

SSHAP³

South Sound Housing Affordability Partners Advisory Board Meeting Minutes

May 22, 2023

6:00 – 8:05 p.m.

Advisory Board Members: Adria Buchanan – present
Alex Harrington - present
Amanda DeShazo - present
April Elliott - present
Ben Ferguson - present
Corey Orvold - present
Desniege Haywood - present
Faaluaina Pritchard - present
Isabella Rivera Kjaer - present
Jay Worley - present
Jeff Bell - present
Judson Willis - present
Kevin Bates - present
Nicholas Carr -present
Noemi Cagatin-Porter - present
Rian Booker - present
Riley Guerrero - present
William Towey - present
Zac Baker - present

Staff: Jason Gauthier, SSHA³P Manager
Mary Connolly, Program Specialist
Becki Foutz, Administrative Assistant

Guest: Dorsol Plants

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mary Connolly called the meeting to order at approximately 6:05 p.m. Mary called roll, per above; all Advisory Board members were present. Mary invited each Advisory Board member to introduce themselves, share pronouns, and tell a bit about why they're serving on this Board.	Welcome!
Introductions	Corey Orvold (She/Her) represents Tacoma Urban League. She's a realtor with a passion for affordable housing. She talks with many people daily who need assistance. William Towey (He/Him) represents the community. He's serving because Jason asked him, and he's deeply interested in the work. He wants to work towards providing a landscape of housing; he believes that being housed is a basic human right.	Informational

TOPIC/WHO	DISCUSSION	ACTION
<p>Introductions continued</p>	<p>Nicholas Carr (He/Him) represents Tacoma Housing Authority. He works with Jason on housing, and wants to affect policy and housing development to help Pierce County ensure that everyone's housed in the future.</p> <p>Alex Harrington works in Government Affairs at the Master Builders' Association of Pierce County, helping students get into building trades. Alex is excited to be on this Board to help people of all income levels attain housing.</p> <p>Kevin Bates is CEO of Helping Hand House, which provides housing options to those experiencing homelessness. Kevin's excited to serve on this board as he's an advocate for this population. He represents service providers and is excited to advocate for change to benefit the least among us.</p> <p>Rian Booker (He/Him) is principal of Golden Goose Homes, which helps people on their path from the side of the road all the way to home ownership. He thinks of housing as a continuum – people need a path from here to there.</p> <p>April Elliott (She/Her) represents BLRB Architects and also serves on the City of Milton's Planning Commission, where she learned about SSHA³P. Her history's in infrastructure and now works on building schools. It's so important to provide entry-level housing and financial planning, establishing core needs such as shelter and food and building on from there.</p> <p>Jay Worley has lived experience, being homeless and living in low-income housing. Jay brings the voice of experience and represents those on SSI, on disability, and in low-income brackets.</p> <p>Isabella Rivera Kjaer (She/Her) has a background in research around housing access and homelessness. She's a planner and has been working for an organization called Lunous, a nonprofit working to reduce homelessness and advocates for data-driven policies. She lives in Tacoma and feels the need to serve her community, contributing as well as learning.</p> <p>Adria Buchanan is Executive Director of the Fair Housing Center of WA. Their mission is to eliminate housing discrimination. They work with people of all income brackets, and with those with disabilities. Adria pointed out while developing and preserving housing we need to be mindful of accessibility.</p> <p>Lua Pritchard is Executive Director of the Asia Pacific Cultural Center. She represents the many cultures of Asia and the South Pacific. She's developed housing, and this is one of her passions.</p> <p>Noemi Cagatin-Porter is founder of CJK Community Homes, a nonprofit that offers affordable housing and wraparound services. She's also experienced homelessness herself.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Introductions continued</p>	<p>Judson Willis (He/Him) has lived in Pierce County since 2012. He’s done a variety of things, including being a musician in Nashville. He’s built energy efficient homes in Pierce County and has worked with the Building Industry Association of WA. Most recently Judson worked with the State Building Code Council. He wants to blaze a trail at a federal level, and also learn more.</p> <p>Riley Guerrero (She/Her) represents Pierce County Housing Authority. She’s excited to be here and wants to advocate for PCHA participants and ensure that policies have subsidies in mind. She also wants to encourage more development of affordable housing.</p> <p>Amanda DeShazo is Executive Director of the Tacoma Pierce County Affordable Housing Consortium, a membership-based agency consisting of nonprofit developers, public agencies, and individual advocates. They work to create policies to make it easier to build affordable housing.</p> <p>Zac Baker (He/Him) works for Southport Financial Services. He realizes that the housing supply in the greater South Sound is limited, and wants to increase affordable housing. He feels that the South Sound doesn’t get fair representation compared to King County. He wants to help increase housing stability in the South Sound.</p> <p>Ben Ferguson (He/Him) represents Ferguson Architecture, which works on housing of all kinds, from ADUs to high rise apartment buildings. He’s quite interested in trying to create housing policies that work for everyone. For him, the holy grail is to have the private market create housing for 60% AMI and above and government to create under 60%. This Board has a broad base of knowledge and experience and he’s hoping to learn from each member.</p> <p>Jeff Bell (He/Him) started in a very large housing financial institution, which focused on the full spectrum of housing, with an emphasis on affordable housing. They spearheaded a number of innovative programs. Recently he attended the Pierce County Housing Conference and ran into Jason. He realized that the same issues from 20 years ago are still on the table. He’s retired and volunteers as a guardian ad litem, working with families who struggle with a number of issues, including housing. He’s quite familiar with the array of housing obstacles and is here to contribute.</p> <p>Desniege Haywood (She/Her) was interested in joining this Board for a couple of reasons. She’s worked at Tacoma Rescue Mission for about 10 years, helping people into emergency shelter and other housing models. She has lived in low-income housing and is now a homeowner. She would like to support others in moving forward from whatever stage they’re at. She looks forward to learning from the other members.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
Review/ Modify Agenda	Any requests to modify the agenda? None.	The agenda was approved.
Public Comment	Mary invited the public to comment. None.	
Staff Presentation Mary	<p>This Advisory Board is a requirement of SSHA³P's intergovernmental agreement. Its purpose is to provide advice and recommendations to the SSHA³P Executive Board. The Board will provide an annual work plan outlining work areas. Possible areas of focus include recommendations on SSHA³P's work plan and budget.</p> <p>The Board currently has 19 members and may consist of 15-20 members (currently 19). Its composition is 1/3 people with lived experience, 1/3 developers, designers, and 1/3 advocates and advisors. Despite the different groups, everyone has the same role as Advisory Board members. Initial terms are one to three years in length, and subsequent terms are three years. There's no limit to terms. Members may represent organizations, and they have the right to resign at any time for any reason.</p> <p>The group will meet as often as it deems necessary, at least quarterly. A quorum is currently 10. Meetings of the Board will be conducted according to the Open Public Meetings Act (OPMA). Private meetings with a quorum are not allowed.</p> <p>Staff will provide technical assistance, organize meetings, and take meeting minutes.</p> <p>If members have a conflict of interest (if they or an immediate family member stands to benefit from an action the Board takes or has another interest that impairs their objectivity), they need to disclose it and recuse themselves from discussing, lobbying, or voting on the matter.</p> <p>Onboarding requirements include reviewing the SSHA³P Advisory Board Membership handbook, completing the new member checklist and returning it to Mary ASAP, and completing OPMA training by 7/8/23. Members are also asked to review SSHA³P background materials and parliamentary procedure resources.</p> <p>If adjustments or accommodations would facilitate your participation on the Board, please let Mary know.</p> <p>Today the goal is to establish a regular meeting schedule, review the draft By-laws and provide feedback and SSHA³P 2024 Work Plan and Budget and provide feedback.</p>	<p>Informa- tional</p> <p>Please complete the new member checklist and return it to Mary ASAP.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Staff Presentation continued</p>	<p>Next meeting the regular meeting schedule and By-laws will be adopted, Advisory Board elections will be held, the 2023-24 Work Plan will be discussed.</p> <p>At future meetings, the Board will: adopt the 2023-24 Work Plan; provide feedback on SSHA³P's 2024 state and federal legislative priorities; discuss the Board's use of equity framework; discuss, analyze, and provide recommendations on policies and programs included in the Work Plan; and will be provided with educational presentations.</p> <p>Questions? Kevin asked about the private meeting/OPMA policy. A quorum of this Board (currently 10) may not meet in private; this includes texts and emails. All decisions are made publicly.</p>	<p>If you have something to share with the group, please send it to Mary.</p>
<p>SSHA³P 2024 Work Plan & Budget Presentation Jason</p>	<p>The Work Plan is a requirement of SSHA³P's Intergovernmental Agreement. The plan directs and prioritizes workflow and sets expectations for the Executive Board, Advisory Board, and member governments. Its development is informed by the previous year's Work Plan and will align with the 2024 Comprehensive Plan's update. The plan will incorporate feedback of the Executive Board, Advisory Board, and member governments.</p> <p>The Work Plan's focus areas include: Affordable Housing Development, Housing Policy & Planning, Information & Engagement, and Administration & Governance. Its largest body of work is in Housing Policy & Planning, directly supporting member governments to create environments conducive to increasing affordable housing. SSHA³P works with public agencies to identify publicly-owned real estate for potential affordable housing development. This Board will develop policy to recommend to member governments</p> <p>SSHA³P's Intergovernmental Agreement outlined the budget for fiscal years 2021-2023. The FY 2024 budget will be the first budget developed outside the ILA.</p> <p>Changes in the 2024 Draft Budget include Mary's hours increasing from 20 to 36 hours a week. Travel assumes attendance of AWC Annual Conference and Housing WA Conference.</p> <p>The draft below shows 2024 member government fees, increasing by 8.25%.</p>	<p>Informational</p>

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<p>SSHA³P 2024 Work Plan & Budget Presentation continued</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Member Government</th> <th style="width: 20%;">FY 2024 Member Fees</th> </tr> </thead> <tbody> <tr><td>City of Auburn</td><td style="text-align: right;">\$5,601.94</td></tr> <tr><td>City of DuPont</td><td style="text-align: right;">\$5,601.94</td></tr> <tr><td>City of Edgewood</td><td style="text-align: right;">\$5,601.94</td></tr> <tr><td>City of Fife</td><td style="text-align: right;">\$5,601.94</td></tr> <tr><td>City of Fircrest</td><td style="text-align: right;">\$3,361.16</td></tr> <tr><td>City of Gig Harbor</td><td style="text-align: right;">\$5,601.94</td></tr> <tr><td>City of Lakewood</td><td style="text-align: right;">\$22,407.75</td></tr> <tr><td>City of Milton</td><td style="text-align: right;">\$3,361.16</td></tr> <tr><td>Pierce County</td><td style="text-align: right;">\$140,725.00</td></tr> <tr><td>Puyallup Tribe</td><td style="text-align: right;">\$3,361.16</td></tr> <tr><td>City of Puyallup</td><td style="text-align: right;">\$13,444.65</td></tr> <tr><td>City of Sumner</td><td style="text-align: right;">\$5,601.94</td></tr> <tr><td>Town of Steilacoom</td><td style="text-align: right;">\$3,361.16</td></tr> <tr><td>City of Tacoma</td><td style="text-align: right;">\$70,362.50</td></tr> <tr><td>City of University Place</td><td style="text-align: right;">\$13,444.65</td></tr> <tr><td>SSHA³P Operating Fund Balance</td><td style="text-align: right;">\$40,000.00</td></tr> <tr><td>Member Government Fees:</td><td style="text-align: right;">\$347,441</td></tr> <tr><td>Budget:</td><td style="text-align: right;">\$346,897</td></tr> </tbody> </table>	Member Government	FY 2024 Member Fees	City of Auburn	\$5,601.94	City of DuPont	\$5,601.94	City of Edgewood	\$5,601.94	City of Fife	\$5,601.94	City of Fircrest	\$3,361.16	City of Gig Harbor	\$5,601.94	City of Lakewood	\$22,407.75	City of Milton	\$3,361.16	Pierce County	\$140,725.00	Puyallup Tribe	\$3,361.16	City of Puyallup	\$13,444.65	City of Sumner	\$5,601.94	Town of Steilacoom	\$3,361.16	City of Tacoma	\$70,362.50	City of University Place	\$13,444.65	SSHA ³ P Operating Fund Balance	\$40,000.00	Member Government Fees:	\$347,441	Budget:	\$346,897	<p>Informa- tional</p>
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	<p>SSHA³P will work with philanthropic organizations seeking budget contributions. Timeline:</p> <p>June 2: The Draft budget will be presented to the Executive Board on.</p> <p>June 30: Deadline for parties of the ILA to issue written notice to withdraw from the ILA prior to the next fiscal year</p> <p>July 7: The budget will be presented to member governments</p> <p>July through November: Legislative body of each party approves its contribution to SSHA³P, either separately or through budget process</p> <p>December 1: Executive Board will adopt 2024 Budget (need 2/3 majority vote)</p> <p>Questions/Recommendations/Feedback? Adria asked what's included in the 10% admin fee? HR, Finance, etc. Admin will always be 10%.</p>																																							

TOPIC/WHO	DISCUSSION	ACTION
<p>SSHA³P 2024 Work Plan & Budget Presentation continued</p>	<p>Rian asked if this group has a relationship with the CoC. Jason explained that affordable and attainable housing (SSHA³P) and the homeless world do not collide. Jason and John Barbee, Community Services Manager who supervises the Housing and Homeless teams, communicate, but the Comprehensive Plan doesn't specifically align with SSHA³P. SSHA³P doesn't have a relationship with CoC, however, some SSHA³P member governments are members of the CoC.</p> <p>Nicholas asked about the feasibility analysis. Jason said that it's specifically funding for cities considering using their own property for affordable housing projects. Nicholas asked about the vision for the mapping tool. It will be updated annually and built out. The City of Kirkland has a very good example. If you go to the website, you can see what's been mapped out so far.</p> <p>Jeff said from reviewing materials, it seems that we're saying, for \$350,000, here's the work we'll do. To what extent can we create performance metrics that measure the impact on our ultimate goal of creating more affordable, attainable housing? It's important for the public to be able to look and see what's being accomplished. SSHA³P's mission is to create and preserve accessible and attainable housing. How do we create better policy that allows that housing to be created? Mary and Jason are working on creating a better playing field, to ensure that projects receive capital funding. We do need to do a better job of quantifying. If SSHA³P were able to say, "Because of the work we do, next year there will be XX additional units of affordable housing..." What can we do that forces us to get away from process and on the road to the end results we're trying to accomplish?</p> <p>Ben asked who Jason reports to. When the County Executive changes, will it disrupt the leadership that affects this body? Or are the partner agencies Jason's boss? Elections have consequences. Jason reports to Pierce County Human Services Director, Heather Moss. She would acknowledge that Jason has 16 bosses, including the member governments of SSHA³P. Pierce County has two seats on the Executive Board, the Pierce County Executive, and the County Council, filled by Executive Bruce Dammeier and Council Chair Ryan Mello. Housing's not restricted by the boundaries of our municipalities. Ben asked if we have a clear path to do what's in the best interest of our community, or will politics interfere? Yes, we do have a clear path. The Executive Board's excited about the great minds that make up this Advisory Board. Once the Board's recommendations are rolled out, it's up to member governments to move forward how they wish. Sometimes it's a slow road.</p> <p>Jay said that they've seen an uptick of people losing housing. Rates are up to \$2000 for a one-bedroom unit. We can build, but what's on the flip side of this, with buildings rapidly becoming empty because they're not affordable? We're running into a bottleneck housing crisis. People with six figure incomes are losing their homes. Can we convert abandoned buildings to affordable housing?</p>	<p>Jason will follow up with Jeff.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>SSHA³P 2024 Work Plan & Budget Presentation continued</p>	<p>Jason shared that the State's taking direct action to make creating affordable housing more feasible. (Link to HB 1042 at right) There are some common misconceptions that existing buildings are easier to convert to housing than building new.</p> <p>Rian asked that the Board's scope of housing be clarified, for instance, does it include safe parking? SSHA³P's concerned with permanent housing; shelters are not on SSHA³P's agenda. However, Jason's been supporting a group in Parkland that provides shared living environments for pregnant women and women who have just given birth, coming from homelessness, and we can help connect clients with our Community Services division's Homeless Team. What AMI levels are we really looking at? 30% and up.</p> <p>Judson noted that it's tough to define AMI in Pierce County. The cost of energy-efficient housing has gone from \$120/sq ft to \$250 sq ft. It's extremely hard to put numbers on these things. He's really looking forward to correcting policies.</p> <p>Pierce County Council's going to adopt 2024 Comprehensive Plan income targets soon; this will be educational. More to come!</p> <p>How can we best amend our code and programs to best serve various AMI level neighbors?</p>	<p>HB 1042</p> <p>Mary invited Ben and Jay to email Jason and Mary with additional questions.</p>
<p>Advisory Board Regular Meeting Schedule Mary</p>	<p>The goal is for members to establish a suggested regular meeting schedule, to be formally adopted at the next meeting.</p> <p>Eleven out of 19 members indicated a preference to meet during the evening. All are available on the Third Tuesday evenings. Options are meeting monthly for 1.5 hours or every other month for two hours. If the group meets monthly, the Work Plan would be adopted in August and if every other month, the Work Plan would be adopted in November. All members are open to meeting monthly if needed.</p> <p>Based on the above, staff recommends that the Advisory Board meet monthly, every third Tuesday evening. Meetings can be cancelled if there's insufficient material to cover. The meeting schedule may be changed in the future.</p> <p>Questions/Feedback/Comments? Corey said this time works well for her schedule. Amanda asked if there's a limit to meetings that can be missed? That will be in the By-laws. Although most members prefer evenings, it's up for discussion.</p>	<p>Discussion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Advisory Board By-Laws Mary</p>	<p>The By-laws were drafted based on the Resolution establishing this Board, as well as other pertinent documents, such as SKHHP Advisory Board By-Laws and By-Laws of other Pierce County Boards and Commissions.</p> <p>Officers shall consist of one Chair and one or more Vice Chairs.</p> <p>Officers may serve no more than two successive terms in the same office (terms are one year).</p> <p>Members may be removed with or without cause by a majority vote of the Executive Board, for three or more unexcused absences within a 12-month period, or for malfeasance, neglect of duty, inability to perform their official duties.</p> <p>Adria asked what the difference is between being removed and being recommended for removal. Mary explained that the Executive Board is the body with authority to remove Advisory Board members.</p> <p>Ben said that he serves on another Advisory Board, and they have a Chair and multiple Vice Chairs. They have one of each of their groups represented. It might be good for this group to have officers represent divisions (lived experience, developers, and advocates) Zac said that may be over-complicated; maybe we should just get the Board up and running. Mary noted that we have a lot of diversity within each of our categories.</p> <p>Corey asked how it would work if someone were removed – would there be an election? The Executive Board will appoint someone new to that position for the remainder of the term.</p> <p>Adria suggested considering that the three categories are not mutually exclusive.</p> <p>Ben noted that this isn't just about us, it's about perceptions of the public looking at us. Maybe it would benefit us to represent each of the categories in officers.</p> <p>April likes the proposed officer term limits.</p> <p>Adria said we should consider adding language preventing people moving from Chair to Vice Chair and back to Chair.</p> <p>Rian asked about the agenda (<i>notetaker couldn't hear him!</i>) Mary said that the Chair and Vice Chair(s) would work with Mary and Jason to set the agenda.</p>	<p>Mary will share a Word version of the By-laws so people can send suggested edits.</p> <p>If you have additional feedback please get it to Mary this week.</p>

TOPIC/WHO	DISCUSSION	ACTION
Adjournment	The meeting adjourned at 8:05 p.m.	Meeting ad-journed!

The next SSHA³P Advisory Board meeting will be Tuesday, June 20 at 6:00 p.m. via Zoom.

Becki Foutz
Administrative Assistant

Chat from 5/22/23 SSHA³P Advisory Board Meeting

From Mary Connolly (she/her) | SSHA3P to All Panelists 05:59 PM

Unfortunately it seems that there is a Teams link so I need to hop on that and come back :)

From Pierce County Webinar 1 to All Panelists 06:03 PM

I will be right back, just have to check to see if anyone is here in person

From Jason Gauthier | South South Housing Affordability Partners to All Panelists 06:23 PM

Lua's organization is currently working with the Low Income Housing Institute on this development in Tacoma's Lincoln District: <https://www.asiapacificculturalcenter.org/post/apcc-receives-award-for-78-unit-lincoln-district-senior-housing-project>

From Nicholas Carr to Everyone 06:49 PM

then nobody can inadvertently start a meeting

only work related emails, etc

From Jason Gauthier | South South Housing Affordability Partners to All Panelists 06:50 PM

Mary and I have the whole prosecutor's office to support us when we have OPMA questions.

From Adria Buchanan to Everyone 07:00 PM

What is included under Admin fee?

From Mary Connolly (she/her) | SSHA3P to Everyone 07:08 PM

<https://southsoundaffordablehousing.org/affordable-housing-projects-2/>

From Rian Booker to Everyone 07:09 PM

@mary -- Why SSHA3P and not SSAH?

From Mary Connolly (she/her) | SSHA3P to Everyone 07:14 PM

The "3" is supposed to be for "affordable, attainable, accessible"

<https://southsoundaffordablehousing.org/about/executive-board/>

From Mary Connolly (she/her) | SSHA3P to Everyone 07:19 PM

<https://app.leg.wa.gov/billsummary?Year=2023&BillNumber=1042>

From Rian Booker to Everyone 07:25 PM

AMI is Area Median Income. It's a HUD calculated figure. e.g. The 30% AMI for Pierce County is \$533/month.

From Ben Ferguson to All Panelists 07:26 PM

100% AMI in Pierce County is a single person making \$85k

From Nicholas Carr to Everyone 07:26 PM

Jay, I have a ton of thoughts on your concerns. We have more tools than just development, you are 100% correct. Looking forward to engaging more on the realities you brought up.

From Jay Worley to All Panelists 07:27 PM

Thank you Nicholas.

From Adria Buchanan to Everyone 07:29 PM

How often does the Executive Board meet?

From Jason Gauthier | South South Housing Affordability Partners to All Panelists 07:30 PM

Adria - monthly, first Friday of each month (830-10am)

From Adria Buchanan to Everyone 07:30 PM

Ok thanks

From Nicholas Carr to Everyone 07:40 PM

that's a good idea April

From Ben Ferguson to All Panelists 07:43 PM

consent agendas are a good idea

From Nicholas Carr to Everyone 07:45 PM

i'm generally all for meetings being during the day, but I realize I do housing professionally, so it's easier for me to work it into my daily schedule, so i'm happy to defer

From Rian Booker to Everyone 07:51 PM

25% absenteeism sounds fair.

From Jay Worley to All Panelists 07:54 PM

I agree with 25%

unexcused

From Rian Booker to Everyone 07:54 PM

I like the concept. What are the 3 categories you're suggesting?

From Ben Ferguson to All Panelists 07:56 PM

Community, Advisors, Residents... or whatever the categories we were appointed under

From Rian Booker to Everyone 07:57 PM

^ I follow. The three buckets the Board recruited for.

From Riley Guerrero to Everyone 07:57 PM

I think that's a great Idea Ben & April, and I personally prefer the idea of three vice chairs, one of each category, so that there's an assurance that all groups have an equal voice and the Chair can come from any group

From Jay Worley to All Panelists 07:59 PM

there is many intersections

From Ben Ferguson to All Panelists 08:05 PM

thanks everyone. I'm looking to serving with you all

From William Towey to Everyone 08:05 PM

Thanks all -- off to a great start!

From Noemi Cagatin-Porter to Everyone 08:05 PM

Thank you

From Isabella Rivera Kjaer to Everyone 08:06 PM

Thank you all!

From Corey Orvold (she/her) to Everyone 08:06 PM

Have a great week team! I am looking forward to working with each of you!

From Riley Guerrero to Everyone 08:06 PM

Thank you Mary!!!

From Zac Baker to Everyone 08:06 PM

Thank you all! Looking forward to this group!

From Nicholas Carr to Everyone 08:06 PM

thanks!