



**South Sound Housing Affordability Partners
Advisory Board**

Regular Meeting **AMENDED Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: +1253 215 8782 Meeting ID: 928 7560 8953

Webinar Link: <https://piercecountywa.zoom.us/j/92875608953>

May 22, 2023 6:00 P.M.

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

I.	CALL TO ORDER	6:00
	ROLL CALL	
	INTRODUCTORY QUESTION	
	Question: Please introduce with your name, pronouns, and the organization you are representing, if applicable. Why did you join the SSHA ³ P Advisory Board? What are you most looking forward to?	

II.	REVIEW AGENDA/AGENDA MODIFICATIONS	6:25
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III.	PUBLIC COMMENT	6:30
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IV.	ACTION ITEMS	
	A. Staff Presentation: Advisory Board Role, Onboarding, Work Items	6:35
	Purpose: Presentation by SSHA ³ P Program Specialist II Mary Connolly to provide background on the Advisory Board's role and next steps for onboarding and work items.	
	Action: Advisory Board questions for Mary Connolly.	
	ATTACHMENTS: Advisory Board Role, Onboarding, and Work Items Presentation	Document Link

	B. SSHA³P 2024 Work Plan and Budget Presentation <i>(Moved forward in agenda)</i>	6:55
	Purpose: Presentation by SSHA ³ P Manager Jason Gauthier on SSHA ³ P's 2024 Work Plan and Budget.	
	Action: Discuss and give feedback on SSHA ³ P's 2024 Work Plan and Budget.	
	ATTACHMENTS: 2024 Work Plan and Budget Presentation	Document Link
	2023 SSHA ³ P Work Plan	Document Link

C. Advisory Board Regular Meeting Schedule

7:20

Purpose: Determine a regular meeting schedule for the Advisory Board.

Action: Advisory Board discussion and direction for staff to finalize a resolution that sets a regular meeting schedule for the Advisory Board. This resolution will be brought for approval at the next Advisory Board meeting.

ATTACHMENTS: Advisory Board Regular Meeting Schedule Presentation
 2023 Monthly Advisory Board Calendar
 2023 Bimonthly Advisory Board Calendar

[Document Link](#)

[Document Link](#)

[Document Link](#)

D. Advisory Board Bylaws

7:40

Purpose: Discuss and give direction to finalize Advisory Board bylaws.

Action: Advisory Board discussion and direction for staff to finalize a resolution that establishes the Advisory Board's bylaws. This resolution will be brought for approval at the next Advisory Board meeting.

ATTACHMENTS: DRAFT SSHA³P Advisory Board Bylaws
 SSHA³P Advisory Board Bylaws Presentation

[Document Link](#)

[Document Link](#)

V. ADJOURN

8:00



ADVISORY BOARD ROLE, ONBOARDING, AND WORK ITEMS

SSHA³P ADVISORY BOARD REGULAR MEETING

MAY 22, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II

AGENDA

- Overview of Advisory Board role, purpose, membership, and meetings
- Onboarding reminders
- Overview of upcoming work items

THE SSHA³P ADVISORY BOARD

WHY AN ADVISORY BOARD?

- A requirement of SSHA³P's Intergovernmental Agreement
- Purpose is to provide advice and recommendations to the Executive Board
- Advisory Board established via Resolution No. 2023-02 in April 2023

ADVISORY BOARD PURPOSE

1. Provide advice and recommendations to the SSHA3P Executive Board on the work of SSHA3P by drawing on a variety of relevant experiences and expertise;
2. Provide connection and advancement of the broader interests of the local community(ies) and/or interests they represent;
3. Strengthen Executive Board, staff workgroup, and other interested parties' understanding of community needs and interests related to affordable/attainable housing in Pierce County.

ADVISORY BOARD ROLE

- Annual work plan outlining work areas
 - First work plan will cover 2023-2024
 - Future work plans will cover calendar years
- Possible areas of focus include:
 1. Recommendations on SSHA3P's work plan and budget;
 2. Evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and
 3. Suggested approaches to federal, state, and regional legislative advocacy.

MEMBERSHIP

- The Advisory Board may consist of 15-20 members (currently 19)
- Members reflect:
 - One-third people with experience living in affordable housing (“Consumer Seat”)
 - One-third developers, designers, planners, and managers of affordable/attainable housing (“Developer/Manager Seat”)
 - One-third advocates and advisors who work on land use and housing issues (“Advocate/Advisory Seat”)
- Despite different “seats,” everyone has the same role as a member of the Advisory Board

MEMBERSHIP

- Initial terms are 1-3 years in length. After these initial terms, all term lengths will be for 3 years.
- Opportunity to apply for reappointment
- Members may represent organizations
- Members have the right to resign at any time for any reason

MEETINGS

- The Advisory Board will meet as often as it deems necessary, but not less often than quarterly
- A quorum (simple majority) is required to take action
- Meetings of the Board shall be conducted according to the Washington State Open Public Meetings Act (OPMA)
 - Private meetings with a quorum are not allowed – this includes text and email communications

ROLE OF STAFF

- Technical assistance: meeting organization, meeting minutes
- Build capacity and shared knowledge base among Advisory Board members
- Facilitate communication between members of the Executive Board, SSHAP staff workgroup, and Advisory Board
- Communicate about upcoming projects and programs that are relevant to the Advisory Board

CONFLICT OF INTEREST

“A potential conflict of interest arises when an Advisory Board member or an Advisory Board member’s immediate family member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board.”

In the case of a conflict of interest or potential conflict of interest ...

- Disclose at the start of an Advisory Board meeting
- Recuse yourself from discussing, lobbying, or voting on the matter

ONBOARDING

ONBOARDING ITEMS

Task	Deadline
<ul style="list-style-type: none">• Review SSHA³P Advisory Board Membership Handbook• Complete SSHA³P Advisory Board New Member Checklist and return to Mary	ASAP
<ul style="list-style-type: none">• Complete Open Public Meetings Act (OPMA) Training• Public Records Act (PRA) Training is optional• Complete certificate and keep for your records	July 8, 2023
<ul style="list-style-type: none">• Review background materials related to SSHA³P	No deadline – for your review and reference
<ul style="list-style-type: none">• Resources on parliamentary procedure provided for your reference	No deadline – for your review and reference

ADJUSTMENTS/ACCOMMODATIONS

- Let Mary know if there are adjustments/accommodations that would facilitate your participation in the Advisory Board

2023 WORK ITEMS

TODAY

- Establish a regular meeting schedule
- Provide feedback on Advisory Board bylaws
- Provide feedback on SSHA³P's 2024 Work Plan and Budget

NEXT MEETING

- Adopt regular meeting schedule
- Adopt Advisory Board bylaws
- Advisory Board elections
- Begin discussion on Advisory Board's 2023-2024 Work Plan

FUTURE MEETINGS IN 2023

- Adopt Advisory Board 2023-2024 Work Plan
- Provide feedback on SSHA³P's 2024 state and federal legislative priorities
- Discuss Advisory Board use of equity framework
- Begin to discuss, analyze, and provide recommendations on policies and programs included in Advisory Board work plan
- Educational presentations



ADVISORY BOARD ROLE, ONBOARDING, AND WORK ITEMS

SSHA³P ADVISORY BOARD REGULAR MEETING

MAY 22, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II



2024 WORK PLAN AND BUDGET

SSHA³P ADVISORY BOARD

MAY 22, 2023

AGENDA

- Work Plan Purpose
- Work Plan Development
- Focus Areas
- The ILA Budget
- 2024 Draft Budget
- 2024 Draft Budget – Member Fees
- Budget Considerations
- Budget Next Steps

WORK PLAN PURPOSE

- An annual work plan is a requirement of SSHA³P Interlocal Agreement
- Directs and prioritizes workflow
- Set expectations for Executive Board, Advisory Board, member governments, and public

WORK PLAN DEVELOPMENT

- Informed by 2023 Work Plan
- Alignment with 2024 Comprehensive Plan periodic update
- Executive Board member feedback
- Advisory Board feedback
- Member government staff feedback

FOCUS AREAS

- Affordable Housing Development
- Housing Policy & Planning
- Information & Engagement
- Administration & Governance

AFFORDABLE HOUSING DEVELOPMENT

Affordable Housing Development

Facilitating Development

- Facilitate the identification of publicly owned real estate for potential affordable housing development
- Support predevelopment services for affordable housing project development and feasibility analysis
- Coordinate with private funders to maximize investments in affordable housing development

Collaborative Funding

- Seek philanthropic support for the Fund
- Support the Fund Committee in developing priorities for distribution
- Support the Fund Committee in developing recommendations for Fund distribution to the Executive Board
- Ensure timely reporting on progress of contracting and project development to the Executive Board and participating member governments

Housing Services

- Broaden awareness and usage of home repair and property tax exemption programs through:
 - Tax Exemption Seminars and Community Education Events
 - Designing and distributing locally applicable marketing materials
 - Identifying communities that are underserved by housing support programs and performing targeted outreach

HOUSING POLICY & PLANNING

Housing Policy & Planning

Housing Programs & Policies

- Respond to member requests for assessments, research, and recommendations on housing policies and programs
- Present policy and program recommendations as requested by member governments

Comprehensive Plan Housing Element Update

- Support member governments in updating the housing element of their Comprehensive Plans, which may include:
 - Gathering and visualizing housing-related data
 - Supporting the coordination of community engagement efforts
 - Developing outreach and presentation materials for community and stakeholder engagement
 - Facilitating collaboration amongst member government staff to exchange ideas and best practices to address housing element requirements
- Maintain matrix of Comprehensive Plan guidance, data support, and advisory documents

Grant Support

- Support member governments with the identification of and application for grants related to planning and affordable housing
- Support RFP development and marketing of grant-funded contracts related to affordable housing

State Legislative Agenda

- Develop state legislative agenda in collaboration with member governments
- Provide weekly update hot sheets on legislative activity affecting land use and housing
- Respond to member requests for information and data in support of legislative priorities affecting land use and housing
- Attend committee hearings to provide oral and written testimony
- Provide briefings, as requested, to member government Councils and staff on activity regarding land use and housing policy

Federal Legislative Agenda

- Develop federal advocacy priorities in collaboration with member governments
- Respond to member requests for information and data in support of federal priorities affecting land use and housing

INFORMATION & ENGAGEMENT

Information & Engagement

Information

- Update annual affordable housing production and housing services mapping for the SSHA³P website

Engagement

- Facilitate relationships between SSHA³P member governments and the developer community
 - Promote SSHA³P's Developer Portal and utilize feedback from developers and SSHA³P member governments for continuous improvement
 - Host an Affordable Housing Developer Forum for affordable housing developers to engage with SSHA³P member government staff and learn about development opportunities within the geographic purview of member governments
 - Highlight local success stories of policy changes that have attracted residential and mixed-use development

ADMINISTRATION & GOVERNANCE

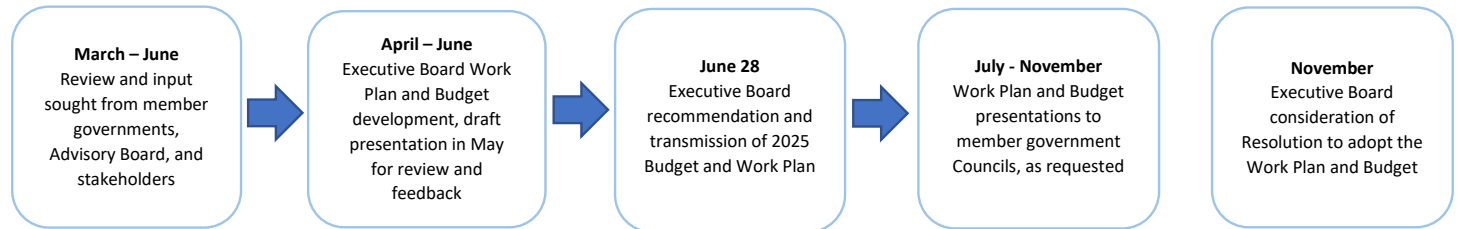
Administration & Governance

Advisory Board

- Facilitate recruitment and selection of new members and/or reappointment of members with expiring terms
- Support the Advisory Board in completing tasks from their current Work Plan and in creating a 2025 Work Plan
- Present Advisory Board recommendations to the Executive Board for their consideration

FY 2025 Work Plan and Budget Development

- Coordinate the development of the 2025 Work Plan and Budget



Quarterly Reporting

- Provide the Executive Board with quarterly work plan and budget progress reports in the following order:
 - FY22, Q4 – February 2024
 - FY23, Q1 – May 2024
 - FY23, Q2 – August 2024
 - FY23, Q3 – November 2024
 - FY23, Q4 – February 2025

Housing-Related Policy Boards

- Coordinate with local stakeholders to ensure adequate representation on statewide and regional housing-related policy boards and commissions

External Funding

- Seek external operating funding from private funders and other aligned organizations

THE ILA BUDGET

- Exhibit B of the ILA outlined a collaboration budget for Fiscal Years 2021 – 2023
- The ILA budget grouped members by population to determine budget share
- The FY24 Budget is first budget developed outside of the ILA

Member Government	FY 2021 Member Fees	FY 2022 Member Fees	FY 2023 Member Fees
City of Auburn	\$2,000	\$5,000	\$5,175
City of DuPont		\$5,000	\$5,175
City of Edgewood	\$2,000	\$5,000	\$5,175
City of Fife	\$2,000	\$5,000	\$5,175
City of Fircrest	\$2,000	\$3,000	\$3,105
City of Gig Harbor	\$2,000	\$5,000	\$5,175
City of Lakewood	\$7,000	\$20,000	\$20,700
City of Milton	\$2,000	\$3,000	\$3,105
Pierce County	\$41,000	\$125,000	\$130,000
Puyallup Tribe	\$1,000	\$3,000	\$3,105
City of Puyallup	\$5,000	\$12,000	\$12,420
City of Sumner	\$2,000	\$5,000	\$5,175
Town of Steilacoom	\$1,000	\$3,000	\$3,105
City of Tacoma	\$20,000	\$62,000	\$65,000
City of University Place	\$5,000	\$12,000	\$12,420

2024 DRAFT BUDGET

- Program Specialist II position increased to full time, 36/hour week
- Other Staff is related to our Communication support (graphic design, GIS mapping, website, etc.)
- Travel assumes attendance of AWC Annual Conference and Housing Washington Conference

South Sound Housing Affordability Partners 2024 Draft Budget

Sum of Position Total Row Labels	Column Labels 2024
SSHA3P Manager	180,548
SSHA3P Program Specialist II (PS2)	57,969
Grand Total	238,516
Increase PS2 to full time	69,100
Total Salaries and Benefits: Program Staff	307,616
Salaries and Benefits: Other Staff	4,000
Travel and Training	1,250
Phone	1,320
Communication (Printing, Translation, etc)	1,000
Supplies and Miscellaneous	175
Total Expenditures	315,361
10% Admin Fee	31,536
TOTAL	346,897

2024 DRAFT BUDGET

MEMBER FEES

- Utilizes majority of Operating Fund Balance (OFB) in FY24
- FY24 Member Fees would be an 8.25% increase over FY23

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

BUDGET CONSIDERATIONS

- Alignment with current and draft 2024 Work Plan
- Staffing options
- Usage of Operating Fund Balance
- Operating funding from outside sources (philanthropy and aligned organizations)

BUDGET NEXT STEPS

- | | |
|--|---|
| June 2 | Presentation of Draft 2024 Budget |
| June 30 | Deadline for Parties of the ILA to issue written notice to withdraw from the ILA prior to next fiscal year |
| July 7
or Special Meeting pre-July 1 | Presentation of FY 2024 Budget for recommendation to member governments for consideration
<i>SSHA³P's administering agency, Pierce County, would assume the recommended budget to be the final budget</i> |
| July – November | Legislative body of each Party approve its contribution to SSHA³P either separately or through its budget process
<i>SSHA³P staff available for 2024 Budget and Work Plan presentation(s) to member government Councils and/or committees</i> |
| December 1 | Executive Board final action to adopt FY 2024 Budget
<i>The Executive Board may adopt the annual Budget and Work Plan with a two-thirds majority vote</i> |



2024 WORK PLAN AND BUDGET

SSHA³P ADVISORY BOARD

MAY 22, 2023



South Sound Housing Affordability Partners

2023 Work Plan

Affordable Housing Development

Special Projects

- With approval of the Executive Board, make predevelopment investments to determine affordable housing development feasibility and capacity of member owned and/or identified real property.
- Coordinate with member governments, religious institutions, affordable and mixed income housing developers to provide a combination of predevelopment service and activity in support of residential development.
- Exploring funding opportunities and partnerships to provide targeted communications and community engagement to increase usage of senior and disabled household property tax deferral and exemption programs.
 - Support administrative and legislative changes to expand, provide ease of use, and add clarity to tax deferral and exemption programs.

Collaborative Funding

- Explore member interest in collaborative funding of affordable housing development using dedicated local revenue sources
 - In collaboration with member government staff, develop interlocal agreement option(s) for the purpose of collaborative funding



Housing Policy & Planning

Member Support for Housing Programs & Policies Consideration

- Create SSHA³P website page with housing toolkit recommendations and supporting content.
- Respond to member requests for research and recommendations on housing policies and programs
- Provide ongoing assessment of policies and programs
- Present housing toolkit recommendations to member staff, planning commissions, and committees, and Councils as requested.
- Report member government consideration and adoption via quarterly work plan update.

Comprehensive Plan Housing Element Update

- Assist members with community outreach, presentation development, and data support as requested.
- Explore capacity building opportunities for SSHA³P to support member long-range planning efforts.

Grant Support

- Regional Middle Housing grant support and administration through June 30, 2023.
- Assist members with the identification and application submission for planning and affordable housing related grants.

State Legislative Agenda

- Provide weekly update “hot sheets” on legislative policy and budget activity affecting land use and housing during 2023 session.
- Respond to member requests for information and data in support of legislative priorities affecting land use and housing.
- Attend legislative committee hearings and work sessions and provide oral and written testimony for items on the 2023 SSHA³P Legislative Agenda.
- Provide the Executive Board with a 2023 Legislative Session re-cap and provide briefings as requested to member government Councils and staff on budget and policy activity regarding land use and housing during the 2023 legislative session.
- Develop 2024 State Legislative Agenda in collaboration with the Executive Board, Advisory Board, member government staff, contract advocates, and stakeholders.

Federal Legislative Agenda

- Develop 2023-2024 Federal advocacy priorities in collaboration with the Executive Board, Advisory Board, member government staff, contract advocates, and stakeholders.
- Respond to member requests for information and data in support of Federal priorities affecting land use and housing.



Education & Outreach

Internal Education & Outreach

- Continue board learning as outlined in *Learning Goals Memorandum*

External Education & Outreach

- Update annual affordable housing production and housing services mapping.
 - This mapping includes affordable housing and 12-year MFTE project completions, major and minor home repair activity for low-income households, weatherization and energy assistance modifications, senior housing accessibility modifications, and senior and disabled household property tax exemption usage.
- Create a developer information portal, including;
 - Information and contact for affordable housing capital investment programs
 - Housing incentive mapping, including links to municipal codes and contacts, incentives include;
 - Multi-family property tax exemption
 - Density bonuses
 - Height bonuses
 - Fee waivers
 - Expediated permitting
 - Transfer Development Rights
 - “Success Stories” of updates to member municipal codes that have attracted residential and mixed-use development
- Create a housing indicators dashboard with data recommendations from member governments to support long range planning and community engagement efforts.
- Explore the development of a dynamic dashboard on housing development across member governments and its alignment with comprehensive plan targets for housing unit creation.

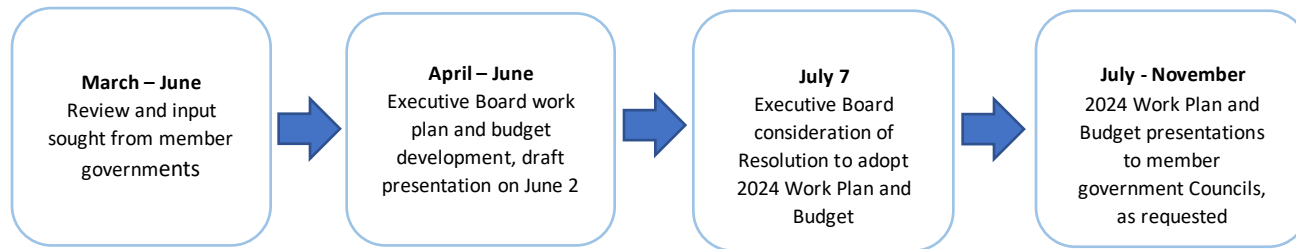
Administration & Governance

Advisory Board

- In collaboration with member governments complete recruitment of Advisory Board members
- Executive Board adopts Resolution to appoint 15-20 Advisory Board members in April
- Advisory Board begins meeting in April 2024

FY 2024 Budget and Work Plan Development

- We will work in coordination for the development of a 2024 budget and work plan to ensure alignment



Quarterly Reporting

- Provide the Executive Board will quarterly budget and work plan progress reports in the following order;
 - FY22, Q4 – February 2023
 - FY23, Q1 – May 2023
 - FY23, Q2 – August 2023
 - FY23, Q3 – November 2023
 - FY23, Q4 – February 2024

Housing Related Policy Boards

- Work to ensure adequate representation on statewide and regional housing related policy boards

Membership Growth

- Explore membership expansion with Pierce County cities and towns.



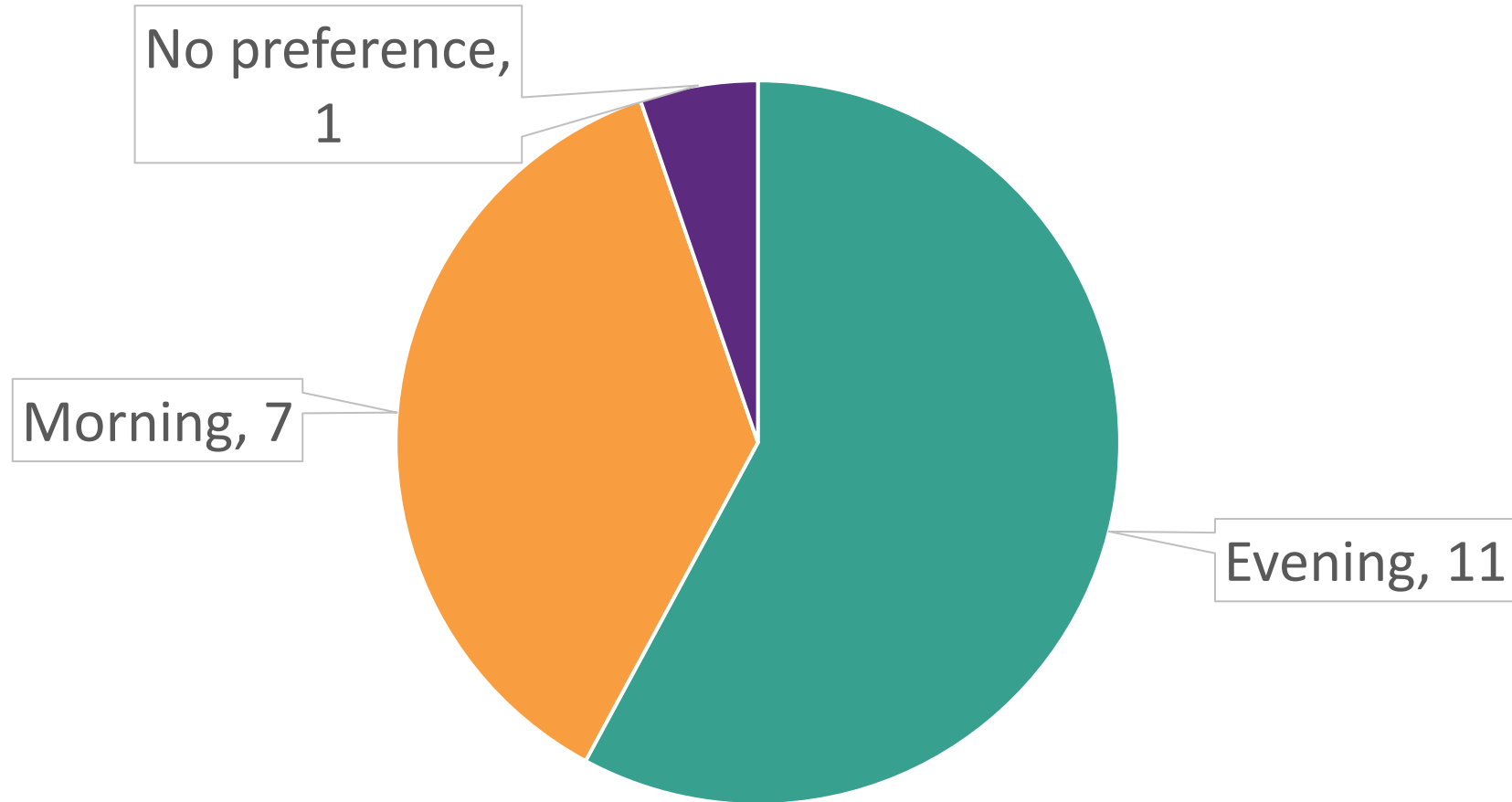
SSHA³P ADVISORY BOARD REGULAR MEETING SCHEDULE

SSHA³P ADVISORY BOARD REGULAR MEETING

MAY 22, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II

SCHEDULING PREFERENCES



SCHEDULING AVAILABILITY

Number of Advisory Board members that are not available to meet during the specified evenings during each month:

	Mon	Tues	Wed	Thurs
1 st week	2	1	4	1
2 nd week	1	1	5	2
3 rd week	2	0	2	2
4 th week	2	2	3	4

- All Advisory Board members are available on the 3rd Tuesday evening of the month.

MEETING FREQUENCY

	Monthly	Every other month
Meeting length	1.5 hours	2 hours
Number of meetings in 2023 <i>(including today's meeting)</i>	8	4
2023-2024 Advisory Board Work Plan expected to be adopted in...	August	November

All members are open to meeting monthly if needed.

STAFF RECOMMENDATION

- Establish a regular meeting schedule to meet monthly, every third Tuesday
- Meetings can be canceled if there is insufficient material to cover
- Regular meeting schedule can be changed if the Advisory Board finds that meeting every other month makes more sense based on their adopted Work Plan



SSHA³P ADVISORY BOARD REGULAR MEETING SCHEDULE

SSHA³P ADVISORY BOARD REGULAR MEETING

MAY 22, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II

SSHĀ³P

2023 Advisory Board
Regular Meeting Calendar
Monthly, 1.5 hour meetings

May

- Introductions
- Advisory Board Role, Onboarding, Work Items – Staff Presentation, Questions
- Advisory Board Regular Meeting Schedule – Discussion, Direction to Finalize
- Advisory Board Rules and Procedures – Discussion, Direction to Finalize
- SSHĀ³P 2024 Work Plan and Budget – Staff Presentation, Questions, Discussion, Feedback

June

- Advisory Board Rules and Procedures – Adopt
- Election of Chair and Vice Chair(s)
- Advisory Board Regular Meeting Schedule – Adopt
- SSHĀ³P 2024 Work Plan and Budget – Staff Presentation, Questions, Discussion, Feedback
- 2023-2024 Advisory Board Work Plan – Staff Presentation, Discussion, Direction

July

- Educational Presentation
- DRAFT 2023-2024 Advisory Board Work Plan – Staff Presentation, Discussion, Direction to Finalize

August

- 2023-2024 Advisory Board Work Plan – Adopt
- 2024 State Legislative Priorities – Staff Presentation, Questions, Discussion, and Feedback
- 2024 Federal Legislative Priorities – Staff Presentation, Questions, Discussion, and Feedback
- Advisory Board Use of Equity Framework – Staff Presentation, Discussion

Key

Educational Presentation

Staff Presentation for Discussion, Questions, Feedback, and/or Direction

Resolution or Formal Action

SSHĀP³

September

- Educational Presentation
- Work Plan Item #1 – Staff Presentation, Discussion

October

- Educational Presentation
- Work Plan Item #1 – Staff Presentation, Discussion

November

- Educational Presentation
- Work Plan Item #1 – Finalize Recommendations to Executive Board
- Work Plan Item #2 – Staff Presentation, Discussion

December

- Educational Presentation
- Work Plan Item #2 – Staff Presentation, Discussion

SSHĀ³P

2023 Advisory Board
Regular Meeting Calendar
Bimonthly, 2 hour meetings

May

- Introductions
- Advisory Board Role, Onboarding, Work Items – Staff Presentation, Questions
- Advisory Board Regular Meeting Schedule – Discussion, Direction to Finalize
- Advisory Board Rules and Procedures – Discussion, Direction to Finalize
- SSHĀ³P 2024 Work Plan and Budget – Staff Presentation, Questions, Discussion, Feedback

July

- Advisory Board Rules and Procedures – Adopt
- Election of Chair and Vice Chair(s)
- Advisory Board Regular Meeting Schedule – Adopt
- 2023-2024 Advisory Board Work Plan – Staff Presentation, Discussion, Direction
- 2024 State Legislative Priorities – Staff Presentation, Questions, Discussion, and Feedback
- 2024 Federal Legislative Priorities – Staff Presentation, Questions, Discussion, and Feedback

September

- Educational Presentation
- DRAFT 2023-2024 Advisory Board Work Plan – Staff Presentation, Discussion, Direction to Finalize
- Advisory Board Use of Equity Framework – Staff Presentation, Discussion

November

- Educational Presentation
- 2023-2024 Advisory Board Work Plan – Adopt
- Work Plan Item #1 – Staff Presentation, Discussion

Key

Educational Presentation

Staff Presentation for Discussion, Questions, Feedback, and/or Direction

Resolution or Formal Action

**BYLAWS OF THE
SOUTH SOUND HOUSING AFFORDABILITY PARTNERS
ADVISORY BOARD**

ADOPTED [Date]

DRAFT

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SSHA³P

I. AUTHORITY

The authority to adopt and amend bylaws for the operations of the South Sound Housing Affordability Partners (“SSHA³P”) Advisory Board is derived from Resolution No. 2023-02 by the SSHA³P Executive Board which states in Section 3(A), “Advisory Board members shall work with SSHA³P staff to adopt bylaws and a decision-making structure consistent with the SSHA³P Interlocal Agreement.”

In the event of conflict between these bylaws and the guidance provided in the SSHA³P Intergovernmental Agreement (“IGA”), the IGA will take precedence. In the event of conflict between these Rules and Procedures and Resolution No. 2023-02 by the SSHA³P Executive Board, Resolution No. 2023-02 will take precedence.

II. NAME

The name of this Board shall be the South Sound Housing Affordability Partners (SSHA³P) Advisory Board.

III. PURPOSE

Generally, the purpose the SSHA³P Advisory Board is to:

1. Provide advice and recommendations to the SSHA³P Executive Board on the work of SSHA³P by drawing on a variety of relevant experiences and expertise;
2. Provide connection and advancement of the broader interests of the local community(ies) and/or interests they represent;
3. Strengthen Executive Board, staff workgroup, and other interested parties’ understanding of community needs and interests related to affordable/attainable housing in Pierce County.

IV. ROLE

1. Under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board’s work areas. The work plan shall be adopted by the Executive Board. The work plan may be amended after review and adoption by the Executive Board.

SSHA³P

2. The Advisory Board's initial work plan shall include work areas for 2023 and 2024. Each subsequent work plan shall include work areas for one calendar year.
3. The Advisory Board shall work in collaboration with SSHA³P staff, the SSHA³P staff workgroup, and the SSHA³P Executive Board to develop and implement the SSHA³P Interlocal Agreement and SSHA³P's annual work plan priorities. With SSHA³P staff support, possible areas of focus include:
 1. Recommendations on SSHA³P's work plan and budget;
 2. Evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and
 3. Suggested approaches to federal, state, and regional legislative advocacy.

V. MEMBERS

1. Members shall be appointed by the SSHA³P Executive Board.
2. The Advisory Board shall consist of not more than twenty (20) and not less than fifteen (15) community members and/or key stakeholders.
3. Appointed members must have knowledge and understanding of affordable/attainable housing and be committed to the furtherance of improving access to affordable/attainable housing for all in Pierce County.
4. Membership should reflect a geographic diversity of Pierce County cities, towns, tribes and unincorporated areas.
5. Membership shall reflect:
 - a. One-third consumers of affordable/attainable housing (rental and ownership housing), who shall fill "Consumer Seats"
 - b. One-third developers, designers, planners, managers of affordable/attainable housing, who shall fill "Developer/Manager Seats"
 - c. One-third advocates and advisors who work on land use and housing issues, who shall fill "Advisor/Advocate Seats"
6. Advisory Board members may have experiences that align with more than one of the categories listed in section V.5. When appointed, Advisory Board members shall be assigned to a seat for one of the categories that they represent.

VI. TERMS

1. When the Advisory Board is created, the initial terms of members shall be staggered as follows:
 - a. One-third shall be appointed for a one-year term.
 - b. One-third shall be appointed for a two-year term.
 - c. One-third shall be appointed for a three-year term.
 - d. The membership categories of the Advisory Board, described in section V.5, shall be evenly distributed across the three initial terms.
2. Following the completion of initial appointments, appointments shall be for a three-year term unless otherwise indicated.
3. Advisory Board members retain the right to resign from their position at any time for any reason.
4. Vacancies occurring for any reason other than the expiration of a term of office shall be filled by appointment for the remainder of the unexpired term.
5. Any member desiring to resign from the Advisory Board shall submit such resignation in writing to the SSHĀ³P Manager and Advisory Board Chair.

VII. MEETINGS

1. The Advisory Board will meet as often as it deems necessary, but not less often than quarterly.
2. Regular meetings shall be held at the time(s) and place(s) established by the Advisory Board. The time and location of a meeting may be changed with at least 24 hours' notice.
3. If the scheduled meeting date is a legal holiday, the regular meeting shall be held on the next business day.
4. Special meetings of the Board may be called by the Chair. Special meetings of the Board may also be called by a majority of the Board. A minimum notice of 72 hours shall be provided for special meetings in accordance with State law.

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5. A meeting may be canceled by the Chair or by a majority of the Board with at least 24 hours' advance notice.
6. Per the terms of the IGA, meetings of the Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
7. The Board may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
8. The Advisory Board shall be staffed by SSHĀ³P staff who will provide technical assistance in the form of meeting organization and meeting minutes.
9. An agenda shall be prepared in advance of every regular and special meeting of the Board. Meeting agendas for a regular meeting shall be provided to members of the Board not less than five (5) working days in advance of the regular meeting. Meeting materials regarding items on an agenda shall be provided to members of the Board not less than two (2) working days in advance of the regular meeting. Meeting agendas and materials regarding items on an agenda for a special meeting shall be provided to members of the Board as promptly in advance of the meeting as can reasonably be accomplished.
10. Reasonable accommodations will be provided to any member of the Advisory Board upon request.

VIII. ELECTION OF OFFICERS

1. The officers of the Board shall consist of one Chair and one or more Vice Chairs elected from the appointed members of the Board and such other officers as the Advisory Board may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Board's first regular meeting of each calendar year, or as soon thereafter as possible. The term of office of each officer shall run until the subsequent election. Officers may serve no more than two successive terms in the same office.
3. If the Chair or a Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, one of the Vice Chairs will administer the election proceedings.

IX. CHAIR

1. The Chair shall preside over the meetings of the Advisory Board and may exercise all the powers usually incident of the office. The Chair is a member of the Advisory Board and has the full right to have their own vote recorded in all deliberations of the Advisory Board.
2. The Chair shall have power to create ad hoc committees of one or more members. Standing committees of the Advisory Board shall be created at the direction of the Advisory Board and appointed by the Chair. Standing or ad hoc committees may be charged with such duties, examinations, investigation, and inquiries relative to one or more subjects of interest to the Board. No standing or ad hoc committee shall represent a quorum of the group. No standing or ad hoc committee shall have the power to commit the Board to the endorsement of any plan or program without approval at the regular or special meeting of the Advisory Board.
3. One of the Vice Chairs shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and both Vice Chairs, the Chair shall delegate the responsibility to another member.

X. QUORUM

A quorum at any meeting of the Advisory Board will consist of the Board members who represent a simple majority of the Board's membership. Advisory Board members may participate in any meeting by phone and/or video conferencing for all purposes, including but not limited to voting and establishing a quorum.

XI. VOTING

1. No action may be taken except at a meeting where a quorum exists. Action by the Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. Official action by the Advisory Board may be conducted by motion, resolution, declaration, or other means as determined to be necessary by the Advisory Board. Proxy voting is not allowed.
2. The Chair, or on request from a Board member, may take a roll call vote.

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3. It is the responsibility of each member of the Board to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a motion because of a stated conflict of interest. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as abstaining on the motion.
4. If any member of the Board wishes to abstain or has disclosed a conflict of interest and must abstain from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall not participate in any deliberations, and considerations of the motion, and shall have no further participation in the matter.
5. If the intended abstention can be anticipated in advance, the member should notify the Board Chair as soon as practicable.
6. If a tie vote exists, after recording the Chair's vote, the motion fails.
7. At a minimum, in order to ensure an efficient, clear and organized record of Advisory Board decision making, the following types of actions shall be taken under Resolution:
 - a. Adoption and amendments to the Advisory Board's bylaws
 - b. Establishment of the frequency, day, and time of the Advisory Board's meeting schedule in order to ensure meetings are categorized as a general meeting
 - c. Official recommendations for the SSHĀ³P Executive Board

XII. RULES OF ORDER

Except as modified by these bylaws, all meetings of the Advisory Board shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order.

XIII. CONFLICT OF INTEREST

1. A potential conflict of interest arises when an Advisory Board member or an Advisory Board member's immediate family member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board. Potential conflicts of interest may include situations in which an Advisory

Board member or an Advisory Board member's immediate family member or business:

- a) Has an ownership or investment interest in any third party that SSHA³P is considering dealing with;
 - b) Serves on the board, participates in the management of, or is otherwise employed by or volunteers with any third party that SSHA³P deals with or is considering dealing with;
 - c) Receives or may receive compensation or other benefits in connection with a transaction into which SSHA³P enters;
 - d) Receives or may receive personal gifts or loans from third parties dealing with SSHA³P;
 - e) Has a close personal or business relationship with a participant in a transaction being considered by SSHA³P;
 - f) Would like to pursue a transaction being considered by SSHA³P for their personal benefit.
2. Whenever an Advisory Board member or any of their immediate family members have a financial interest in or any other personal interest in a matter coming before the Advisory Board, they must:
- a) Fully disclose the nature of the interest; and
 - b) Recuse themselves from discussing, lobbying, or voting on the matter.
3. Advisory Board members must disclose any actual or potential conflicts of interest regarding any business included in the meeting's agenda at the beginning of each Advisory Board meeting. Any matter in which Advisory Board members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any board meeting at which a matter involving an actual or potential conflict of interest was discussed or voted upon shall include: the name of the interested party, the nature of the interest, and the decision as to whether the interest presented a conflict of interest.

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XIV. REMOVAL FROM ADVISORY BOARD

1. A member may be removed from the Advisory Board by the Executive Board with or without cause on a majority vote of membership of the Executive Board.
2. A member of the Advisory Board may be recommended for removal to the SSHA³P Executive Board for malfeasance, neglect of duty, or inability to perform their official duties.
3. A member who has three (3) or more unexcused absences within a 12 month period may be recommended for removal to the SSHA³P Executive Board.

XV. AMENDMENT

These bylaws may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting.



SSHA³P ADVISORY BOARD BYLAWS

SSHA³P ADVISORY BOARD REGULAR MEETING

MAY 22, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II

WHAT ARE BYLAWS?

- A document that establishes the various rules and procedures for how a board conducts business

HOW WERE THE ADVISORY BOARD'S BYLAWS DRAFTED?

- The following sections are largely copied from Resolution No. 2023-02, which established the Advisory Board:
 - Purpose
 - Role
 - Members
 - Terms
 - Conflict of interest

HOW WERE THE ADVISORY BOARD'S BYLAWS DRAFTED?

- Other sections were based on:
 - SSHA³P Executive Board Rules and Procedures
 - South King County Housing and Homelessness Partners (SKHHP) Advisory Board Bylaws
 - Bylaws from other Pierce County Boards and Commissions

AREAS FOR FEEDBACK

EXECUTIVE TEAM STRUCTURE

- Draft bylaws state: “The officers of the Board shall consist of one Chair and one or more Vice Chairs elected from the appointed members of the Board....”
 - Offers flexibility in executive team structure
 - Staff recommendation: one Chair, two Vice Chairs

What structure do you prefer for the Advisory Board’s executive team?

OFFICER TERM LIMITS

- Draft bylaws state: “Officers may serve no more than two successive terms in the same office.”

Should there be a limit on the number of successive years someone can serve as chair or vice chair? If so, what should that limit be?

REMOVAL FROM ADVISORY BOARD

- Draft bylaws state:
 1. A member may be removed from the Advisory Board by the Executive Board with or without cause on a majority vote of membership of the Executive Board. (Resolution No. 2023-02)
 2. A member of the Advisory Board may be recommended for removal to the SSHA³P Executive Board for malfeasance, neglect of duty, or inability to perform their official duties.
 3. A member who has three (3) or more unexcused absences within a 12 month period may be recommended for removal to the SSHA³P Executive Board.

Regarding #3: What do you think is a reasonable policy for absenteeism?

ANY OTHER FEEDBACK ON THE BYLAWS?



SSHA³P ADVISORY BOARD BYLAWS

SSHA³P ADVISORY BOARD REGULAR MEETING

MAY 22, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II