

Memo

To: King County Affordable Housing Committee Members
From: Melissa Aguilar, Regional Affordable Housing Specialist
cc: Housing Interjurisdictional Team
Date: July 16, 2021
Re: Community Partners Table Update

Background

On June 11, 2021, King County contracted with Headwater People Consulting to establish and manage the Community Partners Table (CPT or Table) of the Affordable Housing Committee (AHC or Committee). As part of the contracted deliverables, Headwater People Consulting submitted plans to King County regarding a program/position description, member selection, Table meetings, member onboarding, and stipends. These plans are currently under review by King County staff and the Housing Interjurisdictional Team (HIJT) Equity and Social Justice Work Group members. This briefing summarizes the contents of their proposed plans.

At the July 21, 2021 AHC meeting, Headwater People Consulting will have limited time to provide a brief high-level overview of their organization and approach for establishing the Table.

Draft Program and Position Description

Table Purpose

Black, Indigenous, Hispanic and other communities of color are disproportionately impacted by housing cost burden. An equitable strategy to eliminate housing cost burden must be informed and shaped by those most impacted, otherwise the strategies implemented might continue to perpetuate or widen the disparities seen today.

Description of Table Member Roles

As an individual:

- Commit five-ten hours a month to attend meetings and draft or review memos, reports, and other materials.
- Complete an orientation about the Regional Affordable Housing Task Force Five Year Action Plan and the Affordable Housing Committee.

As a Table:

- The CPT will identify shared priorities, review and provide input on the current tasks and strategies of the AHC, including recommendations for future plans (late 2021 workplan activities and 2022 work plan goals), and provide a community perspective analysis of the how dashboard metrics are being reflected in on-the-ground experiences.
- CPT members will serve as community liaisons on the work of the AHC and CPT.

- The CPT will identify opportunities of interest to shape and inform housing affordability solutions, including but not limited to:
 - jurisdictional comprehensive planning processes
 - guidance on the AHC and CPT structure and charter revisions to advance equity principles, realign power structures, and enhance community representation on the Committee and Table; and
 - goals and opportunities for broader community engagement and accountability.

Relationship and Accountability Between AHC and CPT

It is vital for good faith communication to be bidirectional and equitable between the AHC and the CPT. Accountability for a productive relationship between the CPT and the AHC must be transparent, structural and mutually beneficial.

Headwater People and the CPT will create reports for every AHC meeting including documented feedback, information about alignment, supporting and dissenting opinions, and distinctions. These reports will support accountability of CPT recommendations and feedback, in a written and documented process to exchange information with the AHC. To support the relationship building practice of accountability, Headwater People proposes establishing AHC member liaisons to meet with the CPT to hear a presentation of each report.

Draft Selection Plan

Recruit and seat eight CPT members to inform the AHC by:

- providing a lived-experience analysis of AHC recommendations to address the housing crisis;
- understanding, translating, and advocating for AHC decisions in line with community values and aspirations;
- advising the AHC and HIJT on crafting and implementing engagement strategies; and
- centering and bringing informed attention to circumstances of and consequences to the most vulnerable communities to the housing crisis.

Membership Qualifications

Community-based organizations with a Tax Identification Number are eligible to serve on the Community Partners Table and receive a stipend for participation. Priority will be given to grassroots community organizations led by and for the communities most impacted by housing cost burden. Organizations must represent no- and low- income communities who have been historically discriminated against and excluded from decision-making processes, including but not limited to the following:

- BIPOC individuals
- Immigrants and refugees
- People living with disabilities
- Seniors
- Cost-burdened renters
- LGBTQ+ people
- People with criminal records
- People who have experienced homelessness
- Youth and families

July and August Work

- Headwater People attended the July 7 HIJT meeting to introduce themselves and provide an overview of the proposed plans

- Headwater will then reach out to trusted community partners active in the housing space and who are serving Black, Indigenous and People of Color communities and gather an initial set of potential names. Community groups could include Urban League, Lake City Collective, Seattle Indian Service Commission, El Centro de la Raza, Africa Town, Chief Seattle Club, Byrd Barr Place, Pacific Islander Community Association, United Indians of All Tribes, and International Community Health Services. Headwater will collaborate with King County and the HIJT Equity and Social Justice work group to identify appropriate community groups for outreach.
- Headwater, with HIJT review, will share an initial list and determine 15 people to individually connect with to explain the opportunity and determine who, of the 15 is interested in being considered. Headwater will compile biographies of selected candidates.
- Headwater and the HIJT Equity and Social Justice work group will select final table members. The AHC will review the recruitment strategy and member list over email. Headwater, along with HIJT review, will create and send onboarding materials and invitations
- Headwater will facilitate the first meeting of the CPT

Draft Table Meeting Plan

Headwater People proposes 90-minute monthly CPT meetings via Zoom video conference for the first six months (Aug–Dec 2021). There is potential for in-person meetings from Jan–April 2022, which will be explored with the Table through relationship building and planning activities. Venues will be decided upon with group input.

Draft Onboarding Plan

Headwater People will facilitate a process to identify existing table member knowledge, offer spaces to increase their knowledge on housing affordability topics, and identify the level of influence for CPT recommendations. Headwater People proposes holding an optional, informal meet-and-greet with new CPT members to build relationships.

Draft Stipend Program Plan

Headwater People is contracted to administer stipend payments to members. They propose the following stipend plan:

- Eligibility criteria
 - The organization must have a Tax Identification Number
 - Must have direct deposit ability
- Frequency of payment to members
 - Monthly
- Rate
 - \$75/hour
- Method of payment
 - Gusto Direct Deposit, paid as a contractor
- Process for documenting, verifying, and processing stipend payment:
 - Excel document to track hours with an email sent in of their activities for the month in a bullet list.
 - Headwater staff reviews hours and bulleted list of activities.
 - Payment issued the first week of the month.

Draft First Table Meeting Plan

Meeting Goals

- Relationship building amongst Table members and staff via facilitated activities and discussion:
 - What solutions and challenges of housing affordability do we already know about?
 - What do you want to learn more about in order to share input with the AHC?

Next Steps

King County and Headwater People will work to finalize the plans by July 30. After approval of the plans, Headwater People will begin implementation, starting with CPT member recruitment. The first Table meeting is expected to occur in late summer.