



**South Sound Housing Affordability Partners
Executive Board**

Amended Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Brekke Conference Room

Dial: 253-215-8782 Meeting ID: 983 7464 3754

Webinar Link: <https://piercecountywa.zoom.us/j/98374643754>

June 3, 2022 8:30 AM

Chair Mayor Victoria Woodards, Vice Chair Council Member Hunter George, Mayor Nancy Backus, Councilmember Kevin Ballard, Mayor Daryl Eiding, Mayor Kim Roscoe, Mayor Tracie Markley, Councilmember Linda Farmer, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Councilmember Annette Bryan, Deputy Mayor Ned Witting, Councilmember Charla Neuman, Mayor Dick Muri, Councilmember Denise McCluskey, Councilmember Christi Keith (Alternate), Councilmember Lisa McClellan (Alternate), Councilmember Jim Andrews (Alternate), Mayor Jason Whalen (Alternate), Mayor Steve Worthington (Alternate)

I. CALL TO ORDER

8:30 – 8:45

ROLL CALL

INTRODUCTORY QUESTION

Question: What are 3 words to describe your plans for this summer?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: Minutes of May 6, 2022 Executive Board meeting

[Link to Document](#)

Motion is to approve the Consent Agenda

IV. PRESENTATIONS

A. Community Land Trust Overview

8:50 – 9:10

Purpose: Community Land Trust overview presentation by Kathleen Hosfeld, Executive Director of Homestead Community Land Trust

Action: Questions for Homestead CLT Executive Director

ATTACHMENTS: Homestead Community Land Trust Presentation

[Link to Document](#)

B. Review of draft 2022 work plan deliverables

9:10 – 9:50

Purpose: Review of the draft 2022 work plan deliverables to receive feedback and direction from the Executive Board

Action: Questions and direction for SSHAP Manager

ATTACHMENTS: SSHAP Work Plan Deliverables Presentation

[Link to Document](#)

V. PUBLIC COMMENT

9:50

This is the time set aside for the public to comment on Resolutions. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/98374643754> and entering the Meeting ID 983 7464 3754. Written comments may be submitted to jason.gauthier@piercecountywa.gov Friday before 8:00 a.m. prior to the monthly Executive Board meeting for the Public Comment

period. Comments will be compiled and sent to the Executive Board and posted on the SSHA³P website at: piercecounway.gov/sshap

VI. REPORT BY THE SSHA³P MANAGER

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN



**South Sound Housing Affordability Partners
Executive Board Meeting Minutes**

May 6, 2022 8:30 – 9:39 AM

Executive Board: Mayor Nancy Backus, City of Auburn
Councilmember Kevin Ballard, City of DuPont
Mayor Daryl Eidinger, City of Edgewood
Mayor Kim Roscoe, City of Fife - absent
Councilmember Hunter George, City of Fircrest
Mayor Tracie Markley, City of Gig Harbor
Councilmember Linda Farmer, City of Lakewood
Mayor Shanna Styron Sherrell, City of Milton
Executive Bruce Dammeier, Pierce County
Councilmember Ryan Mello, Pierce County
Deputy Mayor Ned Witting, City of Puyallup
Councilmember Annette Bryan, Puyallup Tribe
Mayor Dick Muri, Town of Steilacoom
Councilmember Charla Neuman, City of Sumner - absent
Mayor Victoria Woodards, City of Tacoma
Councilmember Denise McCluskey, City of University Place

Staff: Jason Gauthier, SSHA³P Manager
John Howell, Consultant, Cedar Rivers Group
Becki Foutz, Administrative Assistant
Bryan Barmore, Office Assistant

Guests: Mayor Ronald Frederick - DuPont, Tiffany Speir, Kenneth George, Council Member Jim Andrews (Alternate Board Member – Fircrest), Felicia Medlin, Ryan Windish, Paul Loveless, Katie Baker, Mike Kruger, Melanie Harding, Cynthia Stewart, Taylor Jones, Mayor Jason Whalen (Alternate Executive Board Member – Lakewood), Katrina Knutson, Kevin Ramsey

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Woodards called the meeting to order at 8:33. SSHA ³ P Manager Gauthier called roll, per above; there was a quorum.	

TOPIC/WHO	DISCUSSION	ACTION
<p>Best Advice Your Mother Gave You?</p>	<p>Councilmember Linda Farmer: You are not going to melt. Mayor Nancy Backus: Always do the right thing. Mayor Daryl Eiding: You better marry that girl. Mayor Hunter George: Have fun wherever you are. Councilmember Denise McCluskey: Take care of your health. Councilmember Ryan Mello: Always say please and thank you. Deputy Mayor Ned Witting: Trust your instincts. Mayor Shanna Styron Sherell: Twinkies will catch up with you. Mayor Tracie Markley: You can't change your past, but you have everything you need to rewrite your future. Mayor Dick Muri: You're the oldest; you need to lead by example. Executive Bruce Dammeier: Wait till your father gets home. Give back to your community. Councilmember Kevin Ballard: Not tomorrow, do it today.</p>	<p>Ice breaker</p>
<p>Agenda Review</p>	<p>Additions or changes to agenda: Executive Dammeier suggested moving item V. earlier to officially welcome the new DuPont Executive Board member Council Member Kevin Ballard. Mayor Backus moved and Mayor George seconded adopting the consent agenda.</p>	<p>Agenda adopted</p>
<p>Resolution 2022-03</p>	<p>Resolution 2022-03 expands SSHA³P to include the City of DuPont. DuPont has accepted the intergovernmental agreement. Jason welcomed Councilmember Kevin Ballard of DuPont to the group. Councilmember Ballard indicated that DuPont embraces a spirit of collaboration and is happy to have a seat at the table to contribute to affordable housing. They have a Council that's dedicated to being an active voice on this journey together, and he's very enthusiastic to join the effort. Mayor Woodards also welcomed him to the group. Executive Dammeier appreciates Councilmember Ballard's leadership and is excited to have them here. He also hasn't given up on Orting yet! Executive Dammeier moved, and Mayor George seconded approving the Resolution. Executive Board voted and approved Resolution No. 2022-03.</p>	<p>Wel- come, DuPont!</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>2022 Work Plan Update</p>	<p>SSHA³P Manager Gauthier’s intention is to present the workplan to receive the Executive Board’s feedback and their desired next steps.</p> <p>The work plan began in December 2021 with Consultant John Howell working with work plan group members Deputy Mayor Witting, Councilmember Keith, Councilmember Mello, Councilmember Farmer, and Mayor Whalen.</p> <p>Deputy Mayor Witting reviewed background – the first thing that came to mind was being mindful of the contrast between the need and the resources. Limited resources must be deployed very judiciously to yield results. They combined resources of member governments and came up with some guiding principles:</p> <ul style="list-style-type: none"> • Actions that benefit the diverse needs of member governments; • Creation of opportunities for early, collaborative success; • Leverage momentum from other efforts or new resources; • Reflect SSHA3P’s most important reasons for existence; • Create tangible results for member governments; • Acknowledge and amplify value of other existing resources and entities; and • Frame priorities to get critical work started. 	<p>Presenta tion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>2022 Work Plan Update, continued</p>	<p>SSHA³P Manager Gauthier explained that the principles were used to develop five Strategic Priorities:</p> <ol style="list-style-type: none"> 1) Develop and support policies and programs that prioritize and incentivize residential production; 2) Refine understanding of affordable housing solutions and promising practices; 3) Assist member governments in achieving affordable and attainable production and preservation goals; 4) Ensure our community’s affordable, attainable, and accessible housing needs are represented; and 5) Complete the organizational aspects of the SSHA³P intergovernmental operation. <p>The Board identified strategies within each priority to achieve the priorities and further identified some action items in blue. Several of these strategies become ongoing elements of SSHA³P’s work.</p> <p>SSHA³P Manager Gauthier focused specifically on four strategies:</p> <p><i>1A – Identify one to three policy and program areas that have significant impact and/or potential for impact, and develop a toolkit for tracking and dissemination.</i> Inside this priority we’re asking ourselves what the best programs and policies are in use by member governments that have led to significant impact on the creation and preservation of affordable, attainable, and accessible housing, and what programs and policies that member governments would like to be able to access but which would require legislative action. SSHA³P will ask these questions and create a toolkit to provide those answers to SSHA³P member governments for their consideration.</p> <p><i>1B – Explore potential collaborative project funding to increase affordable housing development (ongoing).</i> SSHA³P can and should play a central role as a connector and evaluate potential collaboration among member governments on affordable housing projects.</p> <p><i>2A - Identify, package, and share essential data on the existing and projected housing need and housing production.</i> As a data-driven collaboration, SSHA³P will work with member governments to help identify their housing need by housing income category to understand at what price points housing inventory is lacking and identifying housing productions outputs inside each member government boundaries to better understand what’s getting built where, and why.</p> <p><i>3B - Design mechanisms to identify member governments’ policy and/or program assistance needs and prioritize the fulfillment of those needs.</i></p>	<p>Jason will send the presentation to the full Board.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>2022 Work Plan Update, continued</p>	<p>Mayor Woodards feels that it's most important to get the plan out to member governments to share with their Councils prior to accepting. She asked Jason if he feels comfortable taking this presentation to Councils, or would he prefer to flesh out deliverables first? Jason said that's up to the Board; he plans to have a work plan timeline at the June meeting.</p> <p>Mayor Backus would love to have the presentation for the Auburn City Council.</p> <p>Mayor Markley asked if it was a requirement to bring the presentation to their Councils? Jason said that's up to her preference; a June timeline would allow them to include the workplan timelines and draft deliverables.</p> <p>Councilmember Bryan said that the presentation was very well put together. Her Council has several new members so the presentation will be very helpful.</p> <p>Mayor Woodards added that Tacoma would like to have the presentation as well. She feels that presentations to Councils could potentially alter deliverables. Executive Dammeier appreciates the work of those who developed the plan; it brings tasks into focus at every level. Getting SSHA3P info out to all the Councils will positively reinforce cities and the whole region. He'd like them to start thinking about contributions other than financial, such as land and advocacy.</p> <p>Mayor Whalen expressed his thanks and appreciation for the work that went into the plan. He'd like to have a presentation to his Council as well. He encouraged all to work collaboratively to celebrate successes!</p>	<p>Dis-cussion</p>
<p>Q1 Budget Performance Update</p>	<p>Jason noted that this is the "sticks and bricks" of building a new organization. The IGA adopted a full year budget for SSHA3P, totaling \$293,090.</p> <p>As of 3/31/22 Revenue: 295,000 Expenditures: 29,377 actual out of 293,090 total</p> <p>The Cedar River Group contract will be extended through June. Jason's working on hiring a half FTE; until then there will be some staff time billing from Pierce County.</p> <p>The IGA requires an annual budget report to Councils, and quarterly reviews, of which this is the first.</p>	<p>Prsentati on</p>
<p>Public Comment</p>	<p>Mayor Woodard opened for public comment.</p>	<p>None</p>

TOPIC/WHO	DISCUSSION	ACTION
Manager Comments	Jason thanked those who requested presentations; he looks forward to spending time with each of them and seeing their communities.	Dis-cussion
Member Comments	<p>Mayor Woodards recognized the partnership between the City of Tacoma and Pierce County on the land near the new South Sound 911 building. The property has been transferred to Tacoma, with the goal of providing public benefit. They plan a mixed-use project there including affordable housing.</p> <p>Mayor Backus shared that Congresswoman Strickland stated that 70% of military personnel work off base; she would like a 100% subsidy for off-base housing and would like to focus on home ownership. This would free up affordable housing stock. Mayor Backus would like SSHA3P to stay on top of this.</p> <p>Mayor Markley said that she had a great time showing Jason around their city! She appreciated that he encouraged her not to apologize for starting small (10 units) but to celebrate each effort. It’s important to celebrate what you start, even if only a few units at a time.</p> <p>Taylor Jones, of the City of Fife provided an update on behalf of Mayor Roscoe – on April 26, the City passed Ordinance 2076, allowing conversions of motels to micro units; this will facilitate potential for new multifamily projects.</p> <p>Councilmember Mello thanked everyone who toured the Kos micro units on 9th & MLK. They got a chance to see firsthand how smaller units can be livable, accessible to transit and more affordable. Pierce County has a big RFP of \$17M open for low and very low income housing developments. They also have an RFP for a consultant on how to set up a community land trust for permanent affordable housing.</p> <p>Jason reported that the Affordable Housing Consortium is holding its annual fundraiser and award ceremony on Thursday, May 12, from 5:00 to 8:00 p.m. SSHA³P will be recognized. Executive Dammeier and Mayor Woodards have been invited to speak.</p> <p>At the June meeting, Kathleen Hosfeld from the Homestead Community Land Trust will provide a presentation.</p>	

TOPIC/WHO	DISCUSSION	ACTION
<p>Member Comments, continued</p>	<p>Councilmember Farmer encouraged all to read their <i>City Vision</i> magazine featuring Mayor Woodards. The magazine is packed with info about housing projects.</p> <p>Mayor Whalen is collaborating with LASA to increase units in the City of Lakewood. They're also still partnering with Habitat for Humanity to increase opportunity for homeownership in Tillicum. The Lakewood Station district project has come to fruition, acquiring parcels to create 200 units of market rate housing and perhaps some affordable as well.</p> <p>Executive Dammeier noted that part of our responsibility here is to conquer past perceptions. Affordable housing has an inaccurate negative perception in some people's minds. This is about stepping up in better and more collaborative ways. There are lots of positive things going on in the community! Still, there's work to do.</p> <p>Mayor Woodards dittoed what Executive Dammeier said. It's important to know what's going on in neighboring cities; it makes us a stronger region. Anything else for the good of the order?</p>	<p>Discussion</p>
<p>Good of the Order</p>	<p>Mayor Woodards asked if there was anything else for the good of the order? Anything you'd like to hear more about in the future?</p> <p>Mayor George moved to adjourn; Mayor Backus seconded.</p>	<p>Meeting adjourned</p>

The next SSHA³P Executive Board meeting is scheduled for Friday, June 3, at 8:30 p.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant





HOMESTEAD

Community Land Trust



SSHA3P Presentation

Community land trusts and affordable homeownership

HOMEOWNERSHIP WITHIN REACH




- 235 Homes in Trust (Permanently Affordable)
- 22 First-Time Homebuyers Households in 2021
- 57% BIPOC ownership rate compared with 26% King County
- 0 Foreclosures in 2021

- Stability, equity and opportunity through homeownership
- Serving those who make less than 80% of area median income
- Permanent affordability
- Community ownership
- Equitable development partnerships with neighborhoods
- Prioritizing anti-displacement
- Five active housing developments

LOWERING BARRIERS TO OWNERSHIP

- 2 Homebuyer Clubs (Seattle, Renton)
- 30 Community-Based Agencies Engaged



What is a Community Land Trust?

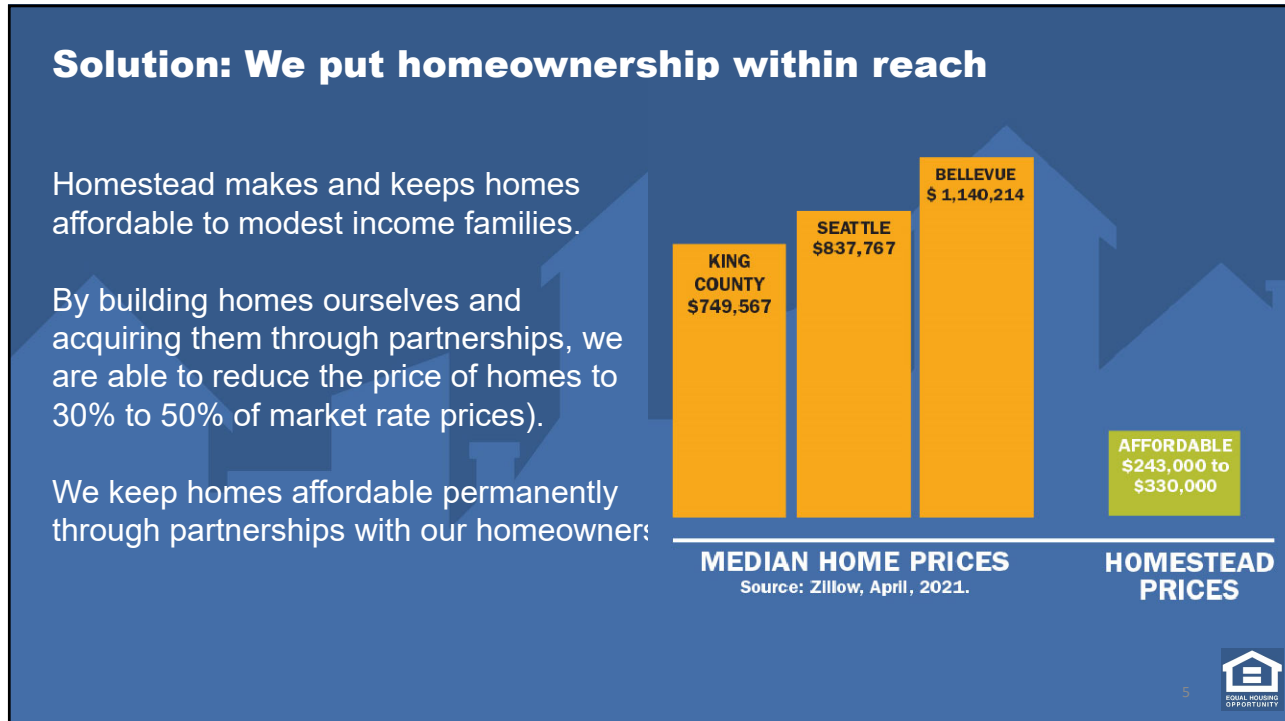
- Membership-based
- Non-profit organization
- Acquires and uses land to benefit low- and moderate-income people and neighborhoods
- Most often – by creating housing
- Homestead focuses on affordable homeownership

Civil Rights Era Roots



Community land trusts were created in the late 1960s by Civil Rights leaders when Black sharecroppers were evicted from their homes and farms for registering to vote.

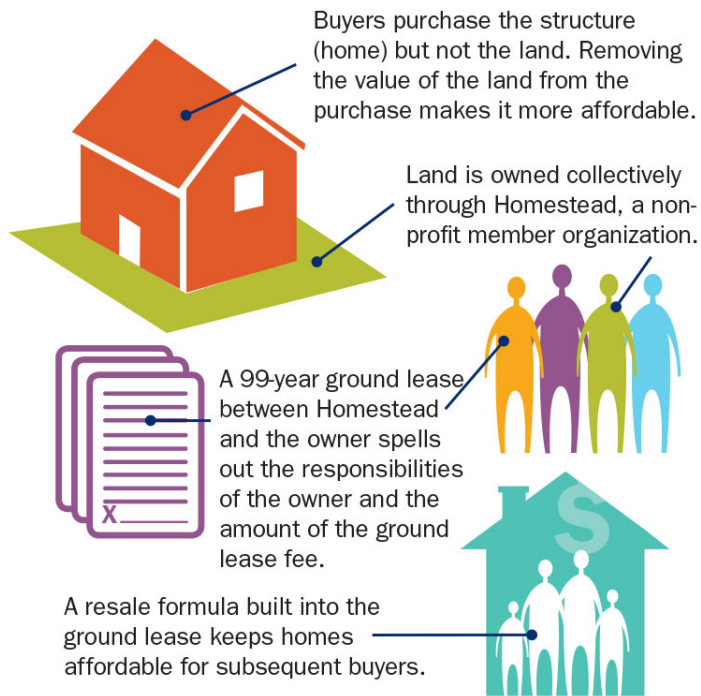




How it Works

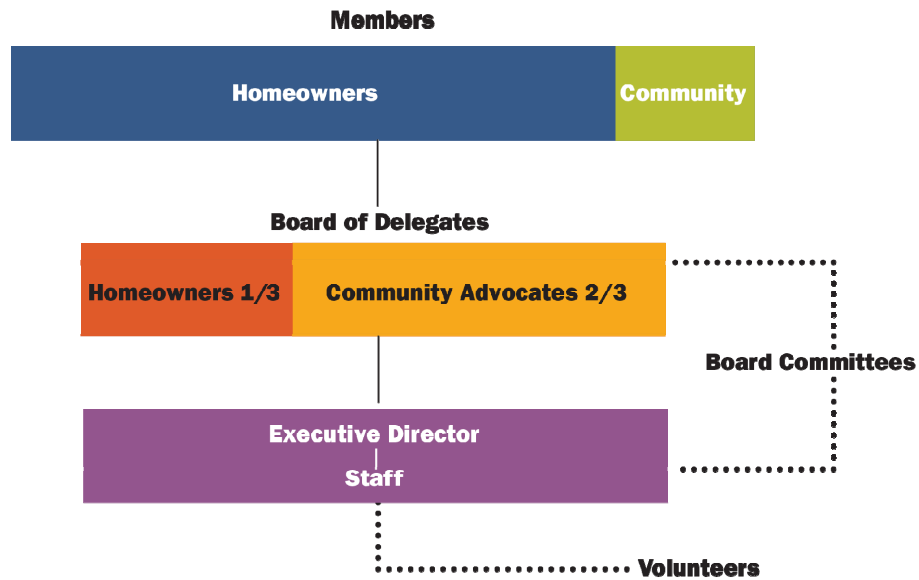
Community Land Trust homeownership subsidizes the initial price of the home and controls the future cost increase through agreements with the buyers

Ground leases are used when the home sits on land. When land is shared, such as in a condominium building, we use a covenant.



7

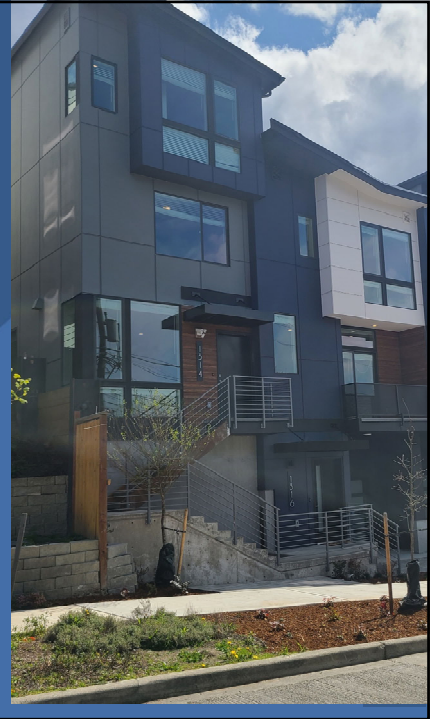
Community ownership & governance



8

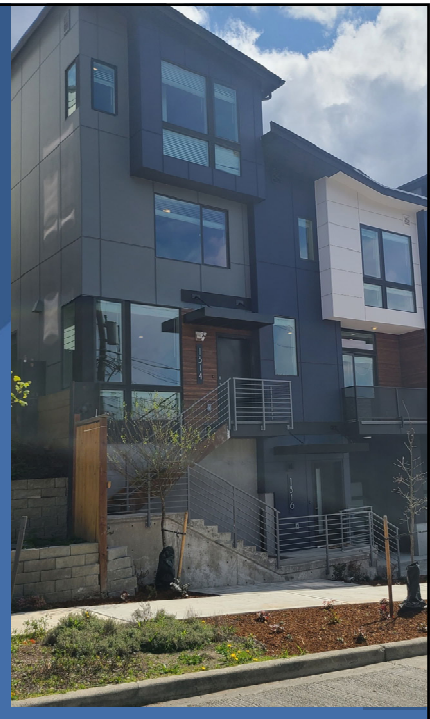
Key Documents

- Program Agreement – If homes created with public funds or through density bonus agreements, all parties sign a program agreement of terms and expectations
- Use Agreement – Buyers sign documents acknowledging the Program Agreement and their requirement to abide by it
- Ground Lease or Deed Restriction – Based on nationally accepted models, spells out obligations of CLT and buyer, requirements align with program agreement and use agreement
- “Fannie Mae Rider” – Required on all CLT leasehold or resale restricted mortgage transactions. All restrictions lost in the event of foreclosure.
- Subordination agreements – If funding is provided in the form of a loan, funders must agree on order of debt payoff.



Key Requirements of Agreements

- First time homebuyer
- Income below 80% AMI at the time of purchase
(best practice target for permanent affordability is pricing no higher than 70%)
- Home as primary residence
- Maintain the home in good repair
- Insures the home
- Pays property taxes (ideally based on the restricted value)
- At resale, sold according to a formula price to another income qualified buyer



SPECTRUM OF HOUSING SOLUTIONS

Types of Public Investment In Affordable Housing by Income Level

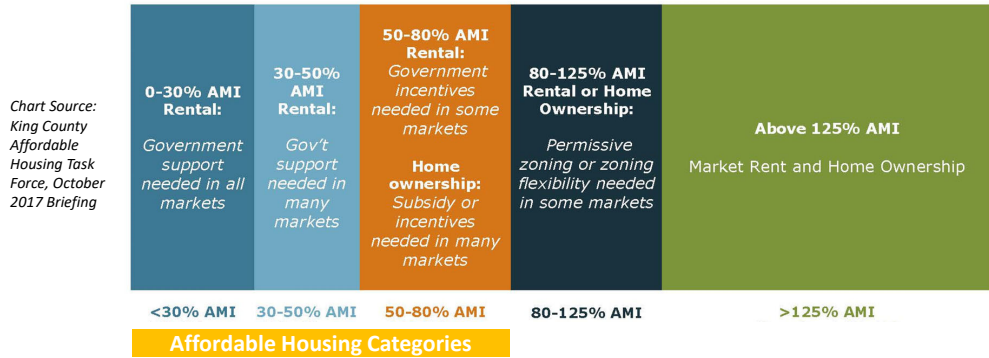
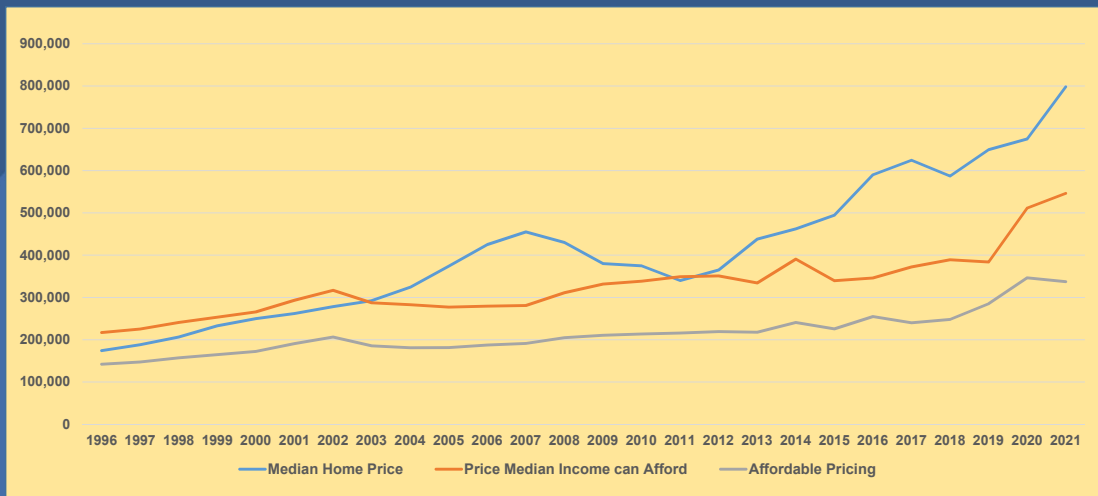


Chart Source:
King County
Affordable
Housing Task
Force, October
2017 Briefing

Affordable homeownership is one of the methods used to address the housing needs of those who make 50 to 80% AMI. Homeowners accrue equity while making a housing payment comparable to an affordable rent payment.

Affordability Trend



Pierce County Incomes

Area median income as defined by the United States' Housing and Urban Development (HUD). In real dollars 80% AMI means:

Individuals in your household	Yearly Gross Household Income (before taxes) cannot be more than:	Monthly Gross Household Income (before taxes) cannot be more than:
1	\$56,850	\$4737
2	\$65,000	\$5,416
3	\$73,100	\$6,091
4	\$81,200	\$6,766
5	\$87,700	\$7,308
6	\$94,200	\$7,850
7	\$100,700	\$8,391
8	\$107,200	\$8,933

Source: HUD 2022 for Pierce County; income limits are adjusted each year in April



Home Prices

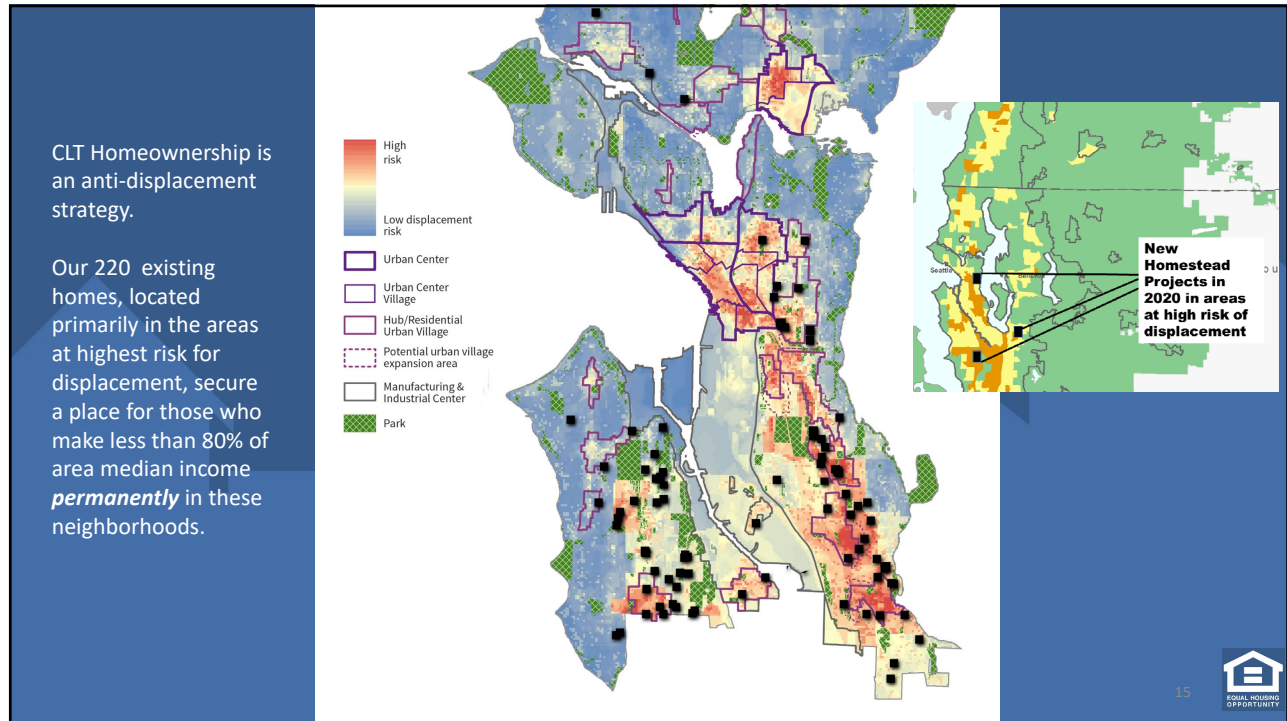
Assumes 38% DTI, 70% AMI, Includes insurance, property tax, 5% interest, ground lease or CLT program fee

Bedroom Size	Home Price Without HOA Dues	Home Price with HOA Dues (\$350)
1	\$251,707	\$186,508
2	\$293,773	\$228,575
3	\$335,582	\$270,383
4	\$377,391	\$312,192
5	\$410,941	\$345,742
6	\$444,491	\$379,292
7	\$478,041	\$412,842
8	\$511,591	\$446,392

\$571,000
Median
in Pierce
Co

Source: HUD 2022 for Pierce County; income limits are adjusted each year in April





For cost-burdened renters, we provide

- An entry point to homeownership that provides security and economic mobility
- The ability to build assets
- Freedom from the fear of displacement

Many of our homeowners use their equity to go on to market-rate homeownership

Many Home Types



Willowcrest RENTON

Net-Zero Energy townhomes, 3- and 4-bedrooms, 12 homes in Phase I.



RIVERTON CASCADE DEVELOPMENT TUKWILA

Net-Zero Energy cottage homes, 11 affordable; five market rate.



VILLAGE GARDENS CENTRAL DISTRICT, SEATTLE

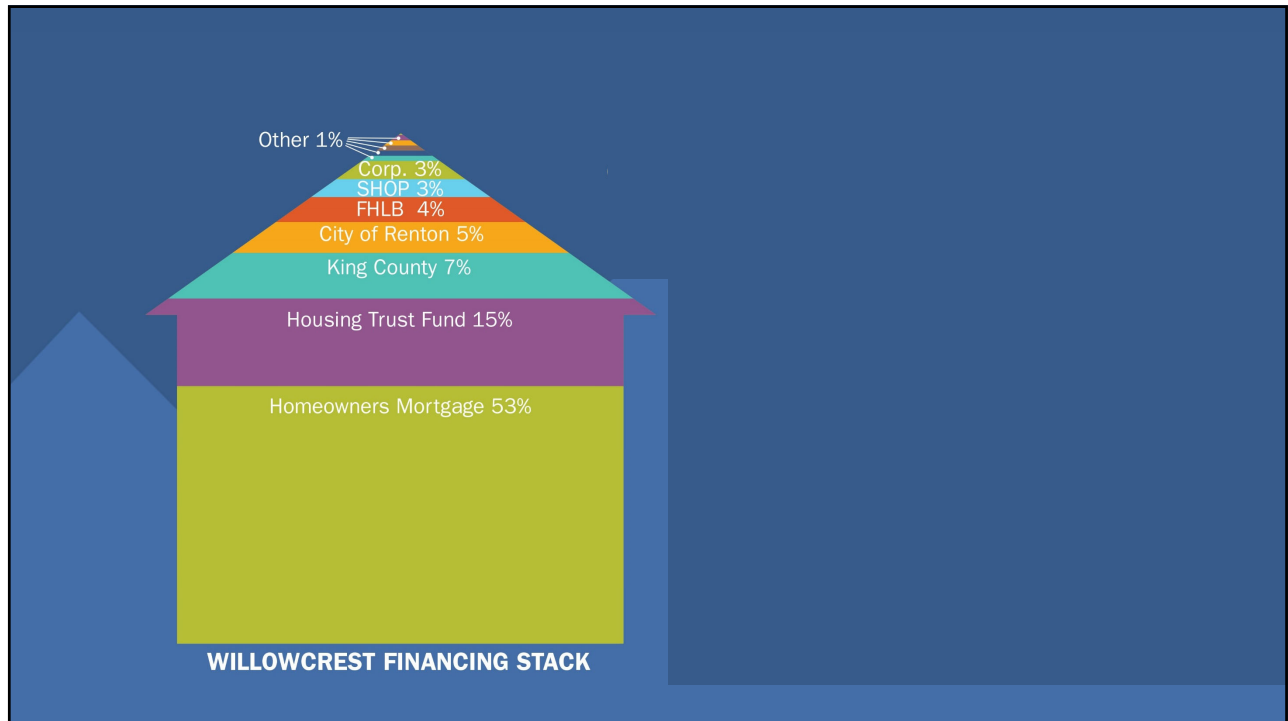


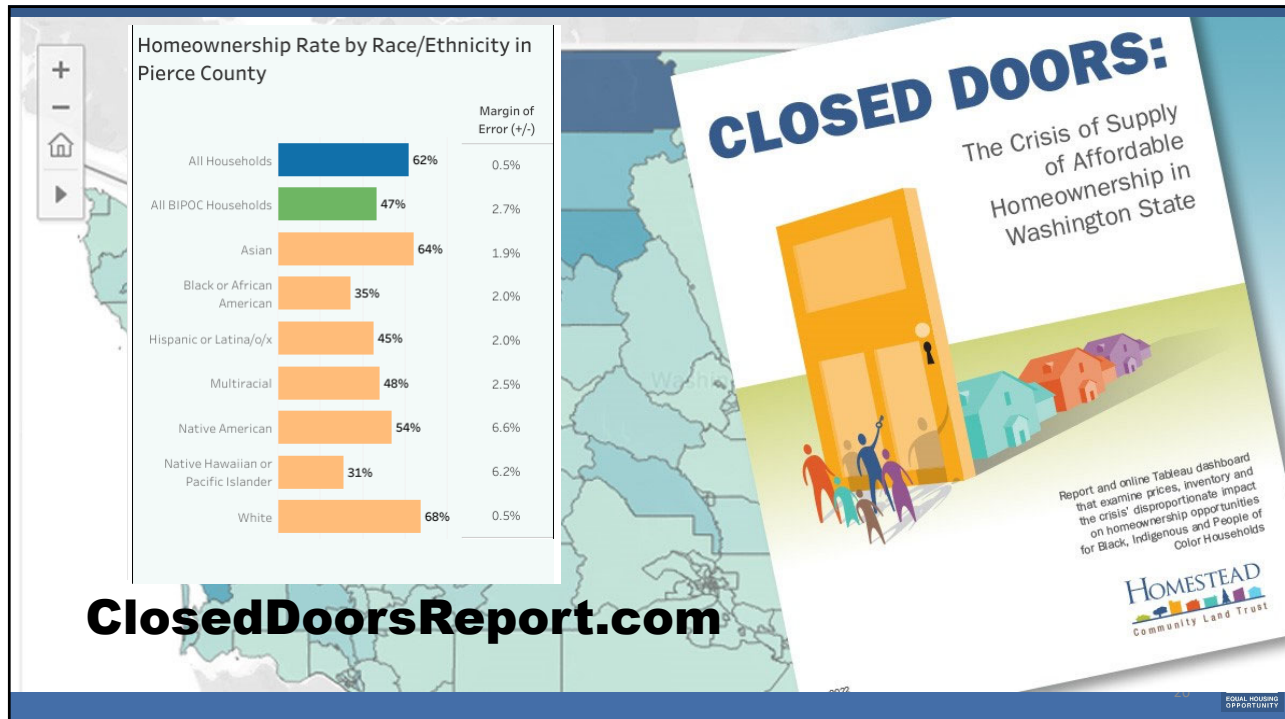
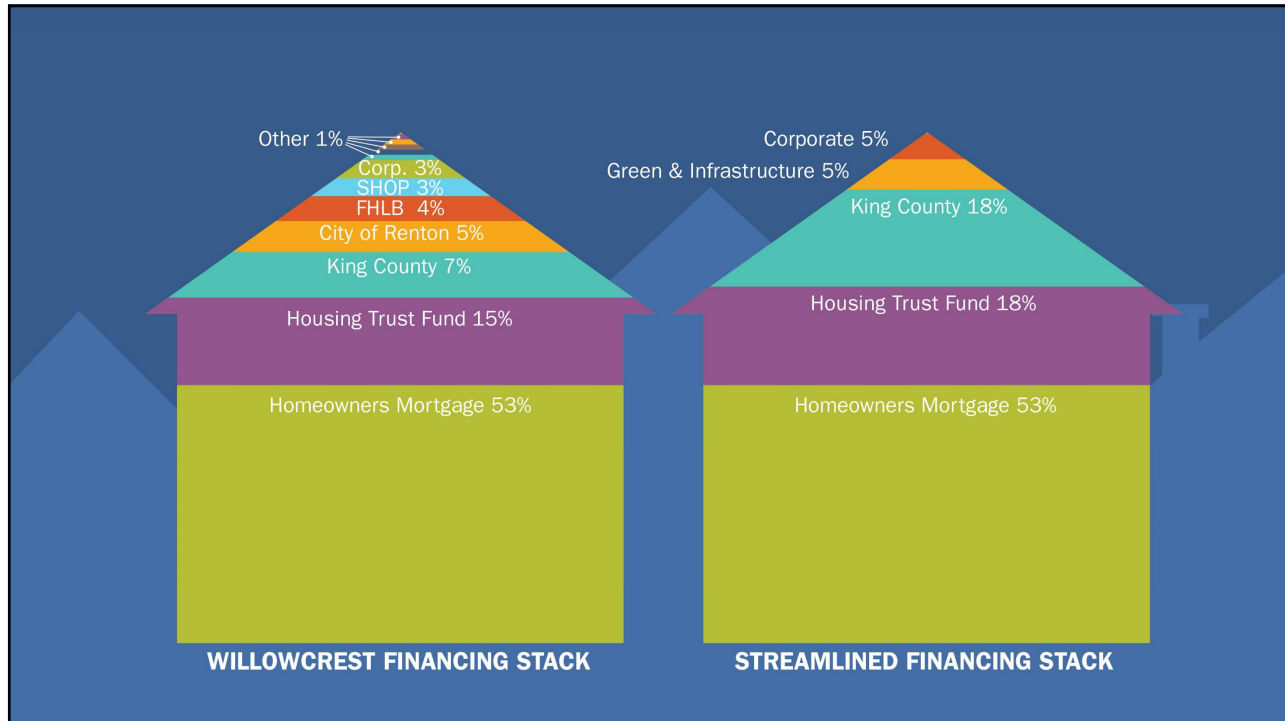
Phinney Ridge Condos

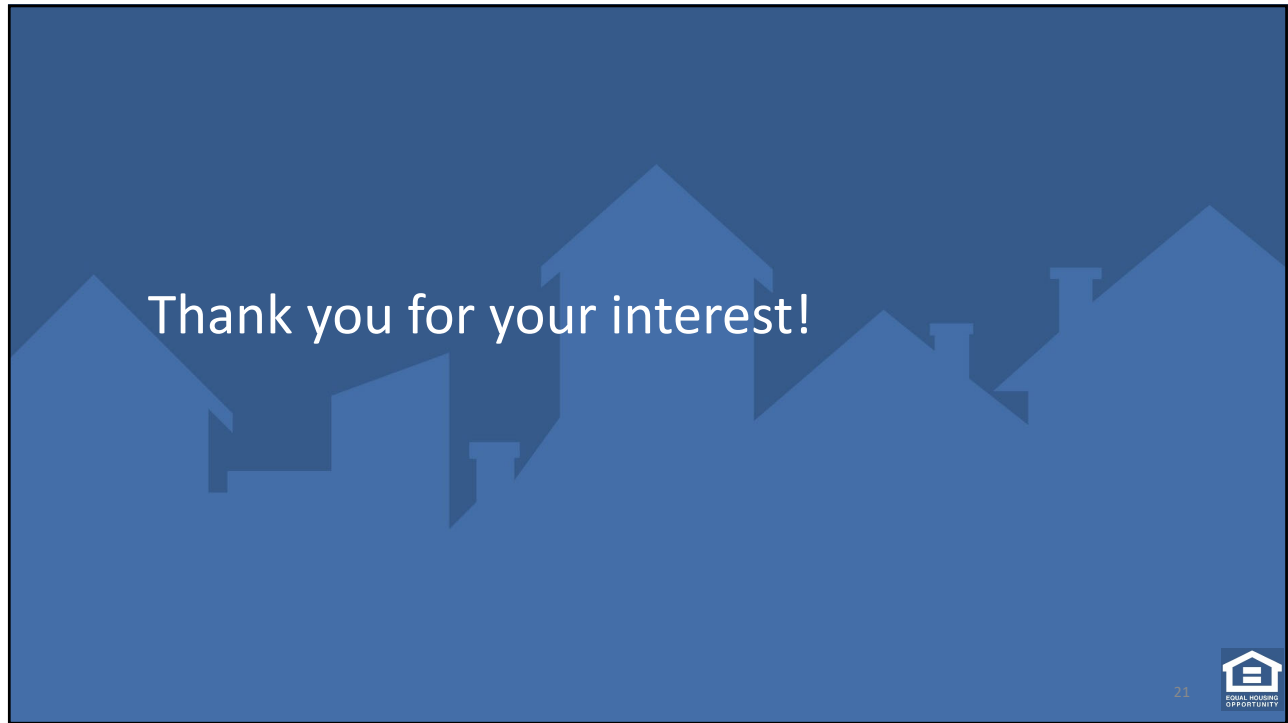
Scattered Site
Single Family



17









WORK PLAN DELIVERABLES

SSHA³P EXECUTIVE BOARD MEETING

JUNE 3, 2022

OVERVIEW

- Review of Strategic Priorities & Strategies | May 6, 2022
- Executive Board Priority Strategies | 1A / 2A / 2B / 2C / 3A / 3B
- Member Council Presentations
- Review of Deliverables and Target Dates | June 3, 2022

STRATEGIC PRIORITY 1

Develop and support policies and programs that prioritize and incentive residential production.

1A) Identify 1-3 policy and program areas that have significant impact and/or potential for impact, and develop a toolkit for tracking and dissemination

1B) Explore potential collaborative project funding to increase affordable housing development

Activities/Actions		Responsible	Deliverable	Target Date
1A	Assess and catalog policies and programs currently in use by member governments and to the degree possible summarize usage/yield	SSHA ³ P Manager working w/ member staff work group	One summary assessment of current policy and program landscape, performance, and potential.	9/5/2022
1A	Review and create a compilation of potential policies and programs which SSHA ³ P members could potentially benefit from if enacted	SSHA ³ P Manager working w/ member staff work group		
1A	Executive Board review of policy and program assessment and provide direction to staff on 1-3 priority items for toolkit development.	Executive Board & SSHA ³ P Manager	Presentation and decision package for Executive Board	10/2/2022
1A	Determine best strategy to create an accessible toolkit and knowledge sharing strategy for member governments to support usage.	SSHA ³ P Manager working w/ member staff work group	One operational toolkit marketed to all member governments and usage dashboard.	11/1/2022
1A	Implement toolkit and socialize access and tracking of member government consideration and usage.	SSHA ³ P Manager working w/ member staff work group		
1B	Ascertain interest from member governments on willingness to partner with member governments on affordable housing development project(s).	SSHA ³ P Manager working w/ member staff work group	One summary report on partnership structure(s) acceptable for member governments to consider.	11/4/2022

STRATEGIC PRIORITY 2 Refine understanding of affordable housing solutions and promising practices

- 2A) Identify, package, and share essential data on market rate and affordable housing production
- 2B) Continued learning on the cost drivers and regulatory requirements of market rate and affordable housing development
- 2C) Ascertain and meet the continuing learning expectations and needs of decision makers to affect change

Activities/Actions		Responsible	Deliverable	Target Date
2A	Create GIS map* for completed affordable housing units for calendar years 2016 -2021 and for units projected to be completed 2022-2023. <i>*This mapping may include details on 12-year MFTE projects.</i>	SSHA ³ P Manager working w/ member staff work group	One operational GIS map on SSHA ³ P website for affordable housing unit inventory and production.	9/1/2022
2A	Create GIS map for completed residential units for calendar years 2016 – 2021.	SSHA ³ P Manager	One operational GIS map on SSHA ³ P website for housing unit production and affordable housing inventory.	9/1/2022
2B	Design presentation(s) in collaboration with market rate and affordable housing developers of a variety of housing types regarding the cost drivers and regulatory requirements of housing development.	SSHA ³ P Manager working w/ member staff work group	Deliver two high-quality, repeatable presentations on market rate and affordable housing development realities on multi-family and ownership unit production.	9/2/2022
2C	Assess the learning needs and goals of member governments and Executive Board members.	SSHA ³ P Manager, Executive Board members, and member staff work group	Summary of learning needs assessment, including prioritization, presentation topic schedule, evaluation process post-presentation	10/1/2022

STRATEGIC PRIORITY 3 Assist member governments in achieving affordable and attainable production and preservation goals.

3A) Identify funding mechanisms and the scope of member governments' historical utilization

3B) Design mechanism(s) to identify member governments' policy and/or program assistance needs and prioritize the fulfillment of those needs

Activities/Actions		Responsible	Deliverable	Target Date
3A	Review history of Washington State Housing Trust Fund (HTF) awards for Pierce County affordable housing projects.	SSHA ³ P Manager	One report on award history of HTF and LIHTC for Pierce County affordable housing projects.	9/2/2022
3A	Review history of 4% and 9% Low Income Housing Tax Credit (LIHTC) awards for Pierce County affordable housing projects.	SSHA ³ P Manager		
3B	Conduct monthly member staff work group meetings with meeting time allocated for information sharing and program/policy collaboration.	SSHA ³ P Manager working w/ member staff work group	Quarterly Report to Executive Board on member support activities	Ongoing Quarterly
3B	Survey of member governments on current and future program and policies needs and considerations.	SSHA ³ P Manager working w/ member staff work group		
3B	Provide reasonable support as requested by member governments	SSHA ³ P Manager working w/ member staff work group		
3B	Conduct regular member satisfaction surveys to gauge efficacy of member support work	SSHA ³ P Manager		

STRATEGIC PRIORITY 4

Ensure our community’s affordable, attainable, and accessible housing needs are represented.

- 4A) Identify local, regional, and statewide influence hubs that affect member governments’ policies and resources, and map and ensure member government representation
- 4B) Produce an annual set of state legislative priorities and determine collaborative paths for joint advocacy success

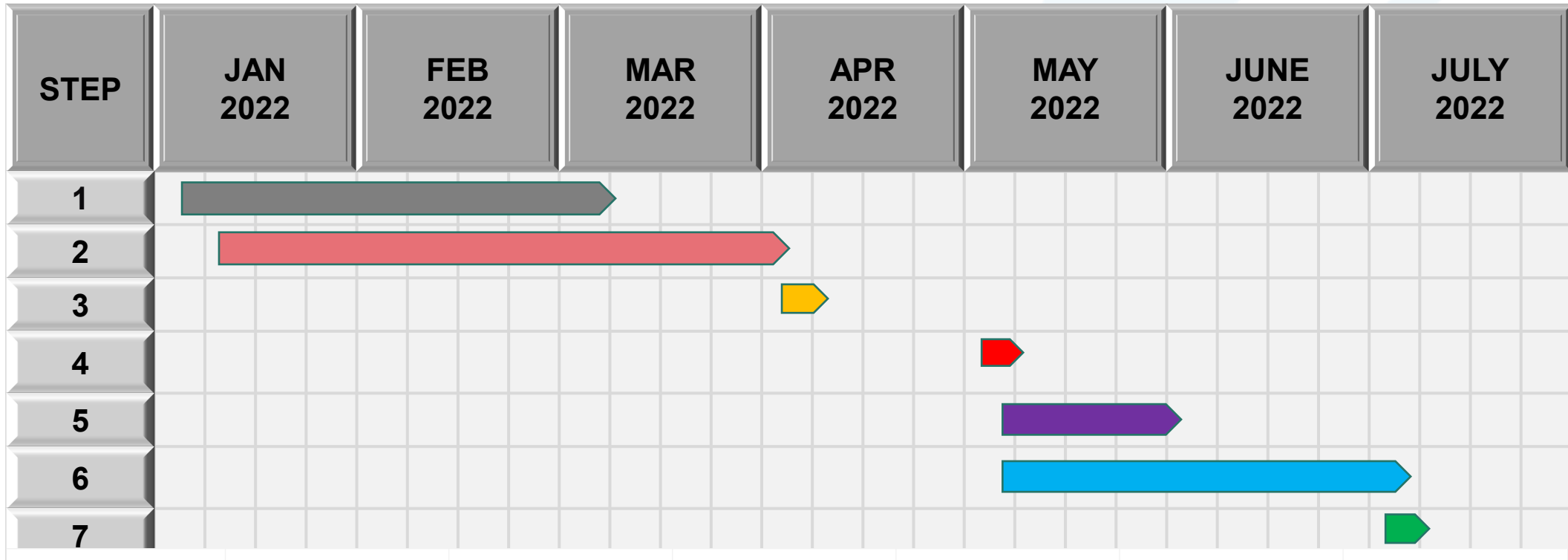
Activities/Actions		Responsible	Deliverable	Target Date
4A	Conduct review of local, regional, and statewide formal and informal policy bodies that inform structure for land use, residential building code, and housing and affordable housing policy.	SSHA ³ P Manager working w/ member staff work group	Matrix of applicable policy bodies, SSHA ³ P member government participation, and opportunity for representation and participation.	10/1/2022
4A	Determine if SSHA ³ P member government interests are adequately represented.	SSHA ³ P Manager working w/ member staff work group		
4A	Identify opportunities for SSHA ³ P member governments to gain representation on applicable formal and informal policy bodies.	SSHA ³ P Manager working w/ member staff work group	Presentation on matrix and Executive Board feedback on representation opportunities on local, regional, and statewide policy bodies.	12/2/2022
4B	Survey of member governments and their housing and housing related legislative priorities	SSHA ³ P Manager, member staff work group, and Executive Board	Presentation of draft State Legislative Priorities and options for SSHA ³ P’s legislative participation.	10/7/2022
4B	Meeting with SSHA ³ P Executive Board member and/or member government affairs designee to review legislative priorities and design role for SSHA ³ P to fill on housing advocacy.	SSHA ³ P Manager, member staff, and Executive Board	Presentation of State Legislative Priorities and plan for SSHA ³ P’s legislative participation.	11/4/2022

STRATEGIC PRIORITY 5 Complete the organizational aspects of the SSHA³P intergovernmental entity.

- 5A) Hire and support .5 FTE staff position
- 5B) Continuously review, consider, adopt, and implement policies and procedures for SSHA³P governance and operations
- 5C) Identify, orient, and deploy an Advisory Board to effect equitable community engagement

Activities/Actions		Responsible	Deliverable	Target Date
5A	Create full position description for 0.5 FTE	SSHA ³ P Manager	Staff hired	9/1/2022
5A	Recruitment, interview, and hiring for 0.5 FTE	SSHA ³ P Manager		
5B	Review best practices employed by other regional collaborations, specifically collaborations engaged in the housing and affordable housing space.	SSHA ³ P Manager working w/ member staff work group	Memorandum for Executive Board to review potential practice and process changes to Executive Board operations.	11/15/2022
5C	Create Advisory Board scope of work and board member role/responsibility description	SSHA ³ P Manager working w/ member staff work group	Advisory Board member application portal activated, and Advisory Board member recruitment started.	12/15/2022
5C	Create Advisory Board member recruitment plan	SSHA ³ P Manager working w/ member staff work group		
5C	Create Advisory Board member orientation plan	SSHA ³ P Manager		

2022 Work Plan Implementation Timeline



STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Staff Working Group and Executive Board Members Complete High-Level Survey	Staff Working Group and Executive Board Members Draft Strategies and Offer Prioritization	Executive Board Review and Direction on Strategies	Executive Board Review of and Feedback on Strategic Priorities and Strategies	SSHAP ³ Manager and Staff Work Group Build Out Deliverables and Target Dates	Socialize Strategic Priorities, Strategies, and Deliverables with Member Councils and Community Stakeholders	Executive Board Approval of 2022 Work Plan

ISSUES

- Staffing
- Opportunities
- In-progress items
- 2023 Work Plan

NEXT STEPS

- Executive Board Review and Feedback | June 3
- Implementation of Feedback for Final Draft
- Member Council Presentations
- Community Stakeholder Presentations
- Member Staff Work Group Review and Feedback on Final Draft
- Executive Board Sub-Group Review and Feedback on Final Draft
- 2022 Work Plan Presentation and Adoption by Executive Board | July 1, 2022



WORK PLAN DELIVERABLES

SSHA³P EXECUTIVE BOARD MEETING

JUNE 3, 2022