

Seattle Social Housing Developer

September 2024 Board Meeting

Agenda

(regular meetings 3rd Thursday every month)

<p>Date/Time: Thursday September 19, 2024, 5:30 - 7:30pm Meeting Location: Seattle City Hall, rm L280 <i>Please wear a mask.</i> Online option: https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</p>		
<p>Reference Materials for this meeting:</p> <ul style="list-style-type: none">- Today's Agenda- PRIOR meeting minutes- PRIOR MONTH Cash-Flow & Financial Report-		
<p>5:30pm (2min)</p>	<p>Call to Order Review & Approve Agenda <i>Items for Approval:</i></p> <ul style="list-style-type: none">- Today's Agenda;- August Meeting Minutes- Corrected (housekeeping) March and May 2024 board agenda & minutes for Executive Session: time period and reasoning of the session (attached)	<p>Tom (Vice Chair)</p>
<p>5:32 (25Min)</p>	<p>Executive Session</p> <ul style="list-style-type: none">● Executive session pursuant to RCW 42.30.110(1)(i)(iii) To discuss with legal counsel representing the agency potential litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency	<p>Bob C. Sterbank Mike Vaska</p> <p>SSHD PDA Legal Council</p>
<p>5:57 (3min)</p>	<p>Public Testimony</p>	

6:00 (15min)	Finance & Audit Report <ul style="list-style-type: none"> Review & Approve monthly financials Introduce Retirement Policies? Approve Public Records Policies? 	Chuck (Treasurer)
6:15 (5min)	Board Nominations <ul style="list-style-type: none"> Update on Seattle Renters Commission 	Kay (board member)
6:20 (10min)	Executive Committee <ul style="list-style-type: none"> Update on CEO Onboarding Plan progress Update on Board Retreat planning PRA Policy (RESOLUTION NO. SSHD 09-19-2024A) Records Retentions Policy (RESOLUTION NO. SSHD 09-19-2024A) <p><i>Items for Approval:</i> Approve The PRA Policy, Approve the Records Retention Policy</p>	Roberto (CEO) Katie (Board Secretary)
6:30 (5min)	Fundraising <ul style="list-style-type: none"> Update on planning and search for operating & capital resources 	Amy (consultant) & Roberto
6:35	- 10 min break -	
6:45 (10min)	Communication Committee Update <ul style="list-style-type: none"> Take a final look at the FAQ page for the website. Vote to approve the website going live with the FAQ page. <p><i>Items for Approval:</i> Approve the FAQ page to be added to the website, Approve the website going live.</p>	Wylie(Comms Chair) ,All
6:55 (10min)	Real Estate Committee Update <ul style="list-style-type: none"> Any updates? <p><i>Items for Approval:</i> N/A</p>	Mike (RE Committee Chair)
7:05 (10min)	Reminders & Announcements <ul style="list-style-type: none"> 	
7:15	Adjourn	Tom

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Attendance:

- 1.) Katie L.
- 2.) Tom B.
- 3.) Tori N-F
- 4.) Devyn F. (Left Early Not feeling well)
- 5.) Wylie D.
- 6.) Roberto Jimenez (Board CEO)(No voting capacity)
- 7.) Chuck
- 8.) Mike E.
- 9.) Alex L.
- 10.) Kay Z.
- 11.) Julie H.

Absent Board Members:

- 1.) Kaileah Baldwin

Board Guest/Public Guest

- 1.) Judie Messier
- 2.) Bob Sterbank (SSHD Lawyer)
- 3.) Amy Besunder (SSHD Consultant)
- 4.) Ben Ferlo
- 5.) Mike Vaska (SSHD Lawyer)
- 6.) Lily Hayward.

Call to Order

Review & Approve Agenda

Items for Approval:

- Today's Agenda;
- August Meeting Minutes
- Corrected (housekeeping) March and May 2024 board agenda & minutes for Executive Session: time period and reasoning of the session (attached)

- 1.) Meeting Called to order @ 5:34pm
- 2.) Tori Moves to approve agenda, Katie seconds. Unanimously approved @ 5:35pm
- 3.) Tom Moves to approve august meeting minutes, wylie seconds
- 4.) Tori moves to approve the amended march and may minutes unanimously approved @ 5:37pm

Executive Session

● Executive session pursuant to RCW 42.30.110(1)(i)(iii) To discuss with legal counsel representing the agency potential litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency

Board recessed into a 25 Min executive session @ 5:39pm Board exited executive session @ 5:57pm

Tom Motions to extend the executive session 20 mins Tori Seconds.

Board Recessed into an extended executive session @ 6:00pm

The Board Moved back into public session @ 6:19pm

Public Testimony

1.) No public testimony

Finance & Audit Report

- Review & Approve monthly financials
 - Introducing Retirement Policies?
 - Employee cell phone/ laptop usage policy
- 1.) Chuck - the monthly normals through the month of august
 - 2.) Chuck motions to approve, tom seconds unanimously approved @ 6:22pm
 - 3.) Chuck - motions to approve both resolutions katie seconds unanimously approved @ 6:23pm
 - 4.) Chuck - motions to approve the cell phone/ laptop usage policy. Wylie seconds unanimously approved @ 6:28pm

Board Nominations

- Update on Seattle Renters Commission
 - 1.) Kay - we have a liaison lydia and i met with kate ruben and another board member named lidia, they want to get our empty seats filled, they want us to create a committee to appoint the candidates and give them some options, they are asking us to do the search and provide them the names. They are also seeking clarification on section 1 and 9 of the Charter's
 - 2.) Roberto - we had appointees from the city and the county at my other organization I worked with, SRC would be making the decision.
 - 3.) Tom - is there other volunteers that would be willing to help kay, roberto says he would help, tom also said he would be willing to help as well.
 - 4.) Chuck - has some push back that we would look like we are being manipulative as an organization.
 - 5.) Roberto - if they are making the

request in writing with their requirements, we could help in a way.

- 6.) Kay - what I am trying to do within the rules is trying to help get more members on the board and work around obstacles. Do I really like it, not really.
- 7.) Kay makes a motion to form a committee to screen applications
Chuck seconds
- 8.) Chuck is a no, Katie abstains, Alex Abstains,
- 9.) Passed @ 6:44pm

Executive Committee

- Update on CEO Onboarding Plan progress
- Update on Board Retreat planning
- PRA Policy (**RESOLUTION NO. SSHD 09-19-2024A**)
- Records Retentions Policy (**RESOLUTION NO. SSHD 09-19-2024A**)

Items for Approval: Approve The PRA Policy, Approve the Records Retention Policy

- 1.) Katie motions to Approve, Wylie seconds, Unanimously approved @ 6:51pm
- 2.) Katie motions to approve , tom seconds unanimously approved @ 6:57pm
- 3.) Roberto - Thank you all for meeting with me and letting me introduce myself more, i have been attending board and communications committee meetings, i have reviewed the bylaws and charters and connected with legal council, we talked a bit about the formation 501c3, we have set a date for the board retreat, the onboarding document was very thought out and very helpful.
- 4.) Amy - I sent out a document for key stakeholders.
- 5.) Amy - we need to come up with a really good strategic plan, how do we continue to deliver on the motion that we put out there in the universe.

Items for Approval:

- 1.) PRA Policy - Unanimously Approved @ 6:51pm
- 2.) Records Retentions Policy - Unanimously Approved @ 6:57pm

Fundraising

- Update on planning and search for operating & capital resources
- 1.) Amy - what we have done so far on fundraising and what i have looked into so far many of which will not align with our model, then there are the private foundation, but also reliant on us establishing that 501c3, julie and roberto are having conversation on what our funding model will look, an individual donor is a longer haul, we do have a basic case for support that still needs more flesh on its bones it talks about who we are and what we do, there are some potential funders and that's just starting to start those relationships with them, we need more of a road map before we can continue.
 - 2.) Chuck - its seems like on the case statement we need to develop more detail on that, to help people understand.
 - 3.) Julie - i was just going to say way back when i put together why mixed income works,

- 10 min break -

*Board Recessed into a 11min break @ 7:14pm
Board Returned @ 7:25pm*

Communication Committee Update

- Take a final look at the FAQ page for the website.
- Vote to approve the website going live with the FAQ page.

Items for Approval: Approve the FAQ page to be added to the website, Approve the

website going live.

- 1.) Wylie - website is ready to go i have updated the website with the FAQ, We can replace that image on the home page at any time, the privacy page helps us to post things on here
- 2.) Tom - i would like to acknowledge you have provided in getting this done wylie.
- 3.) Chuck - I am assuming the website meets the accessibility requirements, now looks like the time to move forward with some tech support, wylie says they believe they should.
- 4.) Katie motions to approve FAQ, wylie seconds, Unanimously approved @ 7:31pm
- 5.) Katie motions to move the website going live, mike seconds unanimously approved @ 7:31pm

Real Estate Committee Update

- Any updates?

Items for Approval: N/A

- 1.) Mike - i do not have an update i need to touch base with julie and Tom

Reminders & Announcements

- 1.) No reminders and announcements
- 2.) Kay is taking a class to prepare

Adjourn

Tom moves to adjourn the meeting, tori seconds.

Meeting Adjourned @ 7:34pm