

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>June 3, 2020</b>
<b>Recorder</b>	<b>Kim Hendrickson</b>	<b>Start Time</b>	<b>4:00 PM</b>
<b>Committee Chair</b>	<b>Councilmember Musgrove</b>	<b>End Time</b>	<b>5:00 PM</b>
<b>Committee Members</b>	<b>Mayor Erickson, Councilmembers Britt Livdahl, Connie Lord, David Musgrove</b>		
<b>Staff Present</b>	<b>Kim Hendrickson, Director, Housing, Health and Human Services</b>		
		<b>Agenda</b>	
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
<b>1.</b>	<b>Administrative</b>		
A	Questions and Concerns of Committee	Councilmember Lord informed Committee that the re-start of the Farmers Market at Gateway will occur on June 13. Kim will follow up with the Church to make sure there are no space/parking issues that interfere with shelter or food service.	
B	Agenda and Extended Agenda Review		
C	Future Meeting Conflicts		
D	Mayor, Department Head Reports	City volunteer program has lost some volunteers returning back to work. We have recently brought on some new volunteers to help with PPE delivery—and are encouraging new applicants (but not too many).	
E	Committee Minutes May 20, 2020	Councilmember Musgrove requested the addition of a formal motion to the minutes regarding the 2020 agreement with Kitsap Homes of Compassion to support the Staffordshire House along with a note on how the decision relates to the COVID crisis. Councilmember Lord moved to approve amended minutes and Councilmember Livdahl seconded—amended minutes approved by Committee.	
<b>2.</b>	<b>Agenda Items</b>		

A	Update: agreement between the City and Kitsap Homes of Compassion (Staffordshire House)	<p>Kim explained that agreement does not need Council approval because of the low expenditure amount (\$3600). Mayor Erickson explained that utility funds can not be directly granted; funds will come from the general fund or the Mayor's private account.</p> <p>Councilmember Lord suggested several changes to the agreement: correction of date in section two, addition of a requirement that a presentation be made, to the full Council, about operations and benefit to the City, and a specification that HHHS Director is responsible for project administration. Councilmember Musgrove asked that changes be made to the 2020 agreement.</p> <p>Mayor Erickson agreed with proposed changes—and suggested that KHOC, Coffee Oasis, and Housing Kitsap make a Council presentation in September about their Poulsbo properties/programs.</p> <p>Kim informed the Committee that the Staffordshire House may no longer be offering rooms to young mothers and children; the property may transition to a home for elderly and disabled women.</p> <p>Councilmembers Livdahl and Lord asked if someone from KHOC could update the Committee about this change during the June 17 meeting.</p>
---	---	---

B	<p>Update: PPE distributed to Poulsbo businesses, Poulsbo Safe posters and banners</p>	<p>Hand sanitizer, paper masks, and cloth masks have been provided to over 50 Poulsbo businesses. Councilmember Musgrove asked if the PPE will be available indefinitely—it will not—and suggested an “end date” be posted for distribution. There was a rush of requests when the website first went up and now it has slowed considerably. Probably no need to earmark additional funding.</p> <p>Chamber representatives Irene and Cathy gave an update on posters and banners: Poulsbo Safe posters are available, at no cost, at Blue Sky printing, Western Red Brewery, First Security Bank, and Skyhawk Press.</p> <p>Banners will be hung at 13-15 locations around City and should be up in a week or so.</p> <p>Mayor Erickson, Kim, and Committee members thanked the Chamber for their excellent work in this area—and especially the careful use of public funds (website creation and banners have been completed considerably under budget).</p>
C	<p>CARES Act funds and emergency food supply</p>	<p>Discussion postponed to June 17</p>

D	Affordable housing updates: renovation project at Hostmark Apartments, sale of Winton Woods	<p>Kim updated Committee members on the Hostmark renovation project and the sale of the Winton Woods Apartment.</p> <p><b>Hostmark:</b> all 120 units are being renovated-which means all residents will be asked to pack up their belongings in boxes and leave their residences from 8am to 5pm for 7-10 days. Renovations will occur on a staggered basis. This would be difficult, under normal circumstances, but Hostmark is home to elderly, vulnerable individuals (many with chronic illness and disability) so there are many challenges. The local renovation team is doing an excellent job at communicating with City, and working with residents, but problems are inevitable.</p> <p>Councilmember Lord asked if this renovation might lead to conversion of Hostmark to market rate apartments. Kim told the Committee that the owners are under contract with HUD until 2032—but this is important to confirm. Ms. Lord also suggested working with Hill Moving to help residents with packing needs.</p> <p>Winton Woods: Winton Woods is a 82 unit affordable housing property in Poulsbo. The owners recently paid off a federal Rural Development Housing loan which allows them to charge market rate rent on 36 “phase one” units. Residents of these units have been given vouchers and it is unclear if some/all have been displaced. “Phase two” units will remain affordable until 2032.</p>
E	Aligning and extending meeting times of H3 meetings	The H3 committee currently meets at 4pm on the first Wednesday of the month and at 3pm on the 3 <sup>rd</sup> Wednesday. Committee members considered different meetings times and decided to stay with the current schedule.

Future Agenda Items		
Item(s)	Responsibility	Meeting Date
Safe Stations/CARES unit Initiative with Poulsbo Fire	Kim	June 17
Affordable Housing Task Force recommendations-next steps	Kim	June 17