

Seattle Social Housing

February 2025 Board Meeting

Agenda

(regular meetings 3rd Thursday every month)

Date/Time: Thursday February 20, 2025, 5:30 - 7:30pm Meeting Location: Seattle City Hall, Bertha Landes room (mask required for in person attendance) Online option: https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1		
Reference Materials for this meeting: <ul style="list-style-type: none">• Today's Agenda• January meeting minutes• January Monthly Financials		
5:30pm (2min)	Call to Order <ul style="list-style-type: none">• Role Call• Review & Approve Agenda <i>Items for Approval:</i> <ul style="list-style-type: none">• Today's Agenda• January Meeting Minutes	Tom (Chair)
5:32 (13Min)	Public Testimony	
5:40 (15 min)	Election Result Discussion	All
5:55 (10min)	Finance & Audit Report <ul style="list-style-type: none">• Changing bank over to new Treasurer <i>Items for Approval:</i> <ul style="list-style-type: none">• Monthly financial approval• Monthly voucher report approval	Kay (Treasurer)
6:05 (20min)	Strategic Planning <ul style="list-style-type: none">• Updates from strategic planning teams	Amy B. (Consultant) Roberto (CEO) Tom (Chair)
6:30	- 10 min break -	

6:40 (5min)	Real Estate Committee Update <ul style="list-style-type: none">• Updates• Discussion of Passivhaus	Mike (RE Committee Chair)
6:45 (15min)	Board Composition <ul style="list-style-type: none">• Board Seat Nominations - Email to Mayor• Updates on SRC/empty board seats <i>Item for Approval:</i> <ul style="list-style-type: none">• <i>Approve Wylie as Board Chair</i>• <i>Elect a Vice Chair</i>	Chuck (Treasurer) Kay (board member)
7:00 (10min)	Executive Committee <ul style="list-style-type: none">• Update from CEO• Start thinking about hiring staff	Roberto (CEO) Tom (Chair)
7:10 (17min)	Communication Committee Update <ul style="list-style-type: none">• Website updates• M365 Migration Update• Pyramid wrap-up post-ballot initiative completed	Wylie (Comms Chair), All
7:27 (3min)	Reminders & Announcements <ul style="list-style-type: none">• June meeting shifted for Juneteenth observation	Tom (Chair)
7:30	Adjourn	Tom (Chair)

Roll Call:

1. Kaileah B. - Here
2. Tom B. - Here
3. Wylie D. - Present
4. Kay Z. - Here
5. Julie H. - Here
6. Karen E. - Present
7. Mike E. - Present
8. Devyn F. - Here
9. Katie L. - Present

CEO: Roberto Jimenez - Here

Board Guest/Public Guest

1. Judie Messier
2. Lily Hayward
3. Ben Ferlo
4. Amy Besunder (Board Consultant)
5. Alex Baracscai
6. Ginny Greeno
7. Jan Duras
8. Eddie Lin
9. Jeremy Volkman
10. Cody Hatfield
11. Vinh Tang
12. Jesse
13. Anton Dekom

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	<ol style="list-style-type: none">1) (Tom) Motions to Approve today's agenda, Wylie seconds2) (Tom) Motions to Approve January Meeting Minutes, Wylie Seconds3) Both Motions Approved @ 5:37pm	
5:32	<p>Public Testimony</p> <ol style="list-style-type: none">1) Jermey asks if Seattle social housing PDA will be recording these meetings?2) Wylie responds letting the member of the public know that we will not be recording the meeting at this time, as we use the webex license from the city and they do not provide us with storage licenses for recordings and that has not been facilitated. Licenses for web conferencing software is a cost, licenses for meeting recording storage is an additional cost.	
5:40	<p>Election Result Discussion</p> <ol style="list-style-type: none">1) Tom- it was a significantly great number, last time i checked it was at 63%, it was awesome to see it get approved.2) Kaileah gives a shout out to a member of the public (Ben Ferlo)3) Roberto wants to say thank you to the people of Seattle4) Karen wanted to say this is very exciting thank you to the people who put in the ground work, very happy about everything	All
5:55	<p>Finance & Audit Report</p> <ul style="list-style-type: none">• Changing bank over to new Treasurer <p><i>Items for Approval:</i></p> <ul style="list-style-type: none">• Monthly financial approval• Monthly voucher report approval <ol style="list-style-type: none">1) Wylie Motions to Approve Monthly Financials, Tom seconds2) Wylie Motions to Approve Voucher Report, Tom seconds3) Both Motions Approved @ 5:56pm	Kay (Treasurer)

	<ol style="list-style-type: none"> 4) Kay - we need to change banks, our credit union is not on the state's list of banks we should work with. So we need to change our bank 5) Updating the signatures for financials (new officers) 6) Roberto - The finance committee met and had a talk about the new treasurer and getting things sorted out. 7) Kay - some invoices weren't paid, but we are now all caught up with our invoices. 8) Kaileah - I reached out to Kay to offer support on some of our budget particularly because we are going to receive different funds. I am willing to join the finance and audit committee to help support Kay. 9) Julie - we requested a new format for the budget. 10) The topic was raised whether to continue our contract with CPA as our CFO until the Board Hires a CFO. 11) Wylie - asked if this will cost us more, because we are paying a significant amount to the CPA. 12) Kaileah and Kay - We underestimated CPA costs for 2025 so it was already going to cost more, and there are some additional add-ons that will cost more, but in general, no. 13) Roberto - This would be included in the already proposed cost, minus a few add-ons. 14) Roberto - we are ending the year with just over \$87,000. 	
6:05	<p>Strategic Planning</p> <ul style="list-style-type: none"> • Updates from strategic planning teams <ol style="list-style-type: none"> 1) Roberto - we have laid out the pillars, we had 5 pillars and we brought it down to 3, the real estate committee met. 2) Tom - we had a brief conversation around... when we say community engagement, 	<p>Amy B. (Consultant) Roberto (CEO) Tom (Chair)</p>

	<p>what do buildings look like? what do neighborhoods look like?</p> <p>3) Roberto - we have our plan on what positions we need to hire. We have written some job descriptions and continue work on them.</p> <p>4) Kaileah - just wanted to let you know what that meeting looked like; here are some of the options, what does Roberto need to feel supported?</p>	
6:04	- 10 min break - @ 6:04pm - Resumed - @6:14pm	
6:15	<p>Real Estate Committee Update</p> <ul style="list-style-type: none">• Updates• Discussion of Passivhaus <p>1) Mike - Now the Prop 1A is passed, the first ask was I sent out an email about Passivhaus. I also reached out to a friend of mine, he is willing to give us a tour to show us what buildings created with Passivhaus would look like. I will send out an email when I have more information.</p> <p>2) Roberto - prioritizing the things we can do with our budget in mind.</p> <p>3) Julie - we are gonna review the document of Must-Haves, Should-Haves, and Could-Haves back at the committee meeting and email it out asking for input</p> <p>4) Tom - are the Passivhaus educational slides going up on our website?</p> <p>5) Kay - Mike, I think you're a really good teacher, thank you.</p> <p>6) Kaileah - we are considering how we can incorporate the how and must in the design.</p> <p>7) Roberto - this is going to be a living document, so we can refine it, what haven't we thought of through this document</p> <p>8) Wylie - if we do post the Passivhaus slides and you clean it up can you send it to the communication committee?</p> <p>9) Mike - we are also trying to expand the committee to help guide us</p>	Mike (RE Committee Chair)

	<ol style="list-style-type: none"> 10) Roberto - since I don't know a lot of people because I'm still new to this area, we are thinking about the technical side of the real estate goals 11) Mike - we should probably figure out some sort of educational tool for the board about what developing real estate looks like. 12) Kay - I know Ron Sims and can reach out to him.. 13) Julie - we did find a product that was created by another board 14) Tom - it would be good to have a matrix 15) Real estate meetings moved to weekly 	
6:35	<p>Board Composition</p> <ul style="list-style-type: none"> ● Board Seat Nominations - Email to Mayor ● Board Vice Chair Nominations ● Updates on SRC/empty board seats <p><i>Item for Approval:</i></p> <ul style="list-style-type: none"> ● <i>Approve Wylie as Board Chair</i> ● <i>Elect Board Vice Chair</i> <ol style="list-style-type: none"> 1) Katie Nominates Wylie as Board Chair, Wylie accepts nomination 2) Kay - I am just now finishing typing up 2 full sheets of potential board seat candidates to present to the executive committee. 3) Wylie - we posted a public call for the community development seat to the website and sent it to the media. 4) Roberto - thank you Kay for doing that 5) Tom - as you all know this is my last meeting as chair of SSHD PDA Board, I am prioritizing my health. I will still be on the Board and a couple committees 6) Election of New Chair - Tom Motions to approve Wylie as chair, Kaileah Seconds. 7) Wylie Abstains from voting, all others voted yay. Approved @ 6:44pm 8) Wylie Nominates Kaileah as Vice Chair, Kaileah Accepts 9) Election of New Vice Chair - Wylie Motions to Approve, Tom Seconds 10) Kaileah abstains from voting, all others voted yay. Approved @ 6:47pm 	Kay (Treasurer)

6:48	<p>Executive Committee</p> <ul style="list-style-type: none">● Update from CEO● Start thinking about hiring staff <ol style="list-style-type: none">1.) Roberto - Julie, Mike, and myself did a tour guided by Frank Chopp where we visited affordable housing and potential sites in Seattle. Included a meeting with Sound Transit.2.) In addition to the local spotlight on SSH, there's also an international and national spotlight on us. Roberto is fielding inquiries from all over the world, including 6 university students requesting interviews.3.) Julie and Roberto will be presenting at UC Berkeley on Social Housing. People from Maryland and MIT reached out.4.) Tom received an email from Tacoma for All asking about Social Housing as they're interested in a similar initiative.5.) Roberto is being connected with some folks from California who are asking if he'll present at the National Housing Conference in Los Angeles.	Roberto (CEO) Tom (Chair)
6:57	<p>Communication Committee Update</p> <ul style="list-style-type: none">● Website updates● M365 Migration Update● Pyramid wrap-up post-ballot initiative completed <ol style="list-style-type: none">1) Wylie is going to be updating the "Our Board" section of the website as it's now outdated. Requested updated biographies and headshots if folks wanted theirs updated. Thanked the folks who already submitted changes or missing biographies.2) The ability of viewers to subscribe to the blog via email is now live and functional.3) Roberto - an accurate website helps with transparency to the public. He wants to encourage folks to submit information to update the website and keep it updated for accuracy.	Wylie (Comms Chair), All

	<ol style="list-style-type: none">4) Pyramid is offering 1 hour pro bono wrap session now that the election is wrapped up.5) Roberto - other consultants and our legal counsel will be at the wrap session with Pyramid. The topic will center around what we need to focus on for the next 100 days.6) Kaileah - will Amy be at this wrap meeting? Roberto - yes.7) Wylie - the Sys Admin contractor for the migration from Google to M365 has finally received his retainer and can start work. He will start on the back-end infrastructure and will join the March 7th Comms meeting to begin discussing individual and organizational migration/data needs.	
7:01	<p>Reminders & Announcements</p> <ul style="list-style-type: none">• June meeting shifted for Juneteenth observation <ol style="list-style-type: none">1) Reminder that we have shifted the meeting date for the June meeting so we don't interfere with the Juneteenth holiday.2) Kaileah - did we approve a new meeting date?3) Wylie - Yes, at the December or January meeting.4) Kay - I'd like to add it to our next agenda to create a Disaster & Recovery Committee5) Roberto - Mike Eliason has a book signing/reading coming up at Elliot Bay Books.6) Mike - The signing is March 4th at 7pm at Elliot Bay Books.	Tom (Chair)
7:03	Adjourn	Tom (Chair)

**Seattle Social Housing Developer
Transaction Report
For the Month Ending January 31, 2025**

Date	Num	Transaction Type	Name	Amount
01/01/2025		Auto Debit	Google	218.71
01/06/2025		Auto Debit	State of Washington	60.00
01/07/2025	Payroll	Payroll Check	Robert A Jimenez	5,897.39
01/08/2025	1034	Bill Payment (Check)	Foster Garvey	20,324.50
01/08/2025	1036	Bill Payment (Check)	Teresa D Johnson CPA Inc	3,885.64
01/08/2025	1035	Bill Payment (Check)	Foster Garvey	1,878.00
01/08/2025	BA7	Bill Payment (Check)	DRS	1,353.62
01/14/2025	BA8	Bill Payment (Check)	DRS	30.04
01/15/2025	Payroll	Tax Payment	IRS	5,738.58
01/15/2025	Payroll	Tax Payment	OR Department of Revenue	641.77
01/16/2025	BA9	Bill Payment (Check)	Washington State Department of Labor and Industries	43.98
01/21/2025	1037	Bill Payment (Check)	Housing Development Consortium	928.00
01/21/2025	BP70	Bill Payment (Check)	Katie LeBret	300.00
01/21/2025	BP71	Bill Payment (Check)	Kayellen Zimmerman	300.00
01/21/2025	BP72	Bill Payment (Check)	Thomas Barnard	300.00
01/21/2025	BP74	Bill Payment (Check)	McKenna Jean Duffy	250.00
01/30/2025	Payroll	Tax Payment	OR Department of Revenue	922.13
01/30/2025	Payroll	Tax Payment	Department of Family and Medical Leave	262.50
01/30/2025	Payroll	Tax Payment	WA Employment Security Department	50.75
01/30/2025	Payroll	Tax Payment	WA Employment Security Department	46.29
01/30/2025	Payroll	Tax Payment	OR Department of Revenue	45.35
01/30/2025	Payroll	Tax Payment	IRS	42.00
01/31/2025	Payroll	Tax Payment	OR Department of Revenue	399.31
01/31/2025	Payroll	Tax Payment	WA Employment Security Department	119.00
				\$ 51,551.08

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

Seattle Social Housing Developer

Statement of Net Position

As of January 31, 2025

Substantially all disclosures required by GAAP are omitted

Assets	
<i>Current Assets</i>	
Cash and Cash Equivalents	\$ 142,594
Grant Receivable	-
Prepaid Items	25,000
Total Current Assets	<u>167,594</u>
Deferred Outflows of Resources - Pension	<u>6,766</u>
Liabilities	
<i>Current Liabilities</i>	
Accounts Payable	80,618
Payroll Liabilities	6,252
Total Current Liabilities	<u>86,870</u>
Net Position	
Unrestricted Net Position	<u>87,490</u>
Total Net Position	<u><u>\$ 87,490</u></u>

Seattle Social Housing Developer
Statement of Revenues, Expenses, and Changes in Net Position
For the Month Ending January 31, 2025

Substantially all disclosures required by GAAP are omitted

Operating Revenues

Local Grants	\$ -
Total Operating Revenues	<u>-</u>

Operating Expenses

Payroll, Salaries and Taxes	20,754
Board Stipends	1,350
Professional Services	51,532
Rent	-
Other Administration	278
Total Operating Expenses	<u>73,914</u>

Increase in Net Position (73,914)

Net Position - Beginning of Year 161,404

Net Position - End of Year \$ 87,490

Seattle Social Housing Developer

Statement of Cash Flows

For the Month Ending January 31, 2025

Substantially all disclosures required by GAAP are omitted

Cash Flows from Operating Activities:	
Cash Received from Grants	\$ -
Payments related to employees, wages and benefits	(22,770)
Cash Payments to Suppliers for Goods and Services	(27,431)
Cash Payments to Board	(1,350)
Net Cash Provided from (Used for) Operating Activities	<u>(51,551)</u>
Net Increase in Cash and Cash Equivalents	(51,551)
Cash and Cash Equivalents January 1, 2025	194,145
Cash and Cash Equivalents at End of Year	<u><u>\$ 142,594</u></u>

Reconciliation of Cash Flow from Operating Income to Operating Activities

Operating (Loss)	\$ (73,914)
Adjustments to Reconcile Income from Operations to Net Cash Provided by Operating Activities:	
Change in Assets and Liabilities	
Decrease (Increase) in Grant Receivable	-
Decrease (Increase) in Prepaid Items	-
Increase(Decrease) in Accounts Payable	24,379
Increase(Decrease) in Payroll Liabilities	(2,016)
Total Adjustments	<u>22,363</u>
Net Cash Provided from (Used for) Operating Activities	<u><u>\$ (51,551)</u></u>