

# SSHD Board Meeting Minutes

Thursday, January 18th, 2024 Time 5:30pm - 7:30pm

— Seattle Social Housing Developer

Please wear a mask

(regular meetings 3rd Thursday every month)

Meeting Location: [Seattle City Hall, rm L280](#)

Online option: <https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1>

## Attendees

**In person:** Tori, Kaileah, Tom, Wiley, Chuck, Alex, Devyn

**Virtually:** Kay, Julie, Brian, Mike, Katie

Absent: Dawn

## Agenda

	Reference Materials for this meeting <ul style="list-style-type: none"><li>- Today's Agenda</li><li>- <a href="#">SSHD Board Meeting Minutes 12.21.23.docx</a></li><li>- <a href="#">CEO Hiring Plan</a> (for adoption today)</li><li>- <a href="#">Search Firm selection questionnaire</a></li><li>- <a href="#">Hiring committee job description</a></li><li>- <a href="#">Real Estate education series</a></li></ul>	
5:30pm (2 min)	<b>Call to Order</b> <i>For approval:</i> <ul style="list-style-type: none"><li>- Today's agenda;</li><li>- December meeting minutes</li></ul>	Tom

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5:32pm (Up to 30 min* )	<b>Public Testimony</b>	
5:40pm (30 min)	<b>Activities for CEO Search &amp; Hire</b> <ul style="list-style-type: none"> <li>- Search firm selection process</li> <li>- Establish Hiring Committee, review committee job description</li> <li>- Next steps are for committee to connect to</li> </ul> <i>For approval:</i> <ul style="list-style-type: none"> <li>- CEO Hiring Plan</li> <li>- Establishing ad hoc Hiring Committee</li> </ul>	Kaileah
6:10pm (10 Min)	<b>Introduction of New Board Member</b> <ul style="list-style-type: none"> <li>- Seattle Renters Commission has / is in process to select a new board member to fill Ebo's vacant seat</li> </ul>	Kay, SRC rep
6:20pm (10 min)	<b>Executive Committee Update</b> <ul style="list-style-type: none"> <li>- Katie is the new Secretary</li> <li>- Update on contract &amp; reporting process with City/Commerce</li> <li>- Board retreat still on hold, expecting February 24th or March 2nd</li> </ul>	Kaileah
6:30pm (10 min)	<b>Finance and Audit Committee Update</b> <ul style="list-style-type: none"> <li>- We were not able to establish our bank account; awaiting The bank needs our IRS letter.</li> </ul>	Chuck
6:40pm	<i>Break</i>	
6:50pm (15min)	<b>Website Showcase &amp; Communications Committee Update</b>	Devyn
7:05pm (20 min)	<b>Real Estate Committee Update</b> <ol style="list-style-type: none"> <li>1. Debrief check in about the first education videos</li> </ol>	Chuck
7:25pm	<b>Reminders &amp; Announcements</b> <ol style="list-style-type: none"> <li>1. Amy's Contact Extended through March 2024</li> <li>2. Katie will be reaching out to committee chairs</li> </ol>	All


7:30pm	<b>Adjourn</b>	Tom
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## Minutes

Notes taken by Katie LeBret, Board Secretary

- Meeting called to order at 5:32
- december meeting approved Kaileah motioned to move tori seconded
- observer, judie, Kim, David, Justin,naishin
- From SRC Kim- when we were created they had ranking based on points from did you have experience with economics but they kept everyone else on deck they sent out letters to the other applicants letting them know, they voted last week at a special meeting, they went with Wiley Duffy for the new board member.
- we haven't made a decision yet about a firm exec committee will meet next week to decide on, a 4 to 6 month process for ceo search, hiring comittee will be an adhoc, 5 to 6 board members we have a recommended list of board members, if your interested being on the committee we need you to have good availability and meet when the search firm needs to meet, Tom, Brian, Julie, Katie tori, Kay, I would worry about the confidentiality(Amy)
- Kay -it is not customary to record the interview
- Chuck- its gonna be hard if we don't have everyone there
- devyn- making the committee smaller might work best
- tom- we can adjust to lower the number and keep the committee at 6 for now
- Kay- I have done a lot of hiring I haven't done hiring of this kind but it does happen a lot there is group of people but there is only a couple people doing the interview
- a very very rough draft the search firm will want to Flemish out the job description , other then that the hiring plan can be approved chuck moved to approve Katie seconded it this hiring plan has been approved unanimously
- Kaileah moves to approve the hiring committee tori second the hiring committee is approved unanimously

- introduction of Wiley D by Kay, if we need to do it again they were super receptive to get feedback from us and if we have any questions or request, SRC is very invested in the SSHD PDA Board.
- Wiley I have experience on being on a pda board they pronouns are they/them
- we are working on logistical stuff, Kaileah signed the contract with the city commerce, we are still on hold for our board retreat, because we don't have funding, end of February the 24th of the end of march the 2nd,
- Kay will reach out to a couple of non profit organizations who train homeless folks and to see if they could help us, Kaileah will reach out to Kay
- we do not have a 5013c document, chucks non profit would be our fiscal agent, unfortunately the city funding could not be used for prior to January 1st 2024, we need to go through our budget and how we disburse is gonna be different, which expenses can be used for what, allow us to readjust the budget without having to bring it to the full board, we need the irs determination letter for beneficial state bank, this fiscal agent would be temporary, we lost 3 months because we haven't formally applied, Kaileah moves to approve pro America as our fiscal sponsor for 12 months or until we get our irs determination letter, approved everyone agreed and chuck abstained,
- Kay- the only 5 percent
- Amy- this would be an ideal situation
- Devyn- what causes the 501c3 to take so long
- devyn- we were hoping to have the website up and running this meeting but only 2 people have sent there information that was requested, the draft lay out looks good, we are gonna have the minutes and other documents will be added to the website, when we have social media we can connect those with the website,
- Julie- this is all about the education series we released, so you can start the first two lessons in the series we will be going through, how the renting housing model works,
- Tom- thinks it was very clear
- kaileah- there were a couple times I was confused
- brian- it will get a little more complicated but if we get this down the rest will make more sense,
- tori- we still going to do a debrief, for the vacancy spot how is it found? The lender that's look at that is gonna give us debt, we would be using that higher vacancy rate
- kaileah- we will be acquiring buildings that may not be normal for social housing,

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- Julie- we would estimate how long the vacancy rate would last during a remodel,
  - Tom- what's the next steps on this project, the next step would be the affordability ami and rent the affordable housing matrix, we go to mixed up next and compare that, we can set up a doodle poll,
  - Amy's contract has been extended to march of 2024,
  - Kaileah- social housing summit in Portland
  - Chuck adjourned the meeting, Devyn seconded the motion