

# Regional Housing Council

**Agenda:** Wednesday September 14th, 2022 (4:00 p.m. – 5:00 p.m.) (via Zoom)

**Carolyn Cox: Chair, Carolina Mejia: Vice-Chair**

#	TIME	AGENDA ITEM	LEAD	ACTION
1	4:00 – 4:05	Welcome and Introductions <ul style="list-style-type: none"><li>• Check-in</li><li>• Review Agenda/Meeting Purpose</li></ul>	Carolyn	
2	4:05 – 4:10	Approval of August 24th minutes	Carolyn	Action
3	4:10 – 4:25	HEN, CHG and 1277 RFP Recommendations	Tom and Keylee	Action
4	4:25 – 4:50	RHC Governance	Tom, Keylee, Rick	Action
5	4:50 – 5:00	Good of the Order	Carolyn	Information
6	5:00	Upcoming Meetings <ul style="list-style-type: none"><li>• Next RHC Meeting Wednesday September 28th 2022, 4pm Location: Zoom meeting</li></ul>		Information

# REGIONAL HOUSING COUNCIL

Wednesday August 24th, 2022 Meeting Minutes

## **ATTENDEES:**

Lacey: Carolyn Cox, Scott Spence, Rick Walk, John Koch

Tumwater: Michael Althaus, Joan Cathey, Brad Medrud, John Doan

Olympia: Rich Hoy, Darian Lightfoot

Thurston County: Carolina Mejia, Ramiro Chavez, Keylee Marineau, Tom Webster, Jacinda Steltjes

South County: None

Public: None

Meeting began at 4:00 pm.

**Agenda Item 1:** Agenda approved, motion and second

**Agenda Item 2:** Public Comment - none

**Agenda Item 3:** Minutes from August 10th meeting, motion and second, approved

### **Agenda Item 4: Right of Way Update**

Keylee gave an update, the County has executed contracts with OlyMAP and Safeplace, providers are working together to strategize about shelter/housing options for clients. Current efforts are focused on Pacific and Martin Way interchanges. They will next focus on downtown/Henderson interchanges. Darian added that they are focused on Franz Anderson and getting the procurement expedited. Jacinda added that LIHI is working to close the hotel purchase earlier than the January date.

Tom indicated that the main conversation for tonight is regarding the hotel acquisition. The County has been notified that the state plans to contract directly with LIHI for the hotel acquisition. This was not the intent of the proposal that was submitted and they have communicated that this is not the desire of the County. They have requested a meeting with Commerce to discuss their concerns including losing leverage, how the property will be used, and what clients will be housed. County Manager Chavez added that in the long term his concern is the County housing capacity. He requested that the RHC write a letter to the State regarding the RHC concerns about the change in the agreement.

Discussion followed regarding waiting until the County and Commerce discuss and get questions answered, being able to answer questions and concerns from the community, and an equal partnership with the State is mutually beneficial. Discussion also included local control being crucial, acknowledgement that staff worked very hard on the proposal, and it is a regional effort. County Manager Chavez added that they need to emphasize that it is an important asset to the community.

### **Agenda Item 5: RHC Governance Structure**

Tom gave context, the technical team has been working on this since the retreat, they have worked with the HAT workgroup, and the County and City administrators and managers. They are proposing an

interim structure that can be stood up immediately, as they work on the long term structure. Tom gave an overview of the goals and guiding principles of the governance structure. Tom added that they have broad consensus but not universal agreement on every element of the proposal. One proposal is that representatives from the HAT would be included as a non-voting members of the RHC, this is likely a point for discussion. They added a more formal structure to the RHC administration. The Office of Housing and Homeless Prevention would continue to be the staff support, with the addition of 2 staff: for affordable housing and communication. They are proposing to create 2 advisory boards, one for affordable housing and one for homeless services, and Tom included an overview of funds each board would oversee and roles of the boards. Also included is development of a Lived Experience steering committee which would coordinate with both boards. The Tech team would work to make sure the recommendations from the boards are in compliance with policies, procedures. Tom gave an overview of how the RHC funding process would operate, and how policy development would happen within the RHC, and roles and responsibilities.

Councilmember Althaus asked about the Advisory boards, would there be any electeds serving on those? Tom indicated that this is to be discussed, but current thought is to not have electeds on the boards, modeled after the Olympia Home Fund board. Discussion followed regarding pros of having electeds on these boards. Councilmember Althaus asked about policy development, does RHC mission and goals set the initial policy ideas, how does policy development initiate? Policy development could start with the RHC direction, or from Board suggestion, or from the HAT, there would likely be multiple paths. Discussion follows regarding possible need for strategic planning to guide policy development.

Chair Cox asked about timing of the funding cycle and adoption of new governance, how might this impact the next funding cycle? Staff would need general direction to move forward to develop advisory boards in September and return in October with more details for operating policies and procedures for the boards, then solicit board membership in October, with goal of boards set for first meeting in late November. This would allow time to develop funding priorities in time for next funding cycle. Darian gave an overview of the Olympia Home fund. Discussion follows regarding the overall governance plan, RHC membership being limited to elected officials, contribution of subject matter experts, and roles of each, including clear separation of decision-making members vs. guiding and discussion members. Discussion includes composition of the Boards and if electeds should be included on the Boards, non-elected and non-voting participants of the RHC offer input and information during RHC meetings as needed.

Chair Cox asked if there is concurrence that regardless of the composition of the RHC and Boards, only electeds will have voting membership. All concur.

#### **Agenda Item 6: Technical Team updates**

Keylee gave an update on Built for Zero, they are meeting with their cohort mentor next week. The HEN program is now contracted with Livestories to issue payments, Pipe is handling case management, and County staff are providing assistance and communication with Livestories and PiPE. They have issued the RFP for a new provider for HEN and Rapid Rehousing, as well as new rent assistance funding. The RFP closes August 31. Tom added that for the rent assistance, the TRAP/ERAP rent assistance program is ending, the new RFP will start a new rent assistance program that will be smaller but long term rent assistance that did not exist prior to Covid. Question, is there concern that people will fall through the cracks with TRAP ending? Yes staff is hearing that there is still significant need for rent assistance in the

community that the new rent assistance may not be able to provide, especially with rents increasing. This is happening with HEN clients as well, many HEN clients have received rent increases, there are roughly 900 eligible HEN clients in the County and they are serving about 250 people.

**Agenda Item 7: Good of the Order**

Darian gave an update for City of Olympia, the groundbreaking for Family Support Center's new housing was on August 11<sup>th</sup>. The goal is to lease up the 62 units by the end of next year. Olympia's tenant protection ordinances passed, first ordinance limits the amount of pet deposit, second ordinance limits move in costs, third ordinance is regarding rent increases and increased notification to tenants. The County, City of Olympia, and Housing Authority are working on an assessment of fair housing.

Councilmember Althaus indicated that Tumwater will have tenant protections topics on their agenda in October.

Adjourned: 5:20pm

Next Meeting: September 14th, 4:00 pm

# Thurston County Housing and Essential Needs and Rapid Re-Housing RFP – September 2022

## Funding Recommendations

Thurston County HEN, RRH RFP - Funding Recommendations												
Agency									Average Total	Total Score Possible	Award Recommendations	Notes
<b>HEN</b>												
Livestories/Innovations HTC	37	38	31	38	42	39	33	42	<b>38</b>	50		
Catholic Community Services	43	44	44	45	44	47	41	44	<b>44</b>	50	\$ 2,400,000.00	*Estimated Award
Family Support Center - Coordinated Entry											\$ 100,000.00	*HEN funds for CE
<b>RRH</b>												
Livestories/Innovations HTC	38		34	39	42	39	33	44	<b>38</b>	50		
Catholic Community Services	45		40	46	44	47	41	47	<b>44</b>	50	\$ 200,000.00	

# Regional Housing Council (RHC) Proposed Interim Governance Structure

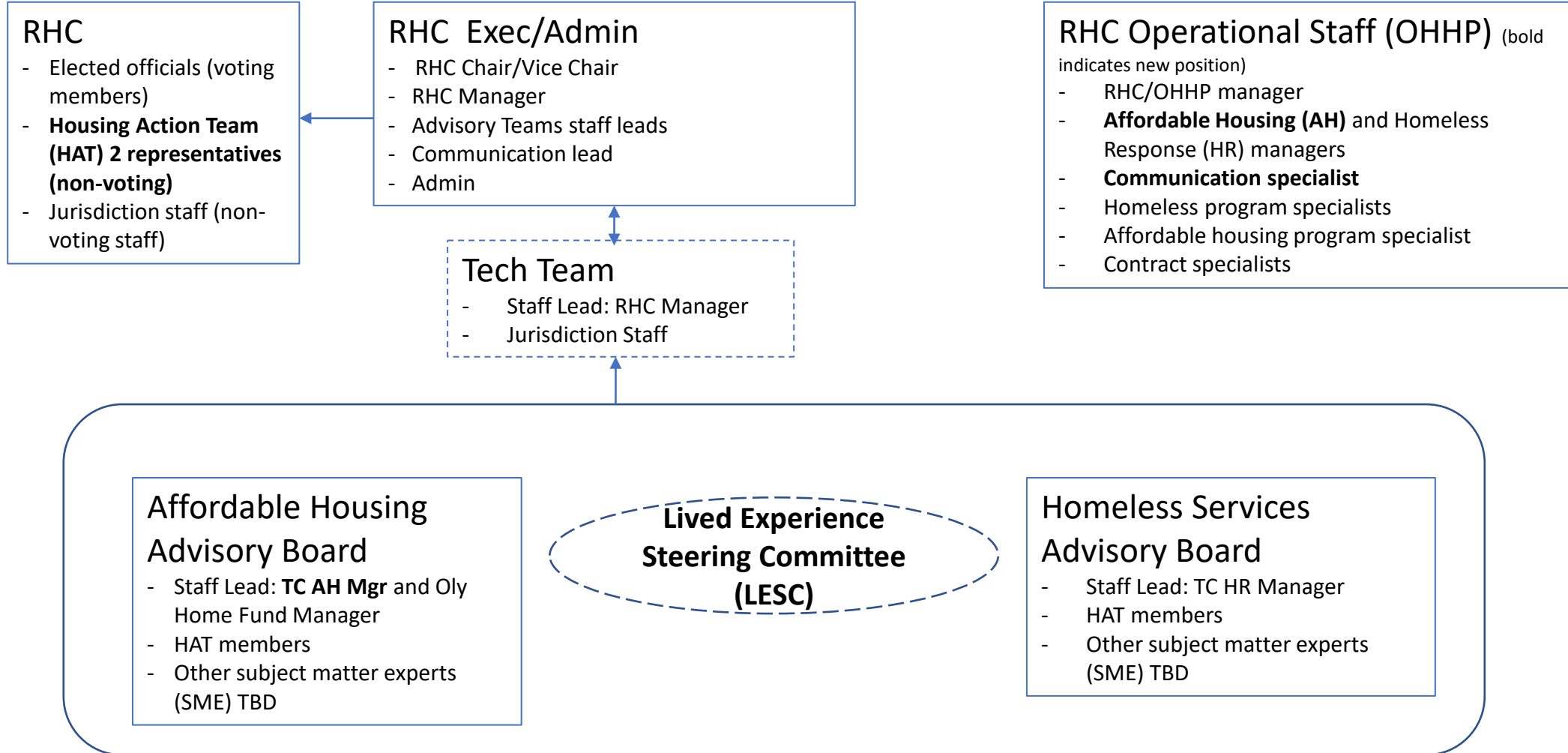
September 2022

# RHC Governance Structure – Goals/Objectives

- Goal: Create a short-term governance structure for RHC that can be implemented in a short-time frame while a long-term governance structure of a more independent agency is under consideration.
- Guiding Principles:
  - Honor the work of the RHC-HAT retreat to continue to build trust
  - Support meaningful engagement with HAT/SME in RHC process
  - Incorporate Lived Experience Steering Committee into RHC
  - Incorporate requirement of a Home Fund Advisory Board
  - Provide greater clarity and transparency for funding decisions
  - Provide a structure/justification for staff support
  - Inform amendments to the RHC Interlocal Agreement

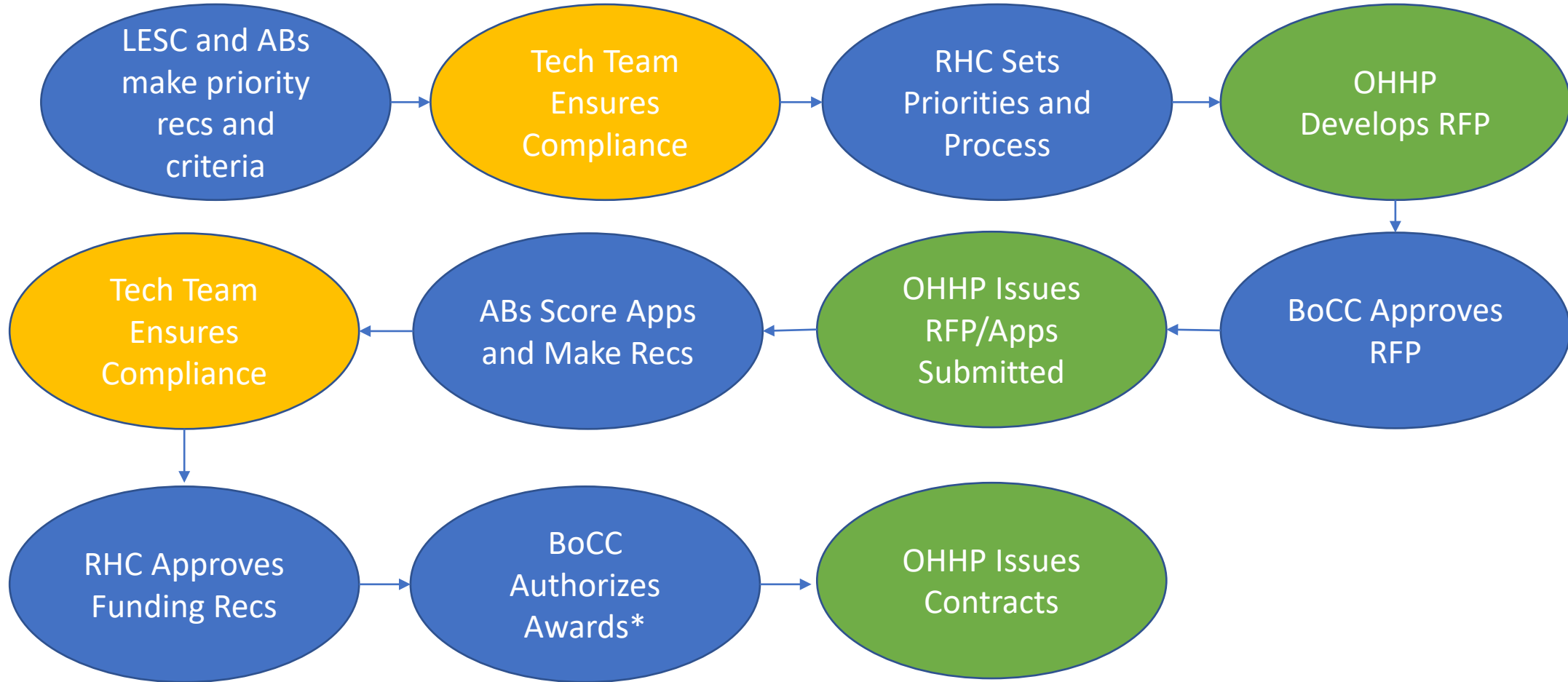
# Regional Housing Council – Proposed Governance Structure - 2022

(Interim Structure until Independent RHC Created)





# Proposed RHC Funding Cycle

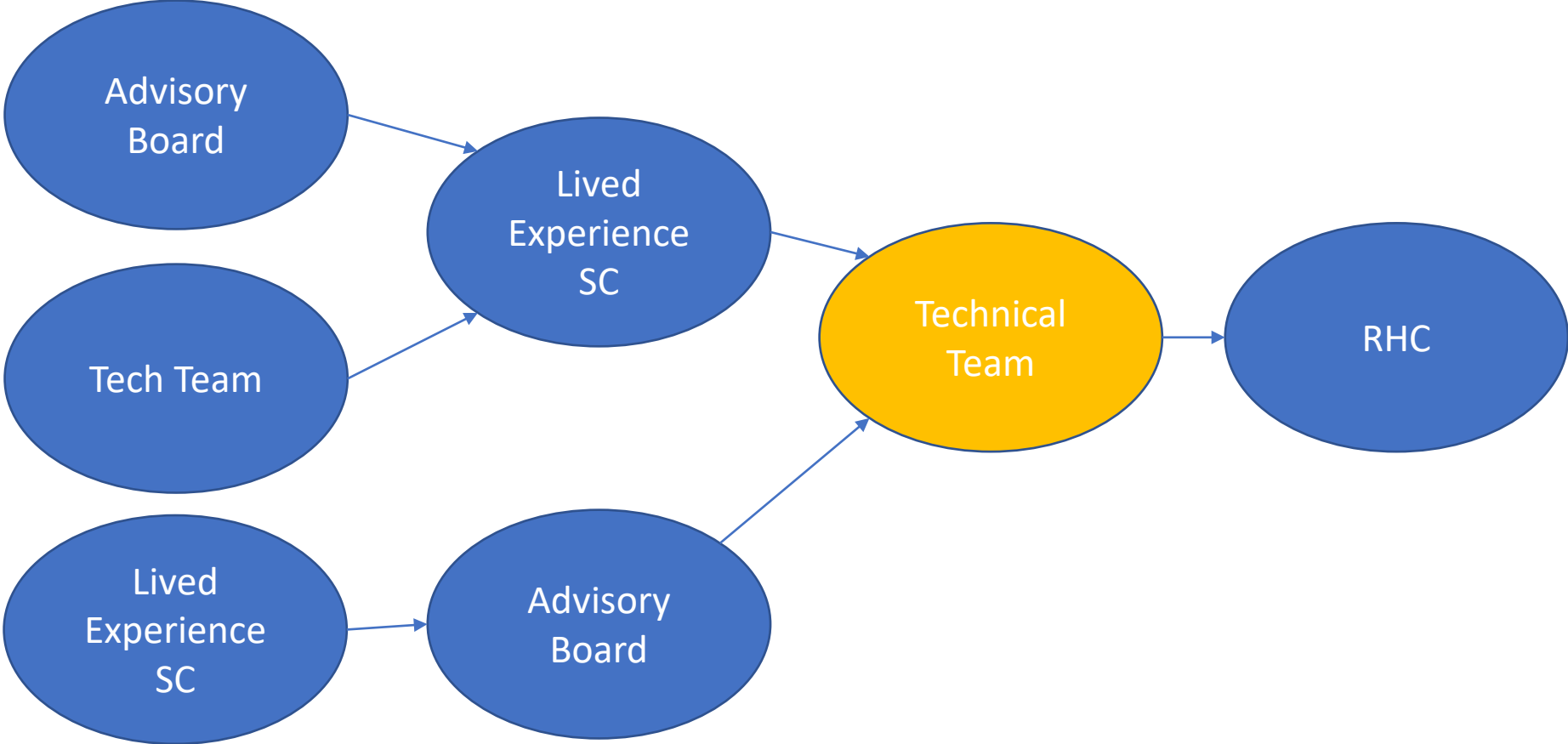


\*If BoCC sends a funding rec back to RHC, RHC will determine how to address BoCC concern and whether to send it back to AB for further consideration

# Proposed RHC Policy Process



- RHC
- Housing Action Team (HAT)
- Advisory Board
- Tech Team
- LESC
- Jurisdictions
- Others



# Roles and Responsibilities

- RHC
  - Set funding priorities
  - Make funding recommendations to BoCC
  - Make policy recommendations to jurisdictions
- RHC Exec/Admin
  - Set RHC meeting agendas
- RHC Operational Staff (Office of Housing and Homeless Prevention (OHHP))
  - Staff Advisory Boards
  - Implement procurement processes
  - Contract and performance management and compliance
  - Admin support

# Roles and Responsibilities: Continued

- Home Fund and Homeless Services Advisory Board
  - Recommend funding priorities to RHC thru Tech Team
  - Review funding applications and make funding recommendations to RHC thru Tech Team
  - May develop non-funding policy recommendations or vet policy recommendations
  - Home Fund AB: Oversees HOME, County and Oly Home fund, 2060, 1406
  - Homeless Services AB: Oversees CHG/HEN, 2163, 1277, HSF
  - OHHP/Jurisdictions: COVID-related funds, ROW, misc
- Tech Team
  - Coordinate recommendations from Advisory Boards to ensure compliance and coordination.
  - Review non-funding policy recommendations for compliance and consistency
  - Coordination between jurisdictional staff on matters before RHC
- Lived Experience Steering Committee
  - Review funding priorities and provide input/recommendations to ensure priorities address racial disparities
  - Develop and/or review policy recommendations to ensure racial disparities are considered
  - May participate in Advisory Boards and RHC meetings

## **Regional Housing Council – Advisory Boards**

### **Draft Charter**

#### **Purpose**

The primary purpose of the Affordable Housing and the Homeless Services Advisory Boards is to make recommendations to the Regional Housing Council (RHC) on priorities, funding, and policies related to federal, state, and local funds that are identified as under the purview of each Board or other tasks approved by the RHC Executive Team.

#### **Advisory Boards in General**

Each Board shall consist of a broad-based group of citizens and community partners who advise the RHC on how best to invest limited affordable housing and related social service dollars and on policies and procedures on a regional level to meet the most urgent community needs pertaining to affordable housing and homeless services.

The RHC shall accept applications on a semi-annual basis when positions are open from persons wishing to serve on an Advisory Board and shall make recommendations on appointments. The Board of County Commissioners will make formal appointments for service upon the Advisory Boards to the RHC. No compensation is paid to Board members.

Each Board shall have a minimum of 8 voting members and a maximum of 14 appointed voting members. Staff would not be voting members, but would support the Boards and be present at meetings as resources.

An individual may only sit on one RHC Advisory Board. An organization may have a representative on more than one Advisory Board. An individual that serves on an Advisory Board may not serve as a non-voting member of the RHC.

Each member shall have one vote. A member must be present to vote and may not vote by proxy.

Boards will strive to achieve consensus in making recommendations to the RHC, but a simple majority of the voting and present members at an official meeting is sufficient to forward a recommendation to the RHC.

#### **Term**

Member terms shall be up to 3 years. Terms may be renewed once, for a maximum term of 6 years. Following serving a maximum term of 6 years, a member may not serve on the same Board for 3 years before serving a new term. Terms of the initial group of members will be staggered to prevent all terms from expiring at the same time, with at least 50% of the members having an initial 3 year term and up to 50% of the members having an initial 2 year term.

Open positions will be filled on a semi-annual basis, or as-needed to meet the minimum number of Board members.

#### **Roles and Responsibilities**

The Boards shall advise the RHC concerning the formulation of processes, procedures, and criteria for carrying out the goals and priorities of the RHC. These goals and priorities are highlighted in the 5-Year Homeless Crisis Response Plan and the Permanent Supportive Housing Framework, as well as subsequent plans supported by the RHC. Specific tasks may include:

- Priority Setting – Review the overall housing and services needs of vulnerable populations and recommend categories of need and priority projects to meet those needs that are in alignment with existing plans, including but not limited to the 5 Year Homeless Crisis Response Plan. Coordination with other stakeholders, the Lived Experience Steering Committee, City Councils, County Commissions, government funders, and other public and private partners to develop these recommendations.
- Funding Allocations – Provide recommendations on proposed allocation of fund dollars.
- Policy Recommendations – Develop or review policies for RHC’s consideration that are related to the program requirements of the fund sources under a Board’s purview.
- Public Communication – Facilitate and recommend outreach to the community about the RHC’s priorities and investments.
- Coordination – Be familiar with other funding plans and funding sources to be able to maximize investment in affordable housing projects.

### **Officers**

Each Advisory Board will appoint a chair and vice chair annually from amongst its members to serve as the Advisory Board’s officers. Elections will be held at the first meeting of the New Year. They shall be elected by a simple majority of appointed members. During the first year the Advisory Board operates, the election shall occur at the first meeting of the Advisory Board with the term lasting until the first meeting of the New Year when the annual election will occur.

All Board members are required to participate in Open Public Meetings Act training and other Board Orientation training as appropriate.

### **Meetings**

- Advisory Boards may call special meetings in accordance with the Open Public Meetings Act.
- After formation, it is anticipated that Advisory Boards will meeting monthly to review progress, set, and look forward to future funding allocations or project development options.

### **Affordable Housing Advisory Board**

The primary purpose of the Affordable Housing Advisory Board is to make recommendations to the RHC on priorities, funding and policies related to the expenditures of the combined county-wide and Olympia Home Fund, federal HOME Investment Partnership, HB 1406, and HB 2060, and any other existing or future fund sources controlled by the RHC and which the RHC may deem appropriate.

Board membership should include representatives from the following groups:

- One-third of members should be residents of Olympia or represent organizations located in Olympia.

- At least one member should be a resident of or represent an organization with a housing focus that substantially operates in each of the jurisdictions of Lacey, Tumwater, Yelm, and unincorporated Thurston County.
- Two members should be nominated by and represent the Thurston Thrives Housing Action Team, or subsequent organization.
- Two members should represent the Lived Experience Steering Committee, be a current resident of subsidized housing unit, or be eligible to participate in a federally subsidized housing voucher program.

Board composition may include representatives from the following groups, with the intent to have a diverse mix of affordable housing related expertise represented on the Advisory Board with no more than 3 persons representing each of the following categories.

- Affordable housing lender
- Affordable housing developer
- Housing providers
- Coordinated Entry providers
- Behavioral health or primary care providers
- Affordable housing advocates
- Business representatives
- Realtors or real estate brokers
- By and For Community Members. By and For organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

The City of Olympia Home Fund Manager and the Thurston County Affordable Housing Manager or appointed staff will be lead staff supporting the work of the Affordable Housing Advisory Board. Staff will act in an administrative role and as liaisons with the RHC.

### **Homeless Services Advisory Board**

The primary purpose of the Homeless Services Advisory Board is to make recommendations to the RHC on priorities, funding and policies related to the expenditures of the Consolidated Homeless Grant (CHG), Housing and Essential Needs (HEN), HB 2163, HB 1277, and Human Services Fund.

Board Membership Board membership should include representatives from the following groups:

- At least one member should be a resident of or represent an organization that substantially operates in each of the jurisdictions of Olympia, Lacey, Tumwater, Yelm, and unincorporated Thurston County.

- Two members should be nominated by and represent the Thurston Thrives Housing Action Team, or subsequent organization.
- Two members should come from the Lived Experience Steering Committee or be someone who has experienced homelessness.

Board Members may include representatives from the following groups, with the intent to have a diverse mix of representatives with expertise in homeless services related on the Advisory Board with no more than 3 persons representing each of the following categories. Provider representatives should consider appointing front line staff as well as leadership staff into these positions.

- Homeless outreach providers
- Shelter providers
- Homeless Liaisons from School Districts in the County
- Coordinated Entry providers
- Behavioral health or primary care providers
- Youth and young adult advocate or representative of Youth Advisory Board
- Senior advocate or representative
- Family advocate or representative
- Veterans advocate or representative
- Peer agencies
- Domestic violence/Sexual Abuse/Human Trafficking advocate or representative
- Neighborhood representatives
- By and For Community Members. By and For organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

The Thurston County Affordable Homeless Response Manager will be lead staff to support the work of the Affordable Housing Advisory Board.