



**MEETING OF THE
BOARD OF COMMISSIONERS**

HYBRID MEETING

Monday, March 27, 2023

Webinar Meeting:

<https://kcha-org.zoom.us/j/82568316435>

Meeting ID: 825 6831 6435

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1 253 215 8782 US (Tacoma)

**King County Housing Authority
700 Andover Park West
Tukwila, WA 98188**



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

March 27, 2023 - 3:00 p.m.

King County Housing Authority - 600 Andover Park West, Tukwila, WA 98188

I. Call to Order

II. Roll Call

III. Public Comment

IV. Approval of Minutes

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A. Board Meeting Minutes – February 21, 2023

V. Approval of Agenda

VI. Consent Agenda

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A. Voucher Certification Reports for January 2023

VII. Briefings & Reports

A. Fourth Quarter Financial Report

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B. Office of EDIB Updates

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C. Human Resources Updates	5
• Inclusion Now	
• Affirmative Action	
D. KCHA Physical Infrastructure Improvements	6
VIII. Executive Director Report	
IX. KCHA in the News	7
X. Commissioner Comments	
XII. Adjournment	

Members of the public who wish to give public comment: We are now accepting public comment during the meeting or written comments. Please send your requests for public comment to the Board Coordinator via email to kamir@kcha.org prior to the meeting date. If you have questions, please call 206-574-1206.

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**MEETING MINUTES
OF THE
KING COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
HYBRID SPECIAL MEETING**

Tuesday, February 21, 2023

I. CALL TO ORDER

The special monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Tuesday, February 21, 2023. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 3:00 p.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) (via Zoom), Commissioner Regina Elmi (via zoom) and Commissioner TerryLynn Stewart (via Zoom).

Excused: Commissioner John Welch

III. PUBLIC COMMENT

Resident Cindy Ference gave public comment.

Resident Tashena Sullivan gave public comment.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – January 17, 2023

On motion by Commissioner Regina Elmi, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the January 17, 2023 Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Regina Elmi, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the February 21, 2023 hybrid Special Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for December 2022

On motion by Commissioner Regina Elmi, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the February 21, 2023 hybrid Special Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION

A. **Resolution 5746** – Selection of Independent Third-Party Certified Public Accounting Firm.

Windy Epps, Director of Finance explained the process of selection. We have obtained three bids from accounting firms to conduct our 2022 Federal Single and financial state audit. The State Auditor's office will continue to conduct our accountability audit. They will have to review and accept the other audit as well.

On motion by Commissioner Regina Elmi, and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved Resolution 5746.

VIII. BRIEFINGS & REPORTS

A. Fourth Quarter 2022 Write-Off Report

Bill Cook, Director of Property Management gave a brief summary.

B. 2022 Year End Capital Expenditure & Planned Projects

Nikki Parrott, Director of Capital Construction and Weatherization explained that this report shows what we have accomplished the prior year and a brief look of what is planned for the current year. Capital Construction are not the only ones that complete work in this program. A special thanks to the following for information that is in the summary memo or presentation.

- Patrick Kaapana, Capital Construction Program Manager
Greenbridge
- John Eliason, Development Director
- Kevin Preston, Senior Development Director
Development and Asset Management
- Darrell Westlake, Capital Construction Program Manager
- Dan Landes, Development Director
Housing Management
- Bill Cook, Director of Property Management
- Matt Peterson, Maintenance Manager

C. 2022 Year End Investment Report

Saeed Hajarizadeh, Deputy Executive Director – Chief Administrative Officer gave the summary of the report.

D. Asset Management Overview Report

Dan Landes, Development Director gave a walk-through of KCHA's History after its public housing years.

KCHA was formed in 1939 specifically for developing public housing. Starting in the 60's and 70's the Federal Government turned more towards the private sector and away from public housing to address housing needs in the country.

Starting in the 90's, KCHA was able to preserve Federally Assisted Housing.

IX. EXECUTIVE DIRECTOR REPORT

Robin Walls, Executive Director gave news updates.

We have a new Commissioner, Richard Jackson, we are waiting on his final confirmation from King County Council. King County Executive's office has confirmed our recommendation. He has spent a lot of his career working at Boeing and then at the Aerospace Machinist Union as the district Secretary and Treasurer. We are looking forward to working with him, replacing Commissioner Susan Palmer.

Anneliese Gryta, Deputy Executive Director for Housing Programs responded to the public comment. We would like to address in Housing Management that there has been some significant breakdowns of trash removal, snow and ice mitigation, and customer service elements. We do take these challenges very seriously. We have had a series of meetings to address with the new Regional Manager and the full site team about expectations and accountability.

At next month's board meeting, we will be presenting our full list of 2022 goals and our 2023 Goals which we have been meeting and starting to have conversations about as a team.

Key pieces of the legislation is HB1046 – Expanding housing supply by supporting the ability of public housing authorities to finance affordable housing developments by rebenchmarking area median income limits. That bill received unanimous support and sits now in the Senate. Great work from Andrew Calkins, Dan Watson and Tim Walter.

In January, we rolled out an employee housing access program. Which allows KCHA employees to have access to some of our KCHA owned units. This is important to us with regards to retention particularly to our property management staff. If employees are working at an Eastside property, but live in the Southern King County, this has been a challenge. We have received tremendous response.

X. KCHA IN THE NEWS

None.

XI. COMMISSIONER COMMENTS

Microsoft and other large tech companies are due to have layoffs. Bellevue School district is scheduled to close three elementary schools. More folks are moving towards the South vs. Eastside. We need to look at the South end.

Making sure that we are giving communities opportunities, sustaining diverse communities. The fallback of Covid, a lot of families changed to homeschooling so a lot of districts had a lower number of students coming back.

XII. EXECUTIVE SESSION

(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)).)

4:50 p.m. – Board meeting was suspended for the Executive Session

5:51 p.m. – Board meeting was re-convened

XIII. ADJOURNMENT

Chair Barnes adjourned the meeting at 5:52 p.m.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary

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To: Board of Commissioners
From: Mary Osier, Accounting Manager
Date: March 2, 2023
Re: **VOUCHER CERTIFICATION FOR JANUARY 2023**

I, Mary Osier, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims represented by the vouchers listed below were just obligations of the Housing Authority of the County of King, and that I am authorized to authenticate and certify said claims.

Mary Osier
Accounting Manager
March 2, 2023

Bank Wires / ACH Withdrawals		16,903,280.65
	<i>Subtotal</i>	16,903,280.65
Accounts Payable Vouchers		
Key Bank Checks - #343837-344284		4,760,395.54
Tenant Accounting Checks - #11814-11828		4,059.52
	<i>Subtotal</i>	4,764,455.06
Payroll Vouchers		
Checks - #93308-93332		40,352.56
Direct Deposit		2,131,817.15
	<i>Subtotal</i>	2,172,169.71
Section 8 Program Vouchers		
Checks - #642040-642473		268,980.31
ACH - #566840-569514		20,546,180.33
	<i>Subtotal</i>	20,815,160.64
Purchase Card / ACH Withdrawal		-
	<i>Subtotal</i>	-
	GRAND TOTAL	\$ 44,655,066.06

TO: THE BOARD OF COMMISSIONERS, HOUSING AUTHORITY OF
THE COUNTY OF KING, WASHINGTON

FROM: Wen Xu, Director of Asset Management

I, Wen Xu, do hereby certify under penalty of perjury that the claims represented by the wire transactions below were just, due, and unpaid obligations against the Housing Authority, and that I, and my designees, are authorized to authenticate and certify said claims.

Wen Xu

Date

Property	Wired to Operating Account for Obligations of Property			Notes:
	Date	Wire Transaction	Claim	
Argyle	01/04/2023	\$ 30,829.13	AP and Payroll	
Ballinger Commons	01/04/2023	\$ 75,200.66	AP and Payroll	
Bellepark	01/04/2023	\$ 3,757.14	AP	
Emerson	01/04/2023	\$ 32,813.17	AP and Payroll	
GILMAN SQUARE	01/04/2023	\$ 35,666.93	AP and Payroll	
Hampton Greens	01/04/2023	\$ 7,242.90	AP	
Kendall Ridge	01/04/2023	\$ 7,163.24	AP	
Landmark	01/04/2023	\$ 649.14	AP	
Meadowbrook	01/04/2023	\$ 23,424.52	AP and Payroll	
Riverstone	01/04/2023	\$ 17,121.93	AP	
SALMON CREEK	01/04/2023	\$ 1,116.92	Monthly Fees	
Surrey Downs	01/04/2023	\$ 16,707.12	AP and Payroll	
Villages at South Station	01/04/2023	\$ 40,132.68	AP and Payroll	
Woodside East	01/04/2023	\$ 1,674.84	AP	
ALPINE RIDGE	01/05/2023	\$ 5,791.01	AP and Payroll	
ARBOR HEIGHTS	01/05/2023	\$ 30,404.95	AP and Payroll	
Aspen Ridge	01/05/2023	\$ 23,100.80	AP and Payroll	
Auburn Square	01/05/2023	\$ 19,602.30	AP and Payroll	
Carriage House	01/05/2023	\$ 14,642.30	AP and Payroll	
Carrington	01/05/2023	\$ 7,742.94	AP and Payroll	
CASCADIAN	01/05/2023	\$ 413,820.97	AP and Payroll	
FAIRWOOD	01/05/2023	\$ 11,802.83	AP and Payroll	
HERITAGE PARK	01/05/2023	\$ 11,701.46	AP and Payroll	
LAURELWOOD	01/05/2023	\$ 25,812.62	AP and Payroll	
Meadows	01/05/2023	\$ 11,762.07	AP and Payroll	
Newporter	01/05/2023	\$ 13,784.41	AP and Payroll	
OVERLAKE	01/05/2023	\$ 30,354.26	AP and Payroll	
Parkwood	01/05/2023	\$ 19,647.45	AP and Payroll	

Pinewood Village	01/05/2023	\$ 11,971.22	AP and Payroll
RAINIER VIEW I	01/05/2023	\$ 1,942.45	AP
RAINIER VIEW II	01/05/2023	\$ 2,510.30	AP
Salish	01/05/2023	\$ 17,712.66	AP and Payroll
Sandpiper East	01/05/2023	\$ 12,179.24	AP and Payroll
SI VIEW	01/05/2023	\$ 2,522.51	AP
SOUTHWOOD	01/05/2023	\$ 18,327.08	AP and Payroll
Timberwood	01/05/2023	\$ 14,324.39	AP and Payroll
Walnut Park	01/05/2023	\$ 16,350.97	AP and Payroll
WINDSOR HEIGHTS	01/05/2023	\$ 27,569.24	AP and Payroll
Woodridge Park	01/05/2023	\$ 19,062.11	AP and Payroll
Colonial Gardens	01/06/2023	\$ 7,651.29	AP and Payroll and OCR
Cottonwood	01/06/2023	\$ 16,811.82	AP and Payroll and OCR
Cove East	01/06/2023	\$ 31,075.44	AP and Payroll and OCR
NIA	01/06/2023	\$ 24,036.38	AP and Payroll and OCR
SALMON CREEK	01/06/2023	\$ 28,948.05	AP and Payroll and OCR
SALMON CREEK	01/06/2023	\$ 2,835.19	AP and Payroll and OCR
SEOLA CROSSING	01/06/2023	\$ 75,315.92	AP and Payroll and OCR
SEOLA CROSSING	01/06/2023	\$ 32,672.30	AP and Payroll and OCR
Juanita View	01/09/2023	\$ 27,316.34	AP and Payroll and OCR
Kirkland Heights	01/09/2023	\$ 33,808.68	AP and Payroll and OCR
Woodridge Park	01/09/2023	\$ 4,700.00	AP
Ballinger Commons	01/11/2023	\$ 9,375.00	AP and Payroll
Bellepark	01/11/2023	\$ 14,681.34	AP and Payroll
Hampton Greens	01/11/2023	\$ 23,152.83	AP and Payroll
Kendall Ridge	01/11/2023	\$ 87,878.39	AP and Payroll
Landmark	01/11/2023	\$ 23,012.01	AP and Payroll
Riverstone	01/11/2023	\$ 74,929.28	AP and Payroll
SALMON CREEK	01/11/2023	\$ 10,224.88	Monthly Fees
Woodside East	01/11/2023	\$ 45,579.05	AP
ALPINE RIDGE	01/12/2023	\$ 9,787.73	AP
ARBOR HEIGHTS	01/12/2023	\$ 6,346.96	AP
Aspen Ridge	01/12/2023	\$ 1,792.73	AP
Auburn Square	01/12/2023	\$ 7,121.49	AP
Carriage House	01/12/2023	\$ 10,057.37	AP
Carrington	01/12/2023	\$ 4,286.69	AP
CASCADIAN	01/12/2023	\$ 61,084.44	AP
Colonial Gardens	01/12/2023	\$ 1,803.03	AP
FAIRWOOD	01/12/2023	\$ 16,397.80	AP
HERITAGE PARK	01/12/2023	\$ 7,464.43	AP

LAURELWOOD	01/12/2023	\$ 1,648.06	AP
Meadows	01/12/2023	\$ 73,697.55	AP
Newporter	01/12/2023	\$ 5,951.55	AP
OVERLAKE	01/12/2023	\$ 51,065.39	AP
Parkwood	01/12/2023	\$ 17,819.75	AP
Pinewood Village	01/12/2023	\$ 3,732.03	AP
RAINIER VIEW I	01/12/2023	\$ 14,109.27	AP
RAINIER VIEW II	01/12/2023	\$ 10,852.20	AP
Salish	01/12/2023	\$ 6,158.82	AP
SALMON CREEK	01/12/2023	\$ 7,225.50	AP
Sandpiper East	01/12/2023	\$ 13,188.03	AP
SI VIEW	01/12/2023	\$ 6,327.73	AP
SOUTHWOOD	01/12/2023	\$ 13,227.14	AP
Tall Cedars	01/12/2023	\$ 14,951.97	AP
Timberwood	01/12/2023	\$ 5,746.08	AP
Walnut Park	01/12/2023	\$ 39,998.70	AP
WINDSOR HEIGHTS	01/12/2023	\$ 38,940.72	AP
Woodridge Park	01/12/2023	\$ 21,837.26	AP
Argyle	01/18/2023	\$ 31,523.05	AP and Payroll
Ballinger Commons	01/18/2023	\$ 157,002.64	AP and Payroll
Bellepark	01/18/2023	\$ 6,898.38	AP and Payroll
Emerson	01/18/2023	\$ 71,903.72	AP and Payroll
GILMAN SQUARE	01/18/2023	\$ 24,273.94	AP and Payroll
Hampton Greens	01/18/2023	\$ 101,642.96	AP and Payroll
Kendall Ridge	01/18/2023	\$ 34,327.27	AP and Payroll
Landmark	01/18/2023	\$ 17,415.54	AP and Payroll
Meadowbrook	01/18/2023	\$ 24,643.43	AP and Payroll
Riverstone	01/18/2023	\$ 14,961.42	AP and Payroll
Surrey Downs	01/18/2023	\$ 60,766.90	AP and Payroll
Villages at South Station	01/18/2023	\$ 53,333.10	AP and Payroll
Woodside East	01/18/2023	\$ 63,641.10	AP and Payroll
ALPINE RIDGE	01/19/2023	\$ 5,089.51	AP and Payroll
ARBOR HEIGHTS	01/19/2023	\$ 48,087.66	AP and Payroll
Aspen Ridge	01/19/2023	\$ 14,480.26	AP and Payroll
Auburn Square	01/19/2023	\$ 18,836.63	AP and Payroll
Carriage House	01/19/2023	\$ 15,522.76	AP and Payroll
Carrington	01/19/2023	\$ 17,614.09	AP and Payroll
CASCADIAN	01/19/2023	\$ 25,831.41	AP and Payroll
Colonial Gardens	01/19/2023	\$ 7,266.19	AP and Payroll
FAIRWOOD	01/19/2023	\$ 22,274.37	AP and Payroll

HERITAGE PARK	01/19/2023	\$ 10,096.60	AP and Payroll
LAURELWOOD	01/19/2023	\$ 15,088.91	AP and Payroll
Meadows	01/19/2023	\$ 15,480.41	AP and Payroll
Newporter	01/19/2023	\$ 18,859.91	AP and Payroll
OVERLAKE	01/19/2023	\$ 58,189.78	AP and Payroll
Parkwood	01/19/2023	\$ 12,898.74	AP and Payroll
Pinewood Village	01/19/2023	\$ 15,855.28	AP and Payroll
RAINIER VIEW I	01/19/2023	\$ 14,208.17	AP
RAINIER VIEW II	01/19/2023	\$ 6,466.66	AP
Salish	01/19/2023	\$ 17,505.26	AP and Payroll
Sandpiper East	01/19/2023	\$ 30,874.83	AP and Payroll
SI VIEW	01/19/2023	\$ 4,500.16	AP
SOUTHWOOD	01/19/2023	\$ 13,263.79	AP and Payroll
Timberwood	01/19/2023	\$ 22,858.47	AP and Payroll
Vashon Terrace	01/19/2023	\$ 6,147.45	AP
Walnut Park	01/19/2023	\$ 19,682.15	AP and Payroll
WINDSOR HEIGHTS	01/19/2023	\$ 40,864.21	AP and Payroll
Woodridge Park	01/19/2023	\$ 40,150.05	AP and Payroll
Cottonwood	01/23/2023	\$ 17,146.10	AP and Payroll and OCR
Cove East	01/23/2023	\$ 29,540.14	AP and Payroll and OCR
Juanita View	01/23/2023	\$ 23,678.77	AP and Payroll and OCR
Kirkland Heights	01/23/2023	\$ 62,012.42	AP and Payroll and OCR
NIA	01/23/2023	\$ 34,695.22	AP and Payroll and OCR
SALMON CREEK	01/23/2023	\$ 61,178.15	AP and Payroll and OCR
SEOLA CROSSING	01/23/2023	\$ 41,007.79	AP and Payroll and OCR
SEOLA CROSSING	01/23/2023	\$ 18,755.66	AP and Payroll and OCR
Bellepark	01/25/2023	\$ 22,570.87	AP and Payroll
Hampton Greens	01/25/2023	\$ 149,356.83	AP and Payroll
Kendall Ridge	01/25/2023	\$ 37,198.28	AP and Payroll
Landmark	01/25/2023	\$ 69,614.24	AP and Payroll
Riverstone	01/25/2023	\$ 52,728.85	AP and Payroll
Woodside East	01/25/2023	\$ 20,261.78	AP and Payroll
ALPINE RIDGE	01/26/2023	\$ 4,445.46	AP, OCR and Management Fees
ARBOR HEIGHTS	01/26/2023	\$ 4,828.24	AP, OCR and Management Fees
Aspen Ridge	01/26/2023	\$ 30,599.26	AP, OCR and Management Fees
Auburn Square	01/26/2023	\$ 31,637.23	AP, OCR and Management Fees
Carriage House	01/26/2023	\$ 37,542.57	AP, OCR and Management Fees
Carrington	01/26/2023	\$ 8,136.35	AP, OCR and Management Fees
CASCADIAN	01/26/2023	\$ 153,467.00	AP, OCR and Management Fees
Colonial Gardens	01/26/2023	\$ 16,113.79	AP, OCR and Management Fees

FAIRWOOD	01/26/2023	\$ 11,591.82	AP, OCR and Management Fees	
HERITAGE PARK	01/26/2023	\$ 8,898.31	AP, OCR and Management Fees	
LAURELWOOD	01/26/2023	\$ 7,161.53	AP, OCR and Management Fees	
Meadows	01/26/2023	\$ 11,548.48	AP, OCR and Management Fees	
Newporter	01/26/2023	\$ 9,895.57	AP, OCR and Management Fees	
OVERLAKE	01/26/2023	\$ 23,406.15	AP, OCR and Management Fees	
Parkwood	01/26/2023	\$ 20,734.34	AP, OCR and Management Fees	
Pinewood Village	01/26/2023	\$ 15,060.60	AP, OCR and Management Fees	
RAINIER VIEW I	01/26/2023	\$ 3,124.06	AP	
RAINIER VIEW II	01/26/2023	\$ 2,302.75	AP	
Salish	01/26/2023	\$ 27,170.36	AP, OCR and Management Fees	
Sandpiper East	01/26/2023	\$ 24,857.60	AP, OCR and Management Fees	
SI VIEW	01/26/2023	\$ 233.72	AP	
SOUTHWOOD	01/26/2023	\$ 9,600.02	AP, OCR and Management Fees	
Tall Cedars	01/26/2023	\$ 19,893.20	AP, OCR and Management Fees	
Timberwood	01/26/2023	\$ 62,413.76	AP, OCR and Management Fees	
Vashon Terrace	01/26/2023	\$ 4,346.09	AP	
Walnut Park	01/26/2023	\$ 15,293.39	AP, OCR and Management Fees	
WINDSOR HEIGHTS	01/26/2023	\$ 43,201.97	AP, OCR and Management Fees	
Woodridge Park	01/26/2023	\$ 19,350.12	AP, OCR and Management Fees	
Total	168 Wires	\$ 4,591,493.47		

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To: Board of Commissioners

From: Saeed Hajarizadeh, DED/CAO

Date: March 20, 2023

Re: **Year-End Financial Results Calendar Year 2022**

KCHA ended the 2022 calendar year close to budget with Net Income exceeding expectations. The attached financial reports focus on Net Operating Income and Net Income compared to budget, and Adjustments to Cash.

Net Operating Income – Difference between amount of money collected through rents and subsidies, and operating expenses of the same projects and programs. It represents what we earned and spent on core operations before taking into account other sources of income or expense.

Net Income – Accounts for operating income less incoming and outgoing non-operating items like interest income, interest expense and other non-operating activities.

External funders, partners, and the public view the above as how KCHA is performing and making comparisons to other PHA's in the industry, year over year.

Adjustments to Cash - Or sometime referred to as "below the line" represents cash inlays and outlays for items that are not operational, such as borrowing funds and spending funds on capitalized items, which could be major improvements to buildings or course of construction costs before buildings are put in operation.

The Income Statements are represented in four categories:

Overall Summary – A combination of all operating programs and properties, both Federal and locally funded.

Federal Summary – Includes all federal programs such as Section 8 Housing Choice Vouchers mainly covering rental assistance, Public Housing, Capital Fund Program, and several other Federal grants to house and assist families towards self-reliance or improved living circumstances.

Local Summary – All other properties and programs owned by KCHA and managed either by KCHA Property Management or Asset Management via third party private management companies. This category is sometimes referred to as Workforce Housing.

Development – This statement shows a summary of all development activities handled by our Development Department. Much of the financial activities of this department are below-the-line, construction related and as such are tracked in a balance sheet as “work-in-process” and do not impact net operating income.

Moving to Work

Finally, we share a summary of KCHA’s Moving to Work funds, showing both sources and uses. One of the most important features of being an MTW agency is financial flexibility to use funds where they are needed depending on local housing needs.

Balance Sheets

Balance sheets are shown in local, Federal, and development categories. It is a snapshot of all existing assets and liabilities as of December 31, 2022. It provides a comprehensive view of our financial health which helps in decision making, compliance, and financial analysis.

Financial Highlights

Overall Income Statement showed operating revenue at nearly 100% of budget. While occupancy and rents exceeded expectations. Operating expenses ended at 97% of budget. The variance in expenses were primarily due savings in operating costs.

Net income exceeded budget by \$18.3 million or 27%. That represented 3.7% of total income. Although net income is a useful indication of financial health, it is also used to pay for principle payments on debt and putting funds aside for replacement reserves.

Please see Notes at the end of each category for specific line items that we felt needed explanation.

The following statements are unaudited and could have slight changes over the next couple of months until we are ready to provide them to our independent auditors.

King County Housing Authority
Income Statement with Cash Adjustments
Combined Operations (excluding development activity)
For the Period Ended December 31, 2022

	2022 YTD Actual	2022 Annual Budget	% of Annual Budget
Operating Revenues			
1 Tenant Revenue	\$156,912,858	\$149,824,074	105% (1)
2 Operating Subsidy from HUD-HCV	216,770,111	212,040,804	102%
3 Operating Subsidy from HUD-PH	13,494,850	12,274,385	110%
4 Port-In Income	52,029,530	52,549,155	99%
5 Other Operating Income	34,130,403	36,056,069	95%
6 Total Operating Income	473,337,751	462,744,487	102%
Operating Expenses			
7 Salaries	46,839,446	47,853,175	98%
8 Benefits	15,641,994	16,670,368	94%
9 Occupancy Expenses	37,835,776	38,018,611	100%
10 HAP Expense-KCHA	174,932,539	176,487,539	99%
11 HAP Expense-Ports In	51,672,443	52,549,155	98%
12 Other Social Service Expenses	12,331,495	15,755,048	78% (2)
13 Administrative Expenses	27,000,431	28,702,466	94% (3)
14 Total Operating Costs	366,254,124	376,036,362	97%
15 Net Operating Income	107,083,627	86,708,125	123%
Non-Operating Revenues			
16 Non-Operating income	16,948,144	16,104,672	105%
17 Total Non-Operating Income	16,948,144	16,104,672	105%
Non-Operating Expenses			
18 Interest Payments	35,607,398	30,162,956	118% (4)
19 Non-Operating Expenses	2,983,841	5,477,708	54% (5)
20 Total Non-Operating Expenses	38,591,239	35,640,664	108%
21 Net Non-Operating Income (Loss)	(21,643,095)	(19,535,992)	111%
22 Net Income(Loss)	85,440,532	67,172,133	127%

Adjustments to Cash - Sources (Uses)

23	Principal Payments	(22,267,204)	(23,732,819)	94%
24	Capital Expenditures	(37,935,088)	(44,539,722)	85%
25	Acquisitions/LIHTC Return to KCHA	(38,242,302)	0	NM (6)
26	Change (to)/from Designated Cash	(7,866,579)	160,537	NM (7)
27	Change (to)/from Restricted Cash	(2,403,383)	6,341,206	NM (8)
28	Transfers In/(Out)	(883,229)	(2,150,266)	41% (9)
29	Other Changes in Debt	24,520,595	0	NM (6)
30	Others Sources/(Uses of Cash)	1,688,556	(3,582,872)	NM (10)
31	Total Adjustments to Cash	(83,388,634)	(67,503,936)	124%
<hr/>				
32	Net Change in Unrestricted Cash	\$2,051,898	(\$331,803)	NM
33	Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	114,904,807		
34	Ending Cash Balance-Unrestricted/Held by Mgmt Agent	116,956,705		

Notes:

- (1) Tenant rent revenue exceeded target due to better than expected occupancy rate. Also, unbudgeted rental income from Salish Place Apartment

- (2) EHV service fees were below budget. Housing Search Assistance expenses lower than expected due to current staffing shortage. Client Assistance Funds were lower than expected due to low lease-up rates and EHV clients not fully accessing resources.

- (3) Various Admin expenses categories were under target: professional services, admin contracts, and computer equipment.

- (4) Mostly due to unbudgeted interest on \$161.5 million Amazon loan and \$36.4 million loan used for the acquisition of Salish apartments.

- (5) Non-Operating Expense
 - a) MKCRF capital projects were less than target resulting in lower capital transfer and reimbursements.
 - b) Technical accounting entry recording Overlake operating expenses from prior year.
 - c) Also, Various maintenance contract projects were below target and unit turnovers were low.

- (6) Increase in capital assets and long term debt following Seola Crossing's (\$23.4M) and Salmon Creek's (\$14.8M) exit from partnership and blending to KCHA.

- (7) Primarily due to increase in replacement reserve deposits including TOD loan proceeds totaling \$2.7 million was deposited into Riverstone replacement reserves account for future projects. Also, Increase in replacement reserves, debt service and security deposit accounts following the investor's exit from Seola Crossing and Salmon Creek tax credit partnership and blending to KCHA.

- (8) Deposit to debt service reserves for the 2020 and 2021 Bond Pool debt payment (\$1.1M). Also, earnest money deposit for Village Plaza purchase (\$1.3M). Also, as EHV expenses are under target, the budgeted release of the restricted EHV funds were under target (\$4.8M).

- (9) Transfer from MTW to fund the Housing Management software system is below target. Subsidy transfers from MTW to public housing projects slightly below target. Actual transfers are based on the needs of the properties

- (10) Less than budget draw from Kirkland Heights, Rainier View, and Trailhead Issaquah predevelopment loans from COCC. This offset by increases in MTW block grant receivables and deferred revenue, technical accounting entry to reverse internal loan totaling \$5 million.

King County Housing Authority
Income Statement with Cash Adjustments
Federal Programs and Properties
For the Period Ended December 31, 2022

	2022 YTD Actual	2022 Annual Budget	% of Annual Budget
Operating Revenues			
1 Tenant Revenue	12,576,509	12,663,168	99%
2 Operating Subsidy from HUD-HCV	216,335,845	211,650,968	102%
3 Operating Subsidy from HUD-PH	13,494,850	12,274,385	110% (1)
4 Port-In Income	52,029,530	52,549,155	99%
5 Other Operating Income	7,438,785	8,593,875	87% (2)
6 Total Operating Income	301,875,518	297,731,551	101%
Operating Expenses			
7 Salaries	17,484,596	18,711,884	93%
8 Benefits	6,441,524	7,075,852	91%
9 Occupancy Expenses	11,384,155	10,496,142	108%
10 HAP Expense-KCHA	174,932,539	176,487,539	99%
11 HAP Expense-Ports In	51,672,443	52,549,155	98%
12 Other Social Service Expenses	7,014,239	10,662,739	66% (3)
13 Administrative Expenses	10,230,997	11,207,934	91%
14 Total Operating Costs	279,160,494	287,191,244	97%
15 Net Operating Income	22,715,024	10,540,307	210%
Non-Operating Revenues			
16 Non-Operating income	9,420,876	10,692,914	88% (4)
17 Total Non-Operating Income	9,420,876	10,692,914	88%
Non-Operating Expenses			
18 Interest Payments	4,757,115	4,226,136	113% (5)
19 Non-Operating Expenses	(88,733)	0	NM
20 Total Non-Operating Expenses	4,668,382	4,226,136	110%
21 Net Non-Operating Income (Loss)	4,752,494	6,466,778	73%
22 Net Income(Loss)	27,467,518	17,007,084	164%

Adjustments to Cash - Sources (Uses)

23	Principal Payments	(175,000)	(455,000)	38%
24	Capital Expenditures	(15,903,846)	(14,028,282)	113%
25	Acquisitions/LIHTC Return to KCHA	(38,242,302)	0	NM
26	Change in Designated Cash	(1,807,876)	2,029,723	NM (6)
27	Change in Restricted Cash	1,279,618	6,296,506	20% (7)
28	Transfers In/Out	(4,077,734)	(7,156,057)	57% (8)
29	Other Changes in Debt	24,520,595	0	NM
30	Others Sources/(Uses of Cash)	(4,364,201)	(1,375,196)	317% (9)
31	Non Operating Net Sources (Uses) of Cash	(38,770,746)	(14,688,306)	264%
32	Net Change in Unrestricted Cash	\$ (11,303,228)	\$ 2,318,778	NM
	Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	26,497,335		
	Ending Cash Balance-Unrestricted/Held by Mgmt Agent	15,194,107		

Notes:

- (1) The 2022 Public Housing operating subsidy exceeded the target as the budget assumed a 92% proration level while the actual funding was 104.93%.
- (2) EHV service fee earned was below target. EHV service are earned based on eligible expenses for services rendered (Housing Search Assistance, Security Deposit, Utility Deposit, Rental Application/Holding Fee, Owner recruitment/outreach, etc.), and fewer expenses were incurred in 2022.
- (3) EHV service fees below budget. Housing Search Assistance expenses were lower than expected due to current staffing shortage. Client Assistance Funds were lower than expected due to low lease-up rates and EHV clients not fully accessing funds.
- (4) The budgeted 2022 CFP Management fee were not made available to draw by HUD. The certification submission process is still pending. Several projects budgeted to be funded from CFP grant are being funded by transfer from the MTW program resulting in less than target CFP grant revenue.
- (5) Interest expense for Vantage Point and Fairwind Apartments was inadvertently not budgeted.
- (6) Increase in replacement reserves, debt service and security deposit accounts following the investor's exit from Seola Crossing and Salmon Creek tax credit partnership and blending to KCHA.
- (7) As EHV expenses are under target (see note 3), the budgeted release of the restricted EHV funds were under target.
- (8) Transfer from MTW to fund the Housing Management software system is below target. Subsidy transfers from MTW to public housing projects slightly below target. Actual transfers are based on the needs of the properties.
- (9) Mainly due to increases in MTW block grant receivables offset by increase in deferred revenue. Also, due to technical accounting entry to reverse internal loan totaling \$5 million to the MTW program. These are offset by increase in retained earnings, accrued interest, other and accrued liabilities following Seola Crossing's and Salmon Creek's exit from partnership and blending to KCHA.

King County Housing Authority
Income Statement with Cash Adjustments
Local Programs and Properties
For the Period Ended December 31, 2022

	2022 YTD Actual	2022 Annual Budget	% of Annual Budget	
Operating Revenues				
1	144,336,349	137,160,906	105%	(1)
2	434,266	389,836	111%	
3	26,691,618	27,462,195	97%	
4	171,462,233	165,012,936	104%	
Operating Expenses				
5	29,354,850	29,141,291		
6	9,200,469	9,594,517		
7	26,451,621	27,522,469	96%	
8	5,317,256	5,092,309	104%	
9	16,769,434	17,494,532	96%	
10	87,093,630	88,845,118	98%	
11	84,368,603	76,167,818	111%	
Non-Operating Revenues				
12	7,527,268	5,411,758	139%	(2)
13	7,527,268	5,411,758	139%	
Non-Operating Expenses				
14	30,850,283	25,936,820	119%	(3)
15	3,072,574	5,477,708	56%	(4)
16	33,922,857	31,414,528	108%	
17	(26,395,589)	(26,002,770)	102%	
18	57,973,014	50,165,048	116%	

Adjustments to Cash - Sources (Uses)

19	Principal Payments	(22,092,204)	(23,277,819)	95%	
20	Capital Expenditures	(22,031,243)	(30,511,440)	72%	(4,5)
21	Change in Designated Cash	(6,058,703)	(1,869,186)	324%	(6)
22	Change in Restricted Cash	(3,683,001)	44,700	NM	(7)
23	Transfers In/Out	3,194,505	5,005,791	64%	(8)
24	Others Sources/(Uses of Cash)	6,052,757	(2,207,676)	NM	(9)
25	Non Operating Net Sources (Uses) of Cash	(44,617,888)	(52,815,630)	84%	
26	Net Change in Unrestricted Cash	13,355,125	(2,650,582)	NM	
	Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	88,407,472			
	Ending Cash Balance-Unrestricted/Held by Mgmt Agent	101,762,598			

Notes:

- (1) Tenant rent revenue exceeded target due to better than anticipated market conditions. Also, unbudgeted rental income from Salish Place Apartment.
- (2) Interest income was higher across the board due to rising interest rates.
- (3) Mostly due to unbudgeted interest on \$161.5 million Amazon loan and \$36.4 million loan used for the acquisition of Salish apartments.
- (4) MKCRF capital projects were less than target resulting in lower capital transfer and reimbursements. Also, technical accounting entry recording Overlake operating expenses from prior year.
- (5) Various maintenance contract projects were below target and unit turnovers were low.
- (6) Primarily due to increase in replacement reserve deposits including TOD loan proceeds totaling \$2.7 million was deposited into Riverstone replacement reserves account for future projects.
- (7) Deposit to debt service reserves for the 2020 and 2021 Bond Pool debt payment. Also, earnest money deposit for Village Plaza purchase.
- (8) Transfer from MTW for Birch Creek and GRH2 debt service payment was less than budgeted.
- (9) Less than budget draw from Kirkland Heights, Rainier View, and Trailhead Issaquah predevelopment loans from COCC.

King County Housing Authority
Income Statement with Cash Adjustments
Development Activity
For the Period Ended December 31, 2022

	2022 TYD Actual	2022 Annual Budget	% of Annual Budget
Operating Revenues			
1 Operating Revenue	734,722	212,662	345% (1)
2 Total Operating Income	734,722	212,662	345%
Operating Expenses			
3 Operating Expenses	1,301,324	1,680,519	77% (2)
4 Total Operating Costs	1,301,324	1,680,519	77%
5 Net Operating Income (Loss)	(566,603)	(1,467,857)	39%
Non-Operating Revenues			
6 Non-Operating income	6,907,018	3,115,668	222% (3)
Non-Operating Expenses			
7 Interest Payments	2,238,443	3,285,688	68% (4)
8 Total Non-Operating Expenses	2,238,443	3,285,688	
9 Net Non-Operating Income (Loss)	4,668,575	(170,020)	
10 Net Income(Loss)	4,101,972	(1,637,877)	NM

Adjustments to Cash - Sources (Uses)

11	Change in Debt	(22,117,829)	38,327,798	NM (5)
12	Capital Expenditures	(4,919,333)	(7,234,697)	68%
13	Acquisitions/LIHTC Return to KCHA	(14,005,000)	(76,000,000)	18% (5)
14	Change in Restricted Cash	(1,147,070)	(795,802)	144% (6)
15	Transfers In/Out	874,881	2,150,266	41% (7)
16	Others Sources/(Uses of Cash)	29,035,742	41,428,928	70% (8)
17	Non Operating Net Sources (Uses) of Cash	(12,278,608)	(2,123,507)	578%
18	Net Change in Unrestricted Cash	(8,176,636)	(3,761,384)	217%
	Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	14,853,151		
	Ending Cash Balance-Unrestricted/Held by Mgmt Agent	6,676,515		

Notes:

- (1) Unbudgeted PSE weatherization rebate for Abbey Ridge. Also, lot sales price participation exceeded target.
- (2) Salaries and benefits were below target due to unfilled positions. Professional and legal services fees related to the new housing acquisitions have yet to occur.
- (3) Interest income on ABBELL partnership subordinate debt and unbudgeted Woodland North developer fee income.
- (4) Less than budgeted interest on long term debt for new acquisitions (see note 5) .
- (5) \$76 million was budgeted for new housing acquisitions. Only the Trailhead Issaquah Site was acquired for \$14 million during
- (6) Deposits to Greenbridge program income reserve from lot sales exceeded target.
- (7) The budget \$1.2 million transfer from MTW for acquisition of Kirkland 6 Plex didn't occur.
- (8) Increase in receivable for Abbey Ridge and Bellevue Manor development subordinate loan advanced to the partnership. Also, the Kirkland Heights and Trailhead Issaquah Predevelopment internal loans from the COCC didn't occur. The Trailhead project is delayed as the authority didn't control the site until late in 2022. Also, due to receipt of \$4.7 million capital contribution from Woodland North limited partner.

MTW Sources and Uses**2022****Actual****MTW SOURCES**

HCV Block Grant Revenue	\$ 151,790,955	
Public Housing Operating Fund Subsidy	13,494,850	
Capital Fund Program	5,509,751	
Other MTW Income	773,112	
Total MTW Revenue		171,568,668

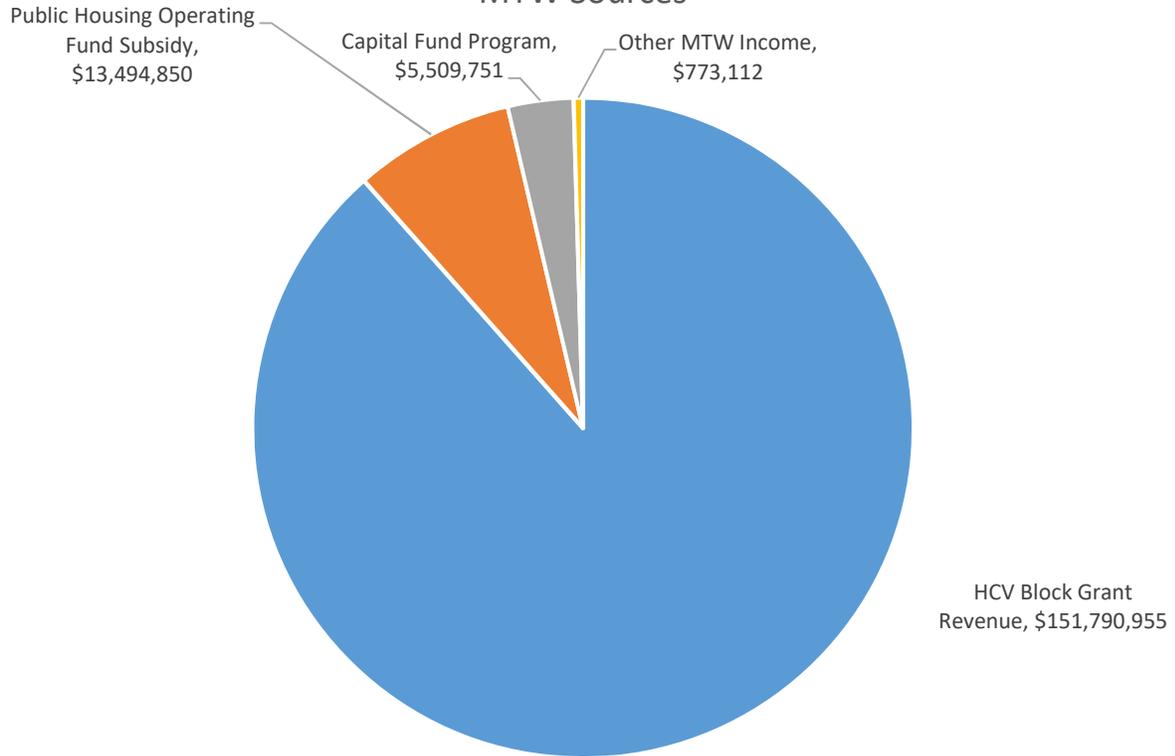
MTW USES

HCV	143,842,183	
Funding of HAP Payments to Landlords		134,365,667
Funding of Section 8 Administrative Costs		9,476,515
Public Housing Operations	16,247,855	
Transfers to PH AMPs Based on Need		2,753,005
Public Housing Operating Expenses		13,494,850
Capital Expenditures	14,260,821	
Capital Fund Program		5,517,324
Construction Activity & Management Fees		8,743,496
Homeless Initiatives	1,907,859	1,907,859
Resident Services	4,988,957	4,988,957
Others	3,220,179	
MTW Admin Support Costs		1,308,234
Green River and Birch Creek debt payments		1,014,215
Misc. Other Uses		897,730
Total MTW Uses		\$ 184,467,854
Variance (Other sources)		(12,899,185)

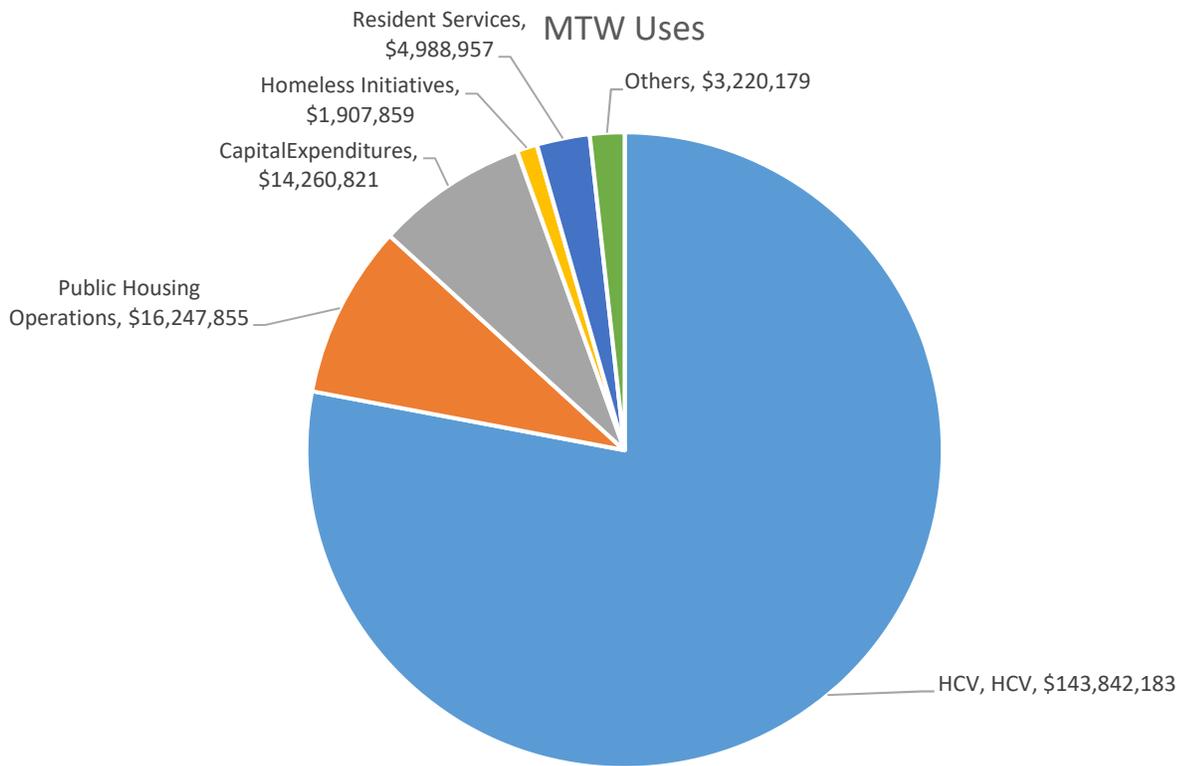
Other Sources Detail

Short term internal loan	5,000,000
Adjustments to Cash (HUD Receivable)	6,693,388
From Restricted Cash	591,729
Investment Income	769,419
Expense for other departments	(155,351)
	12,899,185

MTW Sources



MTW Uses



KCHA Balance Sheet ending 12-31-2022

	Federal Summary	Local Summary	Development	Total
Cash-Unrestricted	13,613,132	73,438,857	6,676,515	93,728,504
Cash-Held by Management Agent	1,508,711	28,323,740	-	29,832,451
Cash-Designated	10,753,941	91,582,675	-	102,336,616
Cash-Restricted	10,971,437	19,510,993	26,708,715	57,191,145
Total Cash	36,847,221	212,856,266	33,385,230	283,088,717
				-
Current Assets	50,268,234	18,776,124	12,329,613	81,373,971
Long-term Assets	418,821,045	1,388,008,902	226,629,557	2,033,459,504
Total Other Assetts	469,089,279	1,406,785,026	238,959,170	2,114,833,475
				-
Total Assets	505,936,500	1,619,641,292	272,344,400	2,397,922,192
				-
Current Liabilities	43,344,722	41,477,454	2,410,748	87,232,924
Long-Term Liabilities	103,001,448	1,104,820,237	135,822,857	1,343,644,542
Total Liabilities	146,346,170	1,146,297,691	138,233,605	1,430,877,466
				-
Equity	359,590,330	473,343,601	134,110,795	967,044,726
				-
Total Liabilities and Equity	505,936,500	1,619,641,292	272,344,400	2,397,922,192

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To: Board of Commissioners

From: Office of Equity, Diversity, Inclusion & Belonging (EDIB)
Scarleth Lever Ortiz, Senior Director
Ji Soo Kim, EDIB Program Manager
Ebane Mainor, EDIB Program Manager

Date: March 27, 2023

Re: Q1 Updates

In our brief presentation, we will provide a progress update of the 2023 EDIB priorities, Q1 highlights and share an internal 5-min EDIB video, launched as part of our internal communications campaign.

1. EDIB Definitions & 2024-2027 Strategy

The Office of EDIB, in collaboration [Greatheart Consulting](#), closed and analyzed the Inclusive Culture and EDIB definitions survey. We received 254 staff responses representing a 55% of our workforce¹. 57 or 12% of staff registered to one of the eight (8) **confidential** Focus Groups, facilitated by [Greatheart](#), at various KCHA properties and the Tukwila Community Center (March 20th – March 27th).

These 90-min sessions, designed to gather further insight from key themes from survey results, will help our office develop behavioral-based EDIB definitions and develop the 2024-2027 EDIB strategy. Exhibit A outlines this year's roadmap to complete this priority.

2. EDIB Annual Report

The Office of EDIB, in collaboration with the members Executive Leadership Team and/or a designee, completed the first draft of the EDIB annual report. The final report will be published in Q2.

3. Operationalize Section 3 Program

The Office of EDIB, in collaboration with Capital Construction, Resident Services, Administrative Services, Finance and Administrative Services aggregated data available to develop the Section 3 report, a critical step to enhance KCHA's Section 3 program to increase direct employment, training and contracting opportunities to low-income individuals and the businesses that employs these persons within King County.

¹ KCHA workforce 461 count as February 27, 2023

Other Q1 Highlights

1. The Office of EDIB, in collaboration with Human Resources and Administrative Services released Request for Proposal (RFP) #EDIB202301 to enhance HR's EDIB training and professional development offerings and the Office of EDIB's consulting, strategic planning and outreach efforts. Our office launched a comprehensive access and outreach plan that included but was not limited to:
 - a) Bifurcating the Scope of Work into six (6) sections to encourage participation from small businesses.
 - b) Posting RFP announcement in five (5) local newspapers, KCHA's website for 30-days, and KCHA's social media accounts (Facebook and LinkedIn);
 - c) Releasing a targeted e-mail to 355 local and/or Minority and Women's Business Enterprises (OMWBE); and
 - d) Offering two (2) virtual pre-bid conferences.

As a result, we received an overwhelming positive responses resulting in the registration of 163 vendors in our website to view/download RFP, the participating of 54 vendors in the pre-bid conferences, and received 25 proposals. We expect to select and execute HR and EDIB contracts with Selected Respondent(s) in the summer.

2. The Office of EDIB, in collaboration with Communications and Information Technology Services launched an internal 5-min EDIB video to introduce the office to new employees during the New Employee Orientation Program (NEOP). The video will also help reinforce our commitment to this work by sharing it agency-wide through EDIB's monthly e-mail and posting it in KCHA's internal website-based collaboration system (SharePoint).

Exhibit A: 2023 EDIB Roadmap



Q4 2022/Q1 2023

SURVEY

Administer
Inclusive
Culture & EDIB
Definitions
Survey



Q1 2023

DATA ANALYTICS

Analyze data
(GreatHeart
Consulting) and
share with KCHA
in aggregate
form



Q1 2023

FOCUS GROUPS

Facilitate
discussions to
collect themes
and feedback



Q2 2023

DATA ANALYTICS

Analyze
confidential
feedback from
focus groups
(GreatHeart
Consulting)



Q2 2023

**DEVELOP
DEFINITIONS**

Design
behavioral
based
definitions of
EDIB that take
under
consideration
quantitative and
qualitative data



Q2 2023

**DEVELOP 3-
YEAR
STRATEGY
(PHASE 1)**

Pilot elements of
EDIB strategy
(Assess-Desing-
Implement-
Measure) in
Housing
Management and
Social Impact



Q3 2023

**DEVELOP 3-
YEAR
STRATEGY
(PHASE 2)**

Complete pilot
strategy and
draft 2024-2027
EDIB Strategy



King County
Housing
Authority

Office of Equity, Diversity, Inclusion, & Belonging

March 2023 Board Meeting

DATE March 27, 2023

SUBJECT Q1 Updates

Office of Equity Diversity Inclusion &
Belonging

TABLE OF CONTENTS



01. Welcome
02. 2023 EDIB Priorities
 - a. Progress Updates
03. Q1 EDIB Highlights
04. EDIB Internal Video

2023 PRIORITIES



Q1 Progress Updates



1

EDIB Definitions

- Released Inclusive Culture and EDIB Definitions Survey
- Held KCHA Staff Focus Groups
- Released Request for Proposal (RFP) EDIB202301 to enhance:
 - **HR:** EDIB Training & Professional Development Offerings
 - **EDIB:** Consulting, Strategic Planning & Outreach Efforts

2

EDIB Annual Report

- Collaborated with departments to develop first EDIB Annual Report

3

Section 3 Program

- Continued cross-departmental collaborations to revamp KCHA Section 3 Program



Q1 2023 HIGHLIGHTS



EDIB Survey/Focus Groups

- **254 or 55%*** staff responded to our survey!
- **57 or 12% **** staff registered for EDIB Focus Groups!
 - Eight (8) Confidential 90-min sessions March 20th - 27th



RFP Outreach

- Released targeted e-mail to **355 local and/or Minority and Women's Business Enterprises (OMWBE)*****
 - Posted in five (5) local newspapers, website for 30-days, Facebook and LinkedIn.
 - Facilitated two (2) virtual pre-bid conferences.
-
- **163 vendors** viewed our RFP!
 - **54 vendors** attended pre-bid conferences.

KCHA received 25 proposals!!
HR and EDIB contracts will be awarded this summer.



Communications

- Launched **internal** EDIB page and video



**Data as of 2/27/23

**Data as of 3/9/23

*** OMWBE database and local referrals



KCHA EDIB Team March 2023

King County Housing Authority

EDIB VIDEO

Footage from KCHA 1970's

THANK YOU



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To: Board of Commissioners

From: Tonya Harlan, Director of Human Resources

Date: March 20, 2023

Re: **Human Resources Update**

Human Resources will be providing an update in two areas that support KCHA's ongoing efforts and commitment to EDIB and Workforce Development. This briefing will include the following:

Learning and Development

KCHA endeavors to create a learning culture that promotes a growth mindset, and builds a confident workforce by strengthening employee's skills and competencies. KCHA's Learning and Development Program Manager will provide a high level overview of the current Inclusion Now workshop and recent implementation of LinkedIn Learning.

Affirmative Action Reporting

KCHA contracts with Affirmity to annually reconcile and evaluate the Agency's workforce data, conduct adverse impact analysis, and determine Affirmative Action Plan goals for future recruitment efforts. The plan is prepared in alignment with requirements established by the Office of Federal Contract Compliance Programs (OFCCP), an arm of the US Department of labor. The resulting Affirmative Action Plan (AAP) serves the Agency in developing recruitment and training activities to advance qualified minorities, women, persons with disabilities, and covered veterans. KCHA's Senior Recruiter will present the AAP Executive Summary for plan year June 2021 – June 2022.



HUMAN RESOURCES- BOARD UPDATE



HR L&D COMMITMENT

HUMAN RESOURCES IS COMMITTED TO LEARNING & DEVELOPMENT PROGRAMMING THAT PROVIDES EVERY PERSON IN THE ORGANIZATION ACCESS TO THE TOOLS, RESOURCES & OPPORTUNITIES TO DEVELOP KNOWLEDGE, NEW SKILLS AND GROWTH TOWARDS PERSONAL & PROFESSIONAL GOALS.

KCHA LEARNING STRATEGIES

How do we create a learner centric culture?

3 PRONG APPROACH TO LEARNING



LinkedIn Learning

LMS- Platform for "just in Time " training



In-house offerings: Inclusion Now

ELI Civil Treatment Workforce Series: A business case for diverse teams.



Learn UP!

Conferences, Webinars, Tuition Reimbursement, Mentorship and Toastmasters

LINKEDIN LEARNING HR LEARNING & DEVELOPMENT 2023 GOALS

- Purpose
- People
- Promotion & Training
- Plan



86% ACTIVATION

Approx. 70 learners to go...

874

LinkedIn Learning course views

132

LinkedIn Learning course completions

3,927

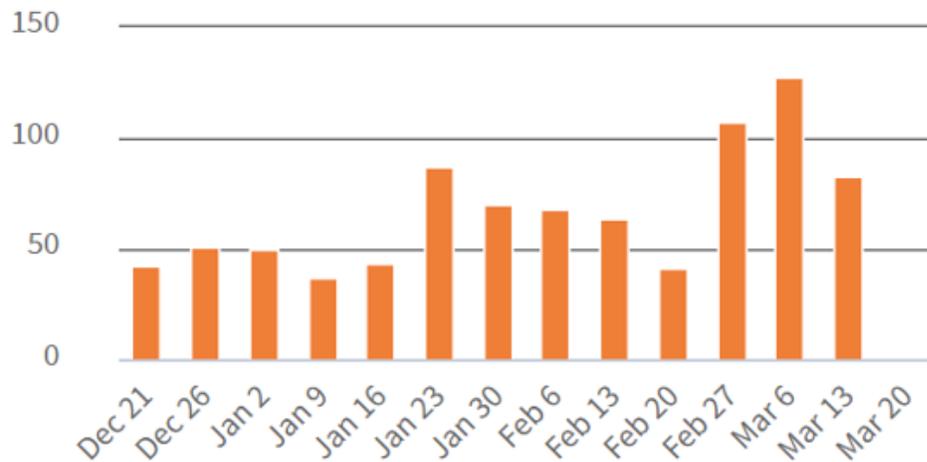
LinkedIn Learning videos viewed

3,043

LinkedIn Learning video completions

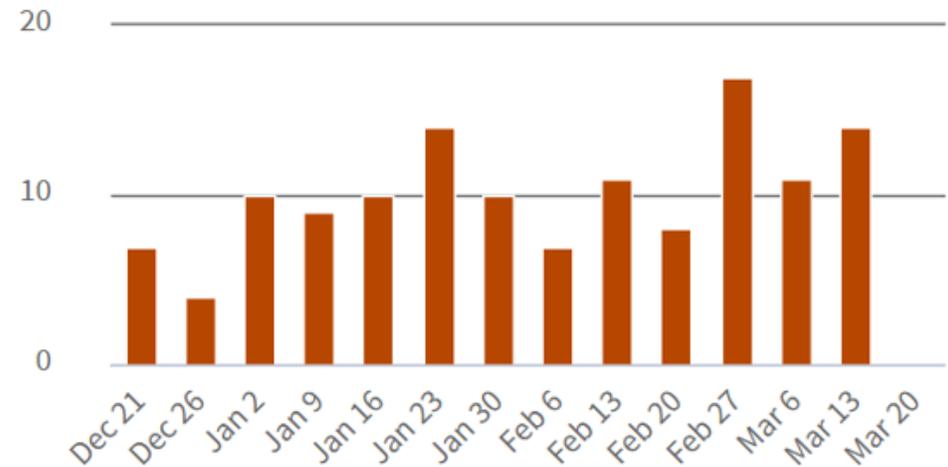
Course views

Day · **Week** · Month



Course completions

Day · **Week** · Month





affirmity

**2022 AAP KCHA
Executive Summary**

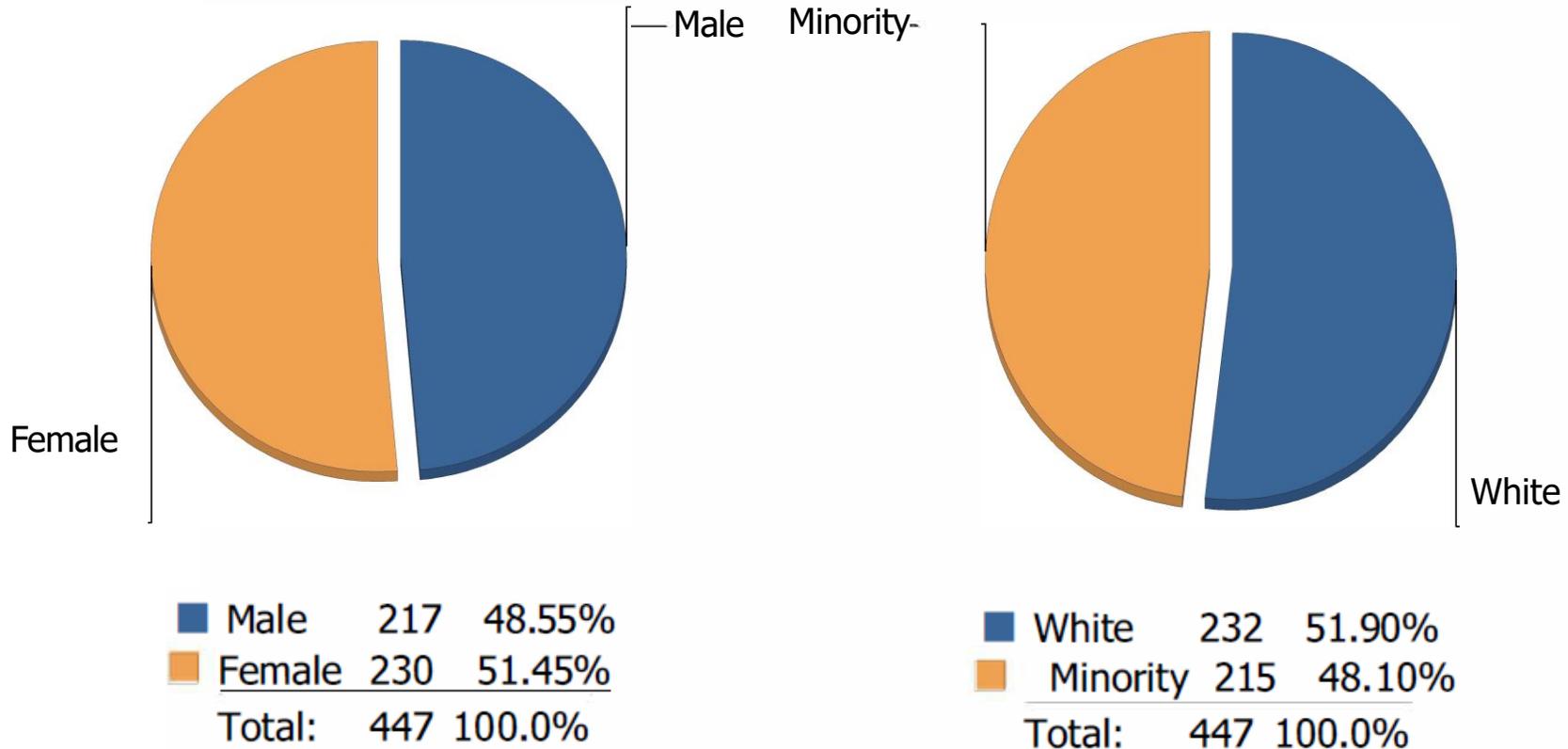
as of 06/30/2022

What Is an Affirmative Action Plan (AAP)?

- An affirmative action plan (AAP) is a plan or program that outlines a federal contractor or subcontractor's efforts to provide equal employment opportunities and generally support the advancement of employees regardless of gender, race, disability, or veteran status.
- As a federal employer, we are responsible for conducting internal audits to keep track of relevant employee demographic information, monitor anti-discrimination initiatives, and analyze the effectiveness of any Affirmative Action Plan. This should include information on:
 - Applicant and employee demographics collected voluntarily during the hiring process with an applicant flowlog
 - Promotions
 - Transfers
 - Terminations
 - Compensation

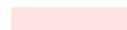
2022 AAP KCHA

As of **06/30/2022**, total representation is **447**



Plan: KING COUNTY HOUSING AUTHORITY

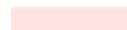
Female Results <u>Job Group</u>	Total Availability <u>Female %</u>	Employees as of 06/30/2022			Female	
		Total #	Female #	Female %	Total Availability	Employees as of 06/30/2022
1.1 - OFFICIALS AND MANAGERS EXEC/SR	53.04	21	12	57.14		
1.2 - OFFICIALS AND MANAGERS FIRST/MID	52.75	59	36	61.02		
2 - PROFESSIONALS	58.56	53	28	52.83		
3 - TECHNICIANS	46.43	12	5	41.67		
5 - PARAPROFESSIONALS	56.23	66	36	54.55		
6 - OFFICE-CLERICAL	77.65	136	108	79.41		
7 - SKILLED CRAFT	5.63	66	0	0.00		
8 - SERVICE/MAINTENANCE	11.33	34	5	14.71		
Total Female	51.26	447	230	51.45		

 placement goal established

Availability is an aggregation of external candidates with requisite skills and internal employees who can move between jobs.

Plan: KING COUNTY HOUSING AUTHORITY

Minority Results <u>Job Group</u>	Total Availability <u>Minority %</u>	Employees as of 06/30/2022			Minority	
		<u>Total #</u>	<u>Minority #</u>	<u>Minority %</u>	Total Availability	Employees as of 06/30/2022
1.1 - OFFICIALS AND MANAGERS EXEC/SR	32.87	21	7	33.33		
1.2 - OFFICIALS AND MANAGERS FIRST/MID	40.09	59	25	42.37		
2 - PROFESSIONALS	39.30	53	24	45.28		
3 - TECHNICIANS	42.19	12	5	41.67		
5 - PARAPROFESSIONALS	43.74	66	33	50.00		
6 - OFFICE-CLERICAL	38.81	136	73	53.68		
7 - SKILLED CRAFT	37.69	66	25	37.88		
8 - SERVICE/MAINTENANCE	53.26	34	23	67.65		
Total Minority	40.51	447	215	48.10		

 placement goal established

Availability is an aggregation of external candidates with requisite skills and internal employees who can move between jobs.

Placement Goals

(41 C.F.R. 60-2. IS(b))

What is a Placement Goal?

- Placement Goals are set only for minorities and females when incumbency is less than reasonably expected when compared to availability.
- Placement Goals equal the Total Availability for the affected class per job group.

What a Placement Goal is NOT!

- Unlawful preferential treatment and quota.
- Set-asides or a device to achieve proportional representation of equal results.
- Requirement that any jobs be filled by a person of a particular gender, race, or ethnicity.

Placement Goals as of 06/30/2022

Analysis Data as of 06/30/2022

KING COUNTY HOUSING AUTHORITY

Job Group	Class	Goal Placement Rate %
7 - SKILLED CRAFT	Female	5.63

2021 YEM KCHA
Monitoring Scorecard - Disabled
Analysis Data as of 06/30/2022

Plan: 1 - KING COUNTY HOUSING AUTHORITY

Goal for Individuals with Disabilities: 7.00%

As of 06/30/2021	Plan Utilization:	As of 06/30/2022	Plan Utilization:
	0.70%		0.44%
Total Employees: 426		Total Employees: 447	
Individuals with Disabilities: 3		Individuals with Disabilities: 2	

2021 YEM KCHA
Monitoring Scorecard - Veteran
Analysis Data as of 06/30/2022

Plan: 1 - KING COUNTY HOUSING AUTHORITY

Benchmark for Protected Veterans: 5.60%

As of 06/30/2021	Plan Utilization:	As of 06/30/2022	Plan Utilization:
	2.34%		2.23%
Total Employees: 426		Total Employees: 447	
Protected Veterans: 10		Protected Veterans: 10	

Things to Consider

Recruitment

- Create a strategy for attracting qualified candidates.
- Plan outreach efforts to include programs that would increase or enhance the qualifications of candidates.
- Document and track all outreach and positive recruitment for Females, Minorities, Veterans, and Individuals with Disabilities.

Track Successes

- Monitor areas where reoccurring issues are happening (e.g. job group with a previous goal, Adverse Impact, and/or Placement Goals).
- Remember internal promotions and transfers between plans count towards Goal Attainment.
- Evaluate applicant pools for diversity representation - if pools are not diverse, evaluate your applicant sources.
- Evaluate the effectiveness of all outreach.

Internal Accountability

- Communicate placement goals to key stakeholders and follow up regularly.
- Measure performance of recruiter's outreach and recruitment efforts.

Successes & Next Steps

Internal Promotions

- During the most recent reporting year (July 1, 2021 - June 30, 2022), 41 staff were successfully promoted.
 - Twenty-nine were Female (70.73%)
 - Twenty-four were Minority (58.54%)

Improved Diversity in Applicant Pools

- There has been an overall improvement in the diversity of our applicant pools for all positions. Due to the AAP data, our Senior Recruiter and Coordinator have been able to increase and target recruitment efforts to ensure the viability of our applicant pools. This included increased advertising using social media (LinkedIn), niche sites, and those focused on goal areas.

AAP Resurvey & Continued Outreach

- AAP Resurvey is coming in 2023
- Employer of Choice

QUESTIONS



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To: KCHA Board of Commissioners

From: Nikki Parrott, Director of Capital Construction and Weatherization

Date: March 27, 2023

Re: **KCHA Physical Infrastructure Improvements (600 Building)**

This memo summarizes considerations and planning currently underway for several safety, security, and modernization improvements for the 600 Building on the KCHA campus.

Electric Power Needs

During the planning for needed upgrades to the elevator in the 600 Building, we were informed by Puget Sound Energy (PSE) that with the additional electric power needed for the upgraded elevator controls, the current transformer that serves all the electrical needs of the building will reach the maximum allowed capacity. At the time, we were already considering other improvements to the building that would improve security and would need electric power, such as exterior lighting and an area for fleet vehicles that would close with an electric gate. And plans were underway to increase the number of electric charging stations for fleet vehicles to advance KCHA's goal to have a fully electric/hybrid fleet by 2033.

In light of these future power needs we have submitted the required application and documentation of need to Puget Sound Energy (PSE) related to replacing the current transformer that sits just to the west of the 600 Building. PSE is currently conducting an engineering analysis in order to make a determination about what will be approved and/or required. If approved, PSE crews will replace the transformer with those costs charged to KCHA. Replacement of the transformer could also require related work such as upsizing the underground vault, replacing undersized feeder lines to the building, and replacing panels in the electrical room and throughout the building to comply with current code. We expect to hear from PSE based on the results of the engineering analysis within the next several weeks.

The limited amount of information about what might be included in a PSE-required scope of work has allowed only for the development of Range of Magnitude (ROM) cost estimates, which are summarized below:

Transformer	\$100,000
New vault & upsize lines to building	50,000
Electrical Panels	100,000
Total	\$250,000

It is possible that the actual work described above may not occur until 2024. KCHA must rely on PSE to approve a scope of work and schedule crews to complete it. PSE does not usually prioritize this type of work for any particular customer so will likely schedule KCHA's project based on the availability and schedules of the appropriate PSE crew. Once we have more information from PSE we will come back to the Board with an update.

Security

Detailed planning for the potential security projects mentioned above, and others that may be implemented on the campus and at housing sites, will move forward now with the hiring of the new Director of Security.

Common Area and Office Areas Updates

Some of the office spaces and common areas in the 600 Building are outdated and are some of the last on the campus to be updated. (The building houses 104 staff in total.) All spaces in the 700 Building were new in 2012 (the year the building was purchased tenant improvements completed) and further improvements were made again in 2018 when a large storage area was converted to new offices. The only recent similar work done in the 600 Building took place in 2020 when the space in the east end of the first floor was completely remodeled in order to create additional offices for Administrative Services.

We are investigating potential options and costs to upgrade the exterior entry and lobby for security and heating/cooling improvements and the restrooms.

No significant upgrades have been made in either the first or second floors bathrooms since KCHA first moved into the building around 2000. Outdated fixtures, lighting, and finishes need to be replaced. Unlike the restrooms in the 700 Building, fixtures that reduce water usage and lighting that is energy efficient have never been installed, and as planning proceeds we may identify the need to replace galvanized pipes and will definitely needs to add additional shut-off valves.

The main entry door to the building is not well protected from the weather and heat loss/gain from the two-story windows creates a cold zone on the first floor in the winter and a significant heat zone on the second floor in the summer. We are exploring the potential for a permanently constructed canopy structure for weather protection and shading.

For security purposes the main door is kept locked and can only be opened with an employee's badge or electronically by the receptionist. The configuration of the current reception space does not allow the receptionist to see who (non-KCHA employee) is at the door wanting to be buzzed in. In considering how best to address this issue we also began to look at the finishes in the lobby area on both the first and second floors, which have not been recently updated and provide the "face" of the organization to visitors and potential new employees.

To develop concepts and materials options for each of these common area updates we have been working with an architectural design firm and are exploring a range of options.

Preliminary cost estimates are shown below.

Restrooms	\$215,000
Entry Door	\$90,000 - \$155,000
Lobby	\$400,000-\$575,000

Finally, the offices on the second floor are in need of paint, carpet, and in some cases new furniture. We had planned on updating these areas after the improvements were made on the first floor in 2020 but were derailed by the pandemic. There is a staff expectation that these spaces will be addressed, even though improvements have been long delayed. In addition, since 2020 staffing changes have created the need to for additional office/cubicle spaces to consolidate departments and provide work spaces for new employees. A preliminary estimate for this work is \$300,000.

Again we are in the process of considering options, costs, and potential schedules for all of the work described in this memo. However, we want to present these needs and the thinking about how to address them to the Board for any early guidance as we move forward.

600 Administration Building



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KCHA IN THE NEWS

March 20, 2023



King County Housing Authority

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Meet KCHA: Our Properties Gilman Square

Gilman Square, a quality apartment community that offers spacious layouts, charming finishes, and a host of in-home and property-wide amenities and conveniences, is nestled in the foothills of Tiger Mountain in Issaquah. These comfortable two-bedroom apartment homes combine proximity to the mountains with modern comforts such as full-size washers and dryers, contemporary wall colors, and electric fireplaces. Location is everything here - the quaint downtown area of Issaquah, shopping at Gilman Village, libraries, and schools are only moments away. Easy access to Interstate 90 puts Seattle, Bellevue, and Kirkland within easy reach. The property features a pool, a play area, picnic areas and walking trails throughout the community and plenty of beautifully landscaped grassy areas.





King County Housing Authority

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Meet KCHA:
Sela Kennedy

Sela Kennedy joined KCHA last year as a Regional Manager, where she oversees our Eastside subsidized housing portfolio. After spending much of her career in the nonprofit housing sector, Sela was drawn to KCHA because of its reputation in the community and the opportunities she has to grow as a leader here. Through her work on several DEI (Diversity, Equity and Inclusion) and Equity commissions, she has appreciated being able to delve deeper into the relationships that make our communities thrive and learning how to navigate the systems of support that are growing with us. She holds a bachelor's degree in Community Development from Western Washington University and is finishing up a master's in Communications from Gonzaga University. When not leading teams to provide the highest quality of customer service and property management, the Pacific Northwest native enjoys quilting, reading, hiking, PC gaming, and traveling.





King County Housing Authority

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Meet KCHA:
Shawli Hathaway

Shawli Hathaway is KCHA's interim Director of Resident Services. She leads our Resident Services department in connecting participants to available resources and opportunities so they can live more successful lives.

Shawli grew up in Lansing, Michigan, but relocated to Seattle in 2001 for a year of service with AmeriCorps and never left! With more than two decades of experience in both the public and nonprofit sectors, she believes that safe, stable, and affordable housing is a fundamental right that all people deserve and need to thrive. In 2015, Shawli joined KCHA, drawn to our reputation as a national leader in affordable housing. She stays because of the rewarding work and opportunity to collaborate with outstanding staff who are similarly passionate about our mission.

Shawli earned a master of public administration degree from Seattle University. She obtained her undergraduate degree in sociology and anthropology from Kalamazoo College in Michigan. Shawli has also studied Chinese language and culture at the Beijing Language and Cultural Institute and the Guo Yu Ri Bao Language Institute. When not at work, Shawli is an avid tennis player. She also enjoys reading and getting outdoors.





King County Housing Authority

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Meet KCHA: Our Properties Walnut Park

Walnut Park offers a beautiful neighborhood community in Kent, Washington. Walnut Park features spacious townhomes with attached garages, patios, expansive yards, and tiled fireplaces in a park-like setting. All units have washers and dryers and all-electric kitchens. This apartment community is less than a block from East Hill Park and about five blocks from multiple shopping and restaurant options.





King County Housing Authority

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Meet KCHA:
Kyna Foster

Kyna Foster helps make sure that KCHA follows the rules and helps find the best ways to implement policy and procedure. Over the last 17 years, Kyna has risen through the ranks (she started as an Administrative Assistant, later becoming our first Tax Credit Compliance Specialist) to become our Housing Initiatives Manager. In this role, she leads a team that oversees 1,297 Tax Credit units and another 371 units of locally funded housing. When she started in 2005, KCHA managed a mere 154 Tax Credit units!

Reared by a single parent who struggled with housing costs, Kyna loves being able to help provide housing that keeps families safe and secure and to be able to think about more than just the next rent payment. Though half Canadian, Kyna grew up in the Seattle area. She went to a high school four miles from KCHA's central campus. Kyna has a degree in cultural anthropology from Western Washington University and a master's in anthropology and international development from the London School of Economics and Political Science.





King County Housing Authority

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Meet KCHA:
Kyle Pierce

Kyle Pierce joined KCHA in 2022 as an Administrative Program Manager in KCHA's Social Impact department, where he leads reporting and planning efforts for our MTW (Moving to Work) program. MTW allows the agency to test innovative methods to improve housing services and to better meet local needs. Prior to KCHA, Kyle drove policy, research, and community advocacy activities in North Carolina to achieve that state's first source of income discrimination rule. He also worked as a fellow in HUD's Office of Public Engagement where some of his responsibilities included supporting HUD leadership, which opened up opportunities to meet with White House staff and attend meetings in the East Wing of the White House. As a young professional and product of KCHA public housing, those experiences informed Kyle's professional passion for all things affordable housing and economic mobility. He was drawn to KCHA because of our leadership and innovation in public housing authority policy and federal advocacy work. Kyle holds a bachelor's degree in U.S. government from the University of Washington as well as a master's in urban planning and policy from the University of Illinois-Chicago.

