

**MEETING MINUTES  
OF THE  
KING COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
TELEPHONIC MEETING**

**Monday, September 21, 2020**

---

**I. CALL TO ORDER**

The telephonic meeting of the King County Housing Authority Board of Commissioners was held on Monday, September 21, 2020 at 700 Andover Park West, Tukwila, WA 98188. There being a quorum, the telephonic meeting was called to order by Chair Doug Barnes at 8:30 a.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair) (via Telephone), Commissioner Susan Palmer (Vice-Chair) (via Telephone), Commissioner Michael Brown (via Telephone), Commissioner John Welch (via Telephone) and Commissioner TerryLynn Stewart (via Telephone).

**III. Public Comment**

None.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – August 17, 2020

B. Board Meeting Minutes – September 14, 2020

On motion by Commissioner Susan Palmer, and seconded by Commissioner Michael Brown, the Board unanimously approved the August 17, 2020 Board of Commissioners' Meeting Minutes and the September 14, 2020 Board of Commissioners' Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Michael Brown, the Board unanimously approved the September 21, 2020 telephonic Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

On motion by Commissioner Susan Palmer, and seconded by Commissioner John Welch, the Board unanimously approved the September 21, 2020 telephonic Board of Commissioners' meeting consent agenda.

## **VII. BRIEFINGS AND REPORTS**

### **A. VRT Briefing**

Jill Stanton, Deputy Executive Director for Administration presented the work that is being done.

- Protocols for cases of employees testing positive for Covid-19
- Disinfecting of KCHA properties
- Maximizing of telework
- Mandatory face coverings
- Sanitizing stations
- Social distancing signage
- Interactive Covid-19 safety training
- Virtual meetings
- Wellness check-in tool
- Wellness Officer recruitment
- Wellness kits
- Kudos to all KCHA employees
- 4 month supply stores of PPE and disinfectant procured by Virus Supply Team
- Kudos to new Risk Manager, Ginger Peck
- Childcare support for employees
- October 13, 2020 All-Staff Meeting with Virus Response Team Update

Questions of commissioners' were answered.

### **B. Mid-Year Capital Budget Snapshot**

Dan Watson, Deputy Executive Director provided a detailed summary of construction-related capital expenditures by mid-year.

We are making decent progress in most categories. We are at 28% due to the pandemic. We've seen a 50% reduction, and are unable to work in occupied units. We have incorporated safety plans into all construction.

One of the big projects we're working on is the Houghton renovation in Kirtland. It's a small apartment complex that we acquired from the city of Kirkland.

Another major project that we're doing is the Youngs Lake waistline and interior renovation project that needs to have some significant upgrading.

Questions of commissioners' were answered.

C. 2020 Moving to Work Annual Report

Katie Escudero, MTW and Health Policy Manager explained the report in detail.

HUD Extension of Timeline in Response to COVID

We received an extension from HUD for our 2019 Moving to Work report. Housing authorities had been focused on COVID response, and HUD decided to offer extensions to the submission deadline. We did submit this report last month to HUD. The MTW Plan will be submitted to HUD on a delay as well, at the end of December, and the Board will see the document at the December Board meeting.

Moving to Work Program - Refresher

This program allows us the flexibility to design community-specific approaches to serve those residents with the lowest income within our region. We have the regulatory and budgetary flexibility to waive regulations that would otherwise get in the way of our ability to be responsive to local community needs. It challenges us to do things differently and to test innovative approaches to the administration of federal housing assistance.

Highlights/Milestones from 2019

- Allocation of Special Purpose Vouchers
- Response to Homelessness Crisis
- New Subsidy Program
- Increasing Geographic Choice
- Creating Moves to Opportunity
- High Opportunity Neighborhoods
- Capital Work
- Summary/Recap

Questions of commissioners' were answered.

## VIII. STUDY SESSION

A. Resident Characteristics Survey

Anita Rocha, Data Manager, Tyler Shannon, Research and Data Analyst, and David Forte, Program Manager for Measurement, Learning & Evaluation provided an overview of the survey's methodologies and findings.

We're serving more households overall, elder and individuals with a disability group 14.5%. Since 2016. Entering from homelessness 48% of those of our new entries are coming in from homelessness in 2019. 48% of the children we serve are coming from single parent households.

Household size remains more or less constant across the years. Most are one person households. Among families, the most are three person households. The median, like the tenure is at seven years in 2019. And we're also seeing an increase in length of tenure for elders suggesting aging in place. And finally exits, although they only

represent 6% of our households on any given year, we noticed that 20% were positive and 55% were combined negative or neutral in 2019.

Questions of commissioners' were answered.

Helen Howell, Senior Director for Policy, Research and Social Impact Initiatives, introduced Annie Panucci, Director of Research and Evaluation.

## **IX. EXECUTIVE DIRECTOR REPORT**

Director Norman acknowledged all of the teams that presented today, starting with the VRT, which is doing a fantastic job day to day in dealing with pandemic challenges.

He wanted to particularly acknowledge the level of stress on staff as this pandemic grinds on. We are now in the seventh month. We have school taking place virtually, we have people incurring costs by working at home. It is really an accumulating strain on everybody. We are working on some additional steps to support staff, and may be bringing some of those to the Board for consideration. Again, my thanks to the VRT.

He wanted to acknowledge all the work that went into the Capital Report that you heard today. We are doing as well as we can in balancing forward progress with safety considerations, particularly regarding interior work. The admonition from the Board that we need to be alert to any physical conditions that present a health danger to residents or a threat to the integrity of buildings is an important one. These must be dealt with, even under COVID-19 health and safety constraints. We are constantly surveilling this question.

Moving to Work: Katie, thank you for putting all of this together. It represents an enormous amount of work by Public Housing, Homeless Housing, Housing Choice Vouchers - really, the entire agency.

Resident Characteristics: Kudos. This report keeps getting better year by year. One of the important things about research is its ability to show us where we should be considering changes in how we do business, to help us focus on equity and operational issues and on outcomes.

One discussion that came out of this research was the question of balance between empowering our participants to move to opportunity neighborhoods and taking additional steps to bring opportunity into those neighborhoods where, at the end of the day, the majority of extremely low-income households and extremely low-income children will continue to live.

Our main place-based focus continues to be on White Center, where we actually have enough resources on the ground to affect how that community evolves. The prevailing regional dynamic is continued gentrification and loss of affordability. We've invested in preserving affordability on the East Side, but we can't slow market trends. The region continues to segregate by income. The challenge then becomes, in those areas in south County where we do

not have the kind of footprint that we have in White Center, how do we engage in improving the quality of those neighborhoods?

On the national front: we are about 10 days out from the end of the federal fiscal year. There appears to be a bi-partisan concensus in Congress for a continuing resolution that “kicks the can” down the road until December. This will sustain current funding levels and prevent a shutdown shut down of the federal government for now.

The larger issue is the passage of another COVID-19 bill by Congress. At this point, given the tragic passing of Justice Ruth Bader Ginsburg over the weekend, there is very little bandwidth for serious negotiating, and it is probable that there will be no movement on an additional stimulus bill until after the election.

We continue to get money from the prior stimulus bill, the CARES Act. He was pleased to report that between additional supplemental administrative fees to cover HCV port-ins, and a recalculation of how HUD is funding our Special Purpose Vouchers, we have about \$1.2 million in additional HUD revenues coming in this month. We have also been notified that we are eligible for up to 100 additional Special Purpose Vouchers for households with disabilities. This will help us to continue expanding our rental assistance program, serving more households, particularly homeless households and those households most at risk in the community.

The two actions passed last month by the Board regarding the Oaks - the nursing home in Shoreline proposed for emergency shelter use by the County – have enabled this project to move forward. The County and the designated local provider are working to allay community concerns, and to assess the repairs necessary for bringing the building on-line as a shelter. The due diligence by LifeWire, our partner on the East Side, regarding the acquisition of the Firs, is also moving forward.

Finally, he wanted to note that we have reached a one-year extension agreement with our collective bargaining partners who represent KCHA’s unionized maintenance workforce. My compliments to Jill Stanton, Bill Cook, Tonya Harlan and the rest of the collective bargaining team. The extension provides for the continuation of the contract with minor adjustments and an agreement by the Housing Authority to fund a COLA for represented employees at 100% of the CPI for the year.

## **X. KCHA IN THE NEWS**

None.

## **XI. COMMISSIONER COMMENTS**


None.

## **XII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 10:25 a.m.

**THE HOUSING AUTHORITY OF THE  
COUNTY OF KING, WASHINGTON**

  
**DOUGLAS J. BARNES**, Chair  
Board of Commissioners

  
**STEPHEN J. NORMAN**  
Secretary