

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

Monday, December 20, 2021

I. CALL TO ORDER

The meeting of the King County Housing Authority Board of Commissioners was held virtually on Monday, December 20, 2021. There being a quorum, the virtual meeting was called to order by Chair Barnes at 8:31 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair), Commissioner Susan Palmer (Vice-Chair) (via Zoom), Commissioner John Welch (via Zoom), Commissioner TerryLynn Stewart (via Zoom) and Commissioner Regina Elmi (via Zoom).

III. PUBLIC COMMENT

No Public Comment.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – November 15, 2021

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Susan Palmer, the Board unanimously approved the November 15, 2021 Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved the December 20, 2021 virtual Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for October 2021

B. **Resolution No. 5708** – Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy (ACOP) and the Administrative Plans (AD Plans) for the Tenant-Based and Project-Based Housing Choice Voucher Programs as a Result of the COVID-19 Pandemic.

- C. **Resolution No. 5711** - A Resolution of the Board of Commissioners of the Housing Authority of the County of King relating to human resources; adding a new section to the Human Resources Policies and Procedures manual; confirming application of state law to Authority officers and employees; authorizing and directing appropriate officers of the Authority to execute such documents as are useful or necessary to the purposes of this resolution; and, determining related matters.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner John Welch, the Board unanimously approved the December 20, 2021 virtual Board of Commissioners' meeting consent agenda.

VII. RESOLUTION FOR DISCUSSION AND POSSIBLE ACTION

- A. **Resolution No. 5707** – Authorizing Approval of the Comprehensive Operating and Capital Budgets for the Calendar Year Beginning January 1, 2022.

Craig Violante, Interim Deputy Executive Director/Chief Administrative Office, presented the 2022 Operating and Capital Budgets to the Board.

Questions of Commissioners were answered.

On motion by Commissioner Susan Palmer, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved Resolution 5707.

- A. **Resolution No. 5709** – Authorizing Higher Payment Standards for the Housing Choice Voucher Program.

Tyler Shannon, Research and Data Analyst, presented the results of the most recent Payment Standards analysis. The analysis showed a need for an upward adjustment across all tiers.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution No. 5709.

- B. **Resolution No. 5710** – A Resolution of the Housing Authority of the County of King Appointing Daniel Watson to the Position of Interim Executive Director and Secretary and Authorizing Execution of an Employment Contract.

Chair Barnes, KCHA Board Commissioner presented the Resolution to the Board.

On motion by Commissioner Susan Palmer, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved Resolution No. 5710.

- C. Resolution No. 5712** – A Resolution of the Housing Authority of the County of King, Recognizing and Thanking Stephen Norman for 25 Years of Outstanding Service to the Residents and Communities of King County and to The King County Housing Authority.

Co-Chair Palmer, KCHA Board Commissioner presented the Resolution for Stephen Norman and read it in its entirety.

Commissioners made comments of appreciation to Stephen Norman.

On motion by Commissioner Susan Palmer, and seconded by Commissioner John Welch, the Board unanimously approved Resolution No. 5712.

VIII. BRIEFINGS AND REPORTS

A. New Bank Accounts

Craig Violante, Interim Deputy Executive Director/Chief Administrative Officer, reported that one new bank account had been opened for Newport Apartments in Des Moines.

Questions of Commissioners were answered.

B. Third Quarter CY 2021 Dashboard

Andrew Calkins, Director of Policy & Intergovernmental Affairs gave a brief overview of the dashboard results, and reported that 160 units had been added, bringing the total to 12,339.

IX. EXECUTIVE SESSION

- A. (To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110 (1) (i)).)

9:40 a.m. – Board meeting was suspended for the Executive Session

10:25 a.m. – Board meeting was re-convened.

X. EXECUTIVE DIRECTOR REPORT

Executive Director Norman echoed the compliments of the Commissioners regarding the quality of today's presentations and mentioned that this is easily his 250th Board meeting.

Mr. Norman stated that the quality of the leadership and staff he leaves behind is evident by the presentations today. They reflect the work of every department in the organization and the funding for over 100 initiatives that are in the work plan for next year. The initiatives are a combination of maintenance of effort, new undertakings, and adaptations to the new working environment.

The payment standards presentation gives a sense of how far KCHA has come in its ability to perform meaningful analytics which help forecast the impact of outside conditions on residents, thus proactively informing the decision-making process.

The Des Moines Newport apartment acquisition has closed. The track record of the Asset Management team that puts these deals together is extraordinary. Thanks to Tim, Beth and the entire crew.

The Amazon partnership that brought \$161.5 million of low-rate financing to the table has been executed.

KCHA received another grant for solar installation, this one for \$120,000 at Nia. In addition, the Authority was awarded \$500,000 for the Family Self Sufficiency Program, a bump of \$130,000 from last year. Kudos to Resource Conservation and Resident Services staff.

Phase II of the land sales to Connor Homes in Greenbridge closed, 10 weeks ahead of schedule. There is a \$5.8 million payment associated with this land sale, on which 29 single-family homes will be built for private home ownership.

Regarding Emergency Housing Vouchers (EHV) – more than 600 vouchers have been issued. Of the 618 Housing Authorities that received an allocation of vouchers, KCHA is currently ranked 7th in both issuance and utilization.

Mr. Norman wanted to share his thoughts around the issues and challenges that, 25 years from now, the community will be glad were addressed.

Education and Children: KCHA serves over 20,000 children, 14,000 of those are extremely low income. They are the region's seed corn. Work done to improve their prospects in life will be the most important underlying thing that KCHA can do as an agency. There are around 10,000 school children that are homeless or unstably-housed, and children who are constantly moving will not succeed in school.

Homelessness: There is a significant portion of the population that is homeless. For a community to reduce homelessness, there must be a ramp up in public health and behavioral health services. Housing alone it not enough.

Affordability: Property ownership is a key component in regional affordability and the opportunity for people to live anywhere in the county. This goal is critical as it helps with educational outcomes, the regional economy, and environmental sustainability. Acquiring

properties in high opportunity neighborhoods and those near mass transit corridors is essential to keeping these areas decoupled from market pressures. KCHA is leading the country in these efforts and it is critical these effort be maintained.

Climate change: The Authority has a small part to play, but efforts must be increased. A Sustainability Action Plan will be brought to the Board in January and includes an ambitious goal reducing the agency's carbon dioxide footprint. KCHA was recently mentioned by name in Glasgow Climate Summit.

Mr. Norman publicly acknowledged and thanked the Board. Their support for the Authority and their strategic guidance has had a huge impact on KCHA's success. All Board members are subject matter experts in areas such as development, labor relations, lived experiences and education. Each member has provided advice both individually and collectively. Mr. Norman stated that the time they have dedicated to KCHA and the stability they have provided to him and the Executive Team is truly appreciated. This is volunteer citizen work at its highest level, and Mr. Norman stated that he can't adequately express his appreciation.

To the Board, the Leadership, the Staff, thank you for all you are doing every day, it is truly making a difference in the community.

XI. KCHA in the News

None.

XII. COMMISSIONER COMMENTS

None.

XII. ADJOURNMENT

Chair Barnes adjourned the meeting at 10:54 a.m.

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


DOUGLAS J. BARNES, Chair
Board of Commissioners

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DANIEL WATSON
Secretary