

MEMO

Date: August 14, 2020

To: Governing Committee of the King County Regional Homelessness Authority (KCRHA)

From: Leo Flor, Director, King County DCHS

Jason Johnson, Interim Director, HSD

RE: Seeking KCRHA Governing Committee Approval: Limited Interim Hiring Plan & Start-Up Costs for CEO

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## SUMMARY

The purpose of this memorandum is to seek Governing Committee approval for two decisions:

**Decision 1: Whether the KCRHA CEO, after having been hired by KCRHA, may recruit and hire up to five employees to form an initial leadership team as an intermediate step before completing for Governing Committee approval a full Staffing Plan.**

- Article IX, Section 5 of the KCRHA ILA requires the CEO to submit a Staffing Plan within sixty-days of the CEO's date of employment.
- The rationale for seeking this approval now for the CEO's use upon their hire is so that the CEO may hire a small number of key leaders for KCRHA to perform necessary work in the period between the CEO's hire date and the foreseeable five months that it will appropriately take to develop, gain approval for, and hire based off of the ILA-required initial staffing plan.
- Approval of this Limited Interim Hiring Plan delegates authority only to the CEO to hire up to five employees.

**Decision 2: Whether the CEO, under oversight of the Implementation Board, may have access to and expend an additional initial start-up budget made available by the City of Seattle and King County, consistent with the KCRHA ILA, for actions necessary to begin operations of the KCRHA.**

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## POTENTIAL ACTION BEFORE THE COMMITTEE

If approved by the Governing Committee, for the Committee to **pass a motion approving Decision 1 and Decision 2** as presented within this memorandum or as amended by the Committee.

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## BACKGROUND

**The Requirement for a Staffing Plan:** Among the first bodies of work for a newly hired Chief Executive Officer (CEO) for the King County Regional Homelessness Authority (KCRHA) will be the creation and submission of an organizational Staffing Plan, due within sixty-days of the CEO's date of employment. The purpose of the staffing plan is to gain Implementation Board and Governing Committee approval of an overall organizational structure for the Regional Authority. Approval of a staffing plan is a prerequisite for the CEO to begin hiring additional employees of the Regional Authority. If the CEO uses

the full sixty days to submit the plan, the Governing Committee takes one month to consider and approve the plan, and recruiting and hiring of positions takes sixty days, it is foreseeable that it could take five months to hire any additional employees of KCRHA unless the Governing Committee provides interim authorization to hire any positions.

**Funding for this Decisions 1 and 2 within this proposal:** King County and the City of Seattle have committed to fund the initial 2020 start-up costs for the King County Regional Homelessness Authority. These start-up costs were estimated through an analysis of initial start-up needs to assist in the planning and stand-up of KCRHA business and were agreed upon and incorporated into the KCRHA Interlocal Agreement.

City of Seattle committed to provide no more than \$2,000,000 for calendar year 2020, or a pro-rata portion if the KCRHA begins operating later than 1/1/2020.

King County committed to \$1,755,000 for the same time period as the City. KC funding was provided as in-kind contributions via the use of space and renovations at the Yesler Building. KC and City staff were to have been co-located at Yesler, and City staff completed the move just before COVID work from home requirements went into effect in March.

The Initial start-up costs are intended to support the following items:

<b>Staffing (positions included here are illustrative— not exclusive or exhaustive--to demonstrate the planning factors used to formulate the funding that would be appropriate for this action—the CEO under this proposal may hire positions other than the types listed here or for other salaries so long as they do not commit funds beyond staffing subtotal listed below)</b>		<b>2020 Estimate</b>
Executive Director or Deputy Director		211,055
Chief of Staff		161,450
Deputy Director, Program Delivery & Performance		183,861
Deputy Director, Operations		183,861
Human Resources Manager		158,357
Staffing subtotal		\$898,584
<b>Operations (this list is illustrative and not exhaustive)</b>		<b>2020 Estimate</b>
Executive Search Firm		130,000
Tech Systems (Budget/Financial Mgmt/HR/Payroll)		500,000
Equipment, Website, Office Supplies		121,000
Moving costs		200,000
Community Engagement		75,000
Legal Support		75,000
Operations subtotal:		\$1,101,000
<b>Total, Seattle one-time start-up</b>		<b>1,999,584</b>

These funds will be available to KCRHA for use as of September 1, 2020, thereby allowing the CEO to begin hiring critical staff positions, payroll and accounting systems, HR services and other supports needed to begin operations in 2020. King County is planning to transfer funds for additional staffing prior to 2021 as a result of program and staff changes within All Home which will allow increased flexibility for the CEO to bring on staff prior to January 2021.