



Governing Board April Regular Meeting

Theory of Change

If we create a homelessness response system that centers the voices of people with lived experience of homelessness, then we can focus on responding to needs and eliminating inequities, to end homelessness for all.

Date & Time

April 17, 2025; 10:00 am – 12:00 pm

Location

401 5th Ave, Seattle – King County Chinook Building, Room 126; [Zoom](#)

Agenda

A. Call to Order

Chair

Theory of Change

Land Acknowledgement

B. Roll Call

C. Chair Pro Tempore Election

D. Approval of the Consent Agenda

Approval of March 2025 Governing Board Meeting Minutes

E. CEO Updates — *Dr. Kelly Kinnison*

F. Public Comment

G. Briefings

Briefing No. 2025-03

Proposed KCRHA Signing Authority Policy

– *Edmund Witter, General Counsel*

H. Discussion and Possible Action

RESOLUTION 2025-02

A RESOLUTION approval of the KCRHA Governing Board Bylaws

– *Edmund Witter, General Counsel*

RESOLUTION 2025-03

A RESOLUTION approval of an Interfund Loan as presented to the Governing Board

– *James Rouse, KCRHA Chief Financial Officer*

– *Tiffany Brooks, KCRHA Deputy Chief Financial Officer*

– *Aaron Rubardt, King County Deputy Budget Director*

I. Adjournment

Next Regular Meeting

May 15, 2025; 10:00 am – 12:00 pm

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





KCRHA Governing Board

Regular Meeting Minutes

March 20, 2025

10:00am – 12:00pm PT

Chair Pro Tempore: Jorge Barón

Clerk: Affiong Ibok and Lisa Edge

A. Call to Order

The KCRHA Governing Board met virtually on March 20, 2025, pursuant to the Interlocal Agreement. The meeting began at 10:02am PT. The Theory of Change and Land Acknowledgement were read by the Clerk of the Board.

B. Roll Call

<i>Last</i>	<i>First</i>	<i>Present</i>	<i>Absent</i>	<i>Notes</i>
<i>Constantine</i>	<i>Dow</i>	<i>X</i>		<i>DE Braddock as alternate</i>
<i>Barón</i>	<i>Jorge</i>	<i>X</i>		
<i>Balducci</i>	<i>Claudia</i>	<i>X</i>		
<i>McQuarter Jr.</i>	<i>Roosevelt</i>	<i>X</i>		
<i>Birney</i>	<i>Angela</i>	<i>X</i>		
<i>Prince</i>	<i>Ed</i>	<i>X</i>		
<i>Backus</i>	<i>Nancy</i>	<i>X</i>		
<i>Moore</i>	<i>Cathy</i>	<i>X</i>		
<i>Harrell</i>	<i>Bruce</i>	<i>X</i>		<i>DM Washington began serving as alternate at 11:15am.</i>
<i>Nelson</i>	<i>Sara</i>		<i>X</i>	<i>Absent at roll call</i>
<i>Green</i>	<i>Lamont</i>	<i>X</i>		

C. Chair Pro Tempore

Member Balducci nominated Member Barón and Member Braddock seconded. Member Barón was elected as Chair Pro Tempore by unanimous vote.

D. Approval of the Consent Agenda



There was one item on the consent agenda: approving the March 2025 minutes. Member Balducci motioned to approve, and Member McQuarter Jr. seconded. The March 2025 minutes were approved by unanimous vote.

E. CEO Updates

CEO Kinnison delivered an update that the city, county, and KCRHA have been working together to discuss KCRHA's funding model in response to 2023 audit findings. She then reminded Board members about the April 11th retreat happening at the Together Center. The theme of the retreat is roles and responsibilities, advancing regionalism, and a deep dive into data. The report also included an update on a letter sent by Executive Constantine, Mayor Harrell, and CEO Kinnison to the state legislature addressing the need for more homelessness operating investments. Finally, CEO Kinnison thanked the interim Lived Experience members for their service on the board.

Member Balducci and Member Harrell also thanked the interim members for their service.

Chair Barón then announced that he and Member Balducci also wrote a similar letter, and they would be sending it to the state legislature.

F. Public Comment

The following people spoke.

Alison Eisinger
Karina O'Malley
Bruce Drager
Elizabeth Maupin
Michelle Eastman

G. Lived Experience Member Introductions

Chair Barón announced that not all caucuses have selected their lived experience members, so introductions would be postponed until the next meeting.



H. Briefings

Briefing No. 2025-01

Continuum of Care 101

- *Dorsol Plants, Continuum of Care Co-Chair*
- *Ruby Romero, Continuum of Care Co-Chair*
- *Kelsey Beckmeyer, Continuum of Care Manager, KCRHA*

Briefing No. 2025-02

Severe Weather Response

- *Monica Irons, Director of Planning and Special Projects, KCRHA*
- *Tony Machacha, Manager of Emergency Operations in Planning & Special Projects, KCRHA*

[At 10:42am, Chair called the Governing Board into executive session for 10 minutes. At 10:52am, the Executive Session was extended until 11:58am.]

I. Adjournment

Member McQuarter Jr. and Member Green gave comments on their experiences on the Board.

Member McQuarter Jr. moved to adjourn. It was seconded by Member Green and passed unanimously. The meeting adjourned at 12:02pm.

Next Regular Meeting

April 17, 2025; 10:00 am– 12:00 pm PT

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



Informational Brief

DATE: March 28, 2025
TO: Governing Board Members
CC: Kelly Kinnison, CEO
FROM: Edmund Witter, General Counsel
SUBJECT: Proposal to Update Signature Authorization Policy

Purpose

The purpose of this memorandum is to provide background information regarding King County Regional Homelessness Authority's ("KCRHA") proposal to update its signature policy to reflect current positions and a wider array of documents and statements produced by KCRHA.

Background / Context

Proposal

This policy establishes who may sign contracts and official documents on behalf of KCRHA and under what circumstances. It applies to all Authority personnel, including staff, contractors, and board members acting in an official capacity.

Background of KCRHA's Signature Policy

By resolution of the Implementation Board, KCRHA adopted its current version of the signature policy on October 11, 2023. That version provided delineated signature authority for contract purchases and some human resource and finance documents; however, the policy did not address a wide array of statements, documents, and other items that KCRHA handles on a regular basis. The original policy also contained ambiguous requirements on when board approval was required in relation to procurement activities. KCRHA is seeking to update its signatory policy to ensure it can continue to provide services to homelessness services in an efficient manner, particularly for urgent contracts and procurements to ensure continuity of services.

Authority

Article VIII, Section 3 of the Interlocal Agreement as amended on November 7, 2024 requires an affirmative vote of a majority of Governing Board Members present to “adopt internal policies and procedures for oversight of major expenditures and other transactions.”

Scope

The policy covers:

- All contracts that obligate the Authority to exchange payments, services, goods, property, or use of facilities.
- Administrative, financial, and human resources documents, even if they are not contracts.
- Other official documents such as employment letters, legal filings, leases, grants, media statements, and interlocal agreements.

Major Points of the Policy

- Only personnel listed in this policy may execute documents on the Authority’s behalf.
- Signature authority is granted based on position and subject to approval thresholds outlined in Tables A–G.
- A check mark (✓) in the tables indicates authorization; some actions require dual signatures or written delegation.
- The Chief Executive Officer (CEO) may delegate or restrict signature authority; delegations must be on file with the CFO or HR Director.
- This policy does not override provisions in the Interlocal Agreement and supersedes any prior signature authority policies.
- Electronic signature and routing tools may be used in accordance with this policy.
- Contractual approvals thresholds are updated to reflect typical grant amounts and to remove board approval

Authorization Tables

Tables A–G define signatory authority for different categories, including:

- Program-related contracts and awards



- Human resources and employment actions
- Finance and grants
- Legal and compliance filings
- Policy positions, media, and intergovernmental documents
- Leases, MOUs, data sharing, and research
- Emergency programming, procurement, and activations

Each table specifies who can sign at various dollar thresholds or by document type. In some cases, two authorized personnel must co-sign. Some signatures may be delegated.

Authorized Signatories Include:

CEO, Deputy CEO, CFO, Deputy CFO, Chief of Program Operations (CPO), Deputy CPO, Chief of Data & Research (CDR), General Counsel (GC), HR Director (HRD), Chief of External Affairs (CEA), and other designated managers depending on the action.



Signatory Policies

9. Contracts and Documents Signing Authority

Publication date: April 2025

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, property, or goods to or from a third party, or (ii) requires the use of the Authority’s property, facilities or other resources; or
- b) any administrative, financial, external correspondence, media statements, policy positions, and human resources related paperwork, documents, and forms.

This Policy applies to all personnel of the Authority, including staff, contractors, and board members acting on behalf of the Authority.

II. Policy Statement

The purpose of this Policy is to establish clear guidelines for signature and approval authority related to contracts, employment, media, policy, leases, loans, grants, and other documents that obligate or commit the Authority.

III. Policy

Section 1.1. General Compliance. In taking any actions described below, the Authority shall ensure that it adheres to all legal requirements, obligations set forth in the Interlocal Agreement, and any other policies and procedures established to ensure compliance with the Authority’s operational objectives.

Section 1.2. Construction. As outlined in the accompanying Tables A-G, the individuals listed below are authorized to execute agreements and issue documents on behalf of the Authority. A check mark indicates that the designated office is permitted to sign on the Authority’s behalf, subject to any additional conditions noted in the table or otherwise described herein, by law, or the Interlocal Agreement.

Section 1.3. Other Items. For items not listed and not reserved within the Interlocal Agreement, the Office of the Chief Executive Officer (“CEO”) may authorize or delegate signature authority; any delegation must be kept on file by the Chief Finance Officer (“CFO”) or Human Resources Director.

Section 1.4. Electronic 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.

Section 1.5. Nothing herein limits the Office of the CEO from limiting signatory authority of any authorized signatories or designating substitute signatories due to vacancies within a position. All such limitations shall be documented in writing and kept on file by the Chief Finance Officer (“CFO”) or Human Resources Director.

Section 1.6. Interlocal Agreement Controls. This policy shall not be construed to limit the authority afforded to the Governing Board pursuant to the Interlocal Agreement and shall be construed to not supersede any requirements therein.

Section 1.7. Supersession. This policy shall supersede any prior signature policies issued by the Authority.

Section 1.8. Effective Date. This policy shall be in effect upon passage by the Governing Board in accordance with the Interlocal Agreement and any By-Laws.

Section. 1.9. Signatory Tables. The following tables set forth the signatory authority for Authority staff:

Notation Guide:

- A** Any one (1) of the authorized personnel has the general authority, on behalf of KCRHA, to execute agreements, applications, responses, or financial commitments within set total contract price threshold, as applicable.
- B** Any two (2) authorized personnel shall sign jointly on behalf of KCRHA, agreements and financial commitments within set total contract price threshold.
- C** Authorized Signatories may delegate signing authority in writing for specific purposes (ex. contracts or invoices below a certain amount) or for a period of time. Written delegation may be reviewed and approved by the CEO and kept on file by the CFO or Human Resources Director.

Authorized Signatory List: CEO (Chief Executive Officer), DCEO (Deputy Chief Executive Officer), CFO (Chief Financial Officer), DCFO (Deputy Chief Financial Office), CRD (Chief of Research and Data), CPO (Chief Program Officer), DCPO (Deputy Chief Program Officer), CEA (Chief of External Affairs), DCEA (Deputy Chief of External Affairs), GC (General Counsel or other authorized attorney), BO (Chief/Director of Business Operations)

A. Program-Related Contracts and Award Letters with Service Providers, Contractors, and Other Procured Activities

Total Contract or Award Amount (\$)		Note	Authorized Signatory					
			CPO	CRD	BO	CFO	DCEO	CEO
\$0	1,500,000	A	✓	✓	✓	✓	✓	✓

Total Contract or Award Amount (\$)	Note	Authorized Signatory					
		CPO	CRD	BO	CFO	DCEO	CEO
More than \$1,500,000	B	✓			✓	✓	✓

B. Human Resources and Employment

Description	Note	Authorized Signatory					
		HRD	General Counsel	Chiefs	Managers and Directors	DCEO	CEO
Any paperwork and forms for employees, including benefit enrollment, garnishment, employment verification, employment-related filings with public agencies, other similar documents necessary for carrying out general human resource and operational activities.	C	✓				✓	✓
Position descriptions, job postings, offer letters, contracts for employment, reduction in work force letters, and termination letters	C	✓				✓	✓
Severance agreements and conditions of termination	C	✓				✓	✓
Suspensions and administrative leave	C	✓		✓		✓	✓
Grievance Disputes and Responses	C	✓		✓	✓	✓	✓
Employee Handbook, Employment Policies, Safety Planning, Anti-Discrimination Policies, and Recruitment Policies	B	✓	✓			✓	✓
Written warnings, performance reviews, and reprimands	C	✓	✓	✓	✓	✓	✓
Time-off approvals	C	✓	✓	✓	✓	✓	✓
Overtime and work out of classification	C	✓	✓	✓		✓	✓

Description	Note	Authorized Signatory					
		HRD	General Counsel	Chiefs	Managers and Directors	DCEO	CEO
Accommodation approvals, Investigations and Findings	C	✓	✓			✓	✓
Collective Bargaining Agreement (see Interlocal Agreement for guidance)	C	✓				✓	✓

C. Finance

Description	Note	Authorized Signatory						
		DCFO	CFO	Program Directors and Managers	CRD	CPO	DCEO	CEO
Any day-to-day finance operational paperwork and forms excise tax returns, payroll tax returns, license applications, bank account documents, and other similar documents	C	✓	✓				✓	✓
Provider Invoices, purchase orders, payment authorizations, and other payment forms	C	✓	✓	✓		✓	✓	✓
Grant applications	A				✓	✓	✓	✓
Budgetary requests and related documents	A	✓	✓				✓	✓
Loan applications and documents	A		✓				✓	✓
Contracts granting revenue to the Authority, including Master Services Agreements with King County, City of Seattle, and any other public entities	A		✓				✓	✓
Audit-related responses and other documents	A	✓	✓			✓	✓	✓
Acceptance of philanthropic funds and attendant terms and conditions (see Interlocal Agreement for additional guidance)	A	✓	✓			✓	✓	✓

D. Legal

Description	Note	Authorized Signatory			
		GC	HRD	DCEO	CEO
Legal filings, offers of settlement, final settlements, stipulations, court orders and judgments, and other legal forms initiating or terminating legal actions	A	✓		✓	✓
Employment and labor administrative filings and responses	A	✓	✓	✓	✓
Pre-litigation documents, cease and desist letters, responses to threats of litigation, and other documents related to activities that could likely lead to litigation	A	✓		✓	✓
Filings for general legal compliance	A	✓		✓	✓
Conflict of Interest forms and related ethics policies and documents pertaining to KCRHA personnel, board members, or volunteers	A	✓	✓	✓	✓

E. Policy Positions, Interlocal Agreements, Media Statements, and Letters of Support

Description	Note							
		GC	DCEA	CEA	DCPO	CPO	DCEO	CEO
Policy positions	C	✓	✓	✓	✓	✓	✓	✓
Letters of support, government relations and responses	C	✓	✓	✓	✓	✓	✓	✓
Media statements, press releases, and responses to press inquiries	A	✓	✓	✓		✓	✓	✓
Interlocal agreements and other joint public and private partnerships	A							✓
Funder or other regulatory body surveys or formal requests for information or stakeholder comment on proposed revisions to rules, regulations, policies, and procedures.	C				✓	✓	✓	✓

F. Property Agreements, Leases, Research Agreements, and Licensing

Description	Note	Authorized Signatory						
		CRD	GC	BO	CPO	CFO	DCEO	CEO
Leases for real property (see Interlocal Agreement for additional guidance)	A		✓				✓	✓
Leases for personal property	C		✓	✓		✓	✓	✓
Memoranda of Understanding, collaborative project agreements, and other agreements for sharing of Authority resources	A	✓			✓		✓	✓
Data sharing agreements, Research Proposals, Institutional Review Board Agreements	A	✓					✓	✓
Licensing Agreements	A	✓	✓	✓			✓	✓

G. Programming and Activations

Description	Note	Authorized Signatory					
		DCPO	CPO	DCFO	CFO	DCEO	CEO
Exercising of contractual conditions and options such as severe weather activation	C	✓	✓			✓	✓
Requests, reviews, and determinations of program performance and contracts	C	✓	✓	✓	✓	✓	✓
Program conditions, guidelines, and requirements	C	✓	✓			✓	✓
Procurement publications, procurement processes and related decisions	C	✓	✓			✓	✓
Contractual requests, amendment requests	C	✓	✓			✓	✓

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY

GOVERNING BOARD BYLAWS

Article I. Authority

Section I.01 Authority; Purpose.

The “Amended and Restated Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority” dated November 7, 2024 (“Interlocal Agreement”) between King County (the “County”) and the City of Seattle (“Seattle”), creates a Governing Board (the “Governing Board” or “Board”). The Board acts as the governing and oversight body of the King County Regional Homelessness Authority (the “Authority”). The Board is responsible for setting strategic policy direction and providing fiscal oversight and ensures the Authority is making progress on its mission. The Board may carry out additional functions and powers provided under the ILA.

The purpose of these bylaws (“Bylaws”) is to establish procedures for Governing Board operations. These Bylaws have been approved by resolution of the Board pursuant to Article VIII, Section 3(A)(2) of the Interlocal Agreement. In the event of a conflict between these Bylaws and the Interlocal Agreement, the terms of the Interlocal Agreement shall prevail.

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 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 4 of the Interlocal Agreement. The Authority shall proactively address racial-ethnic and other statistical disproportionalities amongst the population of people experiencing homelessness, such as, but not limited to, racism, ableism, homophobia, transphobia, misogyny, and other forms of inequities in the development, delivery, and evaluation of services in the homeless service system.

Article II. Governing Board Membership

Section II.01 Membership Generally; Board Member Duties.

(a) *General.* The Board is comprised of 12 members appointed pursuant to Article VIII, Section 1(A) of the Interlocal Agreement, including individuals representing those with Lived Experience appointed pursuant to Article VIII, Section 1(A) of the Interlocal Agreement. Under the Interlocal Agreement, King County, Seattle, and Sound Cities Association (each, an “Appointing Body”) is responsible for appointing certain individuals to the Governing Board. The individuals appointed by each Appointing Body represent a caucus (“Caucus”).

All Governing Board Members shall have equal status, voting rights and authority. No Board Member may also be employed by the Authority.

(b) *Duties of Board Members.* Members of the Governing Board shall serve in such capacity to the best of such individual's ability and in compliance with law, policies, and the following duties. While serving in its capacity as a Member of the Governing Board, each Governing Board Member shall have a duty to the Authority to act in good faith, with care, and in the best interest of the Authority. To that end, each Governing Board member shall: 1) comply with the duties set forth in Article 8 Section 2 A-K of the ILA; 2) ensure that the Authority follows all laws, the Interlocal Agreement, and with respect to the Governing Board, these Bylaws; 3) attend meetings, review financial documents and other materials provided to Governing Board Members, actively engage in strategic planning, and work to carry out the mission of the Authority consistent with the guiding principles as described in the Interlocal Agreement; 4) avoid conflicts of interest from membership on the Governing Board and inform the Governing Board immediately if a conflict, or a perceived conflict, arises; and 5) maintain confidentiality of sensitive information, including but not limited to information provided in executive sessions.

Section II.03 Board Term.

The terms of the Seattle Mayor and the County Executive shall be co-terminus with their respective offices. The County Council and the Seattle City Council shall determine which of its respective members shall serve on the Governing Board and such Members shall serve until replaced or until no longer a member of their respective Council. The Governing Board Members that are city elected officials from outside of Seattle appointed by the Sound Cities Association shall serve until replaced or until no longer eligible for appointment. The Board individuals representing Lived Experience shall serve for up to twenty-four months or until replaced by their Appointing Body.

Section II.04 Vacancies.

A vacancy or vacancies on the Governing Board shall be deemed to exist in the case of the death, disability, resignation, removal by forfeiture or removal by the Governing Board or if the individual is no longer eligible for such appointment. Any vacancy on the Governing Board shall be filled by the appropriate Appointing Body 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. When future Governing Board members are selected, whether due to an expired term or unexpired vacancy, each respective Appointing Body shall notify the other Appointing Bodies of the names and contact information for that Appointing Body's selected members. Notice to King County shall be sent to both the County Executive and the Chair of the County Council. Notice to the City of Seattle shall be sent to both the Seattle Mayor and the president of the Seattle City Council. Notice to Sound Cities Association shall be sent to the Association's board president and executive director.

Section II.05 Alternates.

The King County Executive, Seattle Mayor and Sound Cities Association may appoint one alternate (an "Alternate") to serve on the Board in the absence of a member of its Caucus by providing written notice to KCRHA and the Board Chair or Co-Chairs. The Seattle Mayor and King County Executive may appoint a representative from their Executive Teams to serve as

their Alternate. Seattle City Council, Sound Cities Association, and King County Council shall establish their own processes for appointing alternates. For the sake of clarity, a chart summarizing Appointing Bodies, Caucuses and Alternates is attached as Exhibit A to these Bylaws.

Either the primary member or the Alternate of the Board may attend meetings; however, if both representatives attend the Board meeting, only the primary Board member 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 Governing Board member, such Alternate shall have all the rights and authority of the primary Governing Board Member under the Interlocal Agreement and these Bylaws, including but not limited to establishing a quorum and voting on matters before the Governing Board. When a Governing Board Member is represented by a properly-noticed 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. Governing Board Officers and Committees

Section III.01 Officers of the Governing Board.

Pursuant to Article IX of the Interlocal Agreement, the Governing Board shall elect two co-chairs from its members (the “Co-Chairs” and each a “Co-Chair”). One Co-Chair shall be an elected official from the Seattle Caucus and one Co-Chair shall be an elected official from the King County Caucus. The selection of the initial Co-Chairs of the newly constituted Governing Board shall occur no later than six months after the Amendment Effective Date.

Section III.02 Co-Chairs

It shall be the Co-Chairs' duty to see that Governing Board business is in accordance with law, the Interlocal Agreement, and these Bylaws.

The Co-Chairs shall have the authority and responsibilities to preside at regular and special meetings of the Governing Board; to call special meetings as determined to be appropriate; and to each (acting individually) execute documents, including resolutions, on behalf of the Authority.

Section III.03 Removal from Office.

The Governing Board may remove a Co-Chair, Treasurer, Secretary or other officer of the Governing Board for failure to perform the prescribed duties of the officer in such a manner that it is in the best interest of the authority for the officer to be removed. The Governing Board must provide reasonable prior notice to all Governing Board Members of the alleged reasons for dismissal and removal shall be by an affirmative vote of a majority of the Governing Board Members.

Section III.04 Vacancies.

The Governing Board shall fill any officer position which becomes vacant (including by removal,

resignation, or other inability to serve in such position) by electing a successor who shall hold office for the unexpired term and until such officer's successor shall have been duly appointed and qualified.

Any vacancy in the Governing Board (including by removal, resignation, or other inability to serve in such position) shall be selected in the same manner as the appointment for the removed vacant Board Member and any successor shall hold such position 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 Governing Board.

The Governing Board may, by resolution, establish other committees, each consisting of two or more Governing Board Members, to advise the Governing Board. The designation of any such committees and the delegation thereto of authority shall not operate to relieve any Governing Board Member of any responsibility imposed by law. Notwithstanding anything herein to the contrary, a committee shall not be comprised of a quorum (or more) of Governing Board Members. It is the intent of the Governing Board that committees (other than the Advisory Committee) shall serve in advisory capacities only and shall not be subject to the requirements of the Open Public Meetings Act (as defined below). Pursuant to Article X, Section 6 of the Interlocal Agreement, meetings of the Advisory Committee shall be open to the public (other than duly called executive sessions) and shall be noticed as provided in the Open Public Meetings Act.

Section III.06 Elections.

Elections will be held each calendar year at the January Governing Board regular meeting; provided, if such meeting is postponed or otherwise not held, elections shall be held at the next regular or special meeting of the Governing Board. Elections will be conducted by a Chair Pro Tempore, who is a member of the Governing Board that is not running for an officer position and is selected by a majority of the Governing Board in attendance at the meeting on election day.

Article IV. Meetings of the Governing Board

Section IV.01 Governing Board Meetings.

(a) *General.* Regular meetings of the Governing Board shall be held monthly unless otherwise provided by the Governing Board. Regular and special meetings of the Governing Board shall be held and noticed pursuant to the Interlocal Agreement and chapter 42.30 RCW, as it may be amended from time to time ("Open Public Meetings Act"). Pursuant to the Interlocal Agreement, Article X, Section 1, the Governing Board shall adopt a resolution specifying the date, time and place (if known) of regular meetings for the upcoming calendar year by the last meeting of the preceding year. If not otherwise provided in the resolution adopting a regular meeting schedule of the Governing Board, the location of regular meetings shall be provided on the Authority's website as soon as reasonably possible and in all cases, shall be included on the Authority's website with its meeting agenda at least 24 hours prior to such meeting as provided in the 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 Governing Board present, as provided in RCW 42.30.100. Notice of any continued meeting shall be provided in the same manner as special meetings.

(b) *Executive Sessions.* Executive sessions of the Governing Board shall not be open to the public. Executive Sessions may be attended by Members of the Governing 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, the Chairperson of the Governing 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 Governing 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 Governing Board, any Alternate or attendee of the executive session absent a vote of the Governing 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 Governing Board, a quorum of the Governing Board must be present in order to do business on any issue. A quorum of the Governing Board is defined as nine (9) members in Article VIII, Section 4(B) of the Interlocal Agreement.

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 Governing Board Meetings.

Pursuant to the Interlocal Agreement, meetings of the Governing Board shall be open to the public to the extent required by the Open Public Meetings Act. Governing Board Members may participate in a regular or special meeting in person or remotely as permitted in the Open Public Meetings Act.

The Governing Board shall allow members of the public to attend its meetings remotely as permitted in the Open Public Meetings Act.

Section IV.04

Conduct of Business.

- (a) **General.** Meeting agendas will be set by the Co-Chairs of the Governing Board in consultation with Authority staff and the Chief Executive Officer. Any member of the Governing Board may move to add an item to the agenda, subject to simple majority vote. 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 Governing Board in advance of any regular meetings and in compliance with the Open Public Meetings Act. The Chief Executive Officer shall provide on-going reporting and documentation to the Governing Board as needed or requested to ensure the Governing Board can provide sufficient fiduciary oversight, strategic and policy direction and performance monitoring of the Authority. KCRHA will strive to provide final materials for all Governing Board meetings at least 7 days in advance of the meeting. This includes but is not limited to submitting the Authority's Funding Requests to the Governing Board for review and other budgetary documents required by the Interlocal Agreement with sufficient time and opportunity for meaningful deliberation. For approval of the Annual Budget, there must be at least two meetings – one for presentation and discussion of the budget materials and one for a vote to approve the Annual Budget.
- (b) **Decorum.** The Governing Board encourages public participation in the legislative process. To preserve order and decorum and in the interest of efficiency, the Co-Chairs may impose time and subject matter limits on public comment or testimony. A member of the public providing testimony cannot yield their allotted time to another public commentator. Public comment may not be used for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- (1) Engaging in speech or conduct that interrupts, delays or otherwise disrupts the orderly conduct of any meeting is prohibited. Disruptions include, but are not limited to:
- a. Speech by an individual after expiration of the time allotted for the speaker's public comment or testimony;
 - b. Speech by an individual who has not been recognized by a Co-Chair for public comment or testimony, who is speaking in a volume louder than a low, conversational level appropriate for communication between persons seated next to each other in the location where the meeting is held, or whose speech is audible by others;
 - c. Comments or testimony that does not comply with subsection (b) of this section;
 - d. Standing, except when: entering or leaving the meeting, providing comment or public testimony after being called on by a Co-Chair, or as necessary to obtain a copy of meeting materials from staff;

- e. Holding or placing a banner or sign during a meeting in a way that may endanger other individuals or that obstructs the free passage or view of others attending or viewing the meeting;
 - f. Whistling, handclapping, stamping of feet, making noise or waving arms; or
 - g. Activities by an individual that, in the reasonable determination of the Co-Chairs, disrupt the meeting.
- (2) If an individual engages in disruption of the meeting, including but not limited to any of the actions described in subsection (1) of this section, the Co-Chairs may order the individual:
- a. To leave the meeting; or
 - b. To cease the activity and impose other reasonable conditions for the individual's continued presence at the meeting.

If the individual does not immediately comply with the Co-Chair's order under subsection (b)(2)(b) of this section, the Co-Chairs may direct the removal of the individual from the meeting. Unless otherwise ordered by the Co-Chairs, any individual ordered to be removed from a meeting is excluded from returning to that meeting, unless the decision of the Co-Chairs is overruled by a majority vote of those Governing Board Members in attendance. Any two Governing Board Members may place before the Governing Board the question of whether to permit the individual to return to the same meeting.

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 6 of the Interlocal Agreement, Governing 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.

The Authority, and not any individual Member of the Governing 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 Governing 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 Governing Board majority on the record in a public meeting.

Article VI. Approval of Bylaws

These Bylaws were approved pursuant to **Resolution No. ____** by an affirmative vote of a majority of the Governing Board Members present at a meeting held **on _____, 2025**, at which a quorum of the Governing Board was present. These Bylaws are intended to apply to the Governing Board constituted under the Interlocal Agreement after the Amendment Effective Date, and shall amend, replace and supersede any prior bylaws adopted by the prior Governing Board.

Exhibit A
Governing Board Composition

<u>Appointing Body</u>	<u>Caucus</u>	<u>Alternate</u>
King County	<ul style="list-style-type: none"> • County Executive • Two members of the King County Council, one of the two representing a district in whole or in part located in Seattle and one representing a district outside of Seattle • One member with Lived Experience 	<ul style="list-style-type: none"> • County Executive may appoint member of Executive Team to serve as alternate • King County Council establishes process to appoint Alternates
Seattle	<ul style="list-style-type: none"> • Seattle Mayor • Two members of Seattle City Council • One member with Lived Experience 	<ul style="list-style-type: none"> • Seattle Mayor may appoint member of Executive Team to serve as alternate • Seattle City Council establishes process to appoint Alternates
Sound Cities Association	<ul style="list-style-type: none"> • Three members who are elected officials from cities or towns other than Seattle • One member with Lived Experience 	<ul style="list-style-type: none"> • One alternate to represent all members of Caucus • Sound Cities Association establishes process to appoint Alternates

RESOLUTION NO. 2025-02

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

Attachment A: Governing Board Bylaws

WHEREAS, pursuant to the Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority dated December 18, 2019 (the “Original ILA”) between 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 “KCRHA”);

WHEREAS, with the Original ILA having been in effect for nearly five years, Seattle and the County determined that changes were desired, including streamlining the governance structure to improve oversight and accountability and making other changes to clarify roles, responsibilities, and processes, with the overall goal of facilitating the effective delivery and coordination of services for individuals experiencing homelessness;

WHEREAS, the County and City established an amended and restated Interlocal Agreement (“Agreement”) on November 7, 2024;

WHEREAS, under article VIII, Section 1, the Implementation Board and Governing Committee created under the Original ILA are superseded and replaced by a single Governing Board;

WHEREAS, under Article VIII, Section 3, the Governing Board of the Authority may approve bylaws for the operations of the Governing Board; and

WHEREAS, the Governing Board now desires to approve by resolution, the Governing Board Bylaws in the same form previously approved by motion, without further amendments or additions thereto, and to ratify such approval as provided herein;

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

Section 1. Approval of Governing Board Bylaws. Pursuant to the Interlocal Agreement, the Governing Board hereby approves the Governing Board Bylaws in the form attached hereto as Exhibit A.

Section 2. Ratification. The Governing Board further ratifies and confirms the adoption of such Governing Board Bylaws at its April 17, 2025 meeting. All actions taken pursuant to the authorization provided for in this resolution and in the Governing Board 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.

Passed by a majority vote of the Governing Board pursuant to the terms of the Interlocal Agreement at a meeting held this 17th day of April, 2025.

[Results]

Yea:

Nay:

Abstain:

x _____
Chair Pro Tempore

ATTEST: x _____
Affiong Ibok, Clerk

Attachment A

Governing Board Bylaws



KCRHA
King County Regional Homelessness Authority

KCRHA Funding Model

Governing Board

April 17, 2025

James Rouse, KCRHA Chief Financial Officer
Tiffany Brooks, KCRHA Deputy Chief Financial Officer
Aaron Rubardt, King County Deputy Budget Director

Cost Reimbursement Funding Model

Like many other special governments in King County, KCRHA uses King County's treasury services

December - January:
GB approves KCRHA budget; contracts with providers finalized

Spring: Master Service Agreements are finalized with the City and County

Providers invoice KCRHA monthly,
KCRHA pays providers in a timely manner

KCRHA invoices Funders. **Funders reimburse KCRHA.**

KCRHA's bank account **begins to carry a negative balance** that continues to grow

KCRHA's **bank account is replenished** to a balance of zero

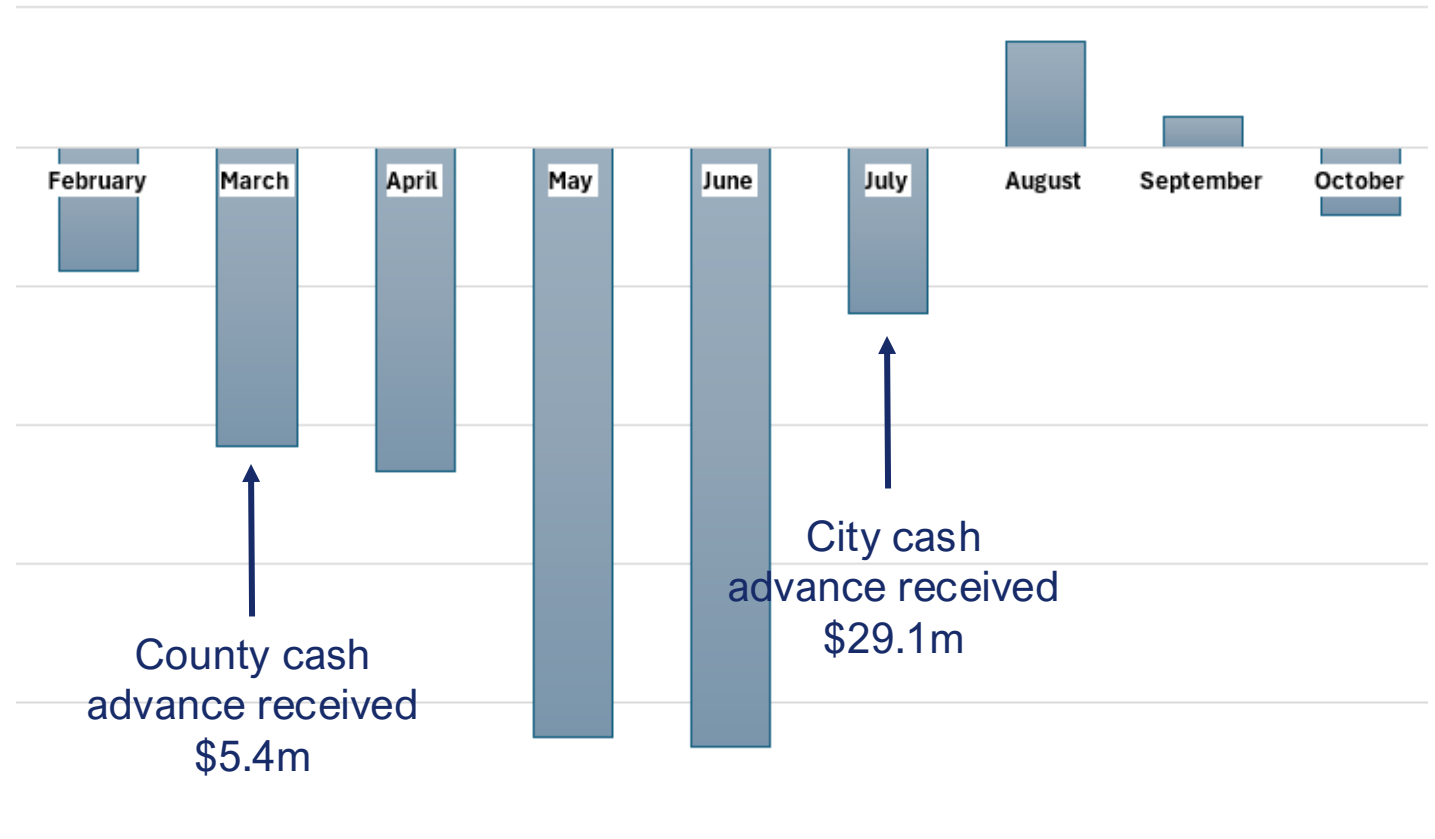


Cash Advances

KCRHA has had intermittent cash advances from the County and City with the goal of maintaining a positive cash balance since the Authority's founding.

KCRHA now receives quarterly cash advances from the City of Seattle.

2024 KCRHA Cash Balance



King County Interfund Loans

- Some funds hold negative cash balances for a longer periods. **King County routinely provides cash to these types of funds** (who, like KCRHA, use County Treasury Services) through an interfund loan.
- King County's Office of Performance, Strategy and Budget reports that on average, **about ten County funds have interfund loan agreements at any given time.**



2023 Audit



Finding: "The Authority's funding model resulted in a negative cash balance at year-end placing its current service levels and future obligations at risk...."



Description of the Condition: "... there is a significant timing gap between when the Authority pays service providers and receives cash, resulting in a negative cash balance for parts of the year."

Board Actions:

- Request approval to submit interfund loan application
- Resolution for the Interfund Loan





Thank you.

Stay up to date by following us on social media and subscribing to our emails.

Scan this QR code to sign up for KCRHA emails →



@KingCoRHA



@KCRHA



RESOLUTION NO. 2025-03

A RESOLUTION AUTHORIZING THE KING COUNTY
REGIONAL HOMELESSNESS AUTHORITY TO ENTER
AN INTERFUND LOAN AGREEMENT WITH MARTIN
LUTHER KING JR. COUNTY

WHEREAS, The King County Regional Homelessness Authority (the “Authority”) Interlocal Agreement (“ILA”) states the mission of the Authority as: Administering effective, performance-based homeless services to support a high-functioning homelessness crisis response system to significantly decrease the incidence of unsheltered homelessness across King County using equity and social justice principles; and

WHEREAS, Martin Luther King Jr. County’s (the “County”) provides the treasury services to the Authority; and

WHEREAS, the Authority’s 2025 budget was approved by its Governing Board on December 19, 2024; and

WHEREAS, service providers began invoicing the Authority immediately; and;

WHEREAS, the Authority does not have authority to raise its own funds and cannot invoice its Funders for reimbursement until the master service agreements (“MSAs”) are finalized; and

WHEREAS, the MSAs are not finalized until the Spring; and

WHEREAS, by Executive Order 1008, the County Executive established the Executive Finance Committee to provide for interfund borrowing;

WHEREAS, by Ordinance 823, the County Council recognized the Executive Finance Committee and authorized it to promulgate rules for interfund borrowing;

WHEREAS, the County provides interfund loans to funds that use the County’s treasury services and hold negative fund balances for an extended period due to their funding structure; and

WHEREAS, the County’s Office of Performance, Strategy and Budget reports that at any given time there are around ten interfund loans in place; and

WHEREAS, the Authority’s Governing Board was briefed on the Authority’s funding model and the County’s interfund loan process on April 17, 2025;

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

RESOLUTION NO. 2025-03

Section 1. The Board hereby authorizes the Authority to enter into an interfund agreement with King County.

Section 2. Effective Date. This resolution shall take effect immediately after passage.

[Results]

Yea:

Nay:

Abstain:

x _____

Chair Pro Tempore

ATTEST: x _____

Affiong Ibok, Clerk