

To: KCRHA Implementation Board Members

From: Leo Flor, Director King County DCHS & Jason Johnson, Interim Director Seattle HSD

Date: 1/13/2021

TOPIC: KCRHA Progress update

There are three key work items that King County and City of Seattle staff wish to provide updates on to members of the King County Regional Homelessness Authorities Implementation Board.

CEO selection progress – A list of 4 prospective candidates has been approved, by the appointed CEO search committee, for interviews by the Implementation Board. These candidates were selected after a lengthy stakeholder engagement process, national recruitment and initial interviews run by The Hawkins Company out of Los Angeles. The 4 prospective candidates represent a diverse and varied background of skills and experience that best adhere to the selection criteria that was developed throughout this process.

Prospective Candidate Interviews are scheduled to take place on Friday, January 15, 2021. All Board members should have this time set aside on your calendars. The Hawkins Company will facilitate the interview process and King County staff will provide technical support. These interviews will be held in a closed executive session of the Board.

Once the first round of interviews are completed the Implementation Board will recommend a list of finalists to proceed to a meet and greet with representatives of the Lived Experience Coalition on January 18th and then to the final round of interviews to be conducted jointly with the Governing Committee on Friday, January 29th. There is a special meeting of the Governing Committee and the Implementation Board to confirm the finalist candidate scheduled for Thursday, February 4th.

Association of Washington Cities Risk Insurance Pool - The staff team is working with the Association of Washington Cities (AWC) to join their insurance risk pool. Staff have provided information about the Authority and 10 years of risk claims and loss data for the City/County's homeless services programs to AWC. This is currently under actuarial review and we expect a quote for the cost of joining the pool within the next week. HSD is working to transmit a resolution to City Council to sponsor the KCRHA to join the AWC risk insurance program, much like to was done to sponsor the enrollment into the health benefits pool. It is expected that the resolution will be adopted by the end of January by City Council. We would then need to submit a formal application to AWC and they would need to approve the Authority's enrollment. We expect that this can take place in preparation for the initial operations of the Authority.

Accounting & Fiscal Services progress – The staff team is working to develop an agreement with Francis and Co. on behalf of the KCRHA to provide Accounting and Fiscal Services support to the organization. The project proposal includes 5 phases to be completed through the end of September 2021. Initially, the contract will be with the City of Seattle on behalf of the Authority and will be funding using start-up funds and other reserves from the City of Seattle. Total cost is anticipated to be \$750,000.

PHASE	GENERAL WORK DESCRIPTION	APPROXIMATE START DATE	PLAN DURATION
Phase 1 - Business Understanding	Develop full understanding of the business, its purpose, vision and deliverables, in order to understand and design the infrastructure the Authority will need	January 18, 2021	Weeks 1 -4
Phase 2 - Initial Planning and Budgeting	Set priorities, timelines and budget for the project and come up with business workflows that best suit the Authority's structure and goals	February 15, 2021	Weeks 5-8
Phase 3 - Implementation	Assist in identifying essential service providers that fit the big purpose goal of the Authority	March 15, 2021	Weeks 9-20
Phase 4 - Operations	Steer accounting, finance and budgeting for the Authority until it can hire its own	March 15, 2021	Weeks 9-50
Phase 5 - Transition	Assist the Authority's new fiscal staff to take over the duties and responsibilities; create a well-defined transition plan to make sure that tasks and duties are documented and appropriately passed on.	September 27, 2021	Weeks 30-50