

# Implementation Board Business Meeting Agenda



**Meeting Date: October 11, 2023**

Time	Item
2:00pm – 2:10pm	<p><b>Welcome and Settling In</b></p> <ol style="list-style-type: none"> <li>1. Welcome, Roll Call of Implementation Board- Members, Mission Statement, and Theory of Change <b>(Simha Reddy)</b></li> <li>2. Land Acknowledgement <b>(Simha Reddy)</b></li> <li>3. Public Comment Sign-Up <b>(Simha Reddy)</b> <ul style="list-style-type: none"> <li>- Public Comment will be 15 minutes</li> <li>- Public Comment must directly address a portion of the agenda. - Each person will have 1 minute for public comment.</li> </ul> </li> </ol> <p><i><b>Result:</b> Everyone feels welcomed and participants are confirmed.</i></p>
2:10pm – 2:15pm	<p><b>Consent Agenda</b> <b>(Simha Reddy)</b></p> <ol style="list-style-type: none"> <li>1. September 2023 Meeting Minutes [Pg. 3-4]</li> <li>2. September Special Meeting Minutes [Pg. 5]</li> </ol> <p><i><b>Result:</b> Board members vote to approve/disapprove.</i></p>
2:15pm – 2:25pm	<p><b>CEO Updates</b> <b>(Helen Howell)</b></p> <p><i><b>Result:</b> Interim CEO Helen Howell provides updates to the Board.</i></p>
2:25pm – 2:40pm	<p><b>Public Comment</b> <b>(Austin Christoffersen)</b></p> <p><i><b>Result:</b> Public comment is heard.</i></p>

2:40pm – 2:50pm	<b>Resolution 2023-15 [Pg. 6-7]</b> <b>(Sean Watkins)</b> <i>Result: The IB will vote on Resolution 2023-15, authorizing the KCRHA to enter a lease agreement with SJC Olive LLC. of Washington state.</i>
2:50pm – 3:20pm	<b>Coordinated Entry Presentation [Pg. 8-29]</b> <b>(Alex Ebrahimi &amp; Peter Lynn)</b> <i>Result: The IB will receive an update on Coordinated Entry.</i>
3:20pm – 3:40pm	<b>Continuum of Care Discussion</b> <b>(Marvin Futrell &amp; Zsa Zsa Floyd)</b> <i>Result: The IB will meet the CoC Chairs, to give a rundown of what the CoC is and what they do, while also highlighting how they can work together with the IB.</i>
3:40pm – 3:50pm	<b>Financial Signing Policy Revisions [Pg. 30-35]</b> <b>(Peter Lynn)</b> <i>Result: The IB will review and hold a vote on revisions to the internal policy on signing authorization.</i>
3:50pm – 3:55pm	<b>Thanking Sara Rankin for Years of Service</b> <b>(Simha Reddy)</b> <i>Result: The IB thanks Member Rankin for her contributions.</i>
3:55pm – 4:00pm	<b>Adjourn</b> <b>(Simha Reddy)</b>  The next meeting of the Implementation Board will be held on November 8th, 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

**October 11, 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 Regular Implementation Board Meeting Minutes

Wednesday, September  
13, 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		
Pattenaude	Damien	X		
Rankin	Sara	X		
Reddy	Simha		X	
Ross	Christopher	X		
Spotted Elk	Juanita	X		
Brandon	Okesha		X	

*A quorum is present with 10 members*

#### Land Acknowledgement – Paula Carvalho

#### Consent Agenda – Paula Carvalho

- July 2023 Meeting Minutes
  - Passed via unanimous consent

#### CEO Update – Helen Howell

- State Right of Way work, Meyers way site resolved bringing 30 additional people inside.
- Governor Jay Inslee went to the site to thank workers.
- Annual Application to HUD is being completed.
- Sub-regional planning creating action steps for the five year plan.
- Progress on internal process improvements.

#### Public Comment – Austin Christoffersen

- Anitra Freeman
- Yalonde
- Afericatown
- Bill Kirlin-Hackett
- Ada O
- Dawn

## **Implementation Board**

### King County Regional Homelessness Authority

- Michelle
- Courtney
- Zsa Zsa Floyd

***Financials Briefing – Bill Reichert***

***Ombuds Office Report – Katara Jordan***

***Severe Weather Planning – Alexis Mercedes Rinck & Peter Lynn***

***Meeting Adjourned—3:543 PM***

DRAFT

# Implementation Board

## King County Regional Homelessness Authority

### KCRHA Regular Implementation Board Meeting Minutes

Wednesday, September  
27, 2023

2:00pm to 2:30pm

Chair: Simha Reddy

#### 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		
Pattenaude	Damien	X		
Rankin	Sara		X	
Reddy	Simha	X		
Ross	Christopher	X		
Spotted Elk	Juanita		X	
Brandon	Okesha		X	

*A quorum is present with 6 members*

#### **Land Acknowledgement – Simha Reddy**

#### **Resolution 2023-14 – Simha Reddy**

- Motion by Member Ross, Seconded by Member Caminos
- Passed Unanimously via Roll Call

#### **Meeting Adjourned—2:17 PM**

RESOLUTION NO. 2023-15

A RESOLUTION OF THE IMPLEMENTATION BOARD OF THE KING COUNTY  
REGIONAL HOMELESSNESS AUTHORITY AUTHORIZING A LEASE WITH SJC OLIVE  
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 SJC Olive LLC, a Washington limited liability company, to lease sixty apartments in a newly remodeled building for a duration of three years;

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 SJC Olive 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 11th day of October, 2023.

RESOLUTION NO. 2023-15

[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

RESOLUTION NO. 2023-15



# Memorandum

## turnaround? Yes ☐ No ☒

Does this require a 24hr

To: King County Regional Homelessness Authority Implementation Board  
From: Sean Watkins, Policy and Strategy Advisor  
CC: Helen Howell, Interim CEO; Jeff Simms, Senior Director of Policy; Anne Burkland, Chief of Staff; Austin Christofferson, Clerk of the Authority  
Subject: ROW Unit Acquisition  
Date: 9/25/2023  
Status: Informational ☐ Decisional ☒ Critical Incident Follow-up ☐

### Summary & Recommendation

As part of the ongoing Right of Way initiative, KCRHA has identified a need to increase permanent housing capacity beyond the current portfolio using ongoing ROW funds. To that end, staff have identified a 60 unit building currently under renovation in the Capitol Hill Neighborhood which the owners have agreed to master lease to the KCRHA for an initial term of 36 months. Staff have toured the building and believe that due to the renovation and the proximity to services and amenities this building is a good fit to add to our ROW portfolio. Additionally, the building comes with 14 fully ADA accessible units which are often difficult to find within the current system. Each unit is roughly 180 square feet and comes with a shower, toilet, sink, and small kitchenette with microwave and hot plate. There is a large community kitchen/laundry room/community area per 8 units. In the lease proposal sent by the investment group, the initial rent requested is \$1800/mo which is well below the current Fair Market Value for efficiency units. Staff anticipates there will be no issues in finding suitable tenants for this location and it is noteworthy that Sound Mental Health previously used this building to house individuals with disabling mental health conditions with great success.

In considering this option, staff has been careful to apply lessons learned from previous master lease negotiations and have been able to negotiate more favorable terms for the agency. Specifically, the master lease at the Westwood was under NNN terms in which KCRHA is responsible for taxes and other expenses that ultimately led to increased cost. This lease will be negotiated as an Absolute Net Rent thereby incurring less cost to the agency.

### Recommendations

Staff recommends the following:

1. Execute a master lease of the location for 36 months. This will cost \$1,296,000/yr with fixed 4% increases each subsequent year in line with market rate

### Next Steps

With Board and CEO approval, staff will work with the legal department to provide an updated and executable lease for signature with a commencement date no later than 12/1/2023.



**KCRHA**

King County Regional Homelessness Authority

# **Coordinated Entry**

CE CoC Board Presentation 10.04.23

# Coordinated Entry Eligibility

Coordinated Entry serves people experiencing homelessness who are:

- Living and sleeping outside
- Sleeping in a place not meant for human habitation
- Staying in a shelter
- Fleeing/attempting to flee domestic violence
- Young adults (including young families) who are imminently at risk of homelessness within 14 days



# KCRHA Systems Performance Team

**Alex Ebrahimi** (he/him)  
System Performance Manager

**Olivia Haidos** (she/her)  
Program Coordinator

**Lia Sima Fakhouri** (she/her)  
Program Coordinator

**Korrinna Jordan Hernandez** (she/they)  
Program Specialist  
Veterans, AIAN, Trueblood

**Nicole Filmore-Meshesha** (she/they)  
Program Specialist  
Young Adults

**Surya Aguilar** (she/they)  
Program Specialist  
Family

**Tom Regan** (he/they)  
Program Specialist  
Single Adults



# Coordinated Entry Policy Roles

## Decisions

### **KCRHA Continuum of Care Lead Entity**

- CoC Lead manages the Coordinated Entry System (CES)

## Operations

### **KCRHA System Performance Team**

- CES daily operations and implementation

## Evaluation

### **KCRHA Community Impact Team**

- Performance evaluation of the CES including equity & efficacy

## Oversight

### **KCRHA Continuum of Care Board**

- CoC Advisory Committee serves as the oversight board



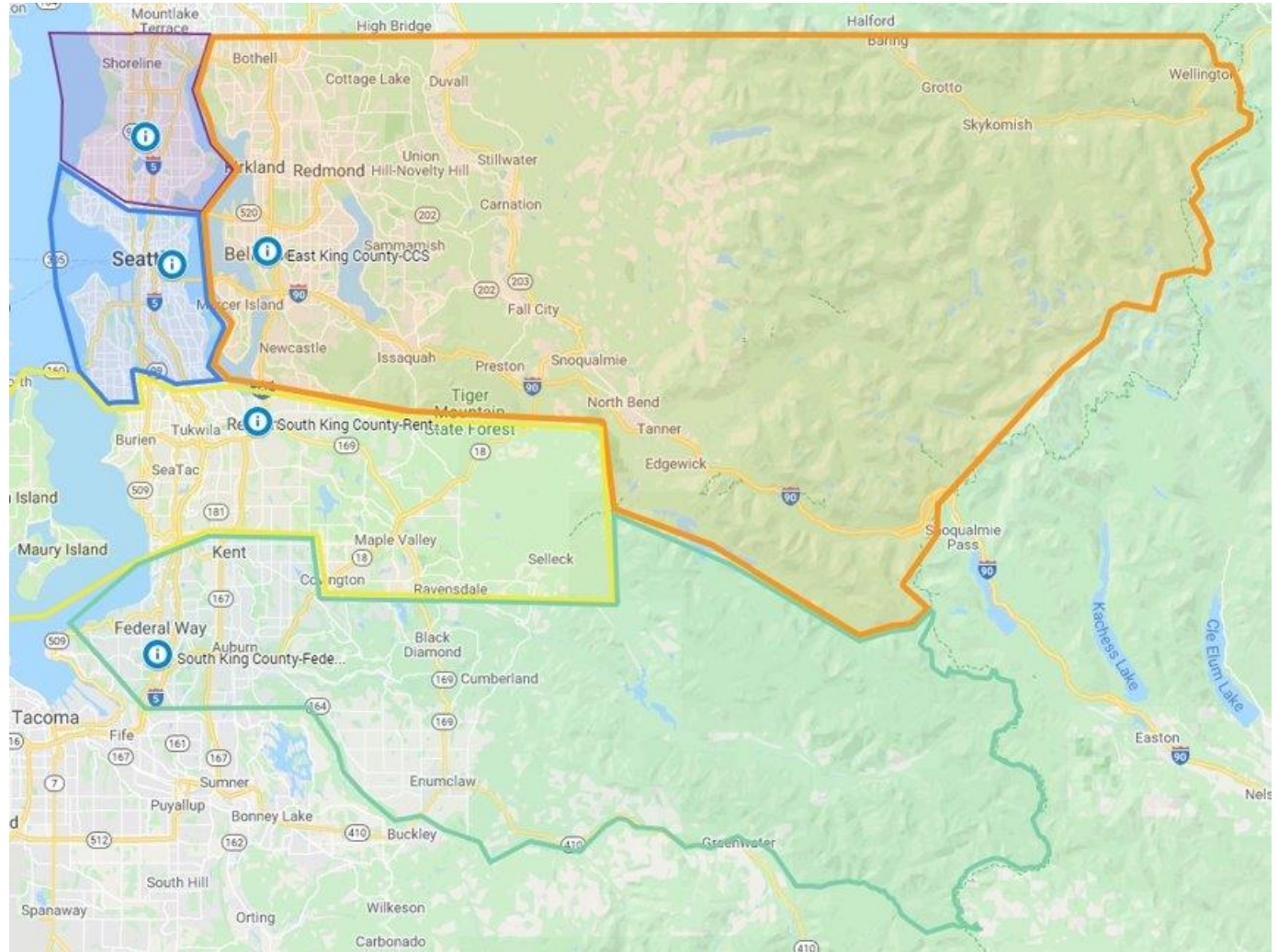
# Access

**Regional Access Points (RAPs) are an entry point to the Coordinated Entry System. These are centers where people experiencing homelessness can get help finding housing and other resources. Individuals and families experiencing homelessness may call ahead to schedule an appointment:**

- Bellevue - Catholic Community Services
- Federal Way - Multi-Service Center
- Renton - YWCA
- Seattle - Central - Catholic Community Services
- Seattle - North - Solid Ground
- Additionally, there are Community Based Assessors employed at dozens of homeless service provider agencies across King County.



# Regional Access Points



# Coordinated Entry Referral Pathways

Daily windows of opportunity for housing nominations & optional meetings:

- **Families** – 10:30am to 12:30pm; 30m meeting 10:30am
- **Single Adults** – 12:00pm to 3:00pm; 30m meeting 1:00pm
- **Young Adults** – 3:00pm to 5:00pm; 30m meeting 3:00pm





# Assessment - Housing Triage Tool

**Coordinated Entry uses a basic HMIS enrollment and a two question Housing Triage Tool (HTT)\* collecting only the minimal amount of information needed:**

- History of Homelessness (HUD Mandated)
- “Disability” Information (HUD Mandated)
- Income (HUD Mandated)
- Household Type - Family/Individual
- Pregnancy in Household



# Coordinated Entry Referral Pathways Continued

- **American Indian - Alaska Native Case Conferencing** - Weekly housing matching and Biweekly meetings
- **Trueblood Case Conferencing**- as units become available
- **Veterans Case Conferencing** - Weekly matching and meetings
- **Mobility Transfers** – responses within 1 business day for Safety, 3 business days otherwise



# Referrals Core Components

- Household Eligibility - set of criteria determined by housing funder
- Preference/Choice - as shared with Navigators and recorded in HMIS
- Service Match - which program type is required to adequately support an individual or family's needs



# Opportunities for Improvement



# Previous Process

## Expand the pathways into resources:

- Previous process limited housing referrals to a small subset known as the Priority Pool
  - Delays in engagement and rapport building
  - Scarcity of available housing Navigators system wide
  - Incentivization to optimize side doors



# Learning from Emergency Housing Voucher pathways

- Multiple pathways into housing placement
- Reverse Matching – providers nominate those who they are already working with AND help navigate them into housing

# Completed Transition Period

**April 17 to May 26, 2023**

- Align with HUD guidance to close External Fills on May 29
- Snapshot the Priority Pool on April 14 and continue to house those previously prioritized
- Orient emergency service providers to the new process
- Solicit feedback and iterate



# Sticking Points

- Chronic Homelessness verification is a significant documentation challenge
- Lack of middle-path options for those with low to medium needs who cannot afford the housing market
- Inconsistent knowledge base about housing resources in our community





# Sharing Knowledge

## Create trainings for:

- Housing type and the nuances of the portfolio within those types
- Chronic Homelessness documentation
- Document qualitative data on Unsuccessful Referrals in HMIS
- Monthly onboarding for CE processes



# System Administration Opportunities

- Mobility Request Homelessness Waiver update
- Prioritization future post-Covid Prioritization (COPRI)
- Effective partnership with Public Housing Authorities to reduce housing placement timeline in PBV PSH
- Develop sustainable, trauma informed process for multiple referrals to a single opening
- Redesign Regional Access Points (RAP) from a person-centered design framework
- Integrate all shelter placements in the CES



# Next Steps - Prioritization

- Collected input during CE Community Conversation and through CE Prioritization Input form from September 15th to October 1st
- Input used to shape planning



# Next Steps - CE Committee

- Taking applications through the CE Committee applications from September 15th to October 13th
- Applications reviewed with members of the CoC Board from October 16th to 19th
- First CE Committee meeting Thursday, October 26th with regular meetings every fourth Thursday of the month ongoing



# Next Steps – Links

- CE Contact List Form, ongoing:  
<https://app.smartsheet.com/b/form/0197807a8e2945cfb7c82218c27e886a>
- CE Committee Application Form\*, September 15th until October 13th:  
<https://app.smartsheet.com/b/form/4530339720cd4f0fb85f2cbdfb02a685>
- *\*If you previously submitted an application, you do not have to resubmit it.*





# Thank you.

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@KingCoRHA



@KCRHA





**Date:** October 5, 2023

**To:** Executive Committee of the Implementation Board

**From:** Peter Lynn, Chief Program Officer (CPO)

**Cc:** Helen Howell, Interim Chief Executive Officer  
KCRHA board liaison staff

**Subject:** **KCRHA Signing Policy Revision**

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### **Purpose**

This memorandum serves to request Implementation Board (IB) approval for a revision to RHA Financial Policy #9 – Contracts and Document Signing Authority from 4/5/22. The RHA has added new positions and modified role responsibilities since that time, and also proposes certain increased signing authority levels to facilitate approvals, and to provide for appropriate delegation of authority during absences.

### **Policy Authorization**

KCRHA [Interlocal Agreement](#) Article VIII, Section 2 (i)(x) requires that the IB “Adopt policies and procedures for oversight of major expenditures and other transactions, to include but not be limited to delegations of contracting authority to the Chief Executive Officer and the minimum standards for procurements of goods.” The Contracts and Document Signing Authority is one such policy, initially adopted October 10, 2021, with subsequent revision.

### **Proposed Changes**

Appended are the current and proposed new signing authority policies.

- New Staff Positions: Chief of Staff, Chief Finance Officer, People Operations Director, Finance Managers (added since prior revision)
- Removed Staff positions: Chief Administrative Officer (no longer an active role)

- Increased authorization levels for Deputy CEO and Finance Managers with regard to invoice approvals
- Delegation authorization is specifically authorized for exigent needs.

Attachments: current Contract & Signature Policy (4/5/22), proposed Contract & Signature Policy



## 9. Contracts and Documents Signing Authority

Publication date: October 2021

### I. Scope

This Contracts and Documents Signing and Approval Authority Policy ("Policy") applies to:

- a) Any type of contractual agreement that obligates the Authority –
  - (i) to provide or receive payments, services or goods to or from a third party, or
  - (ii) requires the use of the Authority's property, facilities or other resources.
- b) Administrative, financial, and human resources related paperwork, documents, and forms, which are not considered as a contractual agreement, as described above.

This Policy applies to all personnel of the Authority.

### II. Policy Statement

The purpose of this Policy is to establish the authority for the signature of contracts and documents on behalf of the Authority.

### III. Policy

Signing of contractual agreements and documents shall follow the matrices below:

#### A. Program-related Contracts

Total Contract Price (\$)		Note	Authorized Signatory					
			Chief Financial Officer	Chief Program Officer	Deputy CEO	Chief of Staff	Chief Executive Officer	Board Approval Required
-	1,000,000	A		✓	✓	✓	✓	No
1,000,001	2,500,000	B		✓	✓	✓	✓	No
More than \$2,500,000		B		✓	✓		✓	Yes, if no previous approval through procurement.

**B. Administrative (Non-program) Contracts**

Total Contract Price (\$)		Note	Authorized Signatory					
			Chief Financial Officer	Chief Program Officer	Deputy CEO	Chief of Staff	Chief Executive Officer	Board Approval Required
-	30,000	A	✓		✓	✓	✓	No
30,001	50,000	A	✓		✓	✓	✓	No
50,001	500,000	B	✓		✓	✓	✓	No
More than \$500,000		B	✓				✓	Yes, if no previous approval through procurement.

**C. Human Resources**

Description	Note	Authorized Signatory			
		People Operations Director	Deputy CEO	Chief of Staff	Chief Executive Officer
Any paperwork and forms for RHA employees, such as garnishment, employment verification, offer letter, etc.	C	✓	✓	✓	✓

#### **D. Finance**

			Authorized Signatory				
Description	Note	Managers	Finance Director	Chief Financial Officer	Deputy CEO	Chief of Staff	Chief Executive Officer
Any day-to-day finance operational paperwork and forms, such as excise tax returns, payroll tax returns, license application, etc.	C		✓	✓	✓	✓	✓
Provider Invoices	C	✓	✓	✓	✓	✓	✓

#### **E. Electronic Approvals and Signatures**

The Authority may use electronic signature software to route and approve contracts and agreements in accordance with the above signing policy and may accept electronic approvals and signatures from contractors.

#### **F. Delegation of Approval**

The CEO, Chief of Staff, Deputy CEO, Chief Financial Officer, Chief Program Officer and People Operations Director may delegate signing authority to an appropriate managerial designee in writing for specific purposes (ex. contracts or invoices below a certain amount) or for a set time period. Written delegation will be reviewed and approved by the CEO and maintained by the Chief Financial Officer.

#### **Notes:**

**A** - Any one (1) of the authorized personnel has the general authority, on behalf of RHA, to execute agreements and financial commitments within set total contract price threshold.

**B** – Any two (2) authorized personnel shall sign jointly on behalf of RHA, agreements and financial commitments within set total contract price threshold.

**C** - Any one (1) of the authorized personnel has the general authority to sign administrative, financial, and HR-related paperwork, documents, and forms, which are not considered significant contractual agreements.

Revision history: revision approved ~~04-05-2022~~ 10/11/2023