

Seattle Social Housing Developer

December 2024 Board Meeting

Agenda

(regular meetings 3rd Thursday every month)

<p>Date/Time: Thursday December 19, 2024, 5:30 - 7:30pm Meeting Location: Seattle City Hall, rm L280 (mask required for in person attendance) 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- November meeting minutes- 2024-2025 Budget- Consultant contract- Pyramid contract- Communications materials		
<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- November Meeting Minutes	<p>Tom (Chair)</p>
<p>5:32 (25Min)</p>	<p>Public Testimony</p>	
<p>5:40 (20min)</p>	<p>Executive Session</p> <ul style="list-style-type: none">• <u>Executive session pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment</u>• <u>Executive session pursuant to RCW 42.30.110(1)(i)(iii) to discuss potential litigation including the 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</u>	<p>Roberto (CEO) Tom (Chair)</p>

6:10 (20min)	Finance & Audit Report <ul style="list-style-type: none">● Review monthly financials● Review draft 2025 budget <i>Items for Approval: Monthly approvals</i> <i>Approve draft 2025 Budget</i>	Chuck (Treasurer)
6:20 (10min)	Strategic Planning <i>Item for approval: Strategic planning consulting contract</i>	Roberto (CEO) Tom (Chair)
6:30	- 10 min break -	
6:40 (5min)	Real Estate Committee Update <ul style="list-style-type: none">● Update, including new sites, site visits	Mike (RE Committee Chair)
6:45 (15min)	Board Composition <ul style="list-style-type: none">● New Board Appointee from MLK Labor - Karen Estevenin● Chuck Depew stepping down as Treasurer● Katie LeBret's term extended to next May● Other updates <i>Item for Approval: extending Katie LeBret term</i>	Chuck (Treasurer) Karen (board member) Kay (board member)
7:00 (10min)	Executive Committee <ul style="list-style-type: none">● Update from CEO● Update on Lawyers drafting documents for 501c3● Discussion on proposal for advisory team for strategic planning	Roberto (CEO) Tom (Chair)
7:10 (17min)	Communication Committee Update <ul style="list-style-type: none">● IT Sys Admin update (Guest: Andy McMaylor)● Pyramid Communications Update	Wylie (Comms Chair), All
7:27 (3min)	Reminders & Announcements <ul style="list-style-type: none">● No board or committee meetings from December 22nd 2024 to January 3rd 2025 for Winter Break	Tom (Chair)
7:30	Adjourn	Tom (Chair)

Attendance:

- 1.) Kaileah B.
- 2.) Kay Z.
- 3.) Tom B.
- 4.) Katie L.
- 5.) Wylie D.
- 6.) Alex L.
- 7.) Julie H.
- 8.) Devyn F. (left early)
- 9.) Chuck D.
- 10.) Alex L.
- 11.) Karen E.
- 12.) Roberto Jimenez (SSHD CEO Non Voting Member)

Absent:

- 1.) Mike E.
- 2.)
- 3.)
- 4.)
- 5.)

Board Guest/Public Guest

- 1.) Judie Messier (Public Guest)
- 2.) Joshua M. KUOW (Reporter)
- 3.) Ben Ferlo (Public Guest)
- 4.) Andy McMaylor (Board Guest)(Board IT Consultant)
- 5.) Lilly Hayward (Public Guest)
- 6.)
- 7.)
- 8.)
- 9.)
- 10.)

5:30pm (2min)	Call to Order @ 5:33 pm Review & Approve Agenda <i>Items for Approval:</i> <ul style="list-style-type: none">- Today's Agenda - Approved @ 5:35pm- November Meeting Minutes @ 5:35pm1.) Alex Motions to approve today's agenda, wylie seconds2.) Wylie motions to approve meeting minutes from November, Tom seconds
5:32 (25Min)	Public Testimony 1.) No public comment. 2.)
5:40 (20min)	Executive Session <ul style="list-style-type: none">● <u>Executive session pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment</u>● <u>Executive session pursuant to RCW 42.30.110(1)(i)(iii) to discuss potential litigation including the 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</u> <ol style="list-style-type: none">1.) The Board Entered a 20 Minute Executive Session to have a private conversation about a couple of consultants for the board @ 5:36pm2.) The Board Returned to full public session @ 5:56 pm
6:10 (20min)	Finance & Audit Report <ul style="list-style-type: none">● Review monthly financials● Review draft 2025 budget

*Items for Approval: Monthly approvals
Approve draft 2025 Budget*

- 1.) There is 4 items so 4 actions i will be asking the board to take, if the
- 2.) Chuck motions to approve translation report, tom seconds approved @ 5:57pm
- 3.) Chuck motions to approve monthly financials, Kay seconds, Approved @ 5:58pm
- 4.) Chuck motions to approve financial policies, wylie seconds, Approved @ 8:18pm with two abstention from Kaileah and Tom
- 5.) Kaileah - I worry about how that restricts the ability for the CEO to hire staff to help him. (Chuck) - I wouldn't be in favor of softening the language on section 4.
- 6.) Wylie - if we can edit the wording to departments, (Chuck) i wouldnt be expecting the ceo to hire on people when the board only meets once a month
- 7.) Roberto - i never had board people in hiring decisions the ceo hires all the other staff, i dont know whats gained
- 8.) Tom - what part of the PDA is this person in charge of, i dont see why the board would need to approve the ceo to hire,
- 9.) Wylie - I think it would be in the budget the board approves.
- 10.) Tom - do we want to make a motion to strike that or change that word to executive hire staff
- 11.) Karen - i appreciate the discussion staffing would be part of the annual budget, I don't see getting approved as being a hiccup, we want the policies to be as robust, i lean towards leaving the wording the way it is
- 12.) Katie - i agree with what Karen just said
- 13.) Alex - yes alot in king county you have to go to castle to get approval, i think amending would help,
- 14.) Kaileah - i wanted to name that as far as seeing this not being a hiccup,
- 15.) Chuck - a budget had not approved a budget for that activity.

	<p>16.) Tom - it's about the person, it's about the budget, I would think that when there is any kind of budget change it would still come before the board, (Chuck) we should not be making decisions based on an assumption.</p> <p>17.) Wylie - I think it's under operating expenses. I would agree that this is just language.</p> <p>18.) Chuck - you have the amended budget we adopted in april 2024, we have carry over from the city, we obviously we are going to be ending out the year with 146 thousand, i expect the 2025 budget to have the carry over plus the other grant we with the city so once we use up to the amount of 101 thousand we will send an invoice requesting the funding, we created kind of a larger lump sum for admin cost, we budgeted 24 thousand related to office management, when the state audit happens we reached out to find out if we have to cover the cost of the state audit, looking at legal services i budgeted 50 thousand dollars for legal services, we are obligated to hire a compensation consultant to reevaluate Roberto's salary, everything will change once february election happens.</p> <p>19.) Kaileah - can you clarify you have the 35% to include the benefits of the ceo position</p> <p>20.) Tom - i have a question about the legal services, is 50 thousand enough we spent 140 thousand last year, i didnt see any one asking unnecessary questions, (Chuck) - we cant afford to increase the budget, for awhile we have to be very carful about engaging the lawyers</p> <p>21.) Kaileah - in certain things pass we might have the potential to have more revenue to work with</p> <p>22.) Karen - i was just thinking what the compensation consultant to evaluate our ceo compensation to see if we need to increase his salary,</p> <p>23.) Chuck motions to approve budget, kaileah approves, approved @ 6:34pm</p>
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	Devyn didn't respond
6:20 (10min)	Strategic Planning <i>Item for approval: Strategic planning consulting contract</i> <ol style="list-style-type: none">1.) Kaileah - do we need to approve the consultant2.) Tom motions to approve, kaileah seconds3.) Kay abstains, Chuck abstains, wylie abstains4.) Katie votes no5.) Never seen/heard a response from Devyn 5.) Item was not Approved @ 6:47pm
6:30	- 10 min break - Board moved into a break @ 6:34pm Board break ended @ 6:44pm
6:40 (5min)	Real Estate Committee Update <ul style="list-style-type: none">● Update, including new sites, site visits <ol style="list-style-type: none">1.) Mike said he didn't have any updates,2.) Julie - we are creating more detailed performas3.)4.)5.)6.)
6:45 (15min)	Board Composition <ul style="list-style-type: none">● New Board Appointee from MLK Labor - Karen Estevenin● Chuck Depew stepping down as Treasurer● Katie LeBret's term extended to next May● Other updates <i>Item for Approval: extending Katie LeBret term</i> <ol style="list-style-type: none">1.) Karen - its a pleasure to be here2.) Tom - we appreciate you being here3.) Chuck - i am negotiating employment, its a conflict of interest so i have to step down from the full board4.) Tom - the other business is the we are

	<p>making a proposal to extend the secretary position to May board officer elections,</p> <p>5.) Katie - i am looking forward to moving back to be on the board,</p> <p>6.) We need to make sure to be clearer on a specific conversation about if a board member</p> <p>6.) wylie motions to move, chuck seconds motion,</p> <p>7.) Kaileah - abstains</p> <p>Extending Secretary Term till May Board Officer Elections in 2025 Approved @ 7:00pm</p>
7:00 (10min)	<p>Executive Committee</p> <ul style="list-style-type: none">● Update from CEO● Update on Lawyers drafting documents for 501c3● Discussion on proposal for advisory team for strategic planning <p>1.) Roberto - the big issue is the 501c3 applications, there is only one significant issue outstanding the attorneys have been sharing documents with us for further review with the executive committee,</p> <p>2.) Tom - getting people to understand what we are about,</p> <p>3.) Karen - i was just curious what the purpose of the 501c3 will have, (Roberto) - it will allow us to do fundraising,</p>
7:10 (17min)	<p>Communication Committee Update</p> <ul style="list-style-type: none">● IT Sys Admin update (Guest: Andy McMaylor)● Pyramid Communications Update <p>1.) Wylie - as we discussed before we have hired an it consultant, we understand this is a need for setting up Roberto computer</p> <p>2.) Andy - hello i am very honored to have</p>

	<p>the opportunity to work with SSHD, this migration will be happening with the help of everyone, (wylie) this will be scheduled,</p> <p>3.) Chuck - welcome andy i am really glad to see this happening, will this migration help us get cyber security insurance, Andy - i will make sure you guys are set up for success</p> <p>4.) Tom - what happens to all the google documents, Andy those will be shared over to a microsoft shared point, a shared point is where all the documents live,</p> <p>5.) Kay - so who is gonna pay for the microsoft account, we will be setting you guys up with the Microsoft 365 accounts.</p> <p>6.) Alex - say we have our microsoft account with our employer this wont mess up,</p> <p>7.) Kaileah - whats the timeline of this migration, Andy - 4 to 6 weeks</p> <p>8.) Tom - thank you andy we are excited</p> <p>9.) Tom - we have been working with pyramid communication on some documents, they are really digging into the nitty gritty, we have a large list of people outside the board to deliver the message to, its been a great experience so far, they got a really good team</p> <p>10.) Wylie - I am impressed with how quick the turn around is.</p> <p>11.) Karen - i really appreciate this i had one question, seattle voted for social housing talking about the area median</p>
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	<p>income it says 30% and i thought its supposed to be 0%, (Tom) - thanks for catching that i would like to go back and look at that</p> <p>12.)Roberto - the units are specific to the units</p> <p>13.)Kay - my understanding is 0%</p> <p>14.) Chuck - my only point is to deal with people under 40% who are receiving a voucher to help cover that</p> <p>15.)Kaileah - did we ever get the hard pieces from shannon</p>
7:27 (3min)	<p>Reminders & Announcements</p> <ul style="list-style-type: none">• No board or committee meetings from December 22nd 2024 to January 3rd 2025 for Winter Break <p>1.)</p> <p>2.)</p>
7:30	<p>Adjourn</p> <p>Meeting Adjourned @ 7:25pm</p>