

## Seattle Social Housing Developer

# June 2025 Board Meeting Agenda

(regular meetings 3rd Thursday every month)

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

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

Seattle Social Housing Developer

# May 2025 Board Meeting Agenda

(regular meetings 3rd Thursday every month)

<p>Date/Time: Thursday May 15th, 5:30 - 7:30pm</p> <p>Meeting Location: Seattle City Hall, rm L280   (mask required for in person attendance)</p> <p>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>- April 2025 meeting minutes (digital)</li><li>- Draft Strategic Plan (for adoption)</li><li>- April 2025 Cash-Flow &amp; Financial Report</li></ul>		
5:30pm (2min)	<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>• April Meeting Minutes</li></ul>	Wylie (Chair)
5:32 (5min)	<p><b>Public Testimony</b></p>	Wylie
5:37 (up to 15min*)	<p><b>Executive Committee Updates</b></p> <ul style="list-style-type: none"><li>• Update on new Board Member, Ryan</li><li>• Officer Elections<ul style="list-style-type: none"><li>○ Open floor for nominations with description of each role</li><li>○ Statements from nominees, if any</li></ul></li></ul> <p><i>Items for Approval:</i></p> <ul style="list-style-type: none"><li>• Officer Elections<ul style="list-style-type: none"><li>○ Chair</li><li>○ Vice Chair</li><li>○ Secretary</li><li>○ Treasurer</li><li>○ Committee &amp; Member Liaison</li></ul></li></ul>	Wylie

5:52 (35min)	<b>Strategic Planning Update</b> <ul style="list-style-type: none"> <li>Presentation from Amy Besunder on draft Strategic Plan for adoption</li> </ul> <i>Items for Approval:</i> <ul style="list-style-type: none"> <li>Draft Strategic Plan</li> </ul>	Amy
6:27	- 10min break -	
6:37* (15min)	<b>Finance Report</b> <ul style="list-style-type: none"> <li>Review Monthly Financials</li> <li>Audit Update (tentative)</li> </ul> <i>Items for Approval:</i> <ul style="list-style-type: none"> <li>Monthly financial approval</li> <li>Monthly transaction report approval</li> </ul>	Kay (Treasurer) Roberto (audit update)
6:52 (10min)	<b>Real Estate Committee Update</b> <ul style="list-style-type: none"> <li>Tool Development for Location Decisions, w/example</li> <li>General Update on Landscape and Events</li> </ul>	Mike (Real Estate Committee Chair)
7:02 (20min)	<b>Executive Session on Project X, Y</b> <ul style="list-style-type: none"> <li>Pursuant to RCW <a href="#">42.30.110</a> section 1.b.</li> </ul>	Real Estate Committee
7:22 (6min)	<b>Communications Committee Update</b> <ul style="list-style-type: none"> <li>Looking to hire social media contractor</li> <li>M365 Migration Update</li> <li>Domain Update</li> </ul>	Wylie (Comms Committee Chair)
7:28 (2min)	<b>Reminders &amp; Announcements</b> <ul style="list-style-type: none"> <li>June meeting shifted for Juneteenth observation <ul style="list-style-type: none"> <li>Third Thursday is June 19th, so we have moved the meeting to June 26th</li> </ul> </li> </ul>	Wylie, ALL
7:30pm	<b>Adjourn</b>	Wylie

Roll Call

- 1.) Kaileah B. - Present
- 2.) Wylie D. - Present
- 3.) Kay Z. - Present
- 4.) Tom B. - Present
- 5.) Clifford C. - Present
- 6.) Christiana S. - Present
- 7.) Julie H. - Present
- 8.) Mike E. - Present
- 9.) Karen E. - Present
- 10.) Devyn F. - Present
- 11.) Katie L. - Present

Ryan D. - (New Board Member starting May 23rd 2025)

Board CEO - Roberto Jimenez - Present

Board/Public Guest:

- 1.) Amy Besunder - Board Consultant
- 2.) Lauren C. - Public Guest
- 3.) Judie Messer - Public Guest
- 4.) Zach - Public Guest
- 5.) Ben Ferlo - Public Guest
- 6.) Syd F. - Public Guest
- 7.)
- 8.)
- 9.)
- 10.)

5:30pm (2min)	<b>Call to Order @ 5:33pm</b> <ul style="list-style-type: none"><li>• Role Call</li><li>• Review &amp; Approve Agenda</li></ul> <i>Items for Approval:</i> <ul style="list-style-type: none"><li>• Today's Agenda</li><li>• April Meeting Minutes</li></ul>	Wylie (Chair)
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	<ol style="list-style-type: none"> <li>1. Amending the agenda to add the action item under the communication items</li> <li>2. Wylie motions to move the amended agenda and cliff seconds approved @ 5:35pm</li> <li>3. Wylie motions to approve the april meeting minutes tom seconds, approved @ 5:35pm</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	
5:32 (5min)	<p><b>Public Testimony</b></p> <ol style="list-style-type: none"> <li>1. No public testimony</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	Wylie
5:37 (up to 15min*)	<p><b>Executive Committee Updates</b></p> <ul style="list-style-type: none"> <li>• Update on new Board Member, Ryan</li> <li>• Officer Elections <ul style="list-style-type: none"> <li>○ Open floor for nominations with description of each role</li> <li>○ Statements from nominees, if any</li> </ul> </li> </ul> <p><i>Items for Approval:</i></p> <ul style="list-style-type: none"> <li>• Officer Elections <ul style="list-style-type: none"> <li>○ Chair</li> <li>○ Vice Chair</li> <li>○ Secretary</li> <li>○ Treasurer</li> <li>○ Committee &amp; Member Liaison</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>1. Devyn's last day with SSHD is may 22nd 2025, Wylie thanked devyn for there help</li> <li>2. Devyn- said they were really thankful for being a part of the start of this board.</li> <li>3. Wylie welcomed the new board member Ryan who starts on May 23rd, 2025</li> <li>4. Wylie opens the floor for any other nominations for Chair, there is no other nominations</li> <li>5. Wylie opens the floor for nominations for vice chair, there were no other nominations</li> <li>6. Wylie opens the floor for nominations for secretary, there were no other nominations</li> <li>7. Wylie opens the floor for nominations for treasurer, there are no other nominations</li> </ol>	Wylie

	<ol style="list-style-type: none"> <li>8. Wylie opens the floor for the board and committee liaison, there are no other nominations</li> <li>9. Wylie nominated kay and kay accepts</li> <li>10. Kaileah - calls for the election of chair, Wylie is elected as chair</li> <li>11. Tom - I just wanted to say thank you to Wylie for stepping up to the chair.</li> <li>12. Wylie abstains</li> <li>13. Wylie - calls for election of vice chair, Kaileah is elected as Vice Chair.</li> <li>14. Kaileah Abstains</li> <li>15. Wylie - calls for election of secretary, Katie is elected as secretary</li> <li>16. Katie Abstains</li> <li>17. Wylie - calls for election for treasurer,Cliff is elected as Treasurer.</li> <li>18. There were no Nays and no Abstaintions</li> <li>19. Wylie - calls for election of Board committee and member liaison there are too candidates</li> <li>20. Tom - 3 Votes</li> <li>21. Kay - 5</li> <li>22. Tom - Abstains</li> <li>23. Kay - Abstains</li> <li>24. Cliff - Abstains</li> <li>25. Kay is elected as the Committee and member liaison</li> </ol>	
5:52 (35min)	<p><b>Strategic Planning Update</b></p> <ul style="list-style-type: none"> <li>• Presentation from Amy Besunder on draft Strategic Plan for adoption</li> </ul> <p><i>Items for Approval:</i></p> <ul style="list-style-type: none"> <li>• Draft Strategic Plan</li> </ul> <ol style="list-style-type: none"> <li>1. Amy Presented a power point of the draft strategic plan for adoptions today.</li> <li>2. Wylie - noted the strategic plan was sent out in the board packet</li> <li>3. Cliff - I'm just wondering if we have a policy committee.</li> <li>4. Kaileah - what would a policy committee do</li> <li>5. Cliff - a policy committee would review and make recommendations.</li> <li>6. Kaileah - I appreciate you Amy for sticking with us this long.</li> </ol>	Amy

	7. Kaileah motions to adopt the strategic plan Wylie seconds, the strategic plan passed @ 6:30pm	
6:30	- 10min break -	
6:40* (15min)	<b>Finance Report</b> <ul style="list-style-type: none"> <li>Review Monthly Financials</li> <li>Audit Update (tentative)</li> </ul> <i>Items for Approval:</i> <ul style="list-style-type: none"> <li>Monthly financial approval</li> <li>Monthly transaction report approval</li> </ul> <ol style="list-style-type: none"> <li>Wylie - read the memo from the monthly financials</li> <li>Wylie Motions to Approve monthly financials, katie seconds , approved @ 6:51pm</li> <li>Wylie motions to approve transaction report , Julie seconds, Approved @ 6:52pm</li> <li>Kaileah - what is the full amount of the contact for project x or y \$17,000</li> <li>Kaileah - wants to flag that we talked about a draft budget a couple months ago</li> <li>Cliff - Kay and Roberto lets touch base outside of the committee meeting</li> <li>Cliff - are we revising the budget in june because of project x or y</li> <li>Roberto - i been talking a lot with the mayors office about an inter fund loan, they have each step of the way made it a little easier, each council member have their own specific concerns, there isn't a lot of unity about it, they probably wont give us all the cash at once, we wont have to pay the interest on the full amount just the interest on the amount they have loaned.</li> <li>Wylie Motions to extend the meeting time by 15 mins, Cliff Seconds, Katie Votes No Motions passed @6:58pm</li> </ol>	Kay (Treasurer) Roberto (audit update)
6:55 (10min)	<b>Real Estate Committee Update</b> <ul style="list-style-type: none"> <li>Tool Development for Location Decisions, w/example</li> <li>General Update on Landscape and Events</li> </ul> <ol style="list-style-type: none"> <li>Mike - talked through the example table</li> </ol>	Mike (Real Estate Committee Chair)



	<p>he made to ask the questions we are going to have when we get into building or buying properties,</p> <ol style="list-style-type: none"> <li>2. Cliff - great job with this matrix,</li> <li>3. Mike - i know a lot of people are eager to see things move fast</li> <li>4.</li> </ol>	
7:14 (20min)	<p><b>Executive Session on Project X, Y</b></p> <ul style="list-style-type: none"> <li>• Pursuant to RCW <a href="#">42.30.110</a> section 1.b.</li> </ul> <ol style="list-style-type: none"> <li>1. The SSHD Board Moved into a 20 minute executive session @ 7:14pm</li> <li>2. The SSHD Board Returned to regular session @ 7:34pm</li> </ol>	Real Estate Committee
7:34 (6min)	<p><b>Communications Committee Update</b></p> <ul style="list-style-type: none"> <li>• Looking to hire social media contractor</li> <li>• M365 Migration Update</li> <li>• Domain Update</li> </ul> <ol style="list-style-type: none"> <li>1. Wylie Motions to approve forward with Roberto hiring a media contractor, Tom seconded, cliff opposed, christianna opposed , Kay , and devyn Abstains, Motions passes</li> <li>2. Kaileah - who is it,Robero - Gabriel Mendoza is his name.</li> <li>3. Cliff - im concerned that they don't live here, can they move here, Roberto - No</li> <li>4. Kaileah - i think it's understandable that a contractor doesn't have to be here</li> <li>5.</li> </ol>	Wylie (Comms Committee Chair)
7:44(2min)	<p><b>Reminders &amp; Announcements</b></p> <ul style="list-style-type: none"> <li>• June meeting shifted for Juneteenth observation <ul style="list-style-type: none"> <li>○ Third Thursday is June 19th, so we have moved the meeting to June 26th</li> </ul> </li> </ul>	Wylie, ALL
7:47pm	<b>Adjourn Meeting ended @ 7:46pm</b>	Wylie

# Seattle Social Housing Developer

## Public Notice of Special Board Meeting

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**Date:** May 29, 2025

**Time:** 5:30pm PST

**Location:** Seattle City Hall L280, Boards & Commissions Conference Room and virtually

Meeting Link:

<https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1>

Dear Seattle Residents,

The SSH PDA Board of Directors would like to inform the public that we are calling a special Meeting on May 29th, 2025 at 5:30pm. The special meeting will be held both virtually by video conference (link above) and Seattle City Hall, rm L280

We will also be moving into an Executive session in this special Meeting, as noted in the agenda below. No decisions will be made in executive session, all our decisions will be made in public for members of the public to hear and bear witness.

Estimated Time	Agenda Item
5:30pm	<b>Call to Order</b>   Kaileah Baldwin, Acting Chair
5:50pm	<b>Executive Session</b> (80 minutes) pursuant to:  RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency; and/or  RCW 42.30.110(1)(f) to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge
7:10pm	<b>Public Discussion &amp; Potential Action</b>  Items for Public Discussion include: board membership, board officer election.  Potential Actions may include: approval of authorization or selection and engagement of consultant(s) to address workplace and Board

	development issues.
7:30pm	<b>Adjourn</b>

You can always stay up to date by watching our website. ([www.socialhousingseattle.org](http://www.socialhousingseattle.org))

Sincerely,

Katie J LeBret

SSHD PDA BOARD SECRETARY

Attendance:

- 1.) Kaileah B
- 2.) Katie L.
- 3.) Karen E.
- 4.) Mike E.
- 5.) Julie H.
- 6.) Ryan D.
- 7.) Christiana
- 8.) Kay Z.
- 9.) Tom B.

Public Guest:

Judie M  
Dimiti - Lawyer  
Mike - Lawyer  
Misty

5:30pm	<b>Call to Order</b>   Kaileah Baldwin, Acting Chair
5:50pm	<p><b>Executive Session</b> (80 minutes) pursuant to:</p> <p>RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency; and/or</p> <p>RCW 42.30.110(1)(f) to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge</p> <ol style="list-style-type: none"> <li>1. Kaileah motions to amend the executive session being 90 mins tom seconds this motion</li> <li>2. Bored moved into executive session @5:43pm will return @7:13pm</li> <li>3. The Board Returned @ 7:13pm back in public session</li> <li>4. Kaileah - motions to extend the meeting to 7:45 pm approved</li> <li>5. Kalieah motions to move into executive session for 29 mins @ 7:15pm</li> <li>6. Where public session will end</li> <li>7. Kaileah motions to extend this meeting until 8:10pm</li> <li>8. We are going to be going back into executive session and will return back to public session</li> <li>9. Board moved into executive session @ 7:47pm</li> <li>10. The Board returned @ 8:10pm</li> <li>11. Kaileah - i think we should have another special meeting she will reach out to dimitri and mike</li> </ol>
7:10pm	<p><b>Public Discussion &amp; Potential Action</b></p> <p>Items for Public Discussion include: board membership, board officer election.</p> <p>Potential Actions may include: approval of authorization or selection and engagement of consultant(s) to address workplace and Board development issues.</p>

7:30pm

**Adjourn @ 8:12pm**

# Seattle Social Housing Developer

## Public Notice of Special Board Meeting

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**Date:** June 9, 2025

**Time:** 5:30pm PST

**Location:** Seattle City Hall L280, Boards & Commissions Conference Room and virtually

Meeting Link:

<https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1>

Dear Seattle Residents,

The SSH PDA Board of Directors would like to inform the public that we are calling a special Meeting on June 9th, 2025 at 5:30pm. The special meeting will be held both virtually by video conference (link above) and Seattle City Hall, rm L280

We will also be moving into an Executive session in this special Meeting, as noted in the agenda below. No decisions will be made in executive session, all our decisions will be made in public for members of the public to hear and bear witness.

Estimated Time	Agenda Item
5:30pm	<b>Call to Order</b>   Kaileah Baldwin, Acting Chair
5:31pm	<b>Discussion Items</b>  Process for filling vacancies for Board officer positions (Chair and Treasurer).  Process for filling vacancies on the Board (positions formerly held by Wylie Duffy and Cliff Cawthon).
5:40pm	<b>Executive Session</b> (90 minutes) pursuant to:  RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency; and/or  RCW 42.30.110(1)(f) to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.

	RCW 43.230.110(1)(g) To review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
7:10pm	<b>Potential Action</b> Potential actions may include:  Contract w Pyramid Consulting for development of communications plan (3 month contract, not to exceed \$45,000 total); and/or  Approval of authorization or selection of one or more and engagement of consultant(s) to address workplace and Board development issues.
7:30pm	<b>Adjourn</b>

You can always stay up to date by watching our website. ([www.socialhousingseattle.org](http://www.socialhousingseattle.org))

Sincerely,

Kaileah Baldwin

SSHD PDA BOARD ACTING CHAIR

Roll Call:

- 1.) Kaileah B. - Present
- 2.) Julie H. - Present
- 3.) Tom B. - Present
- 4.) Karen E. - Present
- 5.) Mike E. - Absent
- 6.) Kay Z. - Present
- 7.) Christian Os. - Present
- 8.) Ryan D. - Present
- 9.) Katie L. - Present

Public Guest/Board Guest

- 1.) Dimitri I. - Attorney
- 2.) Mike V. - Attorney
- 3.) Mary Kress
- 4.) Judie Messier
- 5.)
- 6.)
- 7.)
- 8.)

Estimated Time	Agenda Item
5:30pm	<b>Call to Order</b>   Kaileah Baldwin, Acting Chair 1.) Called to order @ 5:33pm
5:31pm	<b>Discussion Items</b>  Process for filling vacancies for Board officer positions (Chair and Treasurer).  Process for filling vacancies on the Board (positions formerly held by Wylie Duffy and Cliff Cawthon).  <ol style="list-style-type: none"><li>1.) Going into executive session starting at 5:40pm</li><li>2.) Tom motions to amend the agenda keep this meeting to an approval of the pyramid contract and table the other item because there is 2 board members missing, Katie seconds, kay says no, tom approves julie approves \, ryan says no, christian says no, karen says no, kaileah says no, Katie Votes says no, motions does not pass</li><li>3.) Ryan - thinks we should still have the conversation of the full agenda</li><li>4.) Kaileah - i tend to agree with ryan i think it will help to have a conversation</li><li>5.) Ryan moves to adopt agenda, karen seconds kay, ryan, christiana,karen, kaileah, vote yes, katie abstains, tom votes no, julie votes no, motion passes @ 5:43pm</li><li>6.) Julie - has to jump off the meeting later</li><li>7.) Kaileah - Roberto thinks we should leave the treasurer role empty until we can get someone who has those skills</li></ol>



	<p>8.) Kaileah - HON has offered to help us canvas through some options, we are waiting for the mayor and council seats.</p> <p>9.) SSH moved into executive session @5:46 will return @7:16pm</p> <p>10.) SSH Returned to public session @7:16pm</p>
5:40pm	<p><b>Executive Session</b> (90 minutes) pursuant to:</p> <p>RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency; and/or</p> <p>RCW 42.30.110(1)(f) to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.</p> <p>RCW 43.230.110(1)(g) To review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.</p>
7:10pm	<p><b>Potential Action</b></p> <p>Potential actions may include:</p> <p>Contract w Pyramid Consulting for development of communications plan (3 month contract, not to exceed \$45,000 total); and/or</p> <p>Approval of authorization or selection of one or more and engagement of consultant(s) to address workplace and Board development issues.</p> <ol style="list-style-type: none"> <li>1.) Kaileah motions to approve the contract with pyramid, tom seconds</li> <li>2.) Kay votes no</li> <li>3.) Christiana votes no</li> <li>4.) Karen Abstaiens</li> <li>5.) Tom voted yes</li> <li>6.) Ryan Voted Yes</li> <li>7.) Kaileah voted yes</li> <li>8.) Katie voted yes</li> <li>9.) Motion to sign contract with pyramid is approved</li> <li>10.) Karen motions to have an investigation happen against Roberto working with kelly smith , Kay seconds,</li> <li>11.) Tom - i am generally opposed to this with out having roberto respond to some of the accusation</li> <li>12.) Ryan - this would be separate from the investigation Karen is purposing correct</li> <li>13.) Karen votes yes</li> <li>14.) Kay votes yes</li> <li>15.) Katie votes no</li> <li>16.) Tom votes no</li> <li>17.) Christiana votes yes</li> <li>18.) Ryan votes yes</li> <li>19.) Kaileah votes yes</li> </ol>

	<p>20.) Motion passes @ 7:25</p> <p>21.) Kaileah motions to approve a board development consultant, Katie seconds, Motions passed unanimously @ 7:27pm</p> <p>22.) Kaileah motions to approve acting chair to have an expectation , Katie seconds, Motion passes @7:31pm unanimously</p>
7:30pm	<p><b>Adjourn</b></p> <p><b>Meeting Adjourned @7:31pm</b></p>



## MEMORANDUM

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**DATE:** June 9, 2025  
**TO:** SSHD Finance Committee and Board of Directors  
**FROM:** Christine Smith, CPA, MBA  
TDJCPA Incorporated, Acting Controller

**SUBJECT:** May 2025 Board Financial Report

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Attached is the Seattle Social Housing Developer Board Financial Report. Highlights of the financial activity through May 31, 2025, include:

- Cash on hand as of May 31, 2025, is \$328,216. The first transfer into the Key Bank account of \$250,000 was completed in June. We are working to transfer the remaining balances.
- For the first five months of the year, \$326,136 in cash has been spent on payroll, services and Board Stipends.
- As of May 31, 2025, the following invoices were outstanding for payment.

Vendor display name	Due date	Amount
Kaiser Foundation Health Plan	05/15/2025	2,098.16
Teresa D Johnson CPA Inc	05/31/2025	4,321.58
		<u>\$6,419.74</u>

- A new contract with Spectrum Consulting that was executed in April has received no invoices throughout May.
- Payroll cost for the CEO is on target, back payment for insurance benefits are being paid in a timely manner. TDJ finally has access to Kaiser portal for invoices to be gathered electronically so that we no longer have to rely on postal services to ensure timely receipt of the invoices for payment.
- The Strategic Planning contract expenses are approximately 96.2% of the budgeted line item. We have been told that the final invoices have been submitted.
- Legal Services remain ahead of the budget, exceeding it by 52.4%. There has been no legal services invoices received in May. There still remains \$25,000 being held by the Attorney as a retainer.

# Seattle Social Housing Developer

## Statement of Net Position

As of May 31, 2025

Substantially all disclosures required by GAAP are omitted

### Assets

#### *Current Assets*

Cash and Cash Equivalents	\$ 328,216
Prepaid Items	25,500
<b>Total Current Assets</b>	<u>353,716</u>

#### **Deferred Outflows of Resources - Pension**

6,766

### Liabilities

#### *Current Liabilities*

Accounts Payable	6,421
Payroll Liabilities	10,444
<b>Total Current Liabilities</b>	<u>16,865</u>

### Net Position

Unrestricted Net Position	343,617
<b>Total Net Position</b>	<u><u>\$ 343,617</u></u>

**Seattle Social Housing Developer**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Five Months Ending May 31, 2025**

Substantially all disclosures required by GAAP are omitted

**Operating Revenues**

Local Grants	\$ 445,500
Miscellaneous - Reimbursement of Prior Year Expenses	4,707
Total Operating Revenues	<u>450,207</u>

**Operating Expenses**

Payroll, Salaries and Taxes	116,028
Board Stipends	6,750
Professional Services	142,536
Rent	-
Other Administration	1,448
Total Operating Expenses	<u>266,762</u>

Increase in Net Position	183,445
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<b>Net Position - Beginning of Year</b>	<u>160,172</u>
<b>Net Position - End of Year</b>	<u><u>\$ 343,617</u></u>

# Seattle Social Housing Developer

## Statement of Budget to Actual

For the Five Months Ending May 31, 2025

Substantially all disclosures required by GAAP are omitted

	2025	Five-Months Ending	% of
	Approved Budget	5/31/2025	Budget
		Actuals	Used
<b><u>REVENUES - SOURCE OF FUNDING</u></b>			
City of Seattle Funding	\$ 445,500	\$ 445,500	100%
Reimbursement from Cogency Global Inc	-	4,707	NA
<i>Total - Revenues</i>	<u>\$ 445,500</u>	<u>\$ 450,207</u>	101%
<b><u>EXPENSES - USE OF FUNDING</u></b>			
<i>Board Compensation</i>	\$ 21,600	\$ 6,750	31.3%
Administrative Costs			
Board Meeting Costs (Room, beverages & Video	2,500	-	0.0%
Liability, D&O Insurance, and Worker's Compensation	9,132	11,109	121.6%
Other technology needs / Branding Materials	5,000	1,220	24.4%
Other Admin/Misc.	40,000	252	0.6%
<i>Office/Shared Space</i>			
<i>Hosting/Hospitality</i>			
<i>Telephone, Mileage, etc.</i>			
<i>Office Set-up/Misc.</i>			
Finance and Accounting Costs			
Bookkeeping/Fiscal Services	56,694	32,435	57.2%
Audit Services	5,000	-	0.0%
Professional Memberships	6,000	928	15.5%
Professional Development/Conferences/Subscriptions	8,500	-	0.0%
Personnel Costs			
CEO/Executive Director	210,000	87,500	41.7%
Taxes and Benefits	73,250	28,528	38.9%
Legal Services	50,000	26,212	52.4%
Consultant Services			
Compensation Consultant	10,000	-	0.0%
Public Outreach/Communications Consultant (Pyramid)	50,000	36,673	73.3%
Strategic Planning (Amy Besunder)	25,000	24,060	96.2%
Other - TBD	18,922	-	58.6%
Spectrum - Consulting		10,980	
Cogency Global Inc - Statutory Representation		115	
<i>Total - Expenses</i>	<u>\$ 591,599</u>	<u>\$ 266,762</u>	45.1%
Increase in Net Position	(146,099)	183,445	
Beginning Net Position	146,099	160,172	
Ending Net Position	<u>\$ -</u>	<u>\$ 343,617</u>	
Percentage of Ending Net Position to Beginning Net Position		215%	

# Seattle Social Housing Developer

## Statement of Cash Flows

For the Five Months Ending May 31, 2025

Substantially all disclosures required by GAAP are omitted

### Cash Flows from Operating Activities:

Cash Received from Grants	\$ 445,500
Refund from Vendor	4,707
Payments related to employees, wages and benefits	(124,229)
Cash Payments to Suppliers for Goods and Services	(195,157)
Cash Payments to Board	(6,750)
<b>Net Cash Provided from (Used for) Operating Activities</b>	<b>124,071</b>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>124,071</b>
Cash and Cash Equivalents January 1, 2025	194,145
<b>Cash and Cash Equivalents at End of Year</b>	<b>\$ 318,216</b>

### Reconciliation of Cash Flow from Operating Income to Operating Activities

Operating (Loss)	\$ 183,445
Adjustments to Reconcile Income from Operations to Net Cash Provided by Operating Activities:	
Change in Assets and Liabilities	
Decrease (Increase) in Prepaid Items	2,530
Increase(Decrease) in Accounts Payable	(53,703)
Increase(Decrease) in Payroll Liabilities	(8,201)
Total Adjustments	(59,374)
<b>Net Cash Provided from (Used for) Operating Activities</b>	<b>\$ 124,071</b>

# Seattle Social Housing Developer

## Transaction Report

For the Month Ending May 31, 2025

Date	Num	Transaction Type	Name	Amount
05/01/2025	ACH1	Bill Payment (ACH)	Kaiser Foundation Health Plan	10,490.80
05/01/2025	Autopay	Expenditure	Google	251.60
05/05/2025	BA19	Bill Payment (ACH)	DRS	1,353.62
05/07/2025	BA20	Bill Payment (ACH)	DRS	1,353.62
05/07/2025	Payroll	Payroll	Robert A Jimenez	5,880.82
05/07/2025	Payroll	Tax Payment	QuickBooks Payroll	3,004.13
05/13/2025	1050	Bill Payment (Check)	Spectrum	10,980.00
05/13/2025	ACH3	Bill Payment (ACH)	Teresa D Johnson CPA Inc	6,168.34
05/13/2025	ACH2	Bill Payment (ACH)	Amy Besunder	5,687.50
05/13/2025	BP94	Bill Payment (ACH)	Katie LeBret	300.00
05/13/2025	BP92	Bill Payment (ACH)	Kayellen Zimmerman	300.00
05/13/2025	BP91	Bill Payment (ACH)	Thomas Barnard	300.00
05/13/2025	BP95	Bill Payment (ACH)	Wylie Duffy	250.00
05/13/2025	BP93	Bill Payment (ACH)	Kaileah Baldwin	200.00
05/14/2025	ACH5	Bill Payment (ACH)	Alliant	7,519.00
05/14/2025	ACH4	Bill Payment (ACH)	Alliant	560.00
05/22/2025	BA21	Bill Payment (ACH)	DRS	1,353.62
05/23/2025	Payroll	Payroll Check	Robert A Jimenez	5,897.40
05/23/2025	Payroll	Tax Payment	QuickBooks Payroll	2,965.47
05/27/2025	ACH	Bill Payment (ACH)	Amy Besunder	3,403.50
				<b>\$ 68,219.42</b>

*I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim.*

\_\_\_\_\_  
Auditing Officer

Approved:

\_\_\_\_\_  
Chair of the Board