

## June 2, 2026 Special Board Meeting Agenda

<p>Date/Time: Tuesday June 2<sup>nd</sup>, 5:30 - 7:30pm          Meeting Location: Seattle City Hall, RM L280          Online option:  <a href="https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1">https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</a></p>		
<b>5:30pm</b>	<p><b>Call to Order,</b></p> <ul style="list-style-type: none"> <li>• Roll 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>≠ May 21<sup>st</sup> Meeting Minutes</li> <li>≠ Code of Ethics</li> </ul>	<p>ChrisTiana ObeySumner (Chair)</p>
<b>5:35pm</b>	<b>Public Testimony</b>	<p>ChrisTiana ObeySumner (Chair)</p>
<b>5:45pm</b> (25 mins)	<p><b>Code of Ethics</b> Executive Committee Recommended for Approval Resolution 2026-10</p>	<p>Andrew Lewis, SSHD Attorney, Van Ness Feldman LLP</p>
<b>6:10 pm</b> (5mins)	<b>BREAK</b>	
<b>6:15pm</b> (20 mins)	<p><b>In The Works Board Consultant Proposal</b></p>	<p>Tiffani McCoy, SSHD Interim CEO</p>
<b>6:35pm</b> (15 mins)	<b>Property Management</b>	<p>James Mayton, SSHD Director of Acquisitions</p>
<b>6:50pm</b> (20 mins)	<p><b>Travel and Reimbursement Policy</b> Resolution 2026-11</p>	<p>Bulent Ozdemir, SSHD CFO</p>
<b>7:10pm</b>	<b>Adjourned</b>	<p>ChrisTiana ObeySumner (Chair)</p>

**Seattle Social Housing Developer**

**Resolution 2026-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SEATTLE SOCIAL HOUSING DEVELOPER ADOPTING A CODE OF ETHICS**

**The Board of Directors (“Board”) of the Seattle Social Housing Developer ( “SSHD”), in Public Session, does hereby find and declare:**

**WHEREAS**, the SSHD is a Washington State public development authority organized by Charter pursuant to RCW 35.21.660, RCW 35.21.670, and RCW 35.21.730-755; and

**WHEREAS**, the SSHD is not subject to Chapter 3.110 of the Seattle Municipal Code ( “SMC”), except to the extent stated by the Charter, pursuant to Article III, Section 1, of the SSHD Charter; and

**WHEREAS**, the SSHD is a “municipality” as defined by RCW 42.23.020(1); and

**WHEREAS**, the members of the Board, Chief Executive Officer (“CEO”), and all employees of the SSHD are “municipal officers” as defined by RCW 42.23.020(2); and

**WHEREAS**, all municipal officers who exercise the powers and functions of a municipality are subject to the requirements of the Code of Ethics for Municipal Officers, Chapter 42.23, RCW; and

**WHEREAS**, the SSHD is subject to SMC 3.110.570-580, pursuant to Article XV, Section 4, of the SSHD Charter; and

**WHEREAS**, the SSHD is committed to maintaining high ethical standards for members of the Board, officers, and employees of the SSHD; and

**WHEREAS**, the SSHD desires to adopt a Code of Ethics to ensure high ethical standards and accountability in the conduct of the business of the SSHD; and

**NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Seattle Social Housing Developer as follows:**

**Section 1. Code of Ethics Adopted.** The Code of Ethics attached hereto as Exhibit A is incorporated by reference and hereby adopted.

**Section 2. Effective Date.** This resolution, including the Code of Ethics attached hereto as Exhibit A, is effective immediately upon its adoption.

**ADOPTED** by the Board of Directors of the Seattle Social Housing Developer at a regular meeting held on June 2, 2026.

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Christiana Obeyesinghe, Chair

SSHJ Board of Directors

ATTEST:

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Leah Salerno, Secretary

SSHJ Board of Directors

# EXHIBIT A

## Seattle Social Housing Developer

### Code of Ethics

*Adopted June 2, 2026*

1. Scope and Applicability: The members of the Board of Directors (“Board”) of the Seattle Social Housing Developer (“SSHHD”) are appointed officials charged with public trust. Board members are expected to uphold this trust by exhibiting appropriate and ethical behavior and avoiding conflicts of interest. This Code of Ethics (“Code”) establishes ethics standards and provides for enforcement of these standards. This Code is authorized and governed by Chapters 42.23 RCW and applicable sections of Chapters 42.52 RCW, the Charter of the SSHHD (“Charter”), and the Seattle Municipal Code (“SMC”). To the extent the Board delegates its powers and responsibilities to the Chief Executive Officer (“CEO”), this Code shall apply to said CEO, and any other employee, in carrying out the policies and duties of the Board. This Code refers to Board Members and SSHHD employees collectively as “SSHHD Officials.”
  
2. Use of Office: An SSHHD Official shall not use their position to advance their personal interests.
  - a. An SSHHD Official shall not use their position to secure special privileges, considerations, treatment, advantage, or exemptions for themselves, their family, or others. For the purposes of this Code, a “special privilege” means permission to do something otherwise prohibited, and a “special exemption” means relief from doing something otherwise required. This includes acting or refraining from acting in their capacity as an SSHHD Official by reason of payment, offer or promise to pay, or receipt of anything of value to themselves or third parties; obtaining any information, item, or service from current or potential SSHHD customers, suppliers, suppliers, contractors, consultants, or lessees, or other SSHHD Officials.
  
  - b. An SSHHD Official shall not use their office for personal or family gain or benefit. SSHHD Officials also may not use their position at the SSHHD to help a relative get a job offer from the SSHHD or to obtain a job offer from a SSHHD

vendor.

- c. An SSHD Official shall not have competing loyalties between their personal interests and the SSHD's business. For example, SSHD Officials must not receive personal or familial benefits from business transactions or employment matters based on the SSHD Official's position at the SSHD. 5
  - d. SSHD Officials must avoid circumstances in which it appears or to a reasonable person might appear that the SSHD Official is requesting or otherwise seeking special consideration, treatment, or advantage because of the SSHD Official's position with the SSHD.
3. Representing the SSHD: No SSHD Official shall attend a meeting as a representative of the SSHD unless authorized by adopted SSHD policy or otherwise approved by the Board. When an SSHD Official is authorized to be a representative of the SSHD, the SSHD Official in attendance will present only the general ideas and positions of the SSHD and make no commitments or representations which have not been previously adopted by the Board in a properly scheduled open meeting.
- a. Attending a meeting as a representative of the SSHD means that the meeting participant(s) know and/or have reason to believe that the SSHD Official is attending for the purpose of representing the SSHD. An SSHD Official may be considered to be attending a meeting as a representative of the SSHD if they present themselves as an SSHD Official and proclaim or infer that they are speaking for the SSHD or with authority to make decisions on behalf of the SSHD.
  - b. Prior approval includes annual appointment by the Chair of the Board to attend recurring meetings held by other governmental or community entities as a representative of the SSHD, duties delegated to SSHD Officials or their designees by Board adopted policy, or advance notification made at a regular Board meeting of intent to serve as a representative for the SSHD, subject to approval by a majority vote of the Board in an open public meeting. When the Board receives a request for an SSHD Official to attend a meeting as a representative of the SSHD, the Chair of the Board may designate an SSHD Official to attend such meeting.

- c. This section does not preclude SSHD Officials from attending a meeting in their capacity as an individual Board Member or employee, provided that such attendance does not violate the Open Public Meetings Act. Where an SSHD Official speaks at a meeting in their capacity as an individual, and not as a representative of the SSHD, the SSHD Official must state explicitly that any opinion expressed by them are their own and they are not speaking on behalf of the SSHD. 6
  - d. To avoid liability under the Open Public Meetings Act, a Board Member shall not attend meetings where other Board Members have been designated to serve as the SSHD's representative, and their presence could constitute a quorum of the Board outside of a noticed open public meeting of the Board. The Board may consult with the SSHD's legal counsel to determine if the presence of multiple Board Members at a meeting complies with the Open Public Meetings Act.
4. Confidentiality: An SSHD Official's duty of confidentiality shall be guided by the following policies and prohibitions:
- a. "Confidential Information" includes, without limitation, any information in whatever form that the SSHD considers to be confidential, proprietary information and that is not publicly or generally available, including, but not limited to, the following: matters discussed during executive sessions; requests for proposals; proposed or pending real estate transactions; personnel matters; all matters not subject to public disclosure; attorney client privileged communications and attorney work product; development plans; marketing materials; databases; research data; accounting; sales; and contracts.
  - b. Subject to the Open Public Meetings Act and the Public Records Act, a Board Member shall not, during or after their tenure as a Board Member, disclose or discuss any Confidential Information learned or obtained within the scope of their service as a Board Member for any reason or purpose whatsoever, until such Confidential Information shall be made public through an approved announcement of the Board.
  - c. An SSHD Official shall not use Confidential Information in any manner that is detrimental to the SSHD. This restriction applies regardless of whether the

use or disclosure of Confidential Information results in a benefit to the SSHD Official or their immediate family.

- d. An SSHD Official shall not use Confidential Information for their personal benefit. 7
5. Avoiding Conflicts of Interest: SSHD Officials must avoid real or perceived conflicts of interest between their private or personal activities and their duties and responsibilities as SSHD Officials. The fact of a conflict of interest is not in and of itself a violation of this Code. Conflicts of interest should be reported so that SSHD Officials may ensure decisions made are not subject to improper influence or perception thereof. When in doubt about their actions, SSHD Officials are responsible for asking for guidance from the SSHD's legal counsel.
- a. *Special Consideration Prohibited*: Considering Board Members are appointed to part-time positions, it is understood that they are likely to have outside employment. At times, such employment may give rise to conflicts of interest. In such situations, the Board Member must disclose the conflict prior to any involvement, seeking advice from the SSHD's legal counsel on whether a conflict exists and how best, if appropriate, to recuse themselves from SSHD activities involving the issue.
  - b. *Appearance of Impropriety*: An SSHD Official must not engage in activities which are in conflict, or which have the potential to create a conflict, with the performance of official duties. Examples of conflicts of interest include, but are not limited to, circumstances where the SSHD Official:
    - i. Influences the selection or non-selection of, or the conduct of, any business of any entity doing business with the SSHD when the SSHD Official or their family has a personal interest in that entity or any of its competitors.
    - ii. Solicits for themselves or for another, a gift or any other thing of value from the SSHD or from any person having dealings with the SSHD; provided that no conflict of interest shall be deemed to exist with respect to solicitations for charitable contributions.

iii. Accepts any retainer, compensation, gift, or other thing of value which is contingent upon a specific action or non-action by the SSHD Board, a Board Member, or SSHD employee.

iv. Accepts a gift in any manner other than as provided by law.  
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v. Intentionally uses or discloses information not available to the general public and acquired by reason of their official position which financially benefits the SSHD Official, their family, friends, or others.

c. *Financial Interest Prohibited:* No SSHD Official may have an undisclosed interest, financial or otherwise, direct or indirect, or engaged in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the SSHD Official's official duties.

d. *Improper Compensation:* No SSHD Official may directly or indirectly ask for, give, receive, or agree to receive any compensation, gift, reward, or gratuity for any source for performing or omitting or deferring performance of any official duty, unless otherwise authorized by law.

6. Interests in SSHD Contracts: No SSHD Official shall be beneficially interested, directly or indirectly, in any contract which may be made by, through, or under the supervision of such officer, in whole or in part, or which may be made for the benefit of their office, or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person beneficially interested therein, subject to applicable exemptions stated in RCW 42.23.030.

a. An SSHD Official may neither participate in discussion nor vote on any motion for authorization, approval, or ratification of a contract, as that term is defined in RCW 42.23.020, in which they have a beneficial or conflicting interest therein, even though one of the exemptions stated in RCW 42.23.030 allowing the awarding of such a contract applies.

b. The beneficial or conflicting interest of an SSHD Official must be disclosed to the Board and noted in the official minutes before the matter is opened for discussion by the Chair of the Board.

- c. If the SSHD Official disclosing a conflicting interest is a Board Member, upon such disclosure, the affected Board Member shall thereafter recuse themselves from any discussion or voting on the matter, and shall refrain from influencing or attempting to influence any other SSHD Official to enter into any contract in which they are so interested.
  - d. If in the opinion of the remaining Board Members, the disclosure of a potential conflict or beneficial interest exists, then the remaining unaffected Board Members may require the affected Board Member to not participate in discussing or voting on the matter. 9
7. Remote Interest: An SSHD Official is not interested in a contract, for purposes of Section 4 of this Code and RCW 42.23.030, if the SSHD Official has only a remote interest in the contract and the extent of the interest is disclosed. If the SSHD Official with a remote interest is a Board Member, the remote interest must be disclosed to the Board and noted in the official minutes of the Board prior to the formation of the contract, and if, thereafter, the Board authorizes, approves, or ratifies the contract in good faith by a vote of Board Members sufficient for the purpose without counting the vote or votes of the Board Member having the remote interest. If the SSHD Official with a remote interest is an employee, the remote interest must be disclosed to the CEO prior to the formation of the contract and the employee must recuse themselves from taking any action regarding said contract.

The foregoing shall not apply, even if the SSHD Official's interest is only remote, if the SSHD Official influences or attempts to influence any other SSHD Official to enter in the contract in violation of this Code and State law.

For purposes of this section, an SSHD Official's interest is a "remote interest" when the SSHD Official:

- a. Is a non-salaried officer of a nonprofit corporation;
- b. Is an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
- c. Is a landlord or tenant of an entity contracting with the SSHD; or

- d. Is a holder of less than one percent of the share of or interest in a business entity contracting with the SSHD. 10
8. Statement of Economic Interest: All SSHD Officials, shall file with the SSHD and the Seattle City Clerk within two weeks of being appointed or hired, and annually thereafter by April 15, a written statement sworn as to its truth and accuracy stating for themselves and all members of their immediate family for the preceding calendar year (“Statement of Economic Interest”) and including the following disclosures:
- a. The names and addresses of each person or entity doing business with the SSHD with which the SSHD Official or a member of their immediate family has received compensation in any form of a total value of \$2,500 or more, excluding campaign contributions reported in accordance with applicable law;
  - b. The names and addresses of each entity doing business with the SSHD in which the SSHD Official or a member of his or her immediate family has a direct financial interest with a value of \$1,500 or more; provided that policies of insurance in amounts on deposit in accounts with banks, savings and loan associations or credit unions shall not constitute a direct financial interest within the meaning of SMC 3.110.570;
  - c. The names and addresses of each entity doing business with the SSHD in which the SSHD Official or a member of their immediate family holds a position as officer, director, or trustee, and the title of each position held;
  - d. A list, including legal or other sufficient description as prescribed by SSHD, of all real property in areas in which the SSHD functions or adjacent to such areas or properties owned, leased, managed, or otherwise controlled by the SSHD in which the SSHD Official or member of their immediate family holds a direct financial interest or any option to purchase.
9. Requests for Modification of Economic Interest Statement Requirements: An SSHD Official subject to the requirements of the Economic Interest Statement may submit a request to the Chair of the Board or the Executive Director to modify or suspend any of the reporting requirements identified in Section 8.a. through 8.d., provided such request is submitted not later than 60 days prior to the date on which an

annual filing is to be made or promptly upon appointment.

The Board of the SSHD may, by majority recorded vote during an open public meeting in which public comment is permitted, grant the request if the Board finds that literal application of said requirements:

- a. Works a manifestly unreasonable hardship, and
- b. Such suspension or modification will not frustrate the purposes of this Code or SMC 3.110.560 through SMC 3.110.590.

10. Acceptance of Gifts: Except as permitted below, an SSHD Official may not receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action or judgement of the SSHD Official, or be considered a part of a reward for action or inaction.

The following are not considered “gifts” for the purposes of this Code:

- a. Anything of value, or combination of things of value, amounting to less than fifty dollars (\$50) from a single source in a calendar year. For the purposes of this Code, “single source” means any person, whether acting directly or through any agent or other intermediary, and “thing(s) of value” includes any event, service, or item that is not otherwise explicitly exempted from the definition of “gift” pursuant to this section;
- b. Anything of value from family or friends where it is clear beyond a reasonable doubt that it was not given as part of any design to gain or maintain influence with SSHD;
- c. Anything of value related to the outside business of the Board Member or employee that are customary and not related to the Board Member or employee’s performance of official duties;
- d. Items exchanged between and amongst Board Members and employees of the SSHD at social events or functions hosted by Board Members or employees for co-workers;

# PROPOSAL

## Seattle Social Housing Development



Thank you for considering collaboration with *In The Works* (ITW). We use a belonging-based facilitation approach that includes an anti-racism lens, as well as Black-Liberative and trauma-informed practices. Our interactive style includes group and individual work with self-reflection, storytelling, play, ritual, structural / systems assessment, and 1:1 coaching. As facilitators, our role is to “make easy” connection and communication amongst your group.

**We look forward to working with you.**

### ITW Team, Co-Founders + Principal Consultants



**Kirsten**  
Harris-Talley

**Kirsten Harris-Talley** (she/her) [kirsten@belonginbased.com](mailto:kirsten@belonginbased.com) | A Belonging-Based Facilitator, community educator, and artist. A seer who clears the path and sits at the crossroads of change. Based in Seattle, WA; occupied territory in ancestral lands of the [Duwamish](#). She feels blessed to have been raised by community in activism circles; doing reproductive justice, anti-racism, and non-profit social change work over the last 25 years. She has also been active in political change and previously served as a legislator as a Washington State Representative for Southeast Seattle, and a Seattle City Council Member.

Learn more at: <https://belonginbased.com/about>



**Teddy**  
McGlynn-Wright

**Teddy McGlynn-Wright** (he/they) [teddy@belonginbased.com](mailto:teddy@belonginbased.com) | A Belonging-Based Facilitator, Healing Justice Coach, and aspiring tea farmer. A seeker of justice and trickster who helps us find our way. Based in New Orleans, LA; [Bvlbancha](#) ancestral lands of the Choctaw and Chitimacha. Former director of the Coalition for Compassionate Schools - he brings a trauma-informed lens and understanding. When working with clients, (individuals and organizations), Teddy uses an embodied approach to healing and transforming the systems that break people, families and communities.

Learn more at: <https://belonginbased.com/about>

**Our signature contribution is Belonging-Based Facilitation.**

We work with organizations and groups who are interested in transitions - meaning you wish to shift with accountability - from 'what's now,' to 'what's next.' Transparency matters to you, and you do your best work in the public; in concert with community and those closest to the problem. Your work and your actions are rooted in what you care about. **Whether you are experiencing a change in leadership, source of funding, vision, or other condition, you wish to make sure you are moving into the future with responsibility and recognition of past rights and places for repair.** We don't focus on fixing your organization, rather we help you rebuild your organizational alignment and functioning, by equipping you with strategies, practices and insights needed to move your organization forward.

We focus on belonging in analysis-building, relationship-building and skill-building. We prioritize belonging in our facilitation at three different levels:



**Individually** | This is a felt sense of belonging, of welcome and of having a safe place/space. When belonging is present: we maximize participation and trust



**Inter-personally** | This is about how we belong to one another in relationship. How we are responsible to and for one another. How we turn toward one another in times of discomfort, crisis, duress, or joy. When belonging is present: conflict is expected and respectful, change is manageable, and we can be held by - and hold - the collective



**Institutionally** | This is about policies, protocols, and procedures that hold the people and work of the collective. How HR policies move. How decisions are made. When belonging is present: we see ourselves and others' ways of being within the practices and processes

## IN THE WORKS

[www.BelongingBased.com](http://www.BelongingBased.com)

Our way of bringing intentional story, space, and solace to our communities of healers, educators, artists, activists, and change makers. We know the real work is always "in the works" and needs stewardship and time.

**We Build Belonging**



# PROPOSAL Scope of Work & Timeline

## Goals of Collaboration:

- Develop the process for overall board and specific board committee decision-making
- Refine board membership role descriptions and responsibilities overview
- Create transition plan for movement from working board to governance board - new responsibilities, mission, and vision for board engagement
- Create systems and rapport for coordination between staff and board; focus on team members with high board collaboration responsibilities



**Gatherings** are convenings creating a productive space for sharing, learning, mediation, and action-planning. Gatherings facilitated to build belonging are in-person or online; and are ITW facilitated for safe, interactive, healing, and regenerative work.

MONTH	CLIENT   Roles & Contributions	IN THE WORKS   Roles & Contributions	NOTES
June 2026	<p>Intake &amp; scope of work</p> <ul style="list-style-type: none"> <li>● Review of needs and request</li> <li>● Meetings for proposal review</li> </ul> <p>Gatherings</p> <ul style="list-style-type: none"> <li>● Establish <a href="#">Planning Circle</a>, a coordinating body to hold the work with ITW (3 - 5 folks)</li> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<ul style="list-style-type: none"> <li>● Meetings with leadership / selection circle</li> <li>● Create Planning Circle</li> <li>● Proposal development</li> <li>● Contract development</li> <li>● <a href="#">Planning Circle</a> Orientation <ul style="list-style-type: none"> <li>○ Planning Circle Presentation / Materials</li> <li>○ 60 MIN Planning Meeting</li> </ul> </li> <li>● Meet &amp; Greet - Orientation to the Collaboration <ul style="list-style-type: none"> <li>○ 30 - 60 MIN Presentation</li> <li>○ Q&amp;A</li> <li>○ Communications</li> </ul> </li> <li>● Questionnaire Development - Full Board &amp; Board Chairs <ul style="list-style-type: none"> <li>○ Design w/Client</li> <li>○ Communication</li> <li>○ Strategy</li> <li>○ Role / Responsibilities</li> </ul> </li> </ul>	<p>Proposal Meetings &amp; Development (2 Hours)</p> <p>Finalized contract and deposit (1 Hours)</p> <p>Planning, includes meetings, prep, and material development (3 hours)</p> <p><i>Meet &amp; Greet</i> session is 1+ hour team/board; includes two (2) facilitators (2 Hours)</p> <p>Listening Sessions / Questionnaire (5 Hours)</p>

		<ul style="list-style-type: none"> <li>○ Equity in decision-making</li> <li>○ Equity in leadership structures</li> <li>○ Team intake / needs assessment</li> </ul>	[13 TOTAL HRS]
<b>July 2026</b>	<ul style="list-style-type: none"> <li>● Self-study / organizational assessment / practice with tools</li> </ul>	<ul style="list-style-type: none"> <li>● ITW OOO</li> </ul>	[ - TOTAL HRS]
<b>August 2026</b>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<p>Zoom :: Facilitation (2HR)</p> <ul style="list-style-type: none"> <li>● Content to include: <a href="#">Building Belonging</a> / <a href="#">Well-tending</a> / <a href="#">Organizing Equity</a></li> <li>● Planning for Culture of Belonging / Well-tending / Organizing Equity <ul style="list-style-type: none"> <li>○ 45 MIN Planning Session Meeting</li> <li>○ 45 MIN Agenda / Activities Review Meeting</li> <li>○ 30 MIN Debrief Meeting</li> </ul> </li> </ul>	<p>Planning, includes meetings, prep, and material development (5 hours)</p> <p><i>Building Belonging / Well-tending / Organizing Equity</i> session is 2+ hours team/board; includes two (2) facilitators (4 Hours)</p> <p>[9 TOTAL HRS]</p>
<b>September 2026</b>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Planning Circle</a> for 1.5 day Planning Retreat Gathering <ul style="list-style-type: none"> <li>○ 60 MIN Planning Meeting</li> <li>○ 90 MIN Final Agenda / Activities Walk-thru</li> <li>○ Presentation Development</li> <li>○ Agenda Development</li> <li>○ Material / Activity Development</li> </ul> </li> </ul>	<p>Planning, includes meetings, prep, and material development (9 hours)</p> <p>[9 TOTAL HRS]</p>
<b>September / October 2026</b>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<p>In-Person :: Retreat</p> <ul style="list-style-type: none"> <li>○ 1.5 day Gathering</li> <li>○ Content to include: <a href="#">Building Belonging</a> / <a href="#">Well-tending</a> / <a href="#">Organizing Equity</a></li> <li>○ PowerPoint Presentation</li> <li>○ Activities</li> <li>○ Handouts</li> <li>○ Agenda &amp; tools</li> </ul>	<p>1.5 days Gathering is 12+ hours team/board; includes two (2) facilitators (24 Hours)</p> <p>[24 TOTAL HRS]</p>
<b>November 2026</b>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> </ul>	<p>Zoom :: Facilitation (2HR)</p> <ul style="list-style-type: none"> <li>● Content to include: <a href="#">Building Belonging</a> / <a href="#">Well-tending</a> / <a href="#">Organizing Equity</a></li> </ul>	<p>Planning, includes meetings, prep, and material development (5 hours)</p>

	<ul style="list-style-type: none"> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<ul style="list-style-type: none"> <li>● Planning for Culture of Belonging / Well-tending / Organizing Equity <ul style="list-style-type: none"> <li>○ 45 MIN Planning Session Meeting</li> <li>○ 45 MIN Agenda / Activities Review Meeting</li> <li>○ 30 MIN Debrief Meeting</li> </ul> </li> </ul>	<p><i>Building Belonging / Well-tending / Organizing Equity</i> session is 2 hours team/board; includes two (2) facilitators (4 Hours)</p> <p>[9 TOTAL HRS]</p>
<b>December 2026</b>	<ul style="list-style-type: none"> <li>● Self-study / organizational assessment / practice with tools</li> </ul>	<ul style="list-style-type: none"> <li>● ITW OOO</li> </ul>	
<b>February 2027</b>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<p>Zoom :: Facilitation (2HR)</p> <ul style="list-style-type: none"> <li>● Content to include: <a href="#">Building Belonging / Well-tending / Organizing Equity</a></li> <li>● Planning for Culture of Belonging / Well-tending / Organizing Equity <ul style="list-style-type: none"> <li>○ 45 MIN Planning Session Meeting</li> <li>○ 45 MIN Agenda / Activities Review Meeting</li> <li>○ 30 MIN Debrief Meeting</li> </ul> </li> </ul>	<p>Planning, includes meetings, prep, and material development (5 hours)</p> <p><i>Building Belonging / Well-tending / Organizing Equity</i> session is 2 hours team/board; includes two (2) facilitators (4 Hours)</p> <p>[9 TOTAL HRS]</p>
<b>March 2027</b>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<p>Zoom :: Facilitation (2HR)</p> <ul style="list-style-type: none"> <li>● Content to include: <a href="#">Building Belonging / Well-tending / Organizing Equity</a></li> <li>● Planning for Culture of Belonging / Well-tending / Organizing Equity <ul style="list-style-type: none"> <li>○ 45 MIN Planning Session Meeting</li> <li>○ 45 MIN Agenda / Activities Review Meeting</li> <li>○ 30 MIN Debrief Meeting</li> </ul> </li> </ul>	<p>Planning, includes meetings, prep, and material development (5 hours)</p> <p><i>Building Belonging / Well-tending / Organizing Equity</i> session is 2+ hours team/board; includes two (2) facilitators (4 Hours)</p> <p>[9 TOTAL HRS]</p>

<p><b>April 2027</b></p>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Planning Circle</a> for 1.5 day Planning Retreat Gathering <ul style="list-style-type: none"> <li>○ 60 MIN Planning Meeting</li> <li>○ 90 MIN Final Agenda / Activities Walk-thru</li> <li>○ Presentation Development</li> <li>○ Agenda Development</li> <li>○ Material / Activity Development</li> </ul> </li> </ul>	<p>Planning, includes meetings, prep, and material development (1+ days, 9 hours)</p> <p>[9 TOTAL HRS]</p>
<p><b>May / June 2027</b></p>	<p>Gatherings</p> <ul style="list-style-type: none"> <li>● Planning circle meeting(s)</li> <li>● Scheduling of session</li> <li>● Communications coordination</li> <li>● Agenda and material review</li> <li>● Facility and catering for session (if in-person)</li> </ul>	<p>In-Person :: Retreat</p> <ul style="list-style-type: none"> <li>○ 1.5 day Gathering</li> <li>○ Content to include: <a href="#">Building Belonging</a> / <a href="#">Well-tending</a> / <a href="#">Organizing Equity</a></li> <li>○ PowerPoint Presentation</li> <li>○ Activities</li> <li>○ Handouts</li> <li>○ Agenda &amp; tools</li> </ul>	<p>1.5 days Gathering is 12+ hours team/board; includes two (2) facilitators (24 Hours)</p> <p>[24 TOTAL HRS]</p>
<p><b>June 2027</b></p>	<ul style="list-style-type: none"> <li>● Closing of Work</li> </ul>	<p>Debrief and Next Steps</p> <ul style="list-style-type: none"> <li>● Debrief for 1.5 day <ul style="list-style-type: none"> <li>○ 90 MIN Meeting</li> <li>○ Agenda / Material Review</li> <li>○ Next Steps</li> </ul> </li> <li>● Planning next steps in transition of work <ul style="list-style-type: none"> <li>○ 90 MIN Meeting</li> <li>○ Agenda / Material Review</li> <li>○ Next Steps</li> </ul> </li> <li>● ADJOURN - Good Goodbye <ul style="list-style-type: none"> <li>○ Meeting with Planning Circle</li> <li>○ Meeting with leadership</li> </ul> </li> </ul>	<p>Planning, includes meetings, prep, and material development (7 hours)</p> <p>[7 TOTAL HRS]</p>

		<ul style="list-style-type: none"> <li>○ Final reflections</li> <li>○ Planning for next set of work (if applicable)</li> </ul>	
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**Coaching** | 1:1 Coaching sessions help one identify and hone their personal discernment, wisdom, values, and actions toward a more healing and relational way of being. Coaching can be a single session or series to move through a specific need and moment in the work.

MONTH	CLIENT   Roles & Contributions	IN THE WORKS   Roles & Contributions	NOTES
<b>June 2026 - May 2027</b>	Coaching <ul style="list-style-type: none"> <li>● Scheduling communications</li> <li>● Coaching participation (team and / or board)</li> </ul>	● 1:1 Session, 30 – 75 MIN	Coaching session, 30 – 75 MIN of 1:1 time  [50 TOTAL HRS]
<b>June 2026</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>July 2026</b>	Coaching	● OOO	-
<b>Aug 2026</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>Sept 2026</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>Oct 2026</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>Nov 2026</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>Dec 2026</b>	Coaching	● OOO	-
<b>Jan 2027</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>Feb 2027</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>Mar 2027</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>Apr 2027</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)
<b>May 2027</b>	Coaching	● 1:1 Session, 30 – 75 MIN	(5 Hours)







**Summaries** | Written Summaries are organized with clear goals that document the process and findings of the work. The format includes reflections from ITWs work with the client, recommendations based on goals, and an outline of next steps to continue deepening the work. Can include a co-presentation if helpful for transition of work

MONTH	CLIENT   Roles & Contributions	IN THE WORKS   Roles & Contributions	NOTES
<b>February 2027</b>	<ul style="list-style-type: none"> <li>● Co-facilitation of presentation (Team and / or Board)</li> <li>● Writing review &amp; feedback on ITW-generated materials</li> </ul>	<ul style="list-style-type: none"> <li>● Midpoint Proposal Check-in Presentation</li> <li>● Midpoint summary</li> <li>● Co-facilitation of findings and next steps <i>(optional)</i> <ul style="list-style-type: none"> <li>○ <i>CEO Annual Review (framework, board leads, and timeline)</i></li> </ul> </li> </ul>	<p>Summary drafting, editing, &amp; review (4 Hours)</p> <p>Summary presentation includes prep and co-facilitation (2 Hours)</p> <p>[6 TOTAL HRS]</p>
<b>June 2027</b>	<ul style="list-style-type: none"> <li>● Co-facilitation of presentation (Team and / or Board)</li> <li>● Writing review &amp; feedback on ITW-generated materials</li> </ul>	<ul style="list-style-type: none"> <li>● Engagement summary (post-retreat)</li> <li>● Adjournment summary</li> <li>● Co-facilitation of findings and next steps <i>(optional)</i> <ul style="list-style-type: none"> <li>○ <i>Board roles / responsibilities (general and chair descriptions)</i></li> </ul> </li> </ul>	<p>Summary drafting, editing, &amp; review (4 Hours)</p> <p>Summary presentation includes prep and co-facilitation (2 Hours)</p> <p>[6 TOTAL HRS]</p>
<b>June 2027</b>	<ul style="list-style-type: none"> <li>● Closing of work</li> </ul>	<ul style="list-style-type: none"> <li>● ADJOURN</li> </ul>	

# PROPOSAL Considerations & Cost

Below is outlined the cost for In the Works (ITW) to offer a comprehensive set of skills, tools, and expertise to this process. This covers honorariums, materials, and incidentals.

		Standard Rate
	<b>Gatherings</b>   Facilitated session(s) with prep, planning, presentation / materials, and debrief cycles  [122 TOTAL HRS]	\$45,750
	<b>Coaching</b>   1:1 Coaching sessions for individuals / teams; 30 – 75 MINs per session  [50 TOTAL HRS]	\$18,750
	<b>Summaries</b>   Documented reflections, recommendations, and next steps  [12 TOTAL HRS]	\$4,500
	<b>Travel</b>   For in-person Gatherings and Summary Presentations for work 10 Miles or more outside Seattle, WA and / or New Orleans, LA (if applicable)  TRIP Feb 2027: Departure to Destination (1 round trips / 1 consultants - MSY / SEA) (1 round trips / 1 consultants - MSY / SEA)	\$5,000
<b>Total</b>		<b>\$74,000</b>

## Payment Schedule:

INITIAL (June 2026): \$29,600

October 2026: \$14,800

March 2027: \$14,800

June 2027: \$14,800

- e. Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, or appearance made in the official capacity of the Board Member or employee. As used in this section “reasonable expenses” are limited to travel, lodging, and subsistence expenses incurred the day before through the day after the event;
  - f. Discounts available to a Board Member or employee as a member of an employee group, occupation, or similar broad-based group; and
  - g. Anything of value a Board Member is otherwise authorized by law to accept.
11. Enforcement: The Board, by and through the process established by the Board Bylaws, shall enforce this Code by applying the provisions and procedures prescribed by SMC 3.110.580, which are herein adopted by reference.
12. Amendment: This Code of Ethics may be amended by Board Resolution.

**Seattle Social Housing Developer**

**Resolution 2026-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SEATTLE SOCIAL HOUSING DEVELOPER ADOPTING REIMBURSEMENT POLICIES AND PROCEDURES**

**The Board of Directors (“Board”) of the Seattle Social Housing Developer ( “SSHD”), in Public Session, does hereby find and declare:**

**WHEREAS**, the SSHD is a Washington State public development authority organized by Charter pursuant to RCW 35.21.660, RCW 35.21.670, and RCW 35.21.730-755; and

**WHEREAS**, the Board finds that it is inevitable that officers, employees, agents, and volunteers of the SSHD will occasionally need to incur reasonable expenses to perform work related to the business of the SSHD; and

**WHEREAS**, the Board desires that reasonable eligible expenses incurred by SSHD officers, employees, agents, and volunteers in the performance of SSHD business be reimbursed; and

**WHEREAS**, as a public development authority, the SSHD is a “municipal corporation” subject to the laws governing reimbursement of reasonable eligible expenses pursuant to RCW 42.24.090;

**WHEREAS**, the Board desires that policies, procedures, and financial controls be adopted to provide oversight for the SSHD’s reimbursement practices, as recommended by the Office Washington State Auditor in the Budgeting, Accounting and Reporting System Manual; and

**NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Seattle Social Housing Developer as follows:**

**Section 1. Reimbursement Policy Adopted.** The Reimbursement Policy attached hereto as Exhibit A is incorporated by reference into this resolution and hereby adopted.

**Section 2. Effective Date.** This resolution, including the Reimbursement Policy attached hereto as Exhibit A, is effective immediately upon its adoption.

**ADOPTED** by the Board of Directors of the Seattle Social Housing Developer at a regular meeting held on June 2, 2026.

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Christiana Obeyesinghe, Chair

SSHJ Board of Directors

ATTEST:

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Olivia Butkowsky, Secretary

SSHJ Board of Directors

**SEATTLE SOCIAL HOUSING DEVELOPER**  
**TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

Adopted.[Month].[Day]?.868②

**I. Purpose:** The Seattle Social Housing Developer (“SSHD”) shall reimburse Eligible Expenses incurred by officers, employees, and Agents of the SSHD while conducting the Official SSHD Business as provided by this policy.

**II. Definitions:**

- a. **“Authorization”** means the process by which requests for reimbursement or payment of Eligible Expenses are approved.
- b. **“Board”** means the Board of Directors of the SSHD.
- c. **“CEO”** means the chief executive officer of the SSHD.
- d. **“CFO”** means the chief financial officer of the SSHD.
- e. **“Eligible Expense”** means a cost incurred that is prudent, fair, and sufficiently related to Official SSHD Business.
- f. **“Eligible Person”** means an SSHD Official, Volunteer, or Agent authorized to receive reimbursement or payment for Eligible Expenses incurred while conducting Official SSHD Business in accordance with this policy.
- g. **“Emergency”** means the occurrence of unforeseen or urgent circumstances that may result in harm to the public good.
- h. **“Hosting”** means activities including, but not limited to, those intended to lobby or influence any elected official, government official, or vendor and are normally social rather than a governmental business event. 1

i. **“Ineligible Expense”** means any cost incurred that is not sufficiently related to Official SSHD Business or otherwise in violation of this policy including, but not limited to, the following:

- i. Expenses related to Hosting, 2
- ii. Travel paid for by any other organization or government,
- iii. Alcoholic beverages,
- iv. Tobacco and/or cannabis products,
- v. Personal sundries and services,
- vi. Fines and penalties,
- vii. Meals or lodging accommodations for family members or personal guests, and
- viii. Any personal expenditure for entertainment.

j. **“Mileage Reimbursement Rate”** means the Internal Revenue Service ( “IRS”) business mileage reimbursement rate.

k. **“Official SSHD Business”** means:

- i. Conducting legitimate SSHD business such as fulfilling normal job functions; negotiating agreements; inspecting or purchasing materials, equipment, and/or real property; and coordinating with other governmental agencies,
- ii. Obtaining information or training directly related to the performance of official SSHD functions,
- iii. Serving as an official representative of SSHD, or
- iv. Any other activity that directly relates to an Eligible Person’s work functions and benefits the SSHD.

l. **“Per Diem Rate”** means the per diem rate established for daily meals, incidentals, and lodging expenses, inclusive of applicable taxes and tips, by the:

- i. [United States General Services Administration \(“GSA”\)](#) for jurisdictions within the continental United States, and
- ii. [United States Department of State Standardized Regulations \( “DSSR”\) 925](#) for international jurisdictions.

- m. **“SSHD Agent”** means a contractor, such as a consultant or vendor, under contract to perform services for the SSHD. 3
- n. **“SSHD Official”** means employees, Board Members, and officers of the SSHD.
- o. **“SSHD Volunteer”** means uncompensated persons, such as interns, who conduct Official SSHD Business without compensation.
- p. **“Travel Status”** means the period during which an Eligible Person is traveling to conduct Official SSHD Business.

**III. Authorization:** All requests for pre-approval for travel, reimbursement or payment of Eligible Expenses must be authorized, in writing, by the CEO, or their designee, unless otherwise specified, and must be consistent with this policy and the following procedures.

- a. Under no circumstances will any request for reimbursement or payment be authorized for Ineligible Expenses, expenses unrelated to the conduct of Official SSHD Business, or any other expenses where reimbursement or payment is otherwise prohibited by law or this policy.
- b. Under no circumstances will any request for reimbursement or payment be authorized unless such request includes all information required pursuant to Sections IV and/or V of this policy. The CEO, or their designee, shall timely inform an Eligible Person if supplemental information is necessary to process their request.
- c. The CEO may delegate the authority to authorize any request made by an SSHD Official other than a Board Member for reimbursement or payment of Eligible Expenses to direct supervisors and/or managers.
- d. Any request made by an SSHD Volunteer for reimbursement or payment of Eligible Expenses must be authorized by the CEO, and the CEO may not delegate the authority to authorize such requests.
- e. Any request made by an SSHD Agent for reimbursement or payment of Eligible Expenses must be consistent with the scope and terms of the

contractual agreement between the SSHD Agent and the SSHD.

- f.** Any request for pre-approval for travel, reimbursement or payment of Eligible Expenses made by the CEO must be authorized by the CFO, and the CFO may not delegate the authority to authorize such requests. 4
  - g.** The Board hereby delegates to the CEO the authority to authorize all requests for pre-approval for travel, reimbursement or payment of Eligible Expenses made by SSHD Officials serving as Board Members, and the CEO may not delegate the authority to authorize such requests.
- IV. Travel Expenses:** Requests for reimbursement or payment of Eligible Expenses incurred by an Eligible Person while in Travel Status shall be considered in accordance with the following policies and procedures.
- a. Pre-Approval:** With the exception of expenses that solely includes travel by automobile or public transportation, requests for travel related to Official SSHD Business must be made in writing at least seven (7) days prior to the travel date and authorized in accordance with the procedures identified in Section III of this policy. All requests shall be submitted via the attached Travel Pre-Approval Form, attached hereto as Exhibit B.
  - b. Per Diem:** Requests for reimbursement or payment of Eligible Expenses made by an Eligible Person while in Travel Status may not exceed the Per Diem rates as defined by Section II.l of this policy and may be authorized in accordance with the processes identified in Section III of this policy, subject to the following procedures:

    - i.** Requests for reimbursement or payment of Eligible Expenses may only be authorized for travel that has been pre-approved pursuant to the requirements of Section IV.a. of this policy.
    - ii.** Whenever possible, bookings for airfare, lodging, and/or rental cars will be made in advance on an official SSHD charge card.
    - iii.** Itemized receipts for all travel expenses must be retained, unless otherwise specified by this policy.
    - iv.** All expenses incurred on an official SSHD charge card shall be settled within thirty (30) days of the statement date, and the SSHD shall

request reimbursement for any Ineligible Expenses incurred, and/or the amount of Eligible Expenses incurred above the Per Diem limit.

- v. Any person who fails to repay an incurred Ineligible Expense, or an Eligible Expense above the Per Diem limit, in accordance with the requirements of this policy shall have a lien established against their salary for such repayment and be charged interest on the amount due at a rate of ten (10) percent per year, until such time as the Ineligible Expense is repaid.

**c. Transportation Expenses:**

- i. Eligible Persons using their personal vehicle for approved travel shall be reimbursed according to the Mileage Reimbursement Rate. Eligible Persons should consider whether use of available transportation alternatives to use of a personal vehicle, such as public transportation, taxis, and/or ridesharing platforms would equal or exceed the cost of mileage reimbursement.
- ii. Any required air travel shall be by the most economical class available, which is commonly, but not exclusively, referred to as “economy” or “coach.” Under no circumstances will a more expensive class of air travel be approved for reimbursement or payment where a more economic class is reasonably available on the same or an alternative flight.
- iii. A request for a car rental as part of a travel itinerary must be justified in writing and may only be approved by an authorizing official after consideration of the following:
  - 1. The use of the available transportation alternatives to a car rental at the travel destination, such as, but not limited to, public transportation, taxis, and/or ridesharing platforms, would equal or exceed the cost of a car rental, and/or
  - 2. The logistics of the presented travel itinerary show that relying on an alternative form of transportation would be an unreasonable hardship that would undermine the eligible person’s ability to conduct official SSHD business.
- iv. If a request for a car rental is approved by an authorizing official, the most economical car option must be selected.

- v. Whenever possible, bookings for air travel and car rentals shall be refundable to minimize potential losses due to trip cancellations.

**d. Meal Expenses:**

- i. Eligible Expenses for meals incurred while Eligible Persons are in Travel Status on Official SSHD Business shall be reimbursed at, and may not exceed, the applicable Per Diem rate.
- ii. All costs incurred on Eligible Expenses above the applicable Per Diem rate shall not be reimbursed by the SSHD.
- iii. An Eligible Person in Travel Status on Official SSHD Business may be reimbursed by the SSHD for meals meeting the definition of an Eligible Expense in accordance with the following procedures:
  - 1. Receipts must be retained for any meal for which reimbursement is being requested,
  - 2. The meal must be itemized in the expense report required by Section IV.g.
  - 3. Tipping may not exceed twenty (20) percent of the cost of any meal for which reimbursement is being requested, and
  - 4. Only those components of the meal meeting the definition of an Eligible Expense may be reimbursed, and no reimbursement shall be issued for any expense constituting an Ineligible Expense and/or Hosting, nor for any portion of taxes or tips on Ineligible Expenses.
- iv. All costs incurred on an official SSHD charge card for meals meeting the definition of an Eligible Expense in excess of the applicable Per Diem Rate, and any cost incurred for a meal meeting the definition of an Ineligible Expense, must be refunded to the SSHD in accordance with the procedures established by Section IV.b.v.

**e. Lodging Expenses:**

- i. Lodging expenses shall only be reimbursed or paid by the SSHD for pre-approved overnight travel and should be booked in advance in accordance with Section IV.b.iii. of this policy

- ii. Lodging vendors offering government or municipal rates should be prioritized for consideration. If another vendor is selected over a vendor offering government or municipal rates, such selection must be justified in writing by the responsible authorizing Official.
- iii. All lodging expenses shall be paid at cost and shall not exceed the applicable Per Diem lodging rate as defined by Section II.l. of this policy.  
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- iv. Eligible Persons must retain receipts for all lodging expenses and itemize such expenses in the expense report required by Section IV.g.

f. **Personal and Entertainment Expenses:** Under no circumstances will any reimbursement be granted for personal and/or entertainment expenses, which are categorically defined as Ineligible Expenses.

g. **Expense Report:** All Eligible Persons must submit an expense report within fifteen (15) calendar days of the close of their Travel Status which shall fully itemize all Eligible Expenses and otherwise include all information required on the Expense Report Form, attached hereto as Exhibit C.

h. **Exceptions:** The CEO may grant reasonable exceptions to the requirements of this section, provided that such exceptions are:

- i. Justified by the occurrence of abnormal circumstances outside of the control of the Eligible Person requesting the exception, such as, but not limited to, an Emergency, an invitation to attend an event with little notice, or a unique opportunity that would benefit the SSHD,
- ii. Granted in writing, and
- iii. Not otherwise prohibited by law.

V. **Non-Travel Meal Expenses:** Reimbursement or payment for meals, or direct payment for the provision of food on certain occasions, for SSHD Officials, Volunteers, and/or Agents is specifically authorized in accordance with the following policy and procedures:

a. **Training or Special Meeting:** Meal expenses incurred during Official SSHD Business are an Eligible Expense if all of the following are true:

- i. The purpose of the training or meeting is to conduct Official SSHD Business directly benefiting the work of the SSHD, 8
- ii. The meal is an integral part of the meeting or training (for example, the necessary length of the meeting makes running into a recognized meal period, such as lunch, unavoidable),
- iii. The meeting or training is a special situation outside of the normal daily business of the SSHD, such as, but not limited to, an annual training or leadership retreat, and
- iv. A detailed expense report attested to by the responsible authorizing Official is prepared that includes the following information:
  - 1. Receipts for all costs incurred,
  - 2. The official agenda of the training or meeting, and
  - 3. A list of attendees.
- v. The expense report required pursuant to this Section shall be prepared on the Expense Report Form, attached hereto as Exhibit C.

**b. Ineligible Events or Meetings:** Under no circumstances will the SSHD reimburse or pay for meal expenses incurred by any person during the following events or meetings:

- i. Routine staff and/or team meetings that are held on a regular basis.
- ii. Office parties celebrating holidays, birthdays, retirements, or other such gatherings that are generally social in nature.
- iii. Any event meeting the definition of Hosting.
- iv. Any other such gathering that is unrelated to the Official SSHD Business.

**c. Ineligible Expenses:** Under no circumstances will the SSHD reimburse or pay for a non-travel meal expense that meets the definition of an Ineligible Expense under Section II.i.

**VI. Review and Oversight:** The SSHD is committed to transparency and accountability in the reimbursement and payment of Eligible Expenses for the conduct of Official SSHD Business. Accordingly, the SSHD shall observe the following practices and procedures consistent with the guidance of the Washington State Auditor to ensure the highest possible standard of review and

oversight of such reimbursements and payments.

- a.** No reimbursement or payment shall be issued by the SSHD pursuant to this policy unless it is duly certified in accordance with the requirements of RCW 42.24.090 and contains all information necessary to be prepared for audit in accordance with the requirements of RCW 42.24.080.
- b.** All SSHD Officials shall complete a training on these requirements during their onboarding and receive supplemental trainings on a periodic basis, or as otherwise required. SSHD Officials authorized to approve and/or review requests for reimbursement or payment shall receive supplemental trainings regarding this policy as deemed appropriate by the CEO. 9
- c.** The CEO, or their designee, shall monitor the following performance metrics, and submit a report to the Board regarding such metrics, on a quarterly basis:
  - i. Number of expense reports claiming Ineligible Expenses.
  - ii. Percentage of funds recovered by the SSHD for incurred Ineligible Expenses.
- d.** The Board shall review and assess, on a periodic basis, the performance of the CEO, and other SSHD Officials authorized to approve requests for reimbursement or payment under this policy, and the efficacy of this policy as measured by the performance metrics established by Section VI.c. of this policy.
- e.** The CEO, or their designee, shall monitor changing requirements in Washington State law or new guidance from the Washington State Auditor, or other such authorities, and recommend changes to internal review procedures and/or amendments to this policy as circumstances may dictate.

**VII. Amendment:** This policy may be amended by resolution.

**Exhibit B**

**SSHD TRAVEL REQUEST PRE-APPROVAL FORM**

**Traveler Information**

<b>Employee Name</b>	
<b>Destination</b>	

**Travel Details**

<b>Estimated Start Date</b>	
<b>Estimated End Date</b>	
<b>Reason for Travel</b>	

**Estimated Costs (in USD)**

Airfare		<Add comments if necessary>
Lodging		<Add comments if necessary>
Ground/Other Transportation		<Add comments if necessary>
Meals		<Add comments if necessary>
Other		<Add comments if necessary>
<b>Total Estimated Cost</b>	\$	-



Seattle Social Housing Developer

# May 21, 2026 Board Meeting Minutes

*(regular meetings 3rd Thursday every month)*

<p>Date/Time: Thursday May 21, 5:30 - 7:30pm          Meeting Location: Seattle City Hall, RM L280  <b>Online option:</b>  <a href="https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1">https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</a></p>		
<p>5:31pm</p>	<p><b>Call to Order</b>          The regular meeting of the Seattle Social Housing Developer Board of Directors was called to order by Board Chair ChrisTiana ObeySumner at 5:31pm.</p> <p><b>Roll Call:</b>  <i>Roll Call included one-word check-in from board members</i>          Board Members Present:</p> <ul style="list-style-type: none"> <li>● Ryan Driscoll</li> <li>● Leah Salerno</li> <li>● ChrisTiana ObeySumner</li> <li>● Joshua Nadel</li> <li>● Kaileah Baldwin</li> <li>● Tom Barnard</li> <li>● Olivia Butkowski</li> <li>● Karen Estevenin</li> <li>● Josh Park</li> <li>● Carl Nelson</li> </ul> <p>Absent: Becca Book (excused)</p> <p><b>A quorum was established</b></p> <p><b>SSHD Staff or Affiliated Personnel Present:</b></p> <ul style="list-style-type: none"> <li>● Tiffani McCoy</li> <li>● Ginger Segel</li> <li>● Lilly Fowler</li> <li>● James Mayton</li> <li>● Abesha Shiferaw</li> <li>● Bulent Ozdemir</li> <li>● nikkita oliver</li> </ul>	<p>ChrisTiana ObeySumner, (Chair)</p>
<p>5:34pm</p>	<p><b>Carl moved to approve the May 21<sup>st</sup> meeting agenda.</b>          Olivia seconded.</p> <p>10 yes, 0 no, 0 abstain</p>	<p>ChrisTiana ObeySumner, (Chair)</p>

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5:36	<p><b>Motion Passes.</b></p> <p><b>Leah moved to approve April 16<sup>th</sup> Meeting Minutes.</b>  Josh N. Seconded.  9 yes, 0 no, 1 abstain (Josh P.)  <b>Motion Passes.</b></p>	
5:37	<p><b>Carl moved to approve May 5<sup>th</sup> Special Meeting Minutes.</b>  Leah Seconded.  9 yes, 0 no, 1 abstain (Josh P.)  <b>Motion Passes.</b></p>	
5:38pm	<p><b>Call for Public Testimony.</b></p> <p>The Chair called for public testimony.  No public comments are offered.</p>	<p>ChrisTiana  ObeySumner,  (Chair)</p>
5:39pm	<p><b>Officer Elections</b>  Kaileah Baldwin, the Board Vice Chair, facilitated the elections for all Board Officer positions for one-year terms from the date of the vote until the next annual elections at the regular Board meeting in May of 2027.</p>	<p>Kaileah  Baldwin,  Board Vice  Chair</p>
5:41pm	<p><b>Chair Position</b>  <b>Nomination:</b> ChrisTiana ObeySumner, self-nomination.  ChrisTiana briefly addressed the Board about their reasons for seeking re-election and their vision for what they hope to accomplish if elected to a full term as Chair.  <b>Kaileah conducted the vote for Board Chair; since there was only one candidate, Board members were asked to vote in favor or opposition to electing ChrisTiana to Board Chair.</b>  9 yes, 0 no, 1 abstain (ChrisTiana)</p> <p><b>ChrisTiana was elected to serve as Board Chair for a term ending in May 2027.</b></p> <p><b>Vice Chair Position</b>  <b>Nomination:</b> Leah Salerno, self-nomination</p>	

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<p>5:43</p>	<p>Leah briefly addressed the Board about their reasons for seeking election and their vision for what they hope to accomplish if elected as Vice Chair</p> <p><b>Kaileah Conducted the vote for Board Vice Chair; since there was only one candidate, Board members were asked to vote in favor or opposition to electing Leah to Board Vice Chair.</b></p> <p>10 yes, 0 no, 1 abstain (Leah)</p> <p><b>Leah was elected to serve as Board Vice Chair for a term ending in May 2027.</b></p>	
<p>5:45</p>	<p><b>Treasure Position</b> <b>Nomination:</b> Josh Nadel, self-nomination Josh N. briefly addressed the Board about his reasons for seeking re-election and his vision for what he hopes to accomplish if elected to a full term as Treasurer.</p> <p><b>Kaileah Conducted the vote for Board Treasurer; since there was only one candidate, Board members were asked to vote in favor or opposition to electing Josh N. to Board Treasurer.</b></p> <p>9 yes, 0 no, 1 abstain (Josh N.)</p> <p><b>Josh N. was elected to serve as Board Treasurer for a term ending in May 2027.</b></p>	
<p>5:47</p>	<p><b>Secretary Position</b> <b>Nomination:</b> Olivia Butkowski, self-nomination. Olivia briefly addressed the Board about her reasons for seeking election and her vision for what she hopes to accomplish if elected Secretary.</p> <p><b>Kaileah Conducted the vote for Board Secretary; since there was only one candidate, Board members were asked to vote in favor or opposition to electing Olivia to Board Secretary.</b></p> <p>9 yes, 0 no, 1 abstain (Olivia)</p> <p><b>Olivia was elected to serve as Board Secretary for a term</b></p>	

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5:50	<p><b>ending in May 2027.</b></p> <p><b>Board Member &amp; Committee Liaison</b>  <b>Nomination:</b> Ryan Driscoll, self-nomination          Ryan briefly addressed the Board about his reasons for seeking reelection and his vision for what he hopes to accomplish if elected to a full term as Liaison.</p> <p><b>Kaileah Conducted the vote for Board Member &amp; Committee Liaison; since there was only one candidate, Board members were asked to vote in favor or opposition to electing Ryan to Board Member &amp; Committee Liaison.</b>          9 yes, 0 no, 1 abstain (Ryan)</p> <p><b>Ryan was elected to serve as Board Member &amp; Committee Liaison for a term ending in May 2027.</b></p>	
5 51 pm 5 57	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>• Bulent Ozdemir, SSHD CFO, provided updates regarding April financials, which include an overview of income statement and balance sheet and noted any variations or differences. Bulent also provided updates regarding the State Audit Report and new updates to the previous report version and responded to questions and discussions from Board members.</li> </ul> <p>The board reviewed the statements of income and expenses which compared budgeted expenditures to actual expenditures for April 2026. The Board also reviewed the balance sheets for April 2026.</p> <p><b>Josh N. moved to approve the April 2026 financial statements.</b>          Tom seconded.          10 yes, 0 no, 0 abstain</p> <p><b>Motion passes. April 2026 financials are approved.</b></p>	Bulent Ozdemir, SSHD CFO

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6:00	<p><b>Josh moved to approve the updated Annual Financial Report for 2025.</b>  Kaileah seconded.  10 yes, 0 no, 0 abstain</p> <p><b>Motion passes. The updated Annual 2025 Financial Report is approved.</b></p>	
6:02	<p><b>CEO/Staff Update</b>  Tiffani McCoy, SSHD Interim CEO, provided updates regarding public requests to record SSHD Board meetings and opened the floor for discussion and feedback. Tiffani also shared that she will be scheduling one-on-one midpoint check-ins with board members. Additional updates were provided regarding board appointment statuses and staffing. Lastly, Tiffani conducted a temperature check regarding the possibility of moving future board meetings to a different date to accommodate scheduling needs.</p> <p><b>Chair noted that the meeting was ahead of schedule and a full 10 minute break would be possible if the Board wanted one.</b></p>	
6:10	<p><b>Leah moved to amend the agenda to lengthen the break from 5 min to 10 min.</b>  <b>Josh N. seconded.</b></p> <p>10 yes, 0 no, 0 abstain  <b>Motion passes.</b></p>	
6:11 pm	<p><b>BREAK</b>  Chair announces a 10-minute break from 6:11-6:21</p>	
6:21pm	<p><b>Approval of First Acquisition</b>  Board called the meeting back to order at 6:21pm.</p> <ul style="list-style-type: none"> <li>James Mayton, SSHD Director of Acquisitions, presented SSHD's first acquisition opportunity, Elara at the Market. He reviewed staff's rationale for the proposed purchase; James stated that the proposed purchase price is \$60,900,000 (\$409/K per unit). He also presented additional analysis related to social impact, long-term investment benefits, and</li> </ul>	<p>Ginger Segel,  SSHD  CREDO</p>



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7:06	<p>recommended for approval by the Real Estate Committee prior to being brought before the Board today. The proposal highlighted several key policy elements, including permanence of SSHD assets as a public promise, income diversity, unit diversity, new construction policy, development and open space policy, building amenity space policy, parking policy, climate adaptation and resiliency policy, and universal design standards.</p> <p><b>Carl moved to approve the New Construction Value Resolution 2026-08.</b>          Leah seconded.          10 yes, 0 no, 0 abstain</p> <p><b>Motion passes. New Construction Value Resolution 2026-08 is approved.</b></p>	
7:07pm	<p><b>Charter Updates</b>          Tiffani McCoy presented to the Board on version 2 of the proposed Charter Amendments, including a revised amendment 16, as included in the Board packet provided to Board members in advance of the Board meeting.          She explained that following the Board's previous recommendation on the charter amendments, two minor revisions were identified that required Board review and recommendation at today's meeting. She provided the update that the charter amendments recommendations by the board are scheduled for consideration by the Seattle City Council at its June 16 meeting.</p>	Tiffani McCoy, Interim CEO
7:12	<p><b>Carl moved to approve and adopt Amendment 16 in version 2 of the proposed SSHD Charter amendments as the Board's recommendation to be sent to the Seattle City Council for approval.</b>          Olivia seconded.</p> <p>10 yes, 0 no, 0 abstain          Motion passes.</p>	

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7:13	<p><b>Kaileah moved for the Board to collectively adopt all of the proposed Amendments in version 2 of the SSHD Charter proposed amendments, as presented to and considered by the Board at this May 21<sup>st</sup> meeting, as the Board's collective recommendation of the Charter Amendments to be sent before the Seattle City Council for approval.</b>          Tom seconded          10 yes, 0 no, 0 abstain          Motion passes.</p>	
7:14	<p>Final announcements were made, including a reminder that there will be a Special Board meeting on June 2<sup>nd</sup> at 5:30pm.</p>	<p>ChrisTiana ObeySumner, (Chair)</p>
7:15	<p><b>Adjourn</b>          With all business on the agenda concluded, the Board Chair adjourned the meeting at 7:15pm.</p>	