



South Sound Housing Affordability Partners
Advisory Board Meeting Minutes

June 20, 2023
6:00 – 7:33 p.m.

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

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

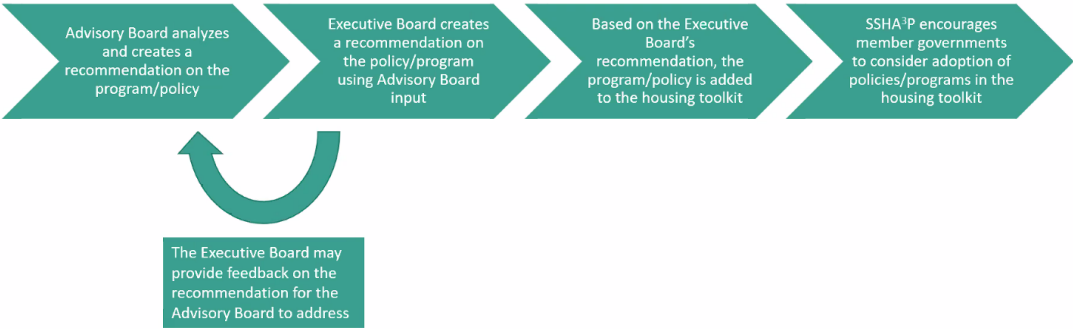
Guest: Dorsol Plants

MINUTES

| TOPIC/ WHO | DISCUSSION | ACTION |
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| Call to Order/ Roll Call | Mary Connolly called the meeting to order at approximately 6:03 p.m. Mary called roll, per above; a quorum was present. Mary asked the group not to discuss agenda items in the Chat; it’s confusing when two threads are in progress. | Wel-come! |
| Review/ Modify Consent Agenda | Any requests to modify the agenda? None. Mary explained Robert’s Rules motion/voting process and asked if there were any questions. None. Rian moved to approve the consent agenda. Alex seconded. Vote was taken; none opposed. | The meeting agenda was approved. |
| Public Comment | Mary invited the public to comment. None. | |

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| <p>Resolution 2023-01: Advisory Board Bylaws Mary</p> | <p>Mary shared the proposed bylaws, revised per Advisory Board members' input at the last meeting.</p> <p>Some highlights: The Advisory Board's Executive Team shall consist of one Chair and at least one but not more than two Vice Chairs. It will not be required for officers to represent different categories.</p> <p>Officers may serve no more than four successive terms in any office.</p> <p>Attendance is expected at all meetings. Members will be excused if they let staff know in advance that they can't make it. If a member misses 25% or more of meetings within a 12-month period without an excused absence or misses 50% or more of meetings within a 12-month period, they may be recommended for removal.</p> <p>Vacancies occurring for any reason other than the expiration of a term of office may be filled by appointment for the remainder of the expired term.</p> <p>Mary opened for clarifying questions. Kevin noted that Robert's Rules provides for discussion after a motion has been seconded.</p> <p>Rian moved to adopt the proposed bylaws per Resolution 2023-01. Corey seconded the motion. Mary asked if there was any discussion. None. Vote was taken; none opposed.</p> | <p>The Advisory Board bylaws were accepted, via Resolution 2023-01.</p> |
| <p>Election of 2023 Chair & Vice Chair Mary</p> | <p>Mary requested nominations for Advisory Board Chair. Nominees will have up to 90 seconds to provide a statement of interest.</p> <p>April asked if there had been any volunteers to serve as Chair. Yes.</p> <p>Jay nominated Rian Booker for Chair; April seconded. When they worked together on homelessness, Jay valued the work Rian's done in long-term housing, his contacts, development ideas, and valid points.</p> <p>Amanda nominated Adria Buchanan for Chair; Nicholas seconded. Amanda nominated Adria because as Executive Director of the Fair Housing Center of WA, she has a great understanding of the housing need, those trying to access housing, and the barriers they face. Also a woman and a person of color, Adria would do really great.</p> <p>Rian said that he's more of an operations person and doesn't need to have his name on the door. His expertise is taking ideas from all walks of life and finding the happy path. He'd be happy to serve as Chair or Vice Chair, as the committee prefers.</p> | <p>Discussion</p> |

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| <p>Election of 2023 Chair & Vice Chair continued</p> | <p>Adria thanked Amanda for the nomination. This would be her first time serving as Chair. As a certified mediator, she's used to working with people with different perspectives, finding commonalities and navigating conversations. It's important to build rapport; many members she's not yet had the opportunity to work with, so she'd be interested in having one-on-one meetings with some members if she becomes Chair.</p> <p>Mary asked Rian if he's interested in serving as Chair. Rian declined the nomination for Chair; he's more interested in Vice Chair.</p> <p>Mary asked for a vote of all those in favor of electing Adria Buchanan as Chair – vote was taken; none opposed.</p> <p>Alex nominated Judson Willis for Vice Chair. Nicholas seconded. Alex explained that Judson's work in the development community and with Veterans makes him a great candidate. Judson accepted his nomination.</p> <p>Kevin nominated Rian Booker and Judson Willis for Vice Chair. Mary asked for a vote of all in favor of electing Rian Booker and Judson Willis as Vice Chairs – vote was taken; none opposed.</p> | <p>Adria Buchanan is Advisory Board Chair!</p> <p>Rian Booker and Judson Willis are Advisory Board Vice Chairs!</p> |
| <p>Resolution 2023-02: Regular Meeting Schedule Mary</p> | <p>Resolution 2023-02 sets a regular meeting time for the Board's hybrid meetings: third Tuesdays at 6:00 p.m., unless there's a holiday, in which case the meeting will fall on the next business day. Any clarifying questions? None. Adria requested a motion. Rian moved to accept Resolution 2023-02; April seconded. Adria asked if there was any discussion – none. Vote was taken; none opposed, no abstentions.</p> | <p>Resolution 2023-02 was adopted, setting the regular meeting time as third Tuesday at 6:00 p.m.</p> |

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| <p>Advisory Board 2023-2024 Work Plan Mary</p> | <p>Mary provided an overview of the proposed 2023-24 SSHA³P Advisory Board Work Plan. It will be created annually for each calendar year; the first one will be for 2023-2024 and will include analysis of and recommendations on policies and programs for inclusion in SSHA³P's housing toolkit. The Housing Toolkit (link at right) is a set of policy and program recommendations for eligible member governments to consider for adoption. For example, policies added this year were SEPA Categorical Exemption and SEPA Urban Infill Exemption.</p> <p>Jason explained that nine policies were considered and the two above-mentioned were adopted. A diagram illustrating the process for adding a policy or program to the Housing Toolkit is below:</p> | <p>SSHA³P Housing Toolkit</p> |
| | <p style="text-align: center;">NEW PROCESS FOR ADDING A POLICY OR PROGRAM TO THE HOUSING TOOLKIT</p>  | |
| | <p>Mary opened for any questions thus far. Ben asked if the seven items on the list are the only ones open for consideration. No, the Board's not limited to those choices. Amanda asked if the seven items need to be approved by the Executive Board. They have not been prioritized at this time. If the Advisory Board wants to move forward with them, they may make recommendations to the Executive Board to do so.</p> <p>As the Toolkit's been created, is what's been approved been tracked on the website? Mary said that they will be Executive Board work plan indicators and will be reported to the Advisory Board. Amanda recommended that the items approved in the Toolkit be tracked on the website. Kevin agreed with Amanda; he feels we're best served by recording every step that's taken, and we should celebrate our wins.</p> <p>Rian asked if SSHA³P's partnership is partly to build continuity across the county. Yes, regional alignment while allowing for differences (not a one-size-fits-all approach) is the goal. Rian agreed with Amanda and Kevin that these Toolkit changes be tracked on the website. Adria asked for any more comments. None.</p> | <p>Tracking Toolkit approvals on the website was advised.</p> |

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| <p>Advisory Board 2023-2024 Work Plan continued</p> | <p><u>Discussion Question 1</u> <i>What process do you prefer for the creation of the Work Plan?</i></p> <p>Option 1 – a subcommittee of up to nine members will develop a recommendation on the work plan outside of regular Advisory Board meetings.</p> <p>Option 2 – no subcommittee – the full Board will develop the work plan during Board meetings. This would take about one month longer, anticipating presenting the work plan to the Executive Board in October</p> <p>Which option does the Board prefer? Adria asked if these were the only options or if there’s wiggle room for adjustment. There can be adjustments.</p> <p>Corey asked if both options allow for community input. Yes, they both allow for community input via the Public Comment section of the meetings.</p> <p>Rian asked why the subcommittee’s limited to less than half the group. If more than half the group meets, the work sessions would have to be open public meetings. Rian asked if there could be more than one subcommittee? Yes, if they don’t talk to each other.</p> <p>Rian asked to clarify – who is staff? Jason and Mary. Member government staff may be asked for feedback as well. Would the Advisory Board be able to change options provided by staff, or be locked in? They’re not locked in.</p> <p>Kevin asked Jason if he’s understanding correctly that this Board advises along the way and staff puts the Work Plan together. Knowing that SSHA³P’s a new venture for the County, it would be Kevin’s preference, and he feels that it would serve the Board well, for all to work together. Kevin asked Jason what his preference is, between the two options?</p> <p>Staff doesn’t have a recommended preference. Jason said that the Executive Board will be adopting their third annual work plan in July. In the past, they have used subcommittees and outside meetings to develop their work plan. Using a subcommittee still allowed a healthy amount of Executive Board members to dive deep into plan development.</p> <p>Kevin noted that Jason and Mary have some momentum developing work plans already and he doesn’t want to hold that up. He asked Jason and Mary to teach the Board along the way.</p> <p>Adria asked Board members to keep their comments succinct. Ben said that Option 2 seems more practical, since members have already factored the regular meetings into their schedules. The strength of a big group like this is brainstorming and then letting a smaller group delve into details.</p> | <p>Discus- sion</p> |

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| <p>Advisory Board 2023-2024 Work Plan continued</p> | <p>Adria asked about flexibility of the timeline; it seems aggressive. If the work plan will be done in the larger group during 1-1/2 hr meetings, she's not sure how much will get done each time. Mary said that the timeline's not set in stone; it can be adjusted.</p> <p>Amanda noted that 19 is a lot of people to develop a work plan.</p> <p>Rian proposed a hybrid option, in which staff comes up with an initial, draft plan and then have smaller subcommittees of three to five people work on the details.</p> <p>Jay asked how many Board members are interested in working on the plan? If we have nine people genuinely interested that would lead us to Option 1; if all are interested, then Option 2.</p> <p>Adria asked the group to either type in the Chat or raise their hand to indicate their interest in working on the plan. Eleven raised their hands; two agreed to drop to get to the subcommittee down to the previously suggested size of nine.</p> <p>Mary clarified that creating the work plan entails prioritizing policy areas.</p> <p>April said that since staff already has a work plan in mind, it should only take one meeting to flesh it out.</p> <p>Adria requested a vote between Option 1 and 2. Mary added that a subcommittee would probably not meet until after the next meeting, so the decision can be made at the next meeting.</p> <p>Corey suggested that what Mary just said should be Option 3: Option 1 – Nine-person subcommittee to work with staff Option 2 – staff primarily comes up with work plan Option 3 – wait until the next meeting to decide about this</p> <p>Any other options proposed?</p> <p>Kevin asked if the Board could please get a paragraph on each option.</p> <p>Rian said that as he understands it, Option 1 is drawing a work plan up from scratch, while Option 2 is getting a template from staff. Mary explained that even if there's a subcommittee, staff will provide a draft work plan.</p> <p>William likes Option 2, because it gives staff the opportunity to give the Board a draft that's baseline congruent. When we get to the review stage, everyone on the Board will have the opportunity to weigh in.</p> | <p>Discus- sion</p> |

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| <p>Advisory Board 2023-2024 Work Plan continued</p> | <p>Mary said that a vote's not needed. She proposed going with Option 2, and after conversation next month if it seems that a subcommittee's needed, it can be created then. Adria asked if anyone was opposed to that? No.</p> <p><u>Discussion Question 2</u> Recommendations should relate to SSHA³P's mission to create and preserve affordable, attainable, and accessible housing in Pierce County, must be able to be implemented by city, county, and/or tribal government, and should align with the Executive Board's priorities.</p> <p><i>What other criteria should be considered when selecting policies and programs for inclusion in the work plan?</i></p> <p>Alex suggesting including new legislation passed this year; jurisdictions will need to determine how to implement those.</p> <p>Amanda suggested calling out racial equity, and re: affordable housing, focusing on the breakdown of housing units by different AMIs as related to HB 1220.</p> <p>Jeff likes the criteria listed; he'd like to also consider the extent/degree of impact of those criteria, instead of using them all as a filter. Criteria can have dramatically different levels of impact upon those seeking housing. Some have profound impacts; they're not all equal. Adria asked if there's other criteria we can add to get to that level of impact? If we want to avoid unintended consequences, what is it that we need to be mindful of?</p> <p>Rian said that time to market is measurable. New construction might take years, while refurbishing can be relatively quick. Due to budget concerns, we need to get projects to practical costs.</p> <p>Riley said that speed of impact should be considered, as well as speed of development. We might want to consider front-loading policies that could have quicker results (speed of delivery) vs policies that could take four or five years to impact folks.</p> <p>Ben said we need to understand projects, for example will they be public or private, use a large developer or small developer. Some good ideas are simply not possible.</p> <p>Corey said we have so many investors – how can we provide incentives to owner occupants? Adria asked, in terms of criteria, would that be more preventative? Corey explained Idaho provides tax breaks for owners occupants.</p> | <p>Discus- sion</p> |

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| <p>Advisory Board 2023-2024 Work Plan continued</p> | <p>April likes the criteria; how do we prioritize it? What's measurable? What can be marketed out, and/or tracked? What's viable? What creates the biggest impact? Forever returns on investment should be prioritized. She likes the idea of prioritizing options that promote home ownership to create generational wealth.</p> <p>Nicholas noted that a lot of people mentioned that criteria should have a component that can be evaluated as to its impact.</p> <p>Adria encouraged those who hadn't shared yet to do so.</p> <p>Jay said that it's really important that, as much as we want to see reaction and impact, we need to look at the big picture. We're dealing with drastic changes in economy, housing, anticipating AI taking over jobs, etc. Immediate/measurable response is great, but we need to think about what's going to happen in five years, when many jobs are lost to automation.</p> <p>Amanda suggested we move forward to the next question, in which many questions may be covered.</p> <p>Adria asked if anyone else had comments or questions about criteria.</p> <p><u>Discussion Question 3</u> <i>What goals should be prioritized in policy and program recommendations?</i></p> <p>Goals may address a policy area or focus on a certain type of housing.</p> <p>Rian pointed out that goals are more important than criteria; the group can work backwards to measure success towards goals.</p> | <p>Discussion</p> <p>Mary will send the group examples and asked Board members to share goals they come up with between meetings.</p> |
| <p>Preview for Next Meeting Mary</p> | <p>Isabella suggested including what's happening at the state level in goal conversations, for example, the Growth Management Act, ADUs, etc. Mary thanked Isabella; Mary's in touch with Commerce and can ask them to come present to the group.</p> <p>Next meeting will include a continuation of the Work Plan discussion. Mary will check in with leadership to see what else will be on the agenda.</p> | |
| <p>SSHA³P Staff Update Mary</p> | <p>Mary reminded the group to please complete the OPMA training by July 8.</p> | |

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| Updates/ Comments of Advisory Board Members | Corey gave Kudos to Adria for jumping in and chairing the meeting – great job! | Thank you, Adria! |
| Adjournment | Nicholas moved and it was seconded to adjourn. Vote was taken; none opposed. The meeting adjourned at 7:33 p.m. | Thank you! |

The next SSHA³P Advisory Board meeting will be Tuesday, July 18 at 6:00 p.m. via Zoom.

Becki Foutz
Administrative Assistant