencing homeless as a result.
2. **Project-Based - PSH Rent Increases**
PB rent increases are based on OCAF, and PSH units receive 1.5 times OCAF not to exceed the affordable VPS.
3. **Occupancy Standards for EHV**
This policy recommendation authorizes staff to issue 1-bedroom vouchers for single-person EHV households. Single-person households under regular standards are qualified for a 0-bedroom voucher.
4. **Mandatory Policies and Other Authorized Terminations**
The added language clarifies the equity lens through which SHA staff will implement the termination policies on Use of Illegal Drugs and Alcohol Abuse and Drug-Related and Violent Criminal Activity.

The Administrative Plan draft and summary of substantive changes were available for public comment from October 19 through November 19; a total of five relevant comments were received in support of the FUP/FYI program transfer preference and in favor of modifications made to absence from unit policy change. A public hearing was also held on November 1st.

Resolution No. 5234 – ACOP COVID-19 Waivers

Executive Director Rod Brandon introduced Housing Operations Director Dave Wellings and Admissions & Compliance Administrator Eva Rubio-Reboca to present Resolution No. 5234 to the Board.

In response to the COVID pandemic SHA put in place Moving to Work flexibilities for certifications, inspections and other policies. As a part of the CARES Act, HUD gave SHA authority that provided additional flexibilities by waiving certain statutes and regulations. Resolution No. 5234 authorizes SHA to formally adopt the referenced HUD COVID-19 waivers that were initially published by HUD in PIH Notice 2020-05. The waivers will be appended to the ACOP Appendix 5: Operations during the COVID-19 State of Emergency.

The HUD waivers that were implemented during the COVID-19 pandemic consist of:

1. **ACOP: Adoption of Tenant Selection Policies:** Waives the need for SHA to obtain Board of Commissioners approval to tenant selection policies in the Admissions and Continued Occupancy Policy (ACOP). SHA must formally adopt all policies by December 31, 2021.
2. **Absence from unit:** Gives SHA discretion when a household is absent from a unit longer than 180 days.
3. **Community Service & Self-Sufficiency Requirement (CSSR):** Temporarily suspends CSSR.
4. **Enterprise Income Verification (EIV) Monitoring:** Waives the mandatory EIV monitoring requirements.
5. **Resident Council Elections:** Provides for a delay in resident council elections.

Resolution No. 5235 – Acquisition Program Considerations (POSTPONED)

In the interest of time, the Board decided to postpone this action presentation to January, 2022.

Executive Director Remarks

Mr. Brandon, the Commissioners and SHA staff acknowledged the treasured service and work of Commissioner Debbie Thiele for the agency as she has served on the SHA Board of Commissioners for over eight years. Her tireless efforts and steadfast service is so appreciated and we at SHA will miss her presence greatly and thank her for all that she has accomplished for the agency!

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 6:12 p.m.

Secretary-Treasurer