

Memo

To: King County Affordable Housing Committee (AHC) Members
From: McCaela Daffern, Regional Affordable Housing Implementation Manager
cc: Housing Interjurisdictional Team
Date: September 24, 2021
Re: AHC Work Plan and Committee Functioning Survey Update

Summary

At the September 29 Affordable Housing Committee (AHC) meeting, members will be briefed on the purpose of the AHC work plan and Committee functioning survey. Members will receive an email linking to the survey the following day, September 30. The survey will remain open for one week. This report summarizes the survey purpose, structure, outcomes for the survey results, and timeline.

Purpose

The survey partially fulfills four [2021 AHC work plan](#)¹ activities:

1. Review the [Regional Affordable Housing Task Force Final Report and Recommendations](#)² annually to select items to include in the annual work plan
2. Produce and adopt an annual work plan in consultation with the Community Partners Table
3. Review and evaluate the Committee and recommend alternate governance structures as needed to implement the action plan
4. Revisit [the charter](#) and propose changes in consultation with the Community Partners Table

Structure

AHC members and alternates are encouraged to respond. This survey should take approximately 15 minutes to complete the 11-question survey on the digital platform SurveyMonkey. The questions will gauge Committee member preference for:

1. how members spend their time in meetings;
2. the most effective meeting format;
3. emerging issues or recommendations from the Regional Affordable Housing Task Force to be prioritized for action by the Committee next year;
4. how members want to engage with the Community Partners Table; and
5. how the Committee can function more effectively.

¹ https://kingcounty.gov/~media/depts/community-human-services/housing-homelessness-community-development/documents/affordable-housing-committee/2021_AHCWorkPlanFinal.ashx?la=en

² https://kingcounty.gov/depts/community-human-services/housing/~media/depts/community-human-services/housing-homelessness-community-development/documents/affordable-housing-committee/RAH_Report_Print_File_Updated_10,-d-,28,-d-,19.ashx?la=en

Outcomes

Findings from the survey and future AHC member and alternate listening sessions will inform the following:

- a Committee discussion about Committee functioning and the 2022 work plan at the November 17 AHC meeting;
- a briefing to the Community Partners table in late 2021 or early 2022;
- discussion and adoption of the 2022 work plan at the January AHC meeting; and
- future charter amendments in 2022.

Exhibit 1 is a draft 2022 AHC meeting schedule and will change based on findings from the survey, listening sessions, and Committee discussion.

Timeline

Originally proposed to be adopted in November, staff recommend the Committee postpone adoption of the work plan until early 2022 to allow adequate time for Community Partners Table onboard and input.

Date	Activity
9/29	AHC briefing AHC briefed on the survey and draft meeting schedule
9/30-10/8	AHC input AHC members respond to survey
10/13-27	Draft development and listening sessions Staff analyze results, conduct listening sessions with interested Committee members, develop draft work plan, and prepare staff report
11/17	AHC discussion AHC reflect on survey and listening session findings about committee functioning
Dec-Nov 2021	Community Partners Table (CPT or Table) Input Table members review work plan and provide feedback on Table priorities to the AHC for consideration
Jan 2022	AHC work plan adoption AHC reviews Table input and adopts work plan
Late 2022	AHC charter amendments HIJT and Table recommend charter amendments to the AHC for potential adoption to improve Committee functioning

Exhibit 1: 2022 Draft AHC Meeting Schedule

This schedule is subject to change based on findings from the survey, listening sessions, and Committee discussion.

Month	Main Topic	Other Topics
January	(30 mins) Strengthening the Countywide Planning Policies <ul style="list-style-type: none"> • Briefing on case studies • Briefing on preliminary housing affordability data • Input on allocation policy goals 	<ul style="list-style-type: none"> • (10 mins) Community Partners Table, <i>briefing</i> • (5 mins) Provisional new member welcome, <i>briefing</i> • (10 mins) Advance shared revenue principles, <i>briefing</i> • (10 mins) 2022 AHC work plan, <i>adoption</i> • (20 mins) Update regulations to increase housing choice and diversity and maximize affordability, <i>Input on draft challenge letter</i> • (10 mins) State legislative session, <i>briefing</i> • (10 mins) Federal legislative agenda, <i>briefing</i>
March	(35 mins) Strengthening the Countywide Planning Policies <ul style="list-style-type: none"> • Input on method to assess jurisdictional efforts to meet countywide need, • Input on draft allocation options • Input on accountability policy goals 	<ul style="list-style-type: none"> • (10 mins) Community Partners Table, <i>briefing</i> • (5 mins) GMPC member appointment, <i>briefing</i> • (10 mins) Advance shared revenue principles, <i>discussion</i> • (20 mins) Update regulations to increase housing choice and diversity and maximize affordability, <i>challenge letter adoption</i> • (15 mins) State legislative session wrap-up, <i>briefing</i> • (10 mins) Federal legislative agenda, <i>briefing</i>
May	(45 mins) Strengthening the Countywide Planning Policies <ul style="list-style-type: none"> • Select preferred assessment. • Select countywide need allocation options • Input on draft accountability options 	<ul style="list-style-type: none"> • (10 mins) Community Partners Table, <i>briefing</i> • (10 mins) Advance shared revenue principles, <i>briefing</i> • (10 mins) Update regulations to increase housing choice and diversity and maximize affordability, <i>discussion</i> • (20 mins) Dashboard release update, <i>briefing</i> • (10 mins) Federal legislative agenda, <i>briefing</i>
July	(45 mins) Strengthening the Countywide Planning Policies <ul style="list-style-type: none"> • Select preferred accountability option • Briefing on draft CPP amendments prior to release of public review draft 	<ul style="list-style-type: none"> • (20 mins) Community Partners Table, <i>briefing</i> • (10 mins) Advance shared revenue principles, <i>briefing</i> • (10 mins) Update regulations to increase housing choice and diversity and maximize affordability, <i>discussion</i> • (10 mins) Work plan survey, <i>briefing</i> • (10 mins) Federal legislative agenda, <i>briefing</i>

September	(30 mins) Strengthening the Countywide Planning Policies <ul style="list-style-type: none"> • <i>Input on draft reporting concept.</i> • <i>Briefing on Commerce guidance impacts to allocation of need</i> • <i>Briefing on public review draft comments</i> • <i>Input on draft CPP amendments</i> 	<ul style="list-style-type: none"> • (10 mins) Community Partners Table, <i>update</i> • (10 mins) Advance shared revenue principles, <i>briefing</i> • (15 mins) Charter amendments, <i>scoping</i> • (30 mins) 2023 work plan review, <i>scoping</i> • (10 mins) 2023 state and federal legislative agendas, <i>scoping</i>
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November	(30 mins) Strengthening the Countywide Planning Policies <ul style="list-style-type: none"> • <i>Select reporting method</i> • <i>Adopt recommended CPP amendments to the GMPC for consideration</i> 	<ul style="list-style-type: none"> • (10 mins) Community Partners Table, <i>update</i> • (5 mins) Countywide Planning Policies, <i>update</i> • (20 mins) Charter amendments, <i>adopt</i> • (20 mins) 2023 work plan, <i>adopt</i> • (20 mins) 2023 state and federal legislative agenda, <i>adopt</i>
