

**RHC Affordable Housing Advisory Board  
December 14, 2023**

**1. CALL TO ORDER – Meeting called to order by Talauna Reed at 3:05pm**

**1.A ROLL CALL –**

Carly Colgan NA

Charlia Messinger x

Craig Chance x

David Puszczewicz x (virtual)

Deb Larson x (virtual)

Donna Feddern x

Grace Lee x (virtual)

Jessie Simmons x (excused)

Kendra Landais Chery NA

Meg Martin x

Talauna Reed x (virtual)

Trish Gregory x

Trudy Soucoup x

**OTHERS PRESENT –**

Jacinda Steltjes, City of Olympia, TAHAB liaison

Alex Persse, Thurston County, TAHAB liaison

Tom Webster, Thurston County

**2. Approval of Minutes – for November 16, 2023**

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

Moved by Trudy, seconded by Meg, approved unanimously.

**3. Approval of Agenda**

Moved by Trudy, seconded by Craig, approved unanimously.

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

Talauna updated the board on what occurred at the December 13, 2023 RHC meeting. Thurston Regional Planning Council gave a presentation depicting the method by which regional jurisdictions have agreed to produce housing and therefore meet State Growth Management Act requirements. TRPC also shared the number of units and area median income those units will target that will be needed by 2045. The RHC also received an update about efforts to preserve mobile/manufactured home communities. Lastly, the RHC also received an update on the work being done to fill vacancies on the TAHAB and HSAB.

## **5. Business Items**

### **5a) Request for Information Processes**

Presenter(s): Talauna Reed, Alex Persse, Jacinda Steltjes

Handouts:

Exhibit A: Housing Pipeline Request for Information (RFI) Considerations for the TAHAB

Exhibit B: Capital Pipeline Updated 2021

Discussion: There was significant discussion around the four questions posed in Exhibit A:

- 1.(Proposed Allocation) Does the board want to set aside separate funding for a manufactured home parks preservation program or should this be incorporated into the Opportunity Fund? The board decided to support manufactured home park preservation and make this an eligible activity under the Opportunity Fund.
2. (Importance to Community scoring criteria) Does the board want to consider rent assistance applications? This is an eligible activity under 1406 and 2060 funds. The board is supportive and sees value in making rent assistance funds available but recognize this is an eligible activity under funds managed by the Homeless Services Advisory Board.
3. (Importance to Community scoring criteria) For the three suggested categories of projects being solicited does the board want to create any sub-categories of scoring criteria such as population served or AMI of households served? The board decided they want to create a scoring rubric based on AMI income the project will serve. The board will work on creating this rubric at their January meeting.
4. (Criteria) Does the board want to consider leadership of an organization when scoring knowing that leadership may change by the time the project is funded under the pipeline. Some board members felt it was important to score applicants on criteria #5 By and For/Culturally Specific Organizations and/or BIPOC Leadership in Organization because this is a scoring criteria in the Request for Proposals process. Other board members felt the criteria felt performative. The board will further discuss this criterion and how to potentially change the wording or adjust the assigned points at its January meeting.

Action:

- 1.Deb motioned for the allocation of funds to be split with 60% dedicated to the Request for Information, 20% to the Request for Proposals, and 20% dedicated to the Opportunity Fund, to include preservation of manufactured homes as an eligible activity. Trudy seconded. Charlia made a motion for a friendly amendment to prioritize tenant ownership projects. Meg motioned to approve the friendly amendment and Trish seconded the motion. The motion passed unanimously.
- 2.Charlia motioned to not include rent assistance as an eligible activity in the Request for Information. Trish seconded the motion. Talauna and Grace opposed the motion.

### **5b) Request for Proposals Process**

Presenters: Jacinda Steltjes, Talauna Reed, Alex Persse

Discussion:

The board discussed how the funding allocation would be split, scoring criteria, eligible activities and whether they wished to set any funding priorities.

Action:

Trudy motioned to split the funding allocation with 80% dedicated to projects submitted to the RFP and 20% to the Opportunity Fund, to include manufactured home preservation, to make no changes

to the scoring criteria used for the 2023 Summer RFP, to set no funding priorities, and to include rent assistance as an eligible activity. Meg seconded. The motion passed unanimously.

Talauna motioned to extend the duration of the meeting. Donna seconded. The motion passed unanimously.

### **5c) Out of Cycle Funding Requests (Opportunity Fund) Process**

Presenter(s): Talauna Reed, Alex Persse, Jacinda Steltjes

Handout:

EXHIBIT C: RHC Off-Cycle Capital Funding Request Policy– Draft

Discussion: The board decided through its RFI and RFP discussions to support out of cycle funding requests and decided what percentage of the RFI and RFP it wished to set aside for this purpose. There was insufficient time to discuss or take action on the proposed off-cycle capital funding request policy. Liaisons asked board members to come prepared in January to take action on this item.

Action: No action taken.

### **5d) Manufactured/Mobile Home Park Preservation Policy/Program**

Presenters: Alex Persse, Jacinda Steltjes, Grace Lee & Talauna Reed

Discussion: The board decided through its RFI and RFP discussions to support the preservation of manufactured/mobile home parks through its Opportunity Fund. There was insufficient time to discuss or take action to solicit board members interested in joining a working group to draft a policy/program for this activity. This item will be further discussed at the January board meeting.

### **5e) Advisory Boards Recruitment Policy**

Presenter: Talauna Reed

Handout:

Exhibit D: Advisory Board Recruitment Policy

Discussion: Talauna summarized the proposed policy the TAHAB and the HSAB executive team and liaisons discussed in early December.

Action: Trish moved to adopt the proposed advisory board recruitment policy. Meg seconded. The motion passed unanimously.

## **6. GOOD OF THE ORDER**

There were no good of the order items.

## **7. ADJOURNMENT –**

Trudy moved to adjourn at 4:42, Meg seconded. Approved unanimously.