



KCRHA
King County Regional Homelessness Authority

Date: April 6, 2022

To: Implementation Board

From: Marc Dones, Chief Executive Officer
Meg Barclay, Chief Administrative Officer (CAO)
Tiffany Brooks, Assistant CAO for Finance

Subject: **King County Regional Homelessness Authority Relocation Reimbursement Policy and Budget Authorization**

Purpose:

The purpose of the Relocation Reimbursement Policy is to provide a standard to reimburse newly hired employees for costs to relocate to Seattle, Washington. According to the policy, new employees may be eligible for relocation assistance if they move more than 100 miles away from their former home and their work with the RHA is planned to exceed 12 months. Relocation assistance will be approved on a case-by-case basis and will be capped at the equivalent of one month of the employee's salary.

Approval of existing relocation funding by the Implementation Board (IB) specified that additional relocation funding would need to be approved by the IB. As such, we recommend approval of \$72,000 for relocation expenses to be expended according to this policy. This amount is estimated to be sufficient to support relocation costs for up to eight employees based on a minimum salary of \$80,000.

Recommendation:

That the Implementation Board approve the allocation of \$72,000 for new employee relocation assistance, consistent with prior IB action.