

Seattle Social Housing Developer

# September 2025 Board Meeting

## Agenda

*(regular meetings 3rd Thursday every month)*

### **Roll Call:**

1. Tom B. - Present
2. Kaileah B. - Present
3. Brian A. - Absent
4. Katie L. - Present
5. Julie H. - Present
6. Mike E. - Present
7. Karen E. - Absent
8. Ryan D. - Present
9. Christiana O. - Present
10. Becca B. - Absent

### **SSH CEO:**

1. Roberto J. - Present

### **Public Guest:**

1. Jester – Public Guest
2. Judie Messier – Public Guest
3. Zach – Public Guest
4. D Blackman – Public Guest
5. Robert Gherbaz – Public Guest
6. Christinne Smith – CPA Consultant Firm For SSHD
7. Marvin Herstad – IT consultant Firm for SSHD
8. Amy Radil – KUOW public guest
9. Alex Fryer – Public Guest
10. Michael Shea – Compass IT Consultant

<p>Date/Time: Thursday September 18, 5:30 - 7:30pm                  Meeting Location: Seattle City Hall, rm L280   (<i>mask required for in person attendance</i>)                  Online option:  <a href="https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1">https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</a></p>		
<p>Reference Materials for this meeting:</p> <ul style="list-style-type: none"> <li>- Today's Agenda</li> <li>- August 2025 meeting minutes</li> <li>- August 2025 Cash-Flow &amp; Financial Report</li> </ul>		
<p>5:30pm (2min)</p>	<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>● Role Call</li> <li>● Review &amp; Approve Agenda</li> </ul> <p><i>Items for Approval:</i></p> <ul style="list-style-type: none"> <li>● Today's Agenda</li> <li>● August Meeting Minutes</li> </ul> <p>1.) Approve todays agenda Approved @ 5:36pm                  2.) Tom Calls for approval of August meeting minutes Approved @ 5:37pm</p>	<p>Tom (Chair)</p>
<p>5:32 (5 min)</p>	<p><b>Public Testimony</b></p> <p><b>1.) No Public testamony</b></p>	
<p>5:37 (8min)</p>	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>● Review Monthly Financials</li> </ul> <p><i>Items for Approval:</i></p> <ul style="list-style-type: none"> <li>● <i>Monthly financial approval</i></li> <li>● <i>Monthly transaction report approval</i></li> </ul> <p>1. Christine Smith went through the monthly financials and voucher report with the board of a couple different highlights such as us receiving the loan from the city of Seattle, updates about the accounts payable, the cash that we received from the city of Seattle is a loan.                  2. Kaileah – you mentioned payroll taxes potentially needing to pay Oregon payroll taxes? Christine – answered the question                  3. Ryan moves to approve month financials, Julie Seconds, Approved @ 5:45pm</p>	<p>Christine</p>

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	<p>4. Tom moves the voucher second report, Julie seconds, Approved @ 5:46pm</p>	
<p>5:45 (5min)</p>	<p><b>Board Policy</b></p> <ul style="list-style-type: none"> <li>• Stipend policy update</li> </ul> <p>1. <b>We will be receiving a memo from legal counsel at our next board meeting in October</b></p>	
<p>5:50 (5min)</p>	<p><b>Board Development</b></p> <ul style="list-style-type: none"> <li>• Update on consultants</li> </ul> <p>1. Tom – Gave an update about the consultants that he has reached out to so far, Tom will have more of an update at the October board meeting.</p> <p>2. Kaileah – asked if everyone was okay with tom being the sole person making the decision on the board consultant.</p> <p>3. Christiana - "I would like a decision to split. Not full decision making, but a percentage"</p> <p>4. Tom – said we don't have a process when it comes to this.</p>	<p>Tom</p>
<p>5:55 (5min)</p>	<p><b>Investigation Update</b></p> <p>1. <b>Ryan – interviews have begun they will be going into next week; we asked the investigator with compiling her results to share with the Board</b></p> <p>2. <b>Kaileah – the expectation of resetting conversation with the CEO, when we hear back about the investigation.</b></p> <p>3. <b>Ryan- once we hear the report, we can request additional information</b></p>	<p>Ryan</p>
<p>6:00 (15min)</p>	<p><b>IT update: security software installation</b>  <i>Item for approval</i></p> <ul style="list-style-type: none"> <li>• <i>Security software installation</i></li> </ul> <p>1. Tom – explained that intention and invited compass IT group to inform us about the security software instillation</p>	<p>Tom, Compass</p>

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	<ol style="list-style-type: none"><li>2. Marvin - introduced himself and explained the tools they would be loading is just monitoring software there are 3 products, huntress, mircrosoft defender, nija one</li><li>3. Robert – talked about the 3 different tools they use for security software to protect our accounts.</li><li>4. Kaileah – can you go through how these software's would be removed from our products once we leave the Board.</li><li>5. Marvin – we have an onboard procedure and offboarding procedure</li><li>6. Christiana – would these services only activate when we are logged into our social housing accounts?</li><li>7. Robert – responded to the questions were asked.</li><li>8. Marvin – added some insight to the questions Christiana asked about why we would consider these tools.</li><li>9. Tom – motions to extend this topic 5 mins, Kaileah seconds, approved @6:13pm</li><li>10. Roberto – asked if Compass was going to reach out to individual board members,</li><li>11. Marvin- Says yes</li><li>12. Kaileah – can you summarize what's good about having these services versus not having these services.</li><li>13. Tom motions to approve this instillation , Julie seconds, Kaileah abstains, Approved @ 6:19pm</li></ol>	
6:15 (15 min)	<p><b>Ops Plan Update</b></p> <ol style="list-style-type: none"><li>1. Roberto – gave us an update on the operational plan the diagram shared on the board meeting is a fist draft edit, Roberto – said it will be show in more depth next month at our monthly board</li></ol>	Roberto

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	<p>meeting, it's a 3-page diagram, it's going to be brought back at a monthly Baies to help give updates about what we have done and what we are working on.</p> <p>2. Tom – Said he is going to share this with the full board after the meeting.</p>	
6:30	- 10min break – SSHD went into a Break @6:24 SSHD returned From Break @6:34pm	
6:40 (5min)	<p><b>Communications Committee Update</b></p> <ol style="list-style-type: none"> <li>1. Ryan – gave an update on the 6 month comms plan , and other items that we have been be worked on, as well as we have our temp website doesn't have our blog until we can get access to our old website that has our blog page on it,</li> <li>2. Roberto – the social media is growing it is a little slow but there is post we posted a couple post that are still getting comments and interaction</li> <li>3. Tom – do we have a way of looking at metrics to look at.</li> </ol>	Ryan, Roberto
6:45 (42min)	<p><b>Executive Session</b></p> <ul style="list-style-type: none"> <li>• Pursuant to <a href="#">RCW42.30.110 section 1.b</a></li> </ul> <ol style="list-style-type: none"> <li>1. The Seattle Social Housing Developer Board went into an executive session @ 6:45pm</li> <li>2. The Seattle Social Housing Developer Board Returned to public session @ 7:27pm</li> <li>3. <b>There were no decisions made in the executive session</b></li> </ol>	Roberto
7:27 (3min)	<p><b>Reminders &amp; Announcements</b></p> <ol style="list-style-type: none"> <li>1.) No announcements or reminders</li> <li>2.)</li> </ol>	
7:30pm	<b>Adjourn Tom ended the meeting @ 7:29pm</b>	Tom