



Implementation Board Agenda - Annotated

September 14, 2022

Agenda

Time	Item
2:00pm – 2:15pm	Welcome <ol style="list-style-type: none">1. Welcome, Roll Call of Implementation Board (Simha Reddy)<ul style="list-style-type: none">- Members, Mission Statement, and Theory of Change2. Land Acknowledgement (Simha Reddy)3. Public Comment Sign-Up<ul style="list-style-type: none">- Public Comment will be 10 minutes- Public Comment must directly address a portion of the agenda.- Each person will have 2 minutes for public comment.
2:15pm – 2:20pm	Consent Agenda (Simha Reddy) <ol style="list-style-type: none">1. August 10th Minutes
2:20pm – 2:30pm	Public Comment (Simha Reddy)
2:30pm – 3:00pm	CEO Update Report (Marc Dones)
3:00pm – 3:10pm	Topic: Regional Services Database

3:10pm – 3:40pm	Topic: 5-Year Plan
3:40pm – 3:55pm	Topic: Implementation Board Bylaws
3-55pm – 4:00pm	Adjourn (Simha Reddy)

Board Chair: Simha Reddy

Note-Taker: Katherine Wells

September 12th, 2022 (2:00pm – 4:00pm)

Location: Auburn City Council Chambers
25 West Main Street
Auburn, WA 98001

Theory of Change: If we create a homeless response system that centers the voices of people experiencing homelessness, then we will be able to focus on meeting needs and eliminating inequities, in order to end homelessness for all.

Implementation Board Minutes

August 10, 2022



Members Present: Simha Reddy, Carey Anderson, Paula Carvalho, Gordon McHenry, Damien Pattenauade, Waneta Spotted Elk, Sara Rankin

Consent Agenda: July minutes approved

CEO Report (Marc Dones):

Housing

- Emergency Housing Vouchers - over 75% vouchers issued over 60% leased up. We are the best in the nation for large communities. 1200+ households housed since October.

Policy Work

- Severe Weather Response Framework - As we continue to work with our provider partners to focus on helping people who are experiencing unsheltered homelessness who are at high risks of negative impact; being able to activate strategy that is near them as opposed to saying come to this place. Our provider partners and the LEC activated cooling tents in addition to the library City Hall strategy, we also did daily sub-regional calls to track work across the County. We served over 600 people across the region distributing water and a number of perishables to folks.
- Duty phone implementation and responses
This is for things that happen in the off hours/weekends, it's a phone number providers can call and be able to reach someone from RHA.
- Organizational Strategic Pillar internal rollout - RHA's organizational values. what they are is a commitment to being anti-racist, a commitment to lift the voices of those with lived expertise and experience.
- Five Year Planning Work - Final plans will be rolled out in December.
- Subregional ILA progress - In the process of drafting exhibits for the framework with our colleagues in North King County, We are negotiating work around the framework with our East King County colleagues and anticipate both of those moving along smoothly.
- Burien Agreement & Issaquah Agreement - Project agreements are in place, those project agreements around specific permanent supportive housing, other housing specific for folks experiencing homelessness.

- Encampment Resolution
 - Woodland Park
 - 2 “right of way” encampments
 - Encampment Prioritization tool
 - Dearborn calendared
 - Upcoming Green River engagement
 - Multiple other 40+ encampments being assessed
- Data - A searchable database
 - Regional landscape database
 - 500+ oral histories
 - Modified point in time count
 - BNL Development (Downtown BNL expected by end of August - First week of September for Partnership 4 Zero
 - Gaps analysis modeling
- Administration
 - HUD Disaster Relief Technical Assistance to launch Housing Command Center (part of partnership 4 Zero - P4Z)
 - Multiple RFPs released/awarded
 - 70 employees hired in one year
 - Contract consolidation - (300+ down to approx. 220)
 - First CoC convening
 - The System Advocate team launched and on the ground.
 - Additional Revenue - Work with the State and HUD we expect an additional approx. \$50M above what we had initially anticipated for the year and likely another 10M in or around January.

Implementation Board Bylaws

The Implementation Board operates under the Inner Local Agreement (ILA), which is the Regional framework that brought together the City of Seattle and King County to create the Regional Homelessness Authority.

- Draft of the King County Regional Homelessness Authority - Implementation Board Bylaws
- Membership - 13 members
- Terms - 3-5 years
- Vacancies
- Alternates
- Co-Chairs, Treasurer, and Secretary

Topic: Equity Based Decision-Making Framework (Erin Bryant-Thomas)

- See Anti Racist Strategy slides from materials

Adjourn (Simha Reddy)

Motion to Adjourn - Move Pastor Carey Anderson Sara Rankin/Second

The next meeting of the Implementation Board will be held on September 14th, 2022. The physical meeting location will be announced on the KCRHA website (Implementation Board section) prior to the meeting.

KCRHA

Implementation Board

9/14



Agenda

- CEO Update
- Regional Services Database
- 5-Year Plan Framework, Goals and Objectives
- Review Draft Bylaws



Current High Level Work Plan

April 2021 -
Dec 2022

Jan - March
2022

April - July
2022

August - Dec
2022

Jan - March
2023

Start-up

- **Hire** leadership team and 30 staff members
- **Sub-regional engagement** & planning
- Develop **Emergency Housing Voucher framework**
- Bid and **set up grants & contracts management** system

- Input, review & **consolidate 320 service and project contracts**
- Severe **Weather Response**
- Launch **Partnership for Zero**
- **Workgroups** on vehicles, acuity
- Seattle shelter RFP
- **PIT Count** & UUHP data collection

- Sub-regional engagement
- Create **regional services database**
- 5-Year Plan **public & provider engagement**
- Ombuds charter
- Seattle safe lot RFP
- Reprocurement RFI
- Hire **Systems Advocates**
- 2023 **Budget proposal**

- **5-Year Plan finalized**
- Housing **gaps analysis** & modeling
- **Housing Command Center** operational
- State Right of Ways
- **Partnership for Zero**
- Supportive Housing RFI
- **HUD CoC & RFP applications**
- 2023 **Budget finalized**

- Begin phased system reprocurement
- Implement funded priorities



Summer Encampment Resolutions

- 3 encampments resolved with **nearly 100 people housed** in 2 months
- More resolutions to come
- \$49.2 million from **Gov. Inslee's Right of Way Safety Initiative**
 - 58-unit permanent supportive housing facility
 - 80 units of emergency housing
 - \$12 million for other PSH and master leasing
 - Intensive outreach and service matching with JustCARE & REACH
- **Collaboration** across WSDOT, WSP, Dept. of Commerce, City of Seattle, King County, KCRHA



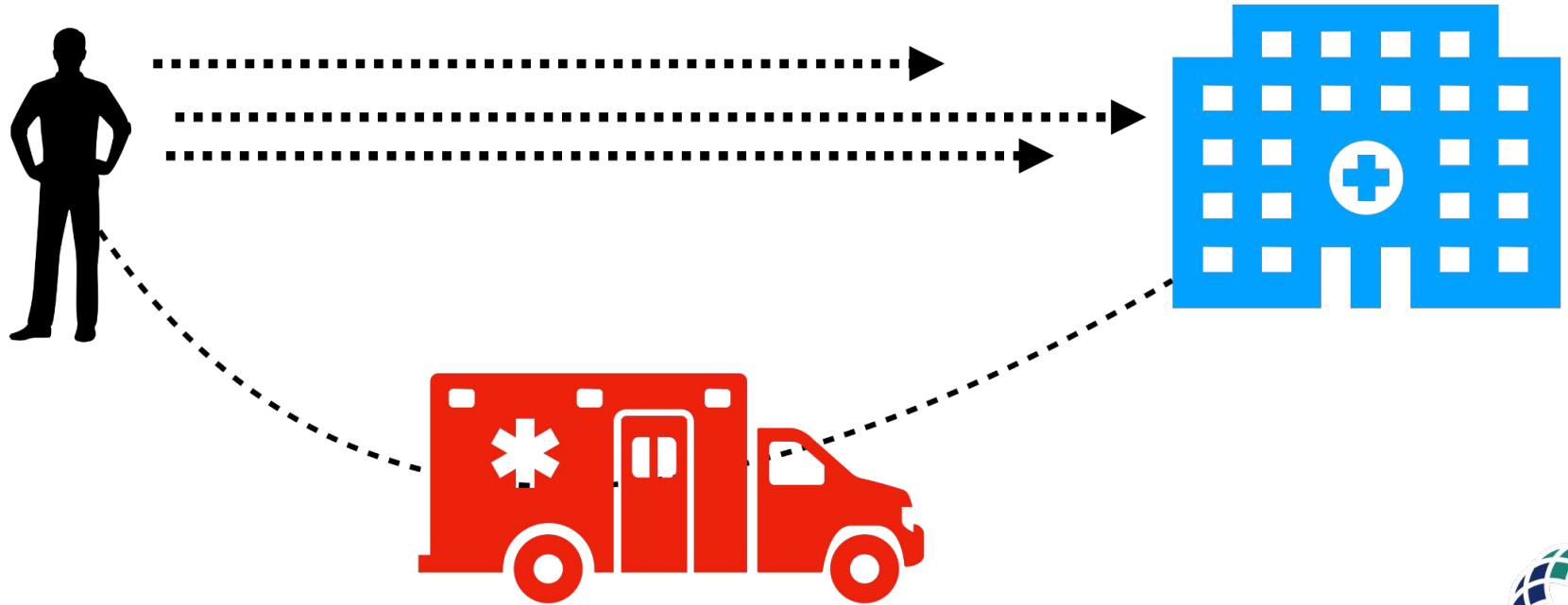
Piloting an Approach

Goals

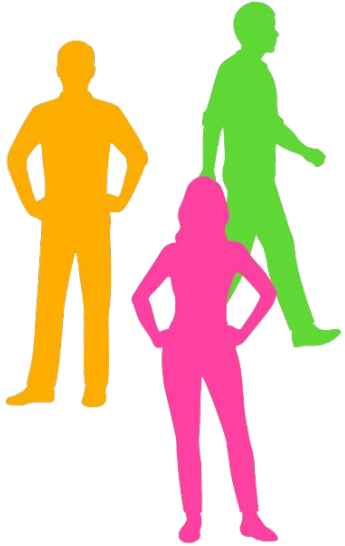
- Speed
- Housing First
- Person-Centered



Encampment Resolution: A Crisis Response



Encampment Resolution: Piloting through ROW



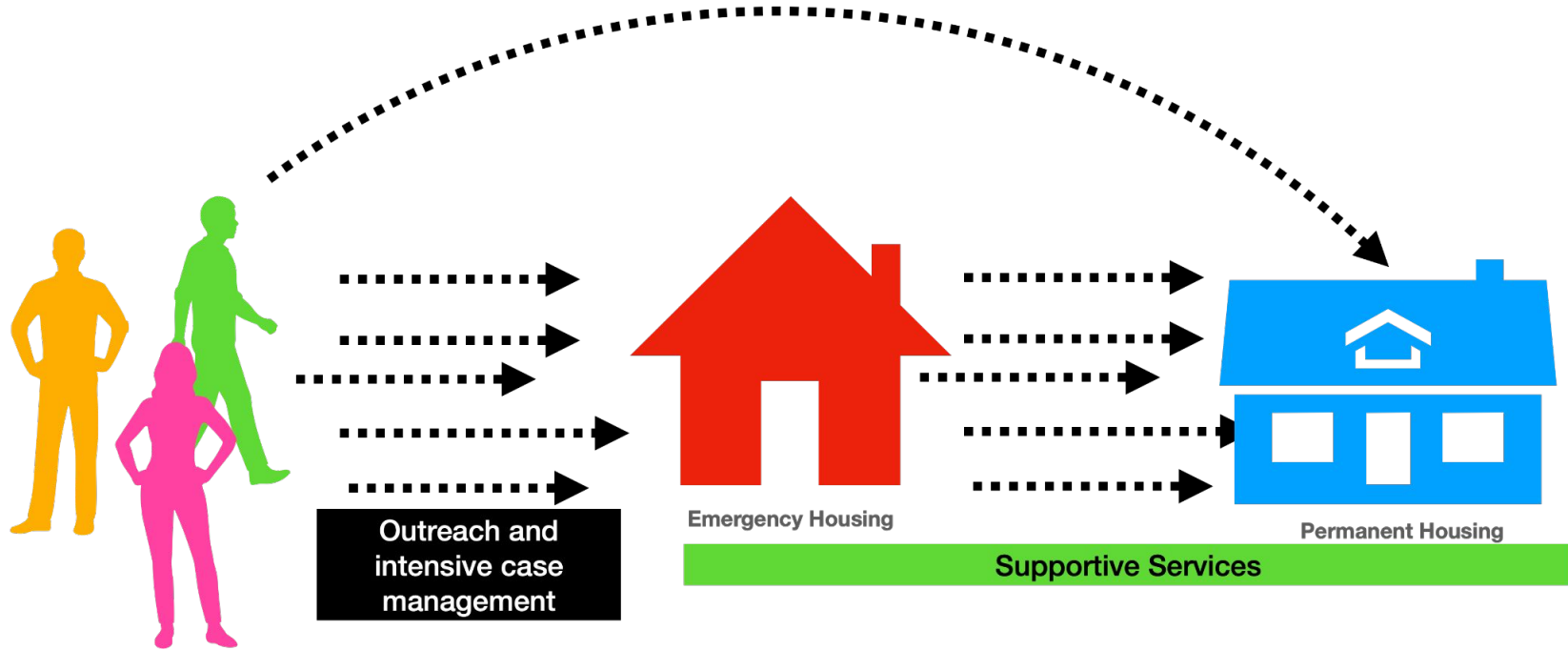
Emergency Housing



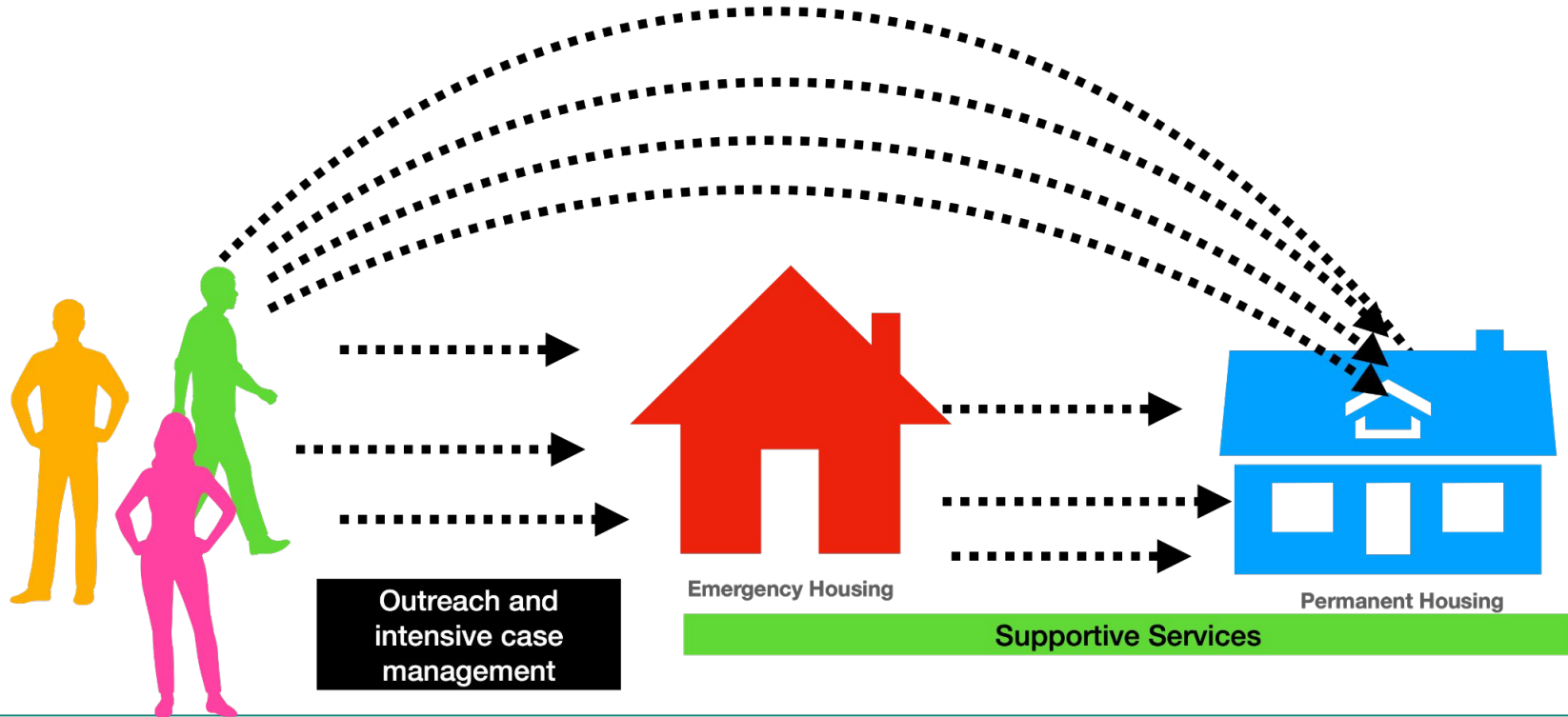
Permanent Housing



Encampment Resolution: Piloting through ROW



Encampment Resolution: Potential Future State



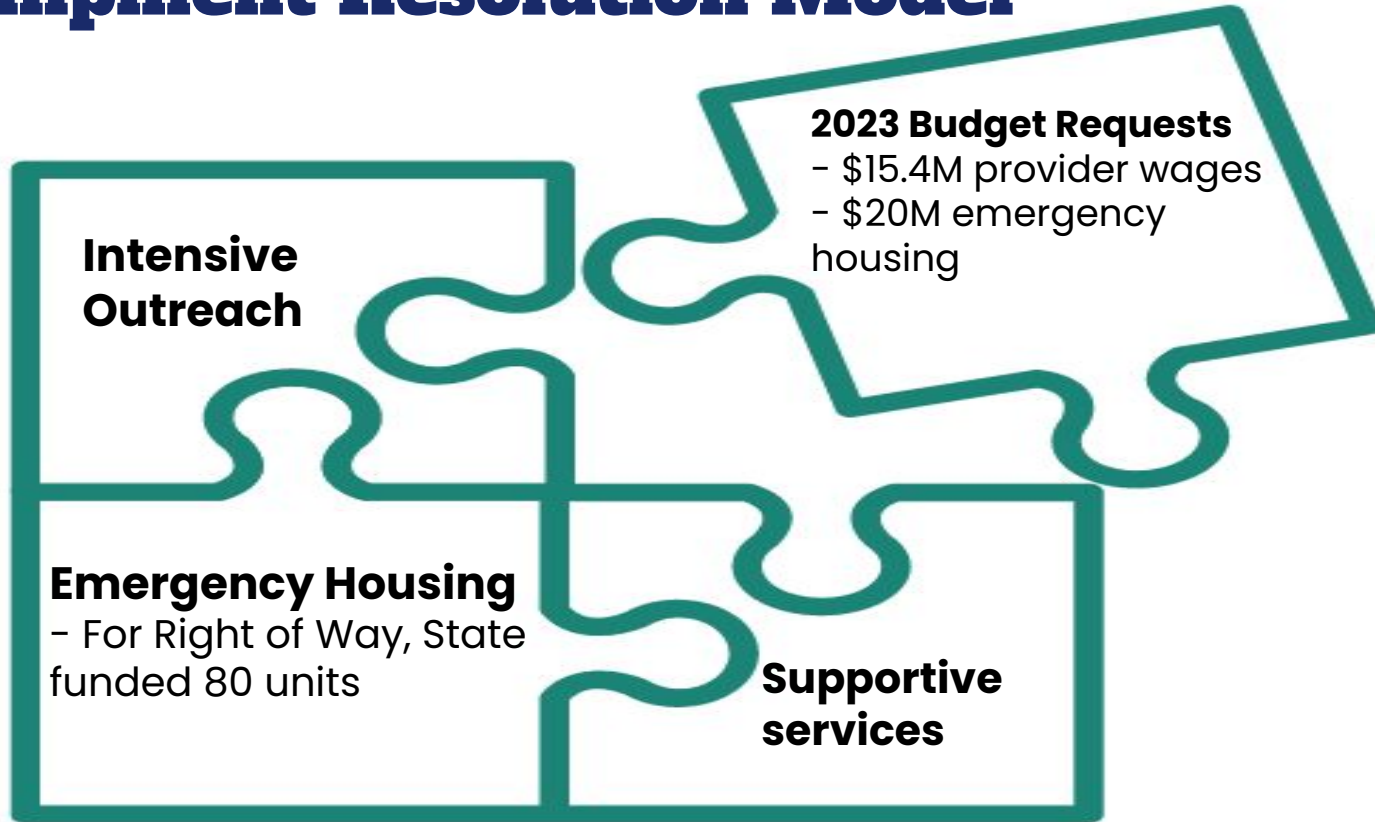
Emergency Housing



Dignity, Privacy & Care



Encampment Resolution Model

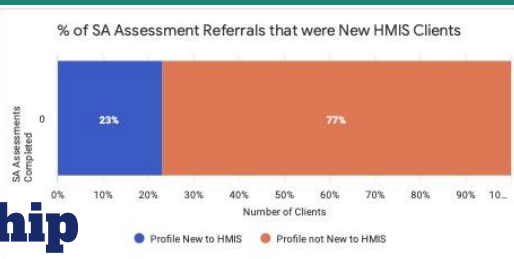


Partnership for Zero: Downtown Plan

- 17 Systems Advocates onboarded
- Housing Command Center is operational, with HUD support, at City of Seattle EOC
- By Name List: ~300 people assessed so far, mapping encampments with City of Seattle



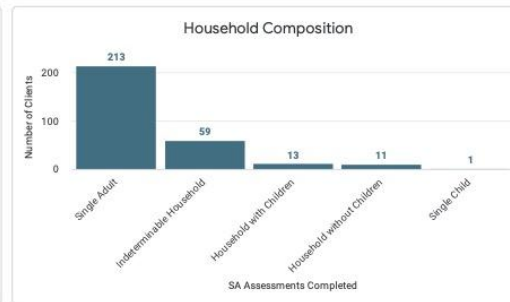
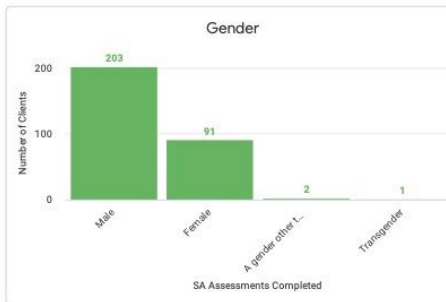
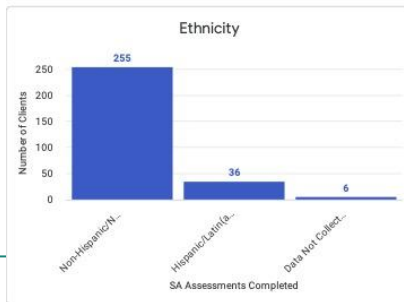
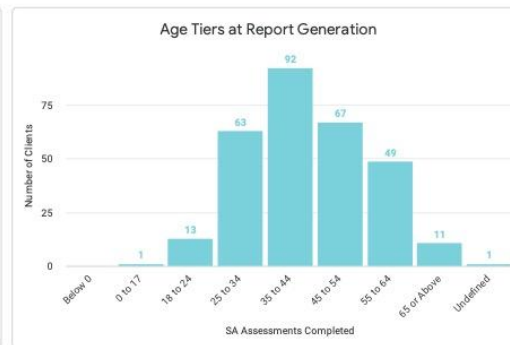
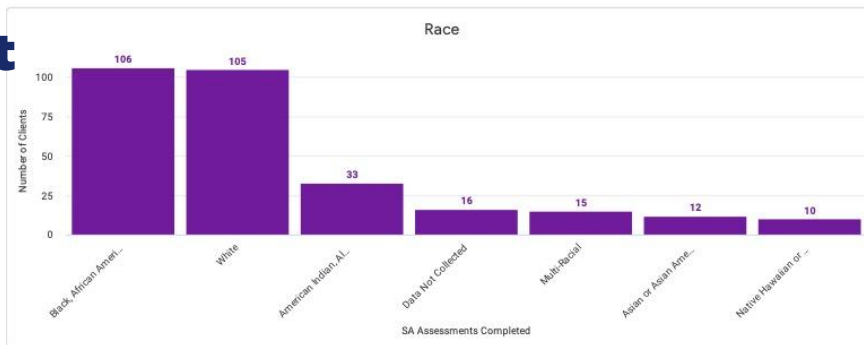
Partnership for Zero: BNL Snapshot



297
of Clients Assessed

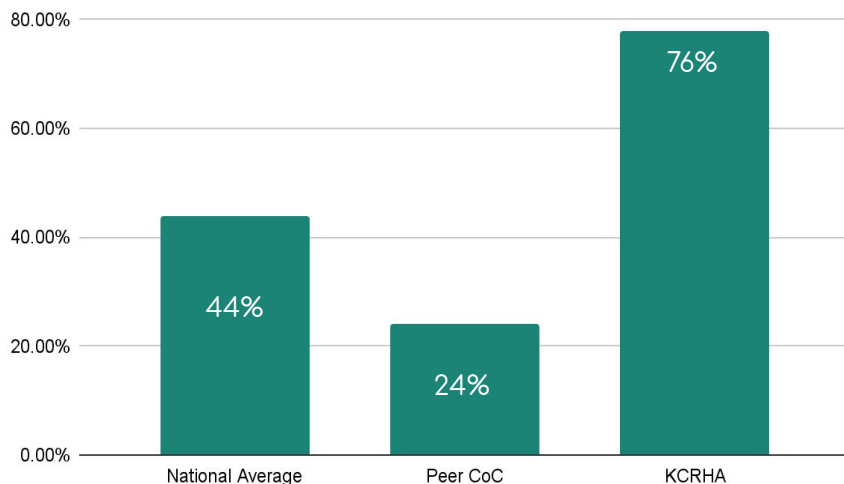


Demographics



Emergency Housing Vouchers

EHV Lease Up %

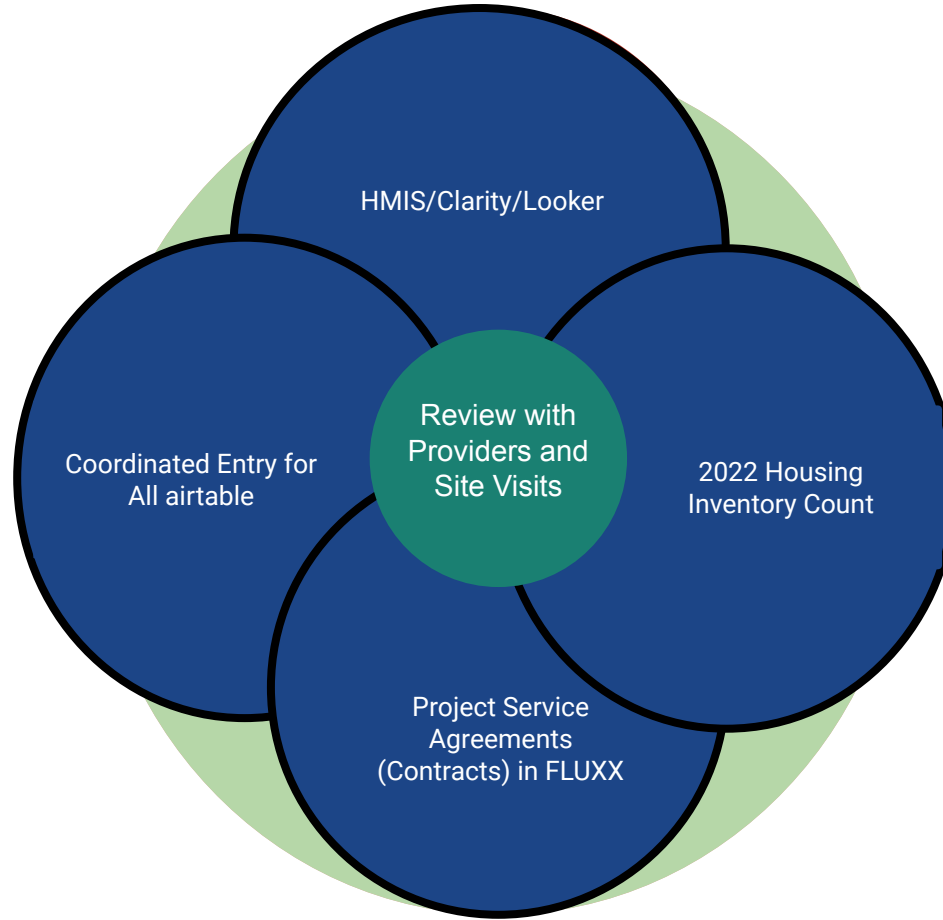


- **Over 1,000 households permanently housed** in one of the most competitive housing markets in the nation
- With a **leasing rate nearly double the national average** and **three times the rate of peer communities** of comparable size



Regional Services Database

**Over 450
programs
Explored 33
characteristics**

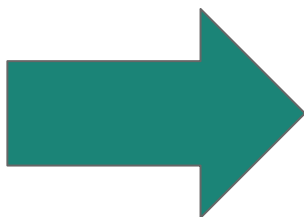


- 1. Data Review**
- 2. Coding Administrative Data**
- 3. Workshops**
- 4. Partner Revision**
- 5. Systemization and Improvement**



Narrative Description

single adult men // Black and African American
Male 18+
low barrier, housing first, all genders
homeless female identifying over 18, or female identifying couples.harm reduction model
Single adults over 50, all gender experiencing homelessness
homeless men and women age 50+
homeless single female identifying
Homeless families (all genders head of household) with minors
Identify as male, age 50 and over, experiencing homelessness
Homeless adults 18 years and older of all genders. For the Safe Haven rooms, participants must be chronically homeless and have a documented chronic mental illness per CoC guidelines.
homeless native american men and women



Coded Responses







Household type	Sub-population type
Families with Children under 18	Deaf Domestic Violence
Single Adult Men	Black/African-American Serving
Single Adult Men	General - No additional specificity
Single Adults (All Genders)	General - No additional specificity
Single Adult Women	General - No additional specificity
Single Adults (All Genders)	Older adults (50+)
Single Adult Men Single Adult Women	Older adults (50+)
Single Adult Women	General - No additional specificity
Families with Children under 18	General - No additional specificity
Single Adult Men	Older adults (50+)
Single Adults (All Genders)	Individuals living with Serious Mental Illness
Single Adult Men Single Adult Women	Native American Serving
Single Adult Men Single Adult Women	Native American Serving
Single Adult Men	General - No additional specificity
Single Adult Women	General - No additional specificity

Public Release: End of September

Comprehensive dataset

Sortable by type, city, and sub-region

First time this information has ever been collected in one place

<input type="checkbox"/>	 Program Name	 Service Provider Organi...	 Sub-Region	 Jurisdiction/CoS Council...	 Type of Program	 PSA?
▼	Hopelink Count 7					
10	Kenmore Shelter	Hopelink	North King County	Kenmore	Emergency Shelter	No
11	Duvall Place	Hopelink	Snoqualmie Valley	Duvall	Permanent Housing	No
12	Avondale Park Shelter	Hopelink	East King County	Redmond	Emergency Shelter	No
13	Avondale Park TH-Unsubsi...	Hopelink	East King County	Redmond	Transitional Housing	No
14	Heritage Park	Hopelink	East King County	TBD	Permanent Housing	No
15	Avondale Park TH-Subsidiz...	Hopelink	East King County	Redmond	Transitional Housing	No
16	Hopelink Place	Hopelink	East King County	TBD	Permanent Housing	No
SERVICE PROVIDER ORGANIZATION						
▼	Lake Washington Unit Count 1					
17	LWUMC Safe Parking Progr...	Lake Washington United...	East King County	Kirkland	Safe Parking	No
SERVICE PROVIDER ORGANIZATION						
▼	LifeWire Count 4					
18	LifeWire Shelter	LifeWire	East King County	TBD	Emergency Shelter	Yes
19	Lifewire Regional RRH-DV (...)	LifeWire	Countywide	N/A	Rapid Rehousing	Yes
20	My Friend's Place JC-RRH	LifeWire	Countywide	N/A	Rapid Rehousing	Yes
21	Lifewire Regional RRH-Exp...	LifeWire	Countywide	N/A	Rapid Rehousing	Yes

5-Year Plan: ***A Strategic Roadmap to Transform Our System***

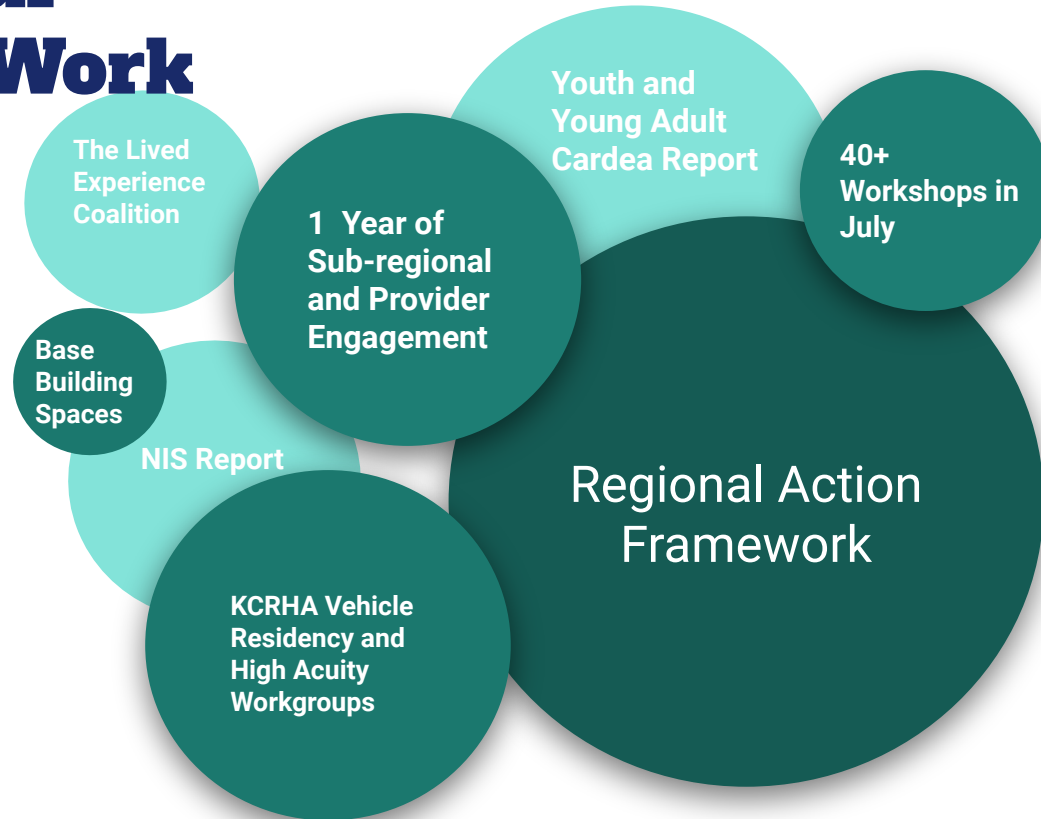


Intent for Today

- Review Proposed System Goals
- Discuss supporting draft objectives
- Next steps for further development
- Feedback from the Board
- Timeline



Building on Our Community's Work



Acting through our Theory of Change and Commitment to Racial Justice

“If we create a homelessness response system that center the voices of those who have lived experience of homelessness, then we will be able to focus on responding to needs and eliminating inequities, in order to end homelessness for all.”

Homelessness disproportionately harms people of color. We use an equity based decision-making framework to proactively dismantle structural racism and advance racial justice.

The Plan Framework

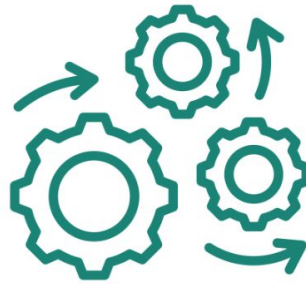
System Goals

The vision for system for the next five years



Objectives

What we need to accomplish to achieve the vision



Initiatives

The strategic process for how we achieve objectives

Activities

Specific actions that make progress



EXAMPLE:

Goal
Become Valedictorian

Objective
Get a 4.0 this semester

Initiative
Begin a study group for AP calculus

Activity
Create a topic schedule for the study group

Activity
Send out doodle poll for weekly meeting

Initiative
Sleep at least 8 hours a night

Activity
Electronics off by 9PM

Activity
Drink less coffee

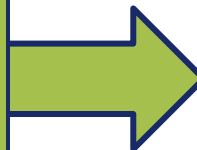
Proposed System Goals

1. Expand Capacity for Services
2. Significantly Reduce Unsheltered Homelessness
3. End Homelessness for Unaccompanied Youth and Young Adults
4. End Unsheltered Homelessness for Families and Children in King County
5. Reduce Racial Disproportionalities in Unsheltered Homelessness
6. Consolidate homelessness response system and improve system accountability to people experiencing homelessness



System Goal

Expand Capacity for Services



**July 2022
Planning
Workshops**

**Engaged lived
expertise**


**“Longer-term Priority”
identified by Regional
Action Framework**

Draft Objectives

- **Stabilize Workforce**
- **Increase federal funding for services**
- **Increase state and local funding for services**
- **Standardize Person-Centered Healing-Based Services**
- **Increase capacity building supports for agencies positioned to provide culturally responsive care**
- **Develop capacity for a severe weather emergency that meets the needs of people experiencing homelessness**

System Goal

***Significantly Reduce
Unsheltered Homelessness***



**Interim Goal
identified by
Regional Action
Framework**

Draft Objectives

Expand Housing to Meet the Need

- **Rental Subsidies**
- **Emergency Housing**
- **Housing with Supports**
- **Permanent Supportive Housing**

Partnership for Zero

(High Acuity Population Objective)

(Vehicle Resident Objective)

(Seniors Objective)

(Veterans Objective)


(LGBTQ+ Single Adults Objective)

(People Living with Disabilities Objective)

(GBV/IPV community Objective)

System Goal

***End Unsheltered Homelessness
for Families and Children in
King County***



**Interim Goal
identified by
Regional Action
Framework**

Draft Objectives

(Objectives under development)

System Goal

***End Homelessness for
Unaccompanied Youth and
Young Adults***



**Interim Goal
identified by
Regional Action
Framework**

Draft Objectives

**(LGBTQ+ Youth & Youth Adult
Objectives)**

**(Other Objectives under
development)**

System Goal

***Reduce Racial
Disproportionalities in
Unsheltered Homelessness***

**Community
Based
Organizations
and Providers**

**Engaged lived
expertise**

**Regional
Action
Framework**

**July 2022
Planning
Workshops**

Draft Objectives

**(Immigrants and Refugees Objective)
(Other Objectives under development)**

System Goal

Consolidate Homelessness Response System and improve system accountability to people experiencing homelessness

**Community
Based
Organizations
and Providers**

**Engaged lived
expertise**

**Regional
Action
Framework**

**July 2022
Planning
Workshops**

Draft Objectives

- **Consolidate and streamline funding**
- **Develop emergency response and treatment options that meet the behavioral health needs of people experiencing homelessness**
- **(Employment and Workforce Objective)**
- **(Courts and Prison System Objective)**

Gap Analysis - Cloudburst

- Builds on work with WA State Dept. of Commerce
- Analyzes qualitative data
- Identifies gaps in housing and shelter inventory
- Recommends year-over-year investment required



Feedback from Board Members

Five Year Plan Timeline



Thank You

www.KCRHA.org
info@kcrha.org

Find us on LinkedIn, Facebook,
and Twitter @KC_RHA

DRAFT BYLAWS	INTERPRETATION OF BYLAWS OR REFERENCE TO RELEVANT SECTION OF THE INTERLOCAL AGREEMENT
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	
IMPLEMENTATION BOARD BYLAWS	
Article I. Authority	
Section 1.01 Authority; Purpose.	
The “Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority” dated December 18, 2019 (as it may be amended and supplemented, the “Interlocal Agreement”) between King County (the “County”) and the City of Seattle (“Seattle”), creates an Implementation Board (the “Implementation Board” or “Board”). The Board is responsible for the operations and management of the King County Regional Homelessness Authority (the “Authority”) and provides strategic vision, community accountability and robust oversight for the Authority by performing the duties established therein.	From Article VIII, Section 2 of the Interlocal Agreement. Intended to specify the purpose of these Bylaws.
The purpose of these bylaws (“Bylaws”) is to establish procedures for Implementation Board operations. These Bylaws are adopted by the Board pursuant to Article IX, Section 2(j)(vi) of the Interlocal Agreement.	Article IX, Section 2(j)(vi) authorizes the adoption of bylaws of the Implementation Board.
Capitalized terms not otherwise defined herein shall have the meanings set forth in the Interlocal Agreement.	
Section 1.02 Guiding Principles.	
Actions of the Authority and its governing bodies, including the Board, will adhere to and be informed by the Interlocal Agreement, including but not limited to, the Guiding Principles outlined in Article IV, Section 3 of the Interlocal Agreement, an equity based decision-making framework as articulated in Article VIII, Section 2(m) of the Interlocal Agreement, a theory of change, and evidenced-based practices.	Intent is to reference the framework and principles that the Authority and its Implementation Board are to operate under.
Article II. Implementation Board Membership	
Section 2.01 Membership Generally.	
The Board is comprised of 13 members appointed pursuant to Article	Language reflects Article VIII,

<p>VIII, Section 2 of the Interlocal Agreement, including individuals representing those with Lived Experience. The Lived Experience Coalition shall select representatives of individuals with Lived Experience who shall be appointed by the Advisory Committee and approved and confirmed as provided in the Interlocal Agreement. Implementation Board Members shall be comprised of individuals representing the characteristics and holding the expertise and skills set forth in Article VIII, Section 2(a) and (b) of the Interlocal Agreement. All Implementation Board Members shall have equal status, voting rights and authority; provided, however, the Co-Chairs, the Treasurer and the Secretary (each as defined below) and other officers of the Board (if any) may have additional responsibilities as set forth herein and in policies and procedures of the Board.</p>	<p>Section 2 of the Interlocal Agreement.</p> <p>New language reflects the role of representatives with Lived Experience – similar to language in the Governing Committee Bylaws.</p> <p>Intended to reiterate that each Board Member has equal status on the Board regardless of term, appointing party, and so on; provided, that officers (while still having equal voting and decision making status) may have additional responsibilities than other Board Members.</p>
<p>Section 2.02 Implementation Board Term.</p>	
<p>Members of the Implementation Board shall serve terms as provided in Article VIII, Section 2(c) and (d) of the Interlocal Agreement. Except as otherwise provided in the Interlocal Agreement with respect to initial appointments, Implementation Board Members shall serve four-year terms (or such shorter period, if appointed to fulfill a term or removed as provided in the Interlocal Agreement and/or these Bylaws). Implementation Board Members may serve no more than two successive terms.</p>	<p>Initial appointments of Implementation Board members are staggered under Article VIII, Section 2(c) (three to five year terms) to prevent all Board members from terming out of their positions at the same time. After the initial staggered terms end, under Section 2(c), the initial appointing entity will appoint a successor. If a successor is appointed in the ordinary course, the successor will serve a four year term. If a successor is appointed to fill the remaining term of a Member who has left the Board, the successor will serve until the expiration of that term to ensure continuation of staggered terms (Article VIII,</p>

	<p>Section 2(e)).</p> <p>Article VIII, Section 2(e) of the Interlocal Agreement states that Members “may serve no more than two successive complete terms.”</p>
<p>Any Implementation Board Member may be deemed to have forfeited such individual’s position as an Implementation Board Member and may be removed from such position as provided in the Interlocal Agreement. In particular, any Implementation Board Member who is absent for three consecutive regular meetings without excuse may, by resolution adopted by a majority vote of the then Implementation Board Members and such action concurred by a majority of the Governing Committee, be deemed to have forfeited such position on the Board and that position shall become vacant. Furthermore, if at least a majority of the Implementation Board determines that a Board Member should be removed with or without cause and such action is concurred by a majority of the Governing Committee, the Governing Committee may by resolution remove such Board Member and that position shall become vacant. Such forfeiture and/or removal may be effective immediately.</p>	<p>Article VIII, Section 2(f) of the Interlocal Agreement provides for forfeiture of membership to the Board if a Board member is absent for three consecutive regular meetings without excuse.</p> <p>Section 2(g) allows a majority of the Board to vote to remove a Board member <i>with or without cause</i> if such action is concurred by a majority of the Governing Committee. Providing for removal with or without cause is intended to allow for flexibility and discretion with respect to sensitive situations.</p>
Section 2.03 Vacancies.	
<p>A vacancy or vacancies on the Implementation Board shall be deemed to exist in the case of the death, disability, resignation, removal by forfeiture or removal by the Governing Committee or if the individual is no longer eligible for such appointment. Any vacancy on the Implementation Board shall be filled in the same manner as the original appointment. Vacancies during an unexpired term shall be filled as soon as reasonably possible for the remainder of the unexpired term.</p>	<p>Language is from Article VIII, Section 2(h) of the Interlocal Agreement.</p>
Section 2.04 Alternates.	
<p>Members of the Board representing those with Lived Experience appointed pursuant to the Interlocal Agreement may have alternates (an “Alternate”) to serve on the Board in the absence of such Members. There may be a total of three Alternates who may serve on behalf of any Member of the Board representing those with Lived Experience.</p>	<p>The Interlocal Agreement does not require alternates, but if alternates are allowed, such alternate (if designated an alternate under bylaws or policies</p>

Alternates for Members of the Board representing those with Lived Experience shall be appointed and confirmed in a manner similar to the primary Member; provided, at least one of the three Alternates shall represent stakeholders who have Lived Experience in areas outside the city of Seattle and priority shall be given to those individuals with personal Lived Experience.

Alternates are intended to serve from time to time in the absence of a primary Board Member. The Alternates shall be responsible for notifying the Board of the name of the Alternate, if any, for such Member.

Either the primary Board Member or such Member's Alternate may attend meetings; provided, however, if both representatives are in attendance at a meeting of the Board, only the primary Member of the Board shall be included for purposes of establishing a quorum and voting on matters before the Board. If an Alternate is serving in a meeting on behalf of a Board Member, such Alternate shall have all of the rights and authority of the primary Member of the Board under the Interlocal Agreement and these Bylaws, including but not limited to establishing a quorum and voting on matters before the Board. When a Member of the Board is represented by an Alternate, the Member is considered to have an excused absence from the meeting and is not subject to forfeiting their seat as outlined in the Interlocal Agreement.

of the Authority) may be counted for voting purposes. Article VIII, Section 2(1) states that proxy voting (having someone just say your vote for you) is not allowed, but voting by a designated alternate is permitted.

The Interlocal Agreement does not provide a process for appointing alternates. Recommendation is to follow an appointment process that mirrors the selection of the primary representative.

From the Interlocal Agreement: (vi) three (3) Members representing individuals who have Lived Experience shall be appointed by the Advisory Committee, or, if the Advisory Committee has not yet been established, the Continuum of Care Board created pursuant to 24 CFR Part 578 or successor regulation, which shall consider recommendations from the Coalition of Lived Experience or other groups representing individuals with Lived Experience of homelessness, subject to confirmation by the Governing Committee pursuant to Section 1.b.(i) of this Article VIII. The Advisory Committee shall prioritize appointing individuals with personal Lived Experience. At least one of the three (3) Members shall represent stakeholders who have Lived Experience in areas outside the city of Seattle. The terms of these positions are as follows: one to serve a three-year term, one to serve a four-year term, and one to

	serve a five-year term.
Article III. Implementation Board Officers and Committees	
Section 3.01 Officers of the Implementation Board.	
The Implementation Board shall have a Chairperson, a Co-Chairperson, a Treasurer and a Secretary, each as described below. The Implementation Board may elect other officers and assistant officers as may be determined to be necessary. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Implementation Board may prescribe.	<p>Article IX, Section 1 of the Interlocal Agreement requires a Chair and Vice-Chair, and allows for other officers.</p> <p>Article IX, Section 1 of the Interlocal Agreement permits the appointment of co-chairs and combining the Chairperson and Vice Chairperson into co-chairs.</p>
Section 3.02 Co-Chairs, Treasurer, and Secretary.	
(a) <i>Co-Chairs.</i> Implementation Board Members shall elect from its membership two Chairpersons (each a “Chair,” a “Co-Chair,” a “Chairperson” or a “Co-Chairperson”). Each Co-Chair shall serve in such position for a one-year term, or at such time as such officer’s membership on the Implementation Board ceases or terminates, whichever is sooner. Preference for a Co-Chair position shall be given to Members with Lived Experience; the intent is to have a Member with Lived Experience serve as a Co-Chair of the Board.	<p>Article IX, Section 1 of the Interlocal Agreement limits officer terms to one year.</p> <p>New highlighted language is from the Interlocal Agreement to clarify the term of a co-chair in the event that such officer leaves the Board prior to the end of the one year term.</p>
It shall be each Co-Chair’s duty to see that the transaction of Implementation Board business is in accordance with law, the Interlocal Agreement, and these Bylaws. Each Co-Chair of the Implementation Board shall have the following authority and responsibilities: to jointly preside at regular and special meetings of the Implementation Board; to jointly call special meetings as determined to be appropriate; and to each execute documents requiring approval of the Implementation Board (such as resolutions of the Implementation Board). On resolutions approved by the Implementation Board, the signature of one Co-Chair or the Co-Chair presiding at the meeting where the resolution was approved shall be sufficient to bind the Authority.	Provides for duties of co-chairs and specifies signature authority on resolutions.

The Co-Chair in attendance at any meeting shall perform the duties of both Co-Chairs without further authorization in the event that the other Co-Chair is unable to attend. If neither Co-Chair is able to attend an Implementation Board meeting, Implementation Board Members then in attendance shall elect, by majority vote, a Chair pro tem to preside at such meeting.	Provides for duties of co-chairs and the procedure in the event that neither co-chair is able to attend a meeting.
(b) <i>Treasurer</i> . The Treasurer shall coordinate with Authority finance staff and provide oversight of the funds and deposits of the Authority as prescribed by the Board. In collaboration with Authority finance staff, the Treasurer shall monitor all revenues and expenses of the Authority, including those funds held by the County treasurer, and shall ensure maintenance of a complete and accurate account of all funds received and disbursed. The Treasurer will assist with the development of the budget and present a financial report of income and expenses at meetings of the Board.	Provides for role of the Treasurer. New language provides for more specific duties.
(c) <i>Secretary</i> . The Secretary shall keep or authorize others to keep a full and complete record of the meetings of the Board, the meetings of committees and officers with appropriate minutes, when necessary; shall supervise the keeping of the books and other records and ledgers and other written documents comprising the business and purpose of the Authority, and shall discharge such other duties as pertain to the office as prescribed by the Board.	Provides for the role of the Secretary with regard to keeping minutes and record keeping (which may be done by an Authority staff member).
Section 3.03 Removal from Office.	
Upon reasonable prior notice to all Implementation Board Members of the alleged reasons for dismissal, the Implementation Board, by an affirmative vote of a majority of the Implementation Board Members, may remove a Chair, Treasurer, Secretary or other officer of the Implementation Board from such position whenever in its judgment the best interests of the Authority will be served thereby.	Article VIII, Section 2(g) requires at least majority approval for removal of a Board Member from the Board. This language, regarding removal of an <i>officer</i> from such position, is intended to be consistent with that section. The voting requirement (such as supermajority) could be increased if desired.
Section 3.04 Vacancies.	
The Implementation Board shall fill any officer position which becomes vacant with a successor who shall hold office for the unexpired term and until such officer's successor shall have been duly appointed and qualified. Any successor shall be selected in the same manner as the appointment for the removed Board Member and any successor shall	From Article VIII, Section 2(g) of the Interlocal Agreement. New language is from the Interlocal Agreement and is

hold office for the unexpired term.	intended to clarify process for appointing successors.
Section 3.05 Committees.	
Pursuant to Article IX, Section 4 of the Interlocal Agreement, the Continuum of Care Board shall act as Advisory Committee to the Implementation Board.	Article IX, Section 4 provides that the CofC Board shall act as Advisory Committee to the Board.
The Implementation Board may, by resolution, establish other committees, each consisting of one or more Implementation Board Members, to advise the Implementation Board. The designation of any such committees and the delegation thereto of authority shall not operate to relieve any Implementation Board Member of any responsibility imposed by law.	Intent is to allow for committees from time to time. Alternative, standing committees (such as an executive committee or finance committee) may be provided for in these Bylaws.
Article IV. Meetings of the Implementation Board	
Section 4.01 Implementation Board Meetings.	
(a) <i>General.</i> Regular meetings of the Implementation Board shall be held at least six times per year in accordance with Article X of the Interlocal Agreement. The date, time and place of regular meetings for the upcoming calendar year shall be approved by resolution no later than the last regular meeting of the preceding calendar year. Regular and special meetings of the Implementation Board shall be held and noticed pursuant to the Interlocal Agreement and the chapter 42.30 RCW, as it may be amended from time to time (“Open Public Meetings Act”).	From Article X of the Interlocal Agreement.
At any meeting, a hearing of a particular matter may be continued to any subsequent meeting by a majority vote of the Implementation Board present, as provided in RCW 42.30.100. Notice of any continued meeting shall be provided in the same manner as special meetings. Meetings of the Implementation Board that fall on a holiday shall be rescheduled or cancelled by the Implementation Board.	Intended to reflect language of Interlocal Agreement and the Open Public Meetings Act.
(b) <i>Executive Sessions.</i> Executive sessions of the Implementation Board shall not be open to the public. Executive Sessions may be attended by Members of the Implementation Board, Alternates, legal counsel to the Authority, authorized staff members and/or other individuals as authorized by the Co-Chairs presiding over the meeting so as long as the attorney client privilege will not be deemed waived by such persons participation in the executive session.	Intended to reflect language of Interlocal Agreement and the Open Public Meetings Act.

<p>Prior to convening an executive session, a Chairperson of the Implementation Board shall announce the executive session to those attending the meeting by stating the purpose of the executive session (in sufficient detail to identify the purpose as falling within one of those identified in the Open Public Meetings Act), and the time when the executive session shall end. The executive session may be extended by announcing to the public that it will be extended to a stated time. The Implementation Board shall not reconvene open session until the time stated unless such meeting is reconvened solely for the purpose of ending the meeting without further discussion or action. No final action shall be taken during an executive session. Everything discussed during an executive session, and all written materials reviewed during an executive session, shall be considered confidential by law and shall not be publicly disclosed by any Member of the Implementation Board, any Alternate or attendee of the executive session absent a vote of the Implementation Board on the record in a public meeting. This restriction applies to all executive session discussions and materials regardless of whether the Authority's counsel is present.</p>	<p>Intended to reflect language of Interlocal Agreement and the Open Public Meetings Act.</p>
<p>Section 4.02 Quorum.</p>	
<p>At all meetings of the Implementation Board, a quorum of the Implementation Board must be present in order to do business on any issue. A quorum is defined in the Interlocal Agreement as a majority of the Board Members in number, excluding any Board Member who has given notice of withdrawal or whose position is vacant.</p>	<p>From Article VIII, Section 2(k) of the Interlocal Agreement.</p>
<p>For the sake of clarity, "doing business on any issue" means taking any "action" as defined in the Open Public Meetings Act. As of the date of these Bylaws, "action" is defined in the Open Public Meetings Act (RCW 42.30.020(3)) as "the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. 'Final action' means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance."</p>	<p>From the Open Public Meetings Act. Intended to specify what doing business on any issue is intended to mean for purposes of holding a meeting.</p>
<p>Section 4.03 Participation in Implementation Board Meetings.</p>	
<p>Pursuant to the Interlocal Agreement, meetings of the Implementation Board shall be open to the public to the extent required by the Open Public Meetings Act. Implementation Board Members may participate in a regular or special meeting in person or remotely as permitted in the Open Public Meetings Act.</p>	<p>Intended to reflect language of Interlocal Agreement and the Open Public Meetings Act.</p>

The Implementation Board shall allow members of the public to attend its meetings remotely as permitted in the Open Public Meetings Act. At a minimum, the Implementation Board shall provide telephone access to members of the public wishing to participate remotely. The telephone number shall be included in the meeting agenda available on the Authority's website and through other means feasible to the Authority, including on the Authority's public calendar and through social media, as applicable.	Intended to reflect language of Interlocal Agreement and the Open Public Meetings Act.
Section 4.04 Conduct of Business.	
Meeting agendas will be set by the Co-Chairs in consultation with Authority staff and the Chief Executive Officer. The Chief Executive Officer, or such officer's designee, will provide the agenda, previous meeting minutes and other meeting materials to all Members of the Implementation Board in advance of any regular meetings.	Language is intended to specify the process for developing the agenda for each meeting and what materials are to be provided in advance of a meeting.
Authority staff will be responsive to Implementation Board Members with requests and support as needed. Regular meeting agendas will include, but are not limited to, the approval of the minutes of the previous regular meeting and any special meetings held during the applicable time period and any other items for Implementation Board consideration and approval. Minutes shall be taken and recorded, whether in writing, by tape recording or by any other method deemed appropriate, for each meeting, and provided upon request as provided in Article X, Section 9 of the Interlocal Agreement.	Specifies that Authority staff will assist Board members with requests from time to time with respect to meetings and materials. Also provides that minutes of meetings will be kept and approved at the subsequent meeting.
The Implementation Board may devote part or all of its meeting to an informational study session during which no comments from the audience will be permitted, unless the Co-Chairs or a majority of the Implementation Board from time to time should decide otherwise.	The Open Public Meetings Act does not address study sessions, but such activities are generally considered "meetings" for purposes of notice, but the conduct (such as taking comments from the public) can be altered for the purpose of these meetings.
Article V. Code of Conduct	
Section 5.01 Code of Conduct; Ethics.	
In accordance with, and as more fully set forth in, Article VIII, Section 4 of the Interlocal Agreement, Implementation Board Members (including Alternates, if any) shall conduct themselves in accordance with all	From Article VIII, Section 4 of the Interlocal Agreement.

applicable laws, including but not limited to, chapter 42.23 RCW, as it may be amended from time to time (the “Code of Ethics for Municipal Officers”), the Open Public Meetings Act, the Interlocal Agreement, these Bylaws, and policies of the Authority.	Language is intended to confirm that as members of a public board, Members of the Board are “municipal officers” for purposes of Washington law and subject to all requirements applicable to such individuals.
Section 5.02 Attorney-Client Privilege and Work Product.	
In accordance with, and as more fully set forth in, Article VIII, Section 4 of the Interlocal Agreement, the Authority, and not any individual Member of the Implementation Board, is the holder of any attorney-client privilege with the Authority’s counsel and any attorney work product protection. No individual Member of the Implementation Board shall make any disclosure or release any information which would result in the waiver of the attorney-client privilege or work product protection absent a vote of the Implementation Board majority on the record in a public meeting.	Language is intended to further reinforce the responsibility of each Member of the Board to maintain privilege and to keep information confidential unless disclosure is approved by the Board or is otherwise available in an open public meeting.
Article VI. Approval of Bylaws	
Pursuant to Article III, Section 2(j)(vi) of the Interlocal Agreement, these Bylaws were approved by an affirmative vote of the Implementation Board pursuant to Resolution No. _____, adopted on _____, 2022.	Article III, Section 2(j)(vi) requires an affirmative vote of the Board for approval. Approval will be done by resolution of the Board.