

Policy:

Authority

The King County Regional Homelessness Authority (“KCRHA” or “the Authority”) was established on December 19, 2019 under the provisions of Washington’s Interlocal Cooperation Act, Section [39.34 of the Revised Code of Washington \(RCW\)](#), through an Inter-Local Agreement (ILA) between King County, Washington and the City of Seattle. The Authority is a public entity separate and apart from the parties to the Agreement, capable of exercising independent powers. The mission of the Authority is to significantly decrease the incidence of homelessness throughout King County, using equity and social justice principles. The Authority will provide consolidated, aligned services for individuals and families who are experiencing homelessness or who are at imminent risk of experiencing homelessness in King County, will coordinate existing services for people experiencing homelessness, and will design, fund and operate other homelessness and related social services using equity and social justice principles to assist those in the community who are eligible for those services. The KCRHA is administered by the Governing Committee (GC) and managed by the Implementation Board (IB).

Purpose

The Implementation Board shall confer the responsibility for speaking on behalf of the Authority to KCRHA staff.

Authority

The ILA establishes the Implementation Board as the approval authority for the KCRHA’s internal policies, including those that govern the Implementation Board itself. By action of the Implementation Board of the KCRHA, this establishes the Authority’s communications policy with respect to the Implementation Board.

Communications Policy and Procedure

KCRHA is committed to providing timely and accurate information to our partners, customers, collaborators, media, and the public. In order to ensure that our communications are clear and consistent, it shall be the policy of the KCRHA Implementation Board that:

- Inquiries about KCRHA operations and official positions, whether from community-based organizations, providers, non-profits, or other entities, are to be referred to the appropriate KCRHA staff;
- Inquiries from media organizations are to be referred to the Director of External Affairs & Communications;
- Media spokespeople on behalf of the KCRHA are limited to the CEO, Deputy CEO, Director of External Affairs & Communications, and their expressly approved designees;
- Spokespeople on behalf of the operations and official positions of the KCRHA are limited to the CEO and their expressly approved designees.

Implementation Board members do not speak for the official positions or operations of the KCRHA and are not expected to take meetings about such positions or operations. For transparency purposes, when Board members receive inquiries to be routed to KCRHA staff, that staff will ensure that the Board members are also apprised of the response.

KCRHA and Board members acknowledge the right of each Board member to publicly express individual opinions regarding issues relevant to KCRHA work, whether as members of the public or representing their own workplace organizations. These opinions should always be understood to be in a personal capacity or other professional capacity separate and apart from their role as a KCRHA Implementation Board member.

Board members *are* encouraged to advocate for public policies that further KCRHA goals, for example, supporting shared regional responsibility for addressing homelessness, expanding access to housing vouchers, and increasing development of 0-30% AMI housing. This advocacy should always be understood to be in a personal capacity or other professional capacity separate and apart from their role as an Implementation Board member.

Appendix A – Sample Communications Response Email

Thank you for reaching out to learn more about the King County Regional Homelessness Authority. As a member of the board, I help oversee the general direction and strategy of the KCRHA, but operations and decision-making are managed by staff.

I'm happy to forward your request to [KCRHA staff member] and encourage you to reach out to them directly with any further questions.