

**RHC Affordable Housing Advisory Board  
October 19, 2023**

**1. CALL TO ORDER – Meeting called to order by Talauna Reed at 3:02 pm**

**1.A ROLL CALL –**

Carly Colgan NA

Charlia Messinger absent (unexcused)

Craig Chance x

David Puszczewicz absent (excused)

Deb Larson x

Donna Feddern x

Grace Lee x

Jessie Simmons absent (excused)

Kendra Landais Chery NA

Meg Martin x

Talauna Reed x

Trish Gregory x

Trudy Soucoup x

**OTHERS PRESENT –**

Tom Webster, Thurston County, TAHAB liaison

Jacinda Steltjes, City of Olympia, TAHAB liaison

Alex Persse, Thurston County

Keylee Marineau, Thurston County, HSAB liaison

**2. Approval of Minutes – for August 17, 2023**

Approved x Amended \_\_\_\_\_

Moved by Trudy, seconded by Donna. Approved unanimously

**3. Approval of Agenda**

Moved by Trudy, seconded by Donna. Approved unanimously

**4. Announcements and Regional Housing Council Update**

Talauna let the board know that the summer 2023 RFP funding recommendations were accepted by the Regional Housing Council and the Thurston County Board of County Commissioners.

**5. Business Items**

**5A. Board Membership**

Presenter(s): Talauna Reed, Tom Webster

Handout(s): None

Action:

The board's charter does not specify the role the advisory board members will have in selecting new members, when needed. The board discussed what level of involvement that would like to have in the process of selecting new advisory board members. The board liaisons recommended that the Thurston Affordable Housing Advisory Board and the Homeless Services Advisory Board adopt the same process. The board decided they would like for board members to help recruit to fill vacant positions and the Chair and Vice Chair to participate in the interview process. This approach will be discussed with the Homeless Advisory Board and the board Chairs, Vice Chairs, and liaisons will meet in November to further discuss before bringing a recommendation to the Regional Housing Council.

## **5B. Process for Continued Unexcused Absences of Board Members**

Presenter(s): Talauna Reed

Handouts: None

Discussion: The board discussed how they wish to handle when advisory board members have multiple unexcused absences. Talauna suggested that after three unexcused absences the board member should receive a phone call from the Chair, Vice Chair or liaisons, and after five unexcused absences the board member should be excused. The board further spoke about being cognizant about when board members might be experiencing barriers to attending meetings and agreed that absentee board members should be asked if they are experiencing any barriers or need accommodations and the board should attempt to meet those needs.

## **5C. Request for Information and Request for Proposals Processes**

Presenters: Tom Webster, Jacinda Steltjes & Talauna Reed

Handouts:

Exhibit A: TAHAB- RFI Key Questions/Decisions

Exhibit B: 2021 Request for Information (RFI): Affordable Housing New Construction and Preservation Funding Schedule 2024

Exhibit C: Capital Pipeline Updated 2021

Discussion: The board discussed a desire to issue a Request for Information to place housing capital projects on the development pipeline in February. The board also discussed the desire to issue Home Fund and other money through a Request for Proposals in February. The board also discussed the possibility of setting aside a portion of the available funding to make it accessible for emergency situations or situations that arise throughout the year that do not coincide with the RFP and funding awards timeline. In November and December the board will work on setting priorities for these processes and will then bring their recommendations to the Regional Housing Council in January.

## **5D) Out of Cycle Funding Requests**

Presenters: Talauna Reed and Tom Webster

Handouts: None

Discussion: The group discussed the need to consider funding requests for housing capital and preservation projects that arise outside the typical RFP funding process which occurs in February annually. The board agreed there was a need to accept these types of funding requests. They also were in agreement that the board should review the applications and make funding recommendations to the Regional Housing Council, similar to the process used for the RFP or RFI. The board will discuss this further at their November meeting and make a recommendation to RHC shortly thereafter.

### **5E. Schedule of Regular Meetings**

Presenters: Talauna Reed, Tom Webster, Jacinda Steltjes

Handouts:

Exhibit D: 2024 Regularly Occurring TAHAB Meeting Schedule

Action: Trudy moved to move the December 21<sup>st</sup> meeting to December 14<sup>th</sup>. Trish seconded and the motion approved unanimously. Craig moved to approve the 2024 calendar of scheduled meetings as presented. Meg seconded and the motion approved unanimously.

### **6. GOOD OF THE ORDER –**

Trudy announced that Homes First is seeking a Resource Development Director. Donna announced a resource fair occurring Oct. 26. Grace announced that Washington State Department of Commerce's Apple Health and Homes program will be recruiting soon for staff at [careers.wa.gov](https://careers.wa.gov). Craig announced that the Housing Authority of Thurston County will soon make vouchers available. About 1500 are anticipated to be available. Trudy announced that Homes First is partnering with Senior Services of South Sound to fill the Homes First's O'Farrell ADU project. Trish announced that Nov. 29 Family Support Center of South Sound will have an open house for The Landing new construction project. Families will be placed using the Coordinated Entry master list.

### **7. ADJOURNMENT –**

Trish moved to adjourn at 4:33. Meg seconded. The motion approved unanimously.