

MINUTES OF THE REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SEATTLE
DECEMBER 19, 2022

The Commissioners of the Housing Authority of the City of Seattle (“Seattle Housing Authority” or “SHA”) met in Regular Annual Session on December 19, 2022, at the Seattle Housing Authority Central Office, 1st floor Epstein Conference Room, as well as via teleconference. Board Chair Paul Purcell called the meeting to order at 5:08 p.m. Kimberly Garrett performed a roll call for Board Commissioners in attendance. Commissioners present and absent were as follows:

Present: Paul Purcell, Chair
Gerald Smiley, Vice-Chair
Sally Clark
Robert Crutchfield
Rita Howard

Absent: Dr. Paula Houston
Twyla Minor

Public Comment

Summer Gray, Capitol Park
Patricia Ann, Resident Action Council

Consent Agenda

Commissioner Purcell presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of October 17, 2022; and, approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of October 1 to October 31, 2022, as well as for the Period of November 1 to November 30, 2022.) A correction is needed for the minutes regarding incorrect stating of 2022 MTW Plan, instead of 2023 MTW Plan.

Commissioner Smiley moved to approve the Consent Agenda with edits and the motion was then seconded by Commissioner Clark. Hearing no questions or comments, Commissioner Purcell called for a vote. The Consent Agenda was approved unanimously among the members of the Board present at that time (5 yes; 0 no; 0 abstentions.)

Regular Agenda

Emergency Housing Voucher (EHV) Utilization Update

Executive Director Rod Brandon introduced Rental Assistance Program Director Alice Kimbowa to present to the Board.

In overview, 498 vouchers awarded to Seattle Housing Authority effective 7/1/21. The vouchers are to be used solely as tenant-based and for individuals/families who: are homeless, are at risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. Funding was appropriated until September 2030 and Public Housing Authorities (PHAs) may not re-issue vouchers to new individuals or households after September 30, 2023. HUD required PHAs to work with the local Continuum of Care (CoC); the King County Regional Homeless Authority (KCRHA) is the governing body for the CoC. SHA had to quickly pivot from working with the King County to working with the King County regional homeless authority to determine what our priorities were going to be with the vouchers and how we were going to structure these vouchers to be utilized. We created an infrastructure whereby the King County Regional Homeless Authority entered memorandums of understanding (MOU) with the CoC providers and SHA entered into a memorandum of understanding with the King County Regional Homeless Authority with specific roles and responsibilities embedded in those MOUs. The CoC then would refer qualifying individuals/families, work in collaboration with KCRHA and SHA during application and leasing processes and provide ongoing housing stability supports for at least 12 months after lease-up. HUD awarded Special Funding to enable PHAs to provide families with housing search and leasing financial supports.

As of December 12, 2022, EHV voucher utilization is at 93.6% with 32 more vouchers to lease up. We will hear of some of the success stories in the data from the HCV team that centers around those priorities that we that we establish as a region, beginning with Dani Fitts (HCV Program Administrator), then Sarah Birkebak (Special Purpose Voucher Manager, and TySonia McClain (Housing Services Manager.)

Ms. Birkebak stated that SHA began receiving referrals through King County Regional Homeless Authority back in August of last year. We got applications for just under 900 households for this program. We've issued 796 vouchers to families for this program, which has been a huge department wide effort. Big thanks to Brian Lucas and his issuance

team in this effort. Much work went into getting vouchers into hands of families who really needed them and we still have about 245 households who have a voucher and are actively shopping for units. Forty of those shoppers have vouchers that are going to be expiring here in the next month, so our Housing Counselor team is working closely to provide as much support as possible to them. SHA's utilization rate was listed as 93.6%, but is, as of today, just under 96%. So we've used almost all of our vouchers, with 466 households who have leased up and gotten into housing, which is very exciting. (To clarify, utilization is the number of vouchers out of the total vouchers that we received that have leased up; the leasing success is the number of households who have leased up out of the total number of vouchers issued. So, as we've issued 496 vouchers and 466 folks have leased up; the utilization is going to be divided by the 498 total vouchers that were received.) When people are issued a voucher, they're given 120 days for their shopping term to find a unit. We are able to approve extensions up to a total of 240 days. We have seen a lot of our emergency housing voucher shoppers needing some of those additional extensions. Any extensions beyond that would go through our reasonable accommodation process. If the voucher expires, we are able to reissue vouchers for this emergency housing voucher program through September of 2023; after September of next year, we're not able to reissue these vouchers. Ms. Fitts pointed out that in terms of an emergency housing voucher, we anticipated that there might be a higher than typical attrition rate for these vouchers given some of the high needs that we've seen. We also anticipated that these vouchers might take longer to lease up, which we have seen borne out. So as vouchers take a little bit longer to lease up, we can anticipate a little bit more attrition during that process. To get to 100% utilization, we really have to weigh over the issue. In addition, not everyone that gets referred ends up getting issued vouchers, so you'll see a different amount of attrition through the referral process too, and that can be a result of, in particular with these households, it was a challenge to keep in touch with them. So, we saw some attrition during that process.

Regarding demographics, about 2/3 of households in the program are single adults without children. About 10% are households with children. We've seen that Black, Indigenous and other folks of color make up more than half of the referrals we received for this program, and folks that we've been serving. And a slightly higher number, but close to half are female headed households. A priority for us as a region was making sure that we're serving folks who are disproportionately impacted by the COVID-19 pandemic. So

SHA, King County Housing Authority, and KCRHA spent a lot of time at the beginning developing those referral networks. Intentionally focusing on community-based organizations that were serving these populations that were disproportionately impacted by homelessness and by COVID. This process took more time upfront. But we're really seeing the payoff in the demographics of who we've been able to serve so far in this program. We have over 100 community-based organizations who have been making referrals for the Emergency Housing Voucher program, with quite a few of our referrals through the Low Income Housing Institute, Chief Seattle Club, SeaMar and the Public Defenders Association.

What we're really seeing here especially is that families across all these different demographics are proportionate to their representation in the program and utilizing their vouchers and receiving their vouchers. So, we're not really seeing any disparities across those different demographic groups. The King County Regional Homelessness Authority (KCRHA) helped to set up that referral network, so all these community-based organizations submit their referrals through the KCRHA who then submits them over to SHA.

Ms. Fitts stated that this is a brand-new program for SHA. Some of the things about the way this program is set up, including SHA's relationship with the CoC and KCRHA are brand new, but it also meant there were some great opportunities for us to try out some new things operationally. First, the vouchers came with waivers from HUD, so they allowed us to streamline our processes. We chose to take advantage of all the waivers that they gave us. Some of the really important ones were it allowed us to self-certify folks' income and identity when they came into the program, so that really allowed us to issue the voucher when we had someone in the door. It was a huge help for us to be able to just be sure that somebody left us with a voucher in their hand. Another waiver that we really took a hold of early on were pre-inspections, so HUD gave us the ability to pre-inspect units and the pre-inspection was good for up to 45 days, or so. Albert Ndlovu's Inspection Team was hugely instrumental in this. Our initial inspections were very timely. There were a bunch of new buildings that opened up in the city and for the most part we were able to get out there and inspect them before anyone even submitted a request for tenancy approval. So that meant folks could have a voucher, go and find a unit, and move in almost right away. So, we didn't have to wait for an inspection to happen after the fact. Also, we noticed early on that because King County Regional Homeless Authorities was working with us and King

County Housing Authority, there was a lot of overlapping jurisdictions, and our voucher holders didn't really understand moving between jurisdictions. It also created a barrier when the Regional Homelessness Authority was sending referrals between the different housing authorities, we all had different paperwork. So, what we did right away is we collaborated with King County Housing Authority on a universal application. So now we have the same application materials which really allowed referrals to go to any Housing Authority and we didn't have to send paperwork back and forth and have people fill it out. It also meant when households were moving between jurisdictions, so if they're leaving the City of Seattle for King County, the housing authorities could share paperwork and we all agreed early on that we would accept each other's paperwork without having to request additional information. And, finally, the Board approved a VPS increase early on in this process, which really allowed us to maximize our effort out on the market and we have seen huge amounts of success from our participants out there.

Kimberly Garrett interrupted the presentation to alert Board Chair Paul Purcell of the time for Executive Session approaching. Mr. Purcell acknowledged the time and announced that the Executive Session that's supposed to begin at 5:45 p.m. would be moved to 6:10 p.m. to accommodate the current presentation.

Ms. McClain: I work with SHA Housing Counselors, and they provide support to SHA applicants after they are issued their voucher and work closely with Sarah Birkebak's Special Purpose Voucher team. So, once they're issued, we provide housing search assistance and then we also provide housing stability, and support services to clients after they lease up when issues arise; and, then using service fees and administrative funding for Eva Rubia-Reboca's Admissions team. We were approved to add two additional Owner Liaisons and four additional Housing Counselors to the team, which has been great and added to our capacity to increase the number of households served and also outreach to families and housing providers in mobility areas. And then after the initial intake and voucher issuance, each EHV applicant is assigned a designated Housing Counselor to assist in their housing search and leasing as part of the lease up process. We are able with these special purpose vouchers to provide financial assistance for moving expenses such as application fees, holding fees of any security deposits and furniture assistance for necessity items such as beds, mattresses, dressers, sofas, dining tables, bathroom necessities, kitchen

necessities and cleaning supplies. Also, working closely with our owner liaison team, is our landlord engagement piece. We've been able to improve communication with our housing providers by updating our landlord portal and providing monthly housing provider orientations. Then, we've also published a new HCV housing provider resource brochure. To address the issue with the lease ups for applicants who are searching and face barriers, we are continuing our partnership with the Housing Connector. This is to help identify units with lower screening criteria to reduce barriers and increase access to those facing barriers to housing. To continue, we are also providing housing stability and ongoing supports once our applicants are leased up. We are continuing working with our partners, Aging and Disability Services with City of Seattle and also Full Life Care with mental and behavioral supports, while also working with Housing Connector for mediation services which this is a new program for them, so they are able to help facilitate meetings with housing providers and with participants to come up with solutions when notices are served so we can avoid eviction and help keep our participants stably housed. We've also implemented a new HCV resource brochure, which is a resource guide and navigation for services for all of our participants. So, if they're calling about rental assistance or utility assistance, we can send over this navigation guide and they can have tenant law resources, they can have behavioral health resources in an all-in-one resource guide.

Moving into 2023, we are looking to expand our resources that we're offering to our participants, build additional partnerships for a direct referrals participant training and incentives and bring back our ready to rent classes, budget one-on-one, and credit repair. All of these will help to make the participants maintain self-sufficiency in their home. In addition, we will look into additional staff training and conferences for our Housing Counselor team.

Ms. Kimbowa stated next steps make note of one of the key things that that SHA is doing is evaluating the program. So, at a later time, the Board will hear more details about what the teams have found to be challenging and some of the lessons learned. SHA hopes to achieve 100% utilization before the end of the year still, so thanks were given to the Board for the partnership in this effort. Board Chair Purcell thanked Ms. Kimbowa and her team for their efforts, noting SHA has been recognized nationally by HUD for the agency's success in this program. Mr. Brandon concurred these comments.

Resolution No. 5252 – SHA 2022 Committed Funds

Commissioner Purcell asked for a movement to entertain the resolution.

Commissioner Crutchfield moved for consideration of Resolution No. 5252; Commissioner Smiley seconded the motion. CFO Shelly Yapp presented Resolution No. 5252 to the Board and recommended adoption of the resolution.

Resolution No. 5252 will be the tenth annual Committed Funds Resolution to be adopted by the SHA's Board of Commissioners. SHA's process, definitions and requirements applied in the designation and adoption of Committed Funds conform to the Board's adopted Financial Policies; reflect the MTW agencies' Finance Officers agreement on reserve calculations; and are consistent with preliminary understandings with HUD on Committed Reserves designation and required approvals.

Resolution 5252 adopts "Exhibit 1 YE 2021 Committed Funds" of \$54.2M and itemizes all committed items and purposes; the Resolution also confirms "Exhibit 2 Commitments to be Funded in 2023 Per SHA 2023 Adopted Budget" of \$ 20.1M that will become Committed funds in 2023, as funds are received from HUD. Since we are adopting the Committed Funds resolution in December, we are using the 3rdQ-2022 financial records 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 2022 KPMG Audit is completed.

After further discussion, Commissioner Purcell called for a vote. Resolution No. 5252 was approved among the members of the Board present at the time (5 yes; 0 no; 0 abstentions) at 6:08 p.m. *The Board then tabled the Board Meeting for Executive Session to be held at 6:10 p.m.*

Executive Session: Executive Session, 6:10 p.m.- 6:40 p.m.: Performance Review of Contracted Public Employee; Evaluation of a Public Employee

Board Chair Purcell reentered the Board Meeting to announce that due to further discussion that Executive Session would not conclude until 6:55 p.m., after which time the Board returned to the Regular Board Meeting.

Mr. 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 December 19, 2022, Regular Session of the Board be adjourned. All commissioners present at the time (4) voted unanimously to adjourn at 7:03 p.m.

Secretary-Treasurer