

Implementation Board Business Meeting Agenda



Meeting Date: May 10, 2023

Time	Item
2:00pm – 2:10pm	<p>Welcome and Settling In</p> <ol style="list-style-type: none"> 1. Welcome, Roll Call of Implementation Board- Members, Mission Statement, and Theory of Change (Simha Reddy) 2. Land Acknowledgement (Simha Reddy) 3. Public Comment Sign-Up (Simha Reddy) <ul style="list-style-type: none"> - Public Comment will be 15 minutes - Public Comment must directly address a portion of the agenda. - Each person will have 1 minute for public comment. <p><i>Result: Everyone feels welcomed and participants are confirmed.</i></p>
2:10pm – 2:15pm	<p>Consent Agenda (Simha Reddy)</p> <ol style="list-style-type: none"> 1. April 2023 Meeting Minutes [Pg. 3-4] <p><i>Result: Board members vote to approve/disapprove.</i></p>
2:15pm – 2:25pm	<p>CEO Updates (Marc Dones)</p> <p><i>Result: CEO Marc Dones provides updates to the Board.</i></p>
2:25pm – 2:40pm	<p>Public Comment (Austin Christoffersen)</p> <p><i>Result: Public comment is heard.</i></p>

2:40pm – 3:00pm	Master Lease Agreement Discussion and Vote on Resolution 2023-06 [Pg. 5-6] (Jeff Simms) <i>Result: The IB will hold a vote on Resolution 2023-06 authorizing the signing of the master lease agreement for West Bridge.</i>
3:00pm – 3:25pm	5 Year Plan Update [Memo Pg. 7-9 & Presentation Pg. 10-18] (John Chelminiak, Marc Dones, & Alexis Mercedes Rinck) <i>Result: The IB will receive an update on the 5-year plan.</i>
3:25pm – 3:35pm	Bylaws Discussion and Vote on Resolution 2023-01 [Pg. 19-27] (Implementation Board) <i>Result: The IB will hold a vote on Resolution 2023-01 the IB Bylaws.</i>
3:35pm – 3:55pm	Officer Elections [Pg. 28] (John Chelminiak) <i>Result: The Implementation Board will elect two Co-Chairs, a Treasurer, and Secretary.</i>
3:55pm – 4:25pm	Executive Session (Marc Dones) <i>Result: The Implementation Board will enter executive session to discuss performance reviews of public employees as outlined in RCW 42.30.110 (G)</i>
4:25pm – 4:30pm	Adjourn (Simha Reddy) The next meeting of the Implementation Board will be held on May 10th, 2023. The physical meeting location will be announced on the KCRHA website (Implementation Board section) prior to the meeting.

Board Chair: Simha Reddy

Clerk: Austin Christoffersen

May 10, 2023 (2:00pm – 4:00pm)

Mission: The mission of the King County Regional Homelessness Authority is to significantly decrease the incidence of homelessness throughout King County by centering customer voices to respond to needs and eliminate inequities.

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

NOTICE: The Board can be called in to Executive Session as needed, pursuant to RCW 42.30.110

Implementation Board

King County Regional Homelessness Authority

KCRHA Implementation Board Meeting Minutes

Wednesday, April 12, 2023

2:00pm to 4:00pm

Chair: Paula Carvalho

Roll Call:

Last	First	Present	Absent	Notes
Anderson	Carey	X		
Caminos	Nate	X		
Carvalho	Paula	X		
Chelminiak	John	X		
Maritz	Ben	X		
McHenry	Gordon	X		
Ramos	Michael	X		
Pattenaude	Damien		X	
Rankin	Sara	X		
Reddy	Simha		X	
Ross	Christopher	X		
Spotted Elk	Juanita	X		
Green	LaMont	X		Alternate

A quorum is present with 9 members

Land Acknowledgement – Paula Carvalho

Consent Agenda – Paula Carvalho

- Approval of the March 2023 Meeting Minutes
 - Motioned by Member Chelminak, Seconded by Member Caminos.
 - Consent Agenda passed unanimously via voice vote.

Agenda Alteration

- Member Rankin motions to amend the agenda for CEO Updates to go prior to public comment.
 - Seconded by Alternate Member Green
 - Agenda amendment passed unanimously via voice vote.

CEO Update– Marc Dones

- 14 Encampments have been resolved by KCRHA over 350 individuals are inside through encampment facing work specifically.
- Total system throughput for last year was over 5,000 households.
- Evaluating the LEC program facing financial difficulties, along with state, county, city, and private funders.

Public Comment – Austin Christoffersen

Implementation Board

King County Regional Homelessness Authority

Member Maritz motions to extend public comment to 28 minutes, Member Green seconded the motion.

Motion pass unanimously via voice vote.

- Andrea
- Michelle Eastman
- Bruce Drager
- Josh Castle
- Andrew Constantino
- Bill Kerlin-Hacket
- Coco
- Alice Nawas
- Courtney Love
- Mike Mathis
- Shanee Marie Colston
- Sara Robins
- Anitra Freeman
- Elizabeth Maupin

Five Year Plan Update – Alexis Mercedes Rinck, Mallory Van Abbema, Abby Anderson, Sparrow Carlson, John Chelminak

Bylaw Discussion and Resolution 2023-01

- *Member Rankin moves to postpone the Bylaws to the next Regular IB Meeting, and motions to allow a committee to be made to ensure the edits of the Bylaws.*
 - *Member Ross Seconds the motions.*
 - *Chair recognizes that the motion has been passed.*

Budget Discussion—Meg Barclay, Tiffany Brooks, Jeff Simms

- *The board lost quorum during the budget discussion.*
 - *There will be a budget committee meeting on the 18th of April 2023, as well as a special meeting of the authority on 19th of April to vote on the budget recommendation.*

Meeting Adjourned – 4:34pm

RESOLUTION NO. 2023-06

A RESOLUTION OF THE IMPLEMENTATION BOARD OF THE KING COUNTY
REGIONAL HOMELESSNESS AUTHORITY AUTHORIZING A LEASE WITH ETI3 LLC.

WHEREAS, under Article VIII, Section 2(j)(i) of the Interlocal Agreement, the Implementation Board of the King County Regional Homelessness Authority (“Authority”) must approve the “Transfer or conveyance of an interest in real estate, except for lien releases or satisfactions of a mortgage after payment has been received or the execution of a lease for a current term less than one (1) year” by resolution; and

WHEREAS, the Authority prioritizes investments and programs that support housing in order to end the experience of homelessness for people in King County; and

WHEREAS, the Authority has negotiated and seeks to enter a lease with ETI3 LLC, a Washington limited liability company, to lease forty-four apartments in a newly constructed building for a duration of three years, with the potential for renewal;

NOW THEREFORE BE IT RESOLVED BY THE IMPLEMENTATION BOARD OF THE
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY:

Section 1: The Implementation Board hereby authorizes the Authority to enter into a lease with ETI3 LLC, a Washington limited liability company, substantially in the form on file with the Authority (“Lease”). The Chief Executive Officer of the Authority, in consultation with legal counsel, is hereby authorized to make such revisions and to finalize the terms of the Lease as determined to be necessary and in the best interest of the Authority. The Chief Executive Officer is further authorized to execute the lease on behalf of the Authority.

Section 2: This resolution shall take effect immediately upon passage. Passed by a simple majority of the Implementation Board pursuant to the terms of the Interlocal Agreement at a special meeting held the 10th day of May, 2023.

RESOLUTION NO. 2023-06

[Results]

Yea:

Nay:

Abstain:

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY
IMPLEMENTATION BOARD
KING COUNTY, WASHINGTON

x _____

Simha Reddy, Chair

ATTEST:

x _____

Austin Christoffersen, Clerk of the Authority

MEMORANDUM

To: KCRHA Implementation Board
From: Alexis Mercedes Rinck, Director of Sub-Regional Planning and Equitable Engagement
CC: Marc Dones, CEO; Anne Burkland, Chief of Staff
Subject: Policy Changes to Five Year Plan from IB System Planning Subcommittee
Date: April 8, 2023

I. Executive Summary

The System Planning Committee of the Implementation Board has been reviewing components of a revised draft of the Five Year Plan over the past few weeks. In their deliberation, the Committee has provided feedback on a variety of areas from technical changes to include more specific data and reporting, to more editorial changes to support reader comprehension; however, the Committee has also been taking up some policy-level discussion related to areas of the Plan.

To support the full Implementation Board's ability to weigh-in on all of these proposed policy changes in a timely manner, KCRHA staff have prepared this memorandum which includes the following proposed policy changes below for the full Implementation Board to discuss at the 5/10 meeting.

II. Background

KCRHA staff lean into community-oriented approaches, with consistent engagement and iterative feedback. Leading up to the formation of the draft Plan, staff have been heavily engaged with various stakeholders around King County. The sub-regional planning team has been tracking their community reach and has connected with 500 different stakeholders in one-on-one focused conversations; various teams within the organization also support and are actively engaged in regional tables, hold base building spaces where service providers convene, meet with jurisdictions and system partners. In July alone, there were 38 workshops that engaged over 400 people. Teams were invited to bring these workshops to coalition meetings, community tables, and advocacy organizations, in addition to regular standing sessions that the KCRHA hosts.

In the following phase of engagement to inform this plan, which occurred in the fall of 2022, KCRHA staff convened groups focused on specific subpopulations experiencing homelessness (survivors of gender-based violence, immigrants and refugees, LGBTQIA2s+, etc), including subpopulations that interact with the systems that are highlighted in the [Interlocal Agreement](#) creating KCRHA. Leading up to the release of the draft Five Year Plan, KCRHA staff estimate that over 1,000 King County community members were engaged throughout this process to inform the draft Plan.

Since the release of the initial draft Five Year Plan in January 2023, KCRHA staff have been collecting feedback from government partners, people with lived experience, community partners, and the public through formal letters, emails, in-person

engagements, three “Lunch and Learns”, provider leadership briefings, a public feedback survey. The KCRHA Sub-Regional Planning Team [delivered a memo to the Implementation Board on March 1](#) which includes a synthesis of the feedback as well as raw responses for the survey and the letters. The memo was then taken under consideration by a subcommittee of the Implementation Board known as the System Planning Committee.

III. **System Planning Committee**

The System Planning Committee began meeting in late January and in March extended the weekly meetings to run for 2 hours to allow for sufficient time to take up policy matters associated with the draft Plan. The Committee is chaired by Implementation Board Member John Chelminiak.

Since the committee received the revision recommendation memo, the body began considering the proposed revisions but ultimately directed staff to conduct a larger restructure of the Five Year Plan. The proposed restructured version was [presented to the full Implementation Board on 4/12](#).

Since this presentation, the [System Planning Committee](#) has been taking up selected pages of the revised draft of the Five Year Plan to allow for focused discussion and deliberation by board members. The following has been the recent schedule of the IB System Planning Subcommittee’s review of the draft revised Five Year Plan:

- **System Planning Committee on 4/27**
 - Review Sections: Acknowledgements, Executive Summary, About KCRHA, Scale and Scope, Current State, Vision for Future State, Vision, Metrics.
- **System Planning Committee on 5/4**
 - Review Sections: Years 1-2, Years 3-5
- **System Planning Committee on 5/11**
 - Review Sections: Resources for the Present and for the Future, What We Currently Fund, Reprocurement, Transforming what we Fun, What KCRHA Would do with New Funding.
- **System Planning Committee on 5/18**
 - Review Sections: Committee final review and vote on recommended version to send to full Implementation Board

The full Implementation Board is currently scheduled for a special session to vote to recommend the Five Year Plan to the Governing Committee on May 19th.

IV. **Policy Changes from System Planning Committee**

The System Planning Committee is intended to be a deliberative body that is representative of the full Implementation Board. Membership is inclusive of the entire Board; it operates akin to a “committee of the whole” model as seen with King County Council’s subcommittee structure.

The Committee has provided feedback on a variety of areas from technical changes to include more specific data and reporting, to more editorial changes to support reader

comprehension; however, the Committee has also been taking up some policy-level discussion related to areas of the Plan. To support the full Implementation Board's ability to weigh-in on all of these proposed policy changes in a timely manner, KCRHA staff have included the following proposed policy changes below for the full Implementation Board to discuss at the 5/10 meeting. Please note that this memo only includes an identification of the proposed policy changes that have come out of the Committee; technical and editorial changes are not included here.

Change Number	The Policy Change	Board Member
1	With the shift of Overall Goal to “Bring unsheltered people inside in a way that meets their needs for safety, stability and healing, as quickly as possible to prevent death and further harm” there also should be a shift in the strategies (listed in Years 1-2, Years 3-5 tables) that identifies how and how many new units of shelter can be brought online in the next five years.	Board Member Maritz
2	Articulate in the Plan how more services need to pivot to being open and available 365 days of the year and open for 24 hours a day, 7 days of the week.	Alternate Board Member Floyd
3	Reduce content related to describing the problem and adjust the document to read more as a business plan.	Board Member Ross
4	Reduce/hone in the number of initiatives in Plan to be more succinct and directly focused on reducing unsheltered homelessness.	Board Member Maritz

Five Year Plan

Overview + Next Steps



Five-Year Plan Engagement

- **Summer – Fall 2022:** Community Engagement Across King County
 - Workshops with sub-regions, systems, and sub-populations
- **Fall – Winter 2022:** Content Development with Community Review
 - South King City Staff weighed-in throughout process
- **January 2023:** First Release & Public Comment Period
 - City Staff Feedback
 - Provider Leadership Lunch and Learn & Feedback Sessions
- **February – March 2023:** Restructure
- **April – May:** Implementation Board & Governing Committee Review

What Success Looks Like



Every service provider has the resources to implement best practices and can recruit and retain necessary staff.

All service providers can coordinate response with better data capacity, every sub-region has services, and all disproportionately impacted sub-populations are served.

Multiple systems can coordinate to ensure supportive transitions and leverage every opportunity to prevent homelessness.

One Overarching Goal:

“Bring unsheltered people inside in a way that meets their needs for safety, stability and healing, as quickly as possible to prevent death and further harm”



How We Measure Success

- Number of households **accessing or entering** the homeless response system.
- Number **exited to permanent housing**.
- Number **returning to homelessness** at 6, 12, and 24 months.
- Number of temporary and permanent **housing units**.
- **Length of stay** and number of people served in each temporary housing unit (throughput).
- **Disaggregated data** by program type, household type, sub-population, and race and ethnicity.

Prioritization of Activities

Within Current Budget:

Table 1: Activities for Years 1-2 of plan

Table 2: Activities for Years 3–5 of plan

Go First Strategies for New Funding:

Table 3: Activities that would require new funding

Highlighting Years 1-2 Actions:

- **Streamlining the contracting process** to ensure timely and reliable collaboration with service providers.
- **Optimizing existing funding in our current budget** by restructuring and re-procuring service contracts.
- **Leveraging federal funding**, including use of Medicaid funds, and advocacy with federal partners for expansion of housing investments.
- **Increasing capacity for services** like outreach, shelter, and emergency housing.
- **Improving data** and dashboards, including better information about populations disproportionately impacted.

Highlighting Years 1-2 Actions:

- Developing a **real-time bed availability** tool accessible to all service providers.
- Partnering with **Behavioral Health and Public Health** agencies.
- Improving **severe weather response** across all sub-regions.
- Increasing support and funding for **BIPOC organizations**.
- Developing programs in partnership with **Youth and Young Adults**.
- Continuing to refine the pilot of the **Housing Command Center** model of emergency management response to unsheltered homelessness.

Approval Process

Implementation Board



The 13-member Implementation Board votes to recommend the Plan.

Governing Committee



The 12-member Governing Committee votes to approve the Plan.

Upcoming Bodies of Work Informed by Five Year Plan

What Comes Next?

- System Reprourement
- Sub-Regional Implementation Plans
- Staff Project Planning for Five Year Plan Key Actions

A dark blue map of King County, Washington, showing various sub-regions and geographical features. Labels include "PACIFIC", "RAILROAD", "CHUCKLEW", "OSCEOLA P.D.", "SUMNER", "PILGRIM JUNCTION", "ALBERTSON", "LAGE VIEW", and "STEDADON".

System Re-Procurement (RESQ, RFI, RFQ, RFP)

"The process of purchasing goods and services intended to support the KCRHA's internal operations, and the KCRHA's allocation of pass-through funding (sub-awards) to sub-recipient agencies for the provision of homelessness services."

Equitable procurement provides opportunities for increased participation by grassroots organizations and organizations that are BIPOC led, and ensures that the procurement process does not further invest in forms of systemic oppression.

- Identified More Engagement Needed
- Timeline Release is Upcoming

A dark blue map of King County, Washington, showing various sub-regions and geographical features. Labels include "PACIFIC", "RAILROAD", "CHUCKLEW", "OSCEOLA P.D.", "SUMNER", "PILGRIM JUNCTION", "ALBERTSON", "LAGE VIEW", and "STEDADON".

After Plan Passage

Sub-Regional Implementation Plans

What does it mean to implement and act on these goals in each of the seven sub-regions in King County?

- 30 activities will be tailored to each sub-region.
- Subject matter working groups.
- Plans completed before end of 2024 .

System Planning Committee Report Out & Policy Changes



Change Number	The Policy Change	Board Member
1	With the shift of Overall Goal to “Bring unsheltered people inside in a way that meets their needs for safety, stability and healing, as quickly as possible to prevent death and further harm” there also should be a shift in the strategies (listed in Years 1-2, Years 3-5 tables) that identifies how and how many new units of shelter can be brought online in the next five years.	Board Member Maritz
2	Articulate in the Plan how more services need to pivot to being open and available 365 days of the year and open for 24 hours a day, 7 days of the week.	Alternate Board Member Floyd
3	Reduce content related to describing the problem and adjust the document to read more as a business plan.	Board Member Ross
4	Reduce/hone in the number of initiatives in Plan to be more succinct and directly focused on reducing unsheltered homelessness.	Board Member Maritz

RESOLUTION NO. 2023-01

A RESOLUTION OF THE IMPLEMENTATION BOARD OF THE KING COUNTY
REGIONAL HOMELESSNESS AUTHORITY; ADOPTING AND RATIFYING BYLAWS OF
THE IMPLEMENTATION BOARD.

WHEREAS, pursuant to the Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority dated December 18, 2019 (the “Interlocal Agreement”) between the King County (the “County”) and the City of Seattle (“Seattle”), the County and Seattle formed a governmental administrative agency pursuant to RCW 39.34.030(3) known as the King County Regional Homelessness Authority (the “Authority” or as abbreviated “KCRHA”); and

WHEREAS, under Article VIII, Section 2(J, vi) of the Interlocal Agreement, the Implementation Board of the Authority must adopt and amend of Bylaws for the Implementation Board via a Resolution; and

WHEREAS, under Article VIII, Section 2(L) of the Interlocal Agreement, all resolutions shall require an affirmative vote of a majority of the Implementation Board Members; and

WHEREAS, the Implementation Board now desires to approve by resolution, the Implementation Board Bylaws, without further amendments or additions thereto, and to ratify such approval as provided herein;

NOW, THEREFORE, BE IT RESOLVED BY THE IMPLEMENTATION BOARD OF THE KING COUNTY REGIONAL HOMELESSNESS AUTHORITY:

Section 1. Approval of Implementation Board Bylaws. Pursuant to the Interlocal Agreement, the Implementation Board hereby adopts the Implementation Board Bylaws in the form attached hereto as “Exhibit A”. The Implementation Board further ratifies and confirms the adoption of such Implementation Board Bylaws at its April 12, 2023 meeting.

Section 2. Ratification. All actions taken pursuant to the authorization provided for in this resolution and in the Governing Committee Bylaws are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect and be in force from and after passage and approval.

Resolution 2023-01 was introduced on and [Passed/Failed] by a majority vote of the Implementation Board pursuant to the terms of the Interlocal Agreement at a meeting held this 10h day of May, 2023.

[Results]

Yea:

Nay:

Present:

Excused:

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY
IMPLEMENTATION BOARD
KING COUNTY, WASHINGTON

x _____

Simha Reddy, Chair

ATTEST:

x _____

Austin Christoffersen, Clerk of the Authority

Attachments: Exhibit A- Implementation Board Bylaws

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY

IMPLEMENTATION BOARD BYLAWS

Article I. Authority

Section I.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.

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.

Capitalized terms not otherwise defined herein shall have the meanings set forth in the Interlocal Agreement.

Section I.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.

Article II. Implementation Board Membership

Section II.01 Membership Generally.

The Board is comprised of 13 members appointed pursuant to Article VIII, Section 2 of the Interlocal Agreement, including individuals representing those with Lived Experience. Members representing individuals who have Lived Experience shall be appointed by the Advisory Committee, which shall consider recommendations from the Coalition of Lived Experience or other groups representing individuals with Lived Experience of homelessness.

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.

Section II.02 Implementation Board Term.

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. Implementation Board Members' terms begin at the start of the calendar year in which they are nominated for, and terms conclude at the end of the calendar year in which their term is set to expire.

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.

Section II.03 Vacancies.

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.

Section II.04 Alternates.

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.

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.

Article III. Implementation Board Officers and Committees

Section III.01 Officers of the Implementation Board.

The Implementation Board shall have two Co-Chairs, 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.

Section III.02 Co-Chairs, Treasurer, and Secretary.

(a) *Co-Chairs.* 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 from the Lived Experience seats. The intent is to have a Member with Lived Experience serve as a Co-Chair of the Board.

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.

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.

(b) *Treasurer.* 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.

(c) *Secretary.* 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.

Section III.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.

Section III.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 hold office for the unexpired term.

Section III.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.

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.

Article IV. Meetings of the Implementation Board

Section IV.01 Implementation Board Meetings.

(a) *General.* 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](#)").

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.

(b) *Executive Sessions.* 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.

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.

Section IV.02 Quorum.

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.

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."

Section IV.03 Participation in Implementation Board Meetings.

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.

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.

Section IV.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.

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.

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.

Article V. Code of Conduct

Section V.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 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.

Section V.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.

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. 2023-01, adopted on May 10, 2023.



Implementation Board Officer Descriptions

Introduction:

The Interlocal Agreement [ILA] for the King County Regional Homelessness Authority [KCRHA] outlines the structure and functions of the Implementation Board [IB] of the KCRHA. As outlined in the ILA it is the duty of the IB members to elect officers.

Roles & Descriptions:

- ❖ **Co-Chairs**
 - The IB members elects two chairpersons from its membership to serve as Co-Chairs of the board. Preference for a Co-Chair position shall be given to a member with lived experience. Both Co-Chairs have the same authority and responsibilities: to jointly preside at regular and special meetings of the IB, They can also jointly call special meetings as determined to be appropriate, and to each execute documents requiring approval of the IB. On resolutions approved by the IB only the signature of one of the co-chairs are sufficient to bind the Authority. It is the duty of the Co-Chairs to see that the transaction of IB business is in accordance with the law, ILA, and Bylaws.
- ❖ **Treasurer**
 - 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.
- ❖ **Secretary**
 - 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.

Selection & Restrictions:

Officer terms are limited to one year in length, and officers of the IB shall be elected by a majority vote of the members of the IB. There is also a restriction as outlined in the ILA, that the Co-Chairs and Treasurer may not be the same person.