

## Seattle Social Housing Developer

# June 2025 Board Meeting Agenda

(regular meetings 3rd Thursday every month)

Date/Time: Thursday June 26th, 5:30 - 7:30pm Meeting Location: Seattle City Hall, rm L280   <i>Please wear a mask.</i> Online option: <a href="https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1">https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</a>		
Reference Materials for this meeting: <ul style="list-style-type: none"><li>- Today's Agenda</li><li>- PRIOR meeting minutes: May 15th, May 29th, June 9th</li><li>- May 2025 Cash-Flow &amp; Financial Report</li><li>- OTHER Item</li></ul>		
5:30pm (2min)	<b>Call to Order</b> Review & Approve Agenda <i>Items for Approval:</i> Today's Agenda; May 15th, May 29th, June 9th Meeting Minutes	Kaileah (Acting Chair)
5:32 (up to 30min*)	<b>Public Testimony</b>	
5:47* (5min)	<b>Finance Report</b> <ul style="list-style-type: none"><li>● Transition to Key Bank</li><li>● Firming up approval processes</li><li>● Pursuing credit card</li><li>● Need for closer attention from all of us on financial reports and expected cashflow</li></ul> <i>Items for Approval:</i> Approve monthly financials	Kaileah (Acting Chair)
5:52 (5min)	<b>Communications Report</b> <ul style="list-style-type: none"><li>● Plan for rolling out Strategic Plan</li><li>● Recent earned media (Seattle Times)</li><li>● Rekindling relationship with Pyramid for communications strategy support, but still figuring out role of Gabriel Mendoza as social media person.</li></ul> <i>Items for Approval:</i> Example	Tom, Roberto
5:57 (5min)	<b>Real Estate Development Report</b> <ul style="list-style-type: none"><li>● Recent project has short timeline; may need to forgo that project if they don't agree extend timeline.</li></ul>	Mike, Roberto

<p>6:02 (10min)</p>	<p><b>Executive Report</b></p> <ul style="list-style-type: none"> <li>• Mayor has proposed \$2M bridge loan for SSH. Timeline for binding approval expected for July 9th.</li> <li>• Migration to MS365, final step scheduled for July 4th weekend.</li> <li>• Updates on actions decided at June 9th meeting: investigation, board development project, expectations reset conversation.</li> </ul> <p><i>Items for Approval:</i></p>	<p>Roberto, Kaileah(Acting Chair)</p>
<p>6:12 (10min)</p>	<p><b>Board Membership</b></p> <ul style="list-style-type: none"> <li>• Welcome Brian Abeel, Mayor’s appointment for Housing Finance</li> <li>• RE Committee (Mike, Julie, ChrisTiana, Tom?) have been reviewing candidates for the Urban Planner seat.</li> <li>• SRC interested in meeting with current Renter seats, to better inform a successful appointment.</li> <li>• Not much progress on the Community Developer seat at this time, while capacity has been focused on other board work.</li> </ul> <p><i>Items for Approval:</i></p>	<p>Kaileah(Acting Chair)</p>
<p>6:30</p>	<p>- 10min break -</p>	
<p>6:40 (5min)</p>	<p><b>Board Development Project</b></p> <ul style="list-style-type: none"> <li>• Update on possible scope of work, including coaching, skills &amp; roles review,</li> <li>• Update on possible consultants</li> </ul>	<p>Kaileah(Acting Chair)</p>
<p>6:45 (25min)</p>	<p><b>CEO Roles &amp; Expectations Reset</b></p> <ul style="list-style-type: none"> <li>• CEO Responsibilities</li> <li>• CEO ways of working</li> <li>• 2025 Goals</li> </ul>	<p>Kaileah(Acting Chair), Roberto</p>
<p>7:10 (15min)</p>	<p><b>Executive Committee Elections</b></p> <ul style="list-style-type: none"> <li>• Treasurer</li> <li>• Chair</li> <li>• Vice Chair</li> </ul> <p><i>Items for Approval:</i></p>	<p>Katie(Board Secretary)</p>
<p>7:25 (5min)</p>	<p><b>Reminders &amp; Announcements</b></p>	<p>Kaileah(Acting Chair), All</p>

7:30pm	<b>Adjourn</b>	(New Chair)
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#### Roll Call

- 1.) Kaileah B. - Present
- 2.) Tom B. - Present
- 3.) Kay Z. - Present
- 4.) Julie H. - Present
- 5.) Ryan D. - Present
- 6.) Mike E. - Present
- 7.) ChrisTiana O.S. - Present
- 8.) Karen E. - Present
- 9.) Brian A. - Present
- 10.)Katie L. - Present

#### Board CEO

- 1.) Roberto Jimenez - Present

#### Public Guest/Board Guest

- 1.) Judie Messier (Public Guest)
- 2.) Jester (Public Guest)
- 3.) Mary Kress (Public GUest)
- 4.) Daryl B (Public Guest)
- 5.) Zach Dugovich (Public Guest)
- 6.) Ben (Public Guest)
- 7.) Courtney Scott (Public Guest)(HON)
- 8.) Vinh Tang (City of Seattle Helper for SSHD)
- 9.) Ginny Greeno (Public Guest)
- 10.)Marcus C. (Public Guest)

<p>5:42pm (2min)</p>	<p><b>Call to Order Jun 27, 2025 5:42 PM</b>  Review &amp; Approve Agenda  <i>Items for Approval:</i> Today's Agenda; May 15th, May 29th, June 9th Meeting Minutes</p> <ol style="list-style-type: none"> <li>1.) Ryan Motions to Approve today's agenda with an amendment to the break being 5 minutes instead of 10mins, Katie Seconds it, Approved unanimously Jun 27, 2025 5:47 PM</li> <li>2.) Ryan moves to approve the minutes through unanimous consent, Katie Seconds, motion approved Jun 27, 2025 5:50 PM</li> <li>3.) Kaileah went through and asked if there was any opposition to the may board meeting minutes, the may 29th special meeting minutes, june 9th special meeting minutes, there was no opposition so they were all approved.</li> </ol>	<p>Kaileah (Acting Chair)</p>
<p>5:32 (up to 30min*)</p>	<p><b>Public Testimony</b></p> <ol style="list-style-type: none"> <li>1.) <b>No public testimony</b></li> </ol>	
<p>5:47* (5min)</p>	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>● Transition to Key Bank</li> <li>● Firming up approval processes</li> <li>● Pursuing credit card</li> <li>● Need for closer attention from all of us on financial reports and expected cashflow</li> </ul> <p><i>Items for Approval:</i> Approve monthly financials</p> <ol style="list-style-type: none"> <li>1.) Kaileah went through the memo sent by Christine. We are now all caught up with kaiser permanente, i want to encourage all of us to genuinely review the reports, if something isn't looking right we can have it addressed.</li> <li>2.) Kay - um christiana has not received her stipend, Kaileah said she would connect with christiana</li> <li>3.) Ryan motions to move the monthly financials, tom seconds, Monthly financials</li> </ol>	<p>Kalieah(Acting Chair)</p>

	<p>have been approved Jun 27, 2025 6:00 PM</p> <p>4.) Tom motions to move monthly voucher report, ryan seconds, approved Jun 27, 2025 6:00 PM</p>	
<p>5:52 (5min)</p>	<p><b>Communications Report</b></p> <ul style="list-style-type: none"> <li>● Plan for rolling out Strategic Plan</li> <li>● Recent earned media (Seattle Times)</li> <li>● Rekindling relationship with Pyramid for communications strategy support, but still figuring out the role of Gabriel Mendoza as social media person.</li> </ul> <p>1.) Tom - the communications committee had a meeting a few days ago i was confirmed as chair we have added ryan driscoll join the comms team, we had a discussion about what was the job of gabriel and what is the job of pyramid, in line with that we are revising our charter, we are going to take a look at our charter at the next comms meeting on July 1st, Katie is in the process of trying to handle an extensive PRA request and we are trying to get her some help and support, we talked about updating the website in terms of the bios</p> <p>2.) Roberto - the addison of Ryan to the comms team is a positive thanks for bring your expertise to, the PRA request is a really large request and we have been in contact with legal consul and a consultant to get katie assistance on get this PRA request fulfilled, i am working on a PRA request manual</p> <p>3.) Kaileah - I have a question, Tom you mentioned trying to update the comms charter, and when do you plan on having the proposed changes to the full board?</p> <p>4.) Tom answered the question stated by the next bored meeting</p>	<p>Tom, Roberto</p>
<p>5:57 (5min)</p>	<p><b>Real Estate Development Report</b></p> <ul style="list-style-type: none"> <li>● Recent project has short timeline; may need to forgo that project if they don't agree extend timeline.</li> </ul>	<p>Mike, Roberto</p>

	<ol style="list-style-type: none"> <li>1.) Mike - real estate committee has been meeting, project x is going good, project y might be feasible but we are coming up around a timeline. I think project x and this new one are fairly new buildings. They each have their own pros and cons.</li> <li>2.) Roberto - the ground up project is really exciting one those are new buildings there faster because they are new buildings which will make maintenance a little easier, the land is owned by a public entity and they may not want to sell us the land, the exciting thing is we can design the project and how we think social housing should be. Project C is the new project coming up.</li> <li>3.) Mike - last monday me and roberto and tiffany from HON went to a panel with a packed board, Roberto went to a social housing conference in Ireland.</li> <li>4.) Roberto - both were really refreshing and to see how social housing is working in other countries, it was really informative and thank you HON.</li> <li>5.) Kaileah - asked mike to inform executive committee if they need a special bored meeting called for any of these projects</li> </ol>	
<p>6:30 (30min)</p>	<p><b>Executive Report</b></p> <ul style="list-style-type: none"> <li>● Mayor has proposed \$2M bridge loan for SSH. Timeline for binding approval expected for July 9th.</li> <li>● Migration to MS365, final step scheduled for July 4th weekend.</li> <li>● Updates on actions decided at June 9th meeting: investigation, board development project, expectations reset conversation.</li> </ul> <ol style="list-style-type: none"> <li>1.) Roberto - council members asked questions and it was a good meeting it will go back to the committee for a vote on July 2nd and will go to the city for a vote on July 9th</li> <li>2.) Brian asked if the board needs to approve</li> </ol>	<p>Roberto, Kaileah(Acting Chair)</p>

	<p>the bridge loan?</p> <ul style="list-style-type: none"><li>3.) Kaileah - I have had conversations with consultants but their timeline didn't match what we were requesting. Roberto and I had met where he would get a draft about job description and responsibilities. We met this past Monday and he still hasn't gotten me that document.</li><li>4.) Kaileah - The investigation, the board voted to have an investigation be started against our CEO, i have spoken with 5 investigators and have narrowed it down to 2 investigators who are lawyers, and i have estimates, everyone prepare yourself for the amount. Kalieah went over the scope she created for the investigator to the full Board of what is expected. Kaileah Presented the 2 candidates</li><li>5.) Tom - I would be more comfortable if these people would have a not exceed amount.</li><li>6.) Ryan - kaileah did they have any differences between them or would they be operating the same.</li><li>7.) ChrisTiana - did any of them say they had background with quasi-municipal organizations. Kaileah - said they both have experience. Their rates sound pretty in line with the industry.</li><li>8.) Tom - did either one of these folks provide a timeline of how long it would take.</li><li>9.) Kaileah - they didn't provide a clear timeline.</li><li>10.) Brian - the estimates are much higher than the board thinks.</li><li>11.) Kaileah - kay had said she knows someone that can do it for 7 thousand dollars.</li><li>12.) Christiana - what I would hope is that it would be more focused on the social element of the CEO on the Board and where Roberto has and hasn't been meeting our expectations.</li><li>13.) Kaileah asked for vote of Karen</li><li>14.) Christiana</li><li>15.) Kaileah is calling for a vote or marcella</li><li>16.) kaileah , kay, Ryan, Brian</li><li>17.) Katie abstains from this Vote</li></ul>	
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	<p>18.) Mike Abstains  19.) Julie Abstains  20.) Marcella is approved as the investigator Jun 27, 2025 6:57 PM</p>	
<p>7:00  (10min)</p>	<p><b>Board Membership</b></p> <ul style="list-style-type: none"> <li>• Welcome Brian Abeel, Mayor’s appointment for Housing Finance</li> <li>• RE Committee (Mike, Julie, ChrisTiana, Tom?) have been reviewing candidates for the Urban Planner seat.</li> <li>• SRC interested in meeting with current Renter seats, to better inform a successful appointment.</li> <li>• Not much progress on the Community Developer seat at this time, while capacity has been focused on other board work.</li> </ul> <ol style="list-style-type: none"> <li>1.) Kaileah welcomes Brian and asks him to say a few words.</li> <li>2.) Brian - told us about himself and that he is proud to join the SSHD Board</li> <li>3.) Roberto - I just wanted to say I really appreciate brian doing this.</li> <li>4.) Kaileah - I was happy to have connected with Brian on Monday via phone call.</li> </ol>	<p>Kaileah(Acting Chair)</p>
<p>7:02</p>	<p>- 5min break - Break Started @ 7:02 Break Ended @ 7:06pm</p>	
<p>7:06  (25min)</p>	<p><b>CEO Roles &amp; Expectations Reset</b></p> <ul style="list-style-type: none"> <li>• CEO Responsibilities</li> <li>• CEO ways of working</li> <li>• 2025 Goals</li> </ul> <ol style="list-style-type: none"> <li>1.) Katie Motins to extend the Board meeting until 7:45pm, Kay seconds, Board Approves Unanimously @ 7:10pm</li> <li>2.) Kaileah - wants to talk about the expectation of the roles and expectation resting document she created, and went through the job description with the full Board.</li> <li>3.) Tom - so I am generally cautious about using adjectives and verbs in our language. And taking full ownership what</li> </ol>	<p>Kaileah(Acting Chair), Roberto</p>

	<p>does that mean.</p> <p>4.) Kaileah - at that point in time the board was doing all of the making the board run</p> <p>5.) Ryan - the goal of this is to have a continued conversation with the chair and the CEO of clarifying which role is the employees role and what role is the board going to have to help continue to support the Organization and CEO</p> <p>6.) Julie - I think this document needs the reciprocal document of what the board's role and responsibilities are and should be created at the same time as well.</p> <p>7.) Karen - just wanted to confirm the process so you or the executive committee will continue to collaborate on this document</p>	
<p>7:30pm (5min)</p>	<p><b>Board Development Project</b></p> <ul style="list-style-type: none"> <li>● Update on possible scope of work, including coaching, skills &amp; roles review,</li> <li>● Update on possible consultants</li> </ul> <p>1.) This Item will be tabled</p>	<p>Kaileah(Acting Chair)</p>
<p>7:31 (15min)</p>	<p><b>Executive Committee Elections</b></p> <ul style="list-style-type: none"> <li>● Treasurer</li> <li>● Chair</li> <li>● Vice Chair</li> </ul> <p>1.) Kaileah Ask for self nominations for the treasurer Role, Brian self nominated via Email.</p> <p>2.) Brian - shared a brief candidacy statement</p> <p>3.) The Board Voted Unanimously Jun 27, 2025 7:35 PM</p> <p>4.) Katie Asked for any other self nominations for Chair of SSHD, Kaileah and Tom Self Nominated Via Email, Hearing No other self nominations, I asked Kaileah to share her candidacy statement, I asked Tom to share his candidacy statement</p> <p>5.) I asked for votes for Kaileah as Chair</p> <p>6.) Kaileah- yay, Brian - nay, Karen - Yay, Julie - Nay, Ryan - Yay, Kay - Yay, Mike - Nay, Christiana was not present, Katie - Nay</p>	<p>Katie(Board Secretary)</p>

	<p>7.) Kaileah had 4 yay's, and 5 nay's  8.) I asked for votes for Tom  9.) Kaileah - Nay, Brian - Yay, Karen - Nay, Julie - Yay, Ryan - Nay, Kay - Nay, Mike - Yay, Tom - Yay, Christiana was not present for the vote, Katie - Yay  10.) Tom had 5 yay's and 4 nay's  11.) Tom was Elected as the new Board Chair  Jun 27, 2025 7:44 PM</p> <p><i>Items for Vote:</i></p> <ol style="list-style-type: none"> <li>1. Treasurer – Brian was elected</li> <li>2. Chair – Tom was elected</li> </ol>	
7:25 (5min)	<p><b>Reminders &amp; Announcements</b></p> <ol style="list-style-type: none"> <li>1.) None</li> </ol>	Kaileah(Acting Chair), All
7:30pm	<b>Adjourned Jun 27, 2025 7:45 PM</b>	(New Chair)