



Seattle-King County CoC Board Regular Meeting Minutes

Date/Time

June 4th, 2024; 2:00 PM – 4:00 PM

Roll Call

Name	Present
Patricia Sam	X
Tamara Bauman	X
Zsa Zsa Floyd	X
Bella Irons	X
Amaiya Leonor	X
Dorsol Plants	X
Ruby Romero	X
Martha Sassorossi	X
Kristina Sawyckyj	X
Elizabeth Maupin	X
Amy Thomas	X
Victor Loo	X

- Roll Call – [12] members present – [0] members absent
- Quorum is (Met)

Land Acknowledgement & Theory of Change (Board Members)

- **Land Acknowledgement:** The King County Continuum of Care Board acknowledges that we work on the unseated traditional lands of the Coast Salish peoples, especially the first peoples of Seattle, the Duwamish people. The original stewards of the land, past and present. We honor with gratitude the land itself and the Duwamish tribe. This acknowledgement only becomes meaningful when combined with accountable relationships and informed action and is the first step in honoring the land that we today sit on and their peoples.
- **Theory of Change** – If we create a homelessness response system that centers people who have lived experience of homelessness, then we will be able to meet needs and eliminate inequities, in order to end homelessness for all.



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Minutes Review:

- Vote: To approve the May meeting minutes
- Motion: Approved

Public Comment:

- Mark Garrett: "The one comment I have someone encouraged us to make comments about this upcoming CoC convening, and I would like to see some discussion about outreach like the Coc funds HMIS, and my understanding is that there's 5 or 6,000 people in shelter, and there's 9 or 10,000 unsheltered, homeless people in King County, and nobody knows how many of those people are in the HMIS database, because we don't have any outreach program. And I think that's a problem. We need to get a handle on the unsheltered, homeless community, and like, get them into HMIS, so that they're visible to the services."

Board & Committee Updates:

- Goal to complete Charter Revision by July 2025
 - Next meeting scheduled for June 6th
 - Presented in October 2025 meeting
 - Vote in November 2025 meeting
- PIT Planning Workgroup actively recruiting
 - Open until June 20th, 2025
 - Please apply if interested
- NOFO Workgroup is also actively recruiting
 - Open until June 20th, 2025
- Link to RSVP for the Convening on Tuesday, June 17th 8-3 pm at North Seattle College
 - <https://app.smartsheet.com/b/form/b1915416e58545fdb860ca2b0fe1bce7>

Federal Update:

- A new federal court order was issued last night, expanding on the previous one. The order clarifies that parties involved in the litigation are not required to agree to objectionable terms and conditions from HUD and that HUD cannot withhold funding as a result. It also prohibits HUD from withholding funds from agencies involved in the lawsuit, including King County.



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- HUD has been ordered to submit a report within two days (expected by the end of the week) outlining how it will comply with the court order. There is concern that HUD may still attempt to withhold funding, but the hope is that the order will push them to release the funds.
- An appeal is expected, and the case may move to the 9th Circuit Court of Appeals and potentially the U.S. Supreme Court. The order also applies to all members of the Continuum of Care, including nonprofits that receive direct grants, whether or not they are part of the lawsuit.
- Dorsol motioned to move the break to later in the agenda. Voice vote approved

Stipend Policy Listening Session:

- **What is a stipend:**
 - In the context of KCRHA, a stipend refers to a small payment provided to individuals participating in KCRHA-funded projects or programs.
 - The stipend is intended to help offset the costs associated with participation, such as transportation, meals, or childcare to people with lived and living experience of homelessness.
- **Legal Considerations: References**
 - 29U.S.C 203 (e)(4)(A)
 - The term “employee” does not include any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate governmental agency if-
 - The individual receives no compensation or is paid in expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and
 - Such services are not the same type of services which the individual is employed to perform for such public agency.
- **Legal Considerations: Breakdown**
 - Can volunteers receive a stipend?
 - Yes, but it needs to be a nominal amount
 - Nominal means:
 - It’s a small “thank you”, not a wage.
 - It’s not tied to how much work is completed
 - Generally, its less than 20% of what a paid employee would earn for the same full-time job
 - Watch out for:
 - If the value of what a “volunteer” receives goes over \$599 in a year, they may be considered an employee or a contractor, not a volunteer



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- If it is over \$599 it must be reported to the IRS in taxes
- **2025 KCRHA Stipend Budget**
 - Fund sources:
 - CoC Planning Grant
 - CoC Board
 - YAB
 - CoC Committees/Workgroups
 - NOFO Rating
 - KCRHA General Admin
 - RFP Rating
- **2025 Stipend Budget by Programs & Projects**
 - KCRHA staff must request stipends for a program or project
 - There must be funding available to approve the program/project for stipends to be available
 - Northwest Justice Project is a good resource for help with taxes
- **KCRHA Stipend Policy: Eligible Activities**
 - Meetings & Collaboration:
 - Participation in regular board, committee, and workgroup meetings where the PLE was appointed, elected, or selected for a formal role (e.g., CoC Board, Youth Action Board).
 - Participation in planning and coordination meetings related to the KCRHA project or program (e.g., sessions seeking formal input on program design).
 - Training & Development:
 - Attending training to air with the project or program that has been authorized to pay stipends.
 - Participating in debrief sessions and capacity-building activities related to the stipend project or program
 - Preparation & Follow-Up:
 - Reviewing meeting materials, relevant program documents, and completing assigned tasks directly related to the stipend project or program.
 - Representation:
 - Presenting at a board meeting as a representative of the project or program that has been authorized to pay stipends.
 - Application & Evaluation Work:
 - Participating in application rating and evaluation process.



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- **KCRHA Stipend Policy: Ineligible Activities:**
 - The following activities/scenarios are not eligible for stipend payment:
 - 1) PLEs who participate as part of their job responsibilities or while being paid by their employer
 - 2) Participation in an activity for which KCRHA covered the cost of attendance or participation (e.g., attendance at conference)
 - 3) Time to travel to and from an activity
 - 4) Preparation time, including any related consultation, will not be additionally reimbursed
 - 5) Consultations requiring minimal time (e.g./ brief phone calls or email communications).
 - 6) Voluntary attendance at events, training, information sessions, presentations, or development opportunities provided by KCRHA that are not directly related to the project they contribute to in a formal capacity.
 - CoC Board Detailed Eligible Activities
 - CoC Board Meetings – 2.5 hours/month
 - Reading board meeting materials - 2 hours/month
 - Reading materials for workgroups /committees that you're seated on – 1 hour/month
 - CoC Board Email Correspondence – 1 hour/week
 - Co-Chair Planning meeting 30 minutes/week
 - CoC Trainings – 2.4 hours/Based on Training Length
 - Serving on Workgroups (NOFO Workgroup, CE, SPC, Crosscutting Policy Workgroup) – 1 hour
 - Presenting to the GC on behalf of and with the affirmation from the CoC Board – 1 hour
 - Speaking at community meetings on behalf of and with affirmation from the CoC Board – 1 hour
 - CoC Board Monthly Activities
 - CoC Board meeting – 2.5 hours
 - Co-Chair Planning Meeting – 2 hours
 - Reading Board Materials – 2 hours
 - Email Correspondence – 4 hours
 - Serving on Workgroup – 1 hour
 - Reading materials for Workgroup – 1 hour
 - Total Estimated Hours: 12.5 hours/month
 - **Listening Session:**



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- Our main goal is to **listen and understand everyone's different ideas**, not to argue or immediately solve complicated legal problems. We're here to gather all your thoughts, which will **help KCRHA make good decisions later**.
- We encourage respectful engagement and the expression of differing opinions. However, please **focus on the ideas and information** being shared, rather than **critiquing individuals**.
- Given the **technical and legal nature of this topic**, please strive to use **clear, concise language and provide specific examples** where possible.
 - Discussion:
 - Orca cards
 - Balanced with allotted 15 hours / month
 - Parking

CoC Membership Recruitment:

- **Current Committee/Workgroup Openings**
 - Coordinated Entry Committee (2)
 - Reviewing 8 applications
 - NOFO Workgroup (12)
 - Will send out a call for joining May 19th
 - Convening Workgroup (8)
 - Still taking applications
- **Current CoC Membership**
 - 240 People
 - 116 Organizations
 - 58 Individuals
 - 37 people active on committees & workgroups
 - 8 Board members on 1 or more
 - 29 CoC members on 1 or more
- **HUD Recommendations**
 - Government Agencies
 - Housing & Service Providers
 - Community-Based and Other Partners
 - Business and Private Sector
 - Data and Research Entities
- **Government Agencies**
 - Local government (e.g., city or county officials)
 - State government (e.g., state housing agencies)
 - Public housing agencies (PHAs)



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- Law enforcement agencies
- School districts/local education agencies
- Public child welfare agencies
- Health departments (state or local)
- Mental health agencies
- Substance abuse agencies
- Veterans Affairs (VA) programs
- Courts and probation/parole offices
- Emergency management agencies
- **Housing & Service Providers**
 - Nonprofit homeless service providers
 - Victim service providers (DV shelters, etc.)
 - Faith-based organizations
 - Affordable housing developers
 - Organizations serving unaccompanied youth
 - Organizations serving persons with HIV/AIDS
 - Behavioral and mental health service providers
 - Substance abuse treatment providers
 - Organizations providing permanent supporting housing (PSH)
 - Rapid Rehousing (RRH) providers
 - Emergency shelter operators
- **Community-Based and Other Partners**
 - Individuals with lived experience of homelessness
 - Homeless/Formerly homeless advocated
 - Community and neighborhood groups
 - Civic and volunteer organizations
 - Philanthropic organizations
 - Local workforce development boards
 - Employment agencies or job training programs
 - Educational institutions (colleges, universities)
 - Early childhood education providers (e.g., Head Start)
 - Transportation providers
 - Legal aid organizations
 - LGBTQ+ advocacy groups
 - Immigrant and refugee service organizations
- **Business and Private Sector**
 - Chambers of commerce
 - Private foundations
 - Employers and business owners



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- Landlords/property owners
- Real estate professionals
- Financial institutions
- **Data & HMIS Entities**
 - HMIS lead agencies
 - Research and evaluation organizations
 - Local universities or research institutions
- **Well-Represented Groups**
 - These are strongly present and mentioned multiple times:
 - Black, Brown, Indigenous and Other People of Color-Led Organizations
 - Emergency Shelter Operators
 - Nonprofit Homeless Service Providers
 - Lived or Living Experience of Homelessness
 - Faith-Based Orgs
 - Youth Advocates/Service Providers
 - Rapid Rehousing & PSH providers
 - Domestic Violence Advocates
 - LGBTQIA2S+ Advocates and Service Orgs
 - Local Government Staff
 - Street Outreach Teams
- **Sparsely Represented**
 - Business Owners and Employers: 1-2 orgs, limited representation
 - Veterans Affairs (VA) Programs: Present, but small formal representation
 - Private Foundations: Few mentions, could be expanded
 - Civic and Volunteer Organizations: Present but not consistently
 - Behavioral Health Providers: Well-represented overall, but sometimes fragmented
- **Missing/Underrepresented Sectors**
 - Chambers of Commerce
 - Not explicitly represented; business engagement is minimal beyond one reference to “Business Owners and Employers”
 - Courts and Probation/Parole Offices
 - No courts, probation, parole, or criminal legal systems partners
 - Emergency Management Agencies
 - Completely absent
 - Financial Institutions
 - Not represented; banks/credit unions play a role in housing stability (e.g., lending, rent payment systems).
 - HIV/AIDS Service Organizations
 - Not represented by name



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- Landlords and Property Owners
 - Not explicitly represented, though potentially critical partners in RRH and PSH systems
- Legal Aid Organizations
 - No clear reference to tenant law, eviction defense, or legal services
- LGBTQIA2S+-Led Organizations
 - While LGBTQIA2S+ advocated and service orgs are represented, few are explicitly led by members of the community
- Local jails
 - Not represented, though jails release is a common entry point into homelessness
- Local workforce development boards
 - Not explicitly represented, important for job training and income stability
- People with Disabilities-Led Organizations
 - Organizations led by people with disabilities are not explicitly represented, though serving people with disabilities is common
- Public Child Welfare Agencies
 - Missing; child welfare involvement is a key risk factor for youth homelessness
- Real Estate Professionals
 - No representation from landlords' associations, realtors, or property managers
- State Domestic Violence Coalition or State Sexual Assault Coalition
 - While local/domestic violence agencies are well represented, state-level coalitions are not
- Transportation Providers
 - Not included; these can affect shelter/housing access
- **Boards/Committees Board Members Volunteer on:**
 - Victor Loo - King County Board of Health, King County Community Health Improvement Committee, Washington State Office of Equity, Washington State Homelessness Assistance Unit Committee and Washington Public Health Syndetic.
 - Amy Thomas - Long-Term Care Foundation Advisory Board & works for The Adult Family Home Council of Washington State
- **Steps Taken to Recruit Membership**
 - CoC Coordinator has:
 - Developed list of missing sectors and representative organizations
 - Sent recruitment letters'
 - Held one on one meeting with missing organizations
 - Currently coordinating with 9 organizations
 - Since January 2025:
 - 36 new people have joined including 5 missing or underrepresented sectors



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- **CoC Staff Capacity**
 - CoC staff are currently supporting
 - 2 boards: CoC & YAB
 - 2 Committees: CEC and SPC
 - 3 workgroups: Charter, Cross Cutting Policy, Convening
 - Soon – NOFO & PIT
 - Membership recruitment
 - Overall CoC Performance Management
 - HUD grant lifecycle management
 - Grant performance – outcomes and spending
 - Required Provider Training
 - Trauma Informed Care
 - Housing First
- **Board Recruitment & Onboarding**
 - Steps to complete board recruitment and onboarding
 - Review of currently detailed selection process
 - Review missing representations on the board
 - Create online and paper applications and review matrix/criteria
 - Establish an ad-hoc Selection Committee
 - Open applications (min 2 weeks)
 - Review applications and complete final round interviews
 - Present finalists to CoC Membership
 - CoC Membership Vote
 - Onboarding
 - Coordinating with all new board members
 - Create onboarding binders
 - Update materials (no longer able to work with CHS for this support)
 - 2 day in-person onboarding sessions
 - A full, robust process takes at least 2.5 – 3 months
- **Next Steps:**
 - Continued member recruitment with a targeted focus on the 15 missing or underrepresented sectors
 - Focus on Convenings to build momentum and energy with the CoC Membership
 - Develop a timeline for Board recruitment
 - Aim for starting this once the Charter is completed
- **Vote:**
 - Vote to work toward recruitment for new board members in October
 - Voice Vote: Everyone said “Aye”
 - Approved



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Community Updates:

Next Steps & Adjourn

- Next meeting: Wednesday, July 2nd, 2024; 2:00 PM – 4:00 PM