MEMO

Date:

To: Implementation Board of the KCRHA

From: Leo Flor, Director, King County DCHS

 Jason Johnson, Interim Director, HSD

RE: KCRHA Start-up Planning and Action Needed

The purpose of this memorandum is to seek Implementation Board approval for six decisions that will support the startup of the King County Regional Homelessness Authority. These decisions will also manage liability and ensure that there is a competitive benefits package in place to attract a CEO and other staff necessary for the KCRHA to carry out its work.

**Decision 1. Which health insurance benefits to put in place for the KCRHA CEO and staff.**

In order to begin recruiting the CEO and to be competitive in hiring staff for the KCRHA a health benefits package that is comparable to other government entities must be in place prior to the first hire. The workgroup recommends contracting with the Association of Washington Cities for participation in their Employee Benefit Trust. See attached briefing for more information.

**Decision 2. Whether to sign up the King County Regional Homelessness Authority for employee participation in Social Security.**

Social Security is a U.S. Government program that acts as a source of income for retirees and those who cannot work due to disability. The workgroup recommends that the Authority direct staff to take those actions necessary to allow Authority employees to participate in Social Security. See attached briefing for more information.

**Decision 3. Whether to sign up the King County Regional Homelessness Authority for employee participation in the Public Employees’ Retirement System.**

Public Employers in Washington State can participate in various state sponsored pension programs. The workgroup recommends the Authority direct staff to take those actions necessary to allow Authority employee participation in the PERS system. See attached briefing for more information.

**Decision 4. Which types of insurance to obtain for the Authority.**

The KCRHA Interlocal Agreement (ILA) authorizes and empowers the Authority to purchase insurance that protects its directors, officers and staff and to maintain public liability insurance. The workgroup recommends that the Authority take action to secure the necessary insurance coverage, via an insurance pool, to protect the entity and its officers, directors and staff from liability. See attached briefing for more information.

**Decision 5. Whether to proceed with procuring a fiscal officer for the KCRHA.**

A designated point-of-contact (POC) is needed to manage and move the fiscal work of the Authority forward. The workgroup recommends procuring third party services with Seattle start-up funds before the CEO is in place thru March 2021. Once the CEO is in place, and a CFO is appointed, the work can begin transitioning to the KCRHA. See attached briefing for more information.

**Decision 6. Whether to proceed with procuring payroll services for the KCRHA.**

Payroll services will need to be in place before the CEO is in on board. The workgroup recommends procuring these services with a third party. The goal with this procurement would be to enter into a short-term contract, to provide immediate payroll services that could be retained or supplanted after the CFO is in place.