



## HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

### Housing and Community Development Advisory Committee (HCDAC)

#### Agenda

Thursday, March 14, 2024

4:00 p.m. to 5:30 p.m.

The HCDAC will hold the above meeting in-person and remotely.

The in-person meeting will be held at 4:00 PM, or as soon as possible thereafter, at the following location:

**PUBLIC WORKS BUILDING - 1026 WEST BROADWAY AVENUE LOWER LEVEL, COMMISSIONERS' HEARING ROOM**

#### **Committee Members:**

Tom Hormel, Chair, City of Spokane Valley; Rusty Barnett, Vice Chair, Member at Large; Dee Cragun, City of Deer Park; Cheryl Loeffler, Town of Fairfield; Yvonne Warren, Town of Latah; Chad Pritchard, Medical Lake; Tom Richardson, Member at Large; Adrienne Kilbourne, Member at Large; Amanda Tainio, City of Spokane Valley; Rebecca Johnson, Spangle; Tim Hattenburg, City of Spokane Valley; Ben Wick, City of Spokane Valley; Greg Tenner, Town of Rockford

#### **AGENDA:**

- I. **Call to Order (Tom):**
  - a. Approve Agenda: **Action**
- II. **Approve February 8, 2024, Meeting Minutes**
  - a. Approve Minutes: **Action**
- III. **RFP Summary & Training**
  - a. Applications Received
  - b. Review Timeline
  - c. Review Process in Neighborly
- IV. **April 11th HCDAC Meeting Preparation**
  - a. Funding Deliberations and Recommendations
  - b. Staff Support
  - c. Conflict of Interest
  - d. Timeline and Next Steps
- V. **Public Comment (3 minutes per speaker – limit 2 speakers per Agency):**
- VI. **Adjournment (5:30 PM):**

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: Spokane County is committed to providing equal access to its facilities, programs, and services for persons with disabilities. The Commissioner's Hearing Room at 1026 West Broadway is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Individuals requesting reasonable accommodations or further information may call, write, or email Ashley Cameron at (509) 477-5750 (TDD), 824 North Adams Street, Spokane, WA, 99260; or [acameron@spokanecounty.org](mailto:acameron@spokanecounty.org). Please contact us forty-eight (48) hours before the meeting date.

## 2024 HCDAC Member Attendance Record

Consortium Member	Name	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Airway Heights	Vacant	Meeting Cancelled	NA										
At-Large – North	Rusty Barnett		X										
At-Large – North	Tom Richardson		X										
At-Large – South	Adrienne Kilbourne		X										
At-Large – South	Vacant		NA										
Cheney	Vacant		NA										
Deer Park	Dee Cragun		X										
Fairfield	Cheryl Loeffler		U										
Latah	Yvonne Warren		E										
Liberty Lake	Vacant		NA										
Medical Lake	Chad Pritchard		E										
Millwood	Vacant		NA										
Rockford	Greg Tanner		X										
Spangle	Rebecca Johnson		E										
Spokane Valley	Amanda Tainio		X										
Spokane Valley	Ben Wick		E										
Spokane Valley	Tom Hattenburg		X										
Spokane Valley	Tom Hormel		X										
Waverly	Vacant		NA										

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## HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (HCDAC)

**March 14, 2024**

## HCDAC Regular Meeting MINUTES

<p>Meeting Date:  <b>March 14, 2024, at 4:00 p.m.</b></p>	<p>Location:  Hybrid Teams Conference Call at  <b>1026 W Broadway Avenue</b>  <b>Spokane, WA 99201</b>  <b>Lower-Level Commissioners</b>  <b>Hearing Room</b></p>	<p>Called to Order:      <b>4:00 p.m.</b>  Adjournment:         <b>5:03 p.m.</b></p>
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**Note to persons reviewing this document: This is not a verbatim transcript. While an attempt has been made to document pertinent points, these Minutes contain only a summary of the discussion and voting. A recording of the meeting is on file and available for review from the Housing and Community Development Division.**

**Attendance:**                      **X=Present**            **E = Excused**            **U = Unexcused**

## Members of the Committee

## Representing

Tom Hormel	E	Chair, City of Spokane Valley
Rusty Barnett	x	Vice Chair, Member at-Large North
Cheryl Loeffler	U	Town of Fairfield
Yvonne Warren	X	Town of Latah
Chad Pritchard	U	Medical Lake
Tom Richardson	x	Member at-Large North
Rebecca Johnson	x	Town of Spangle
Greg Tenner	x	Town of Rockford
Amanda Tainio	x	City of Spokane Valley
Tim Hattenburg	x	City of Spokane Valley
Ben Wick	x	City of Spokane Valley
<b>Members of Staff</b>		<b>Representing</b>
George Dahl	x	HCD - Administrator
Andrea Perry	E	HCD – Administration
Chris Mckinney	x	HCD - Program Administrator
Kurt Husler	x	HCD - Program Administrator
Brittney Reed	x	HCD - Program Administrator
Pavel Parfilo	x	HCD - Program Administrator
Aidan Fritz	x	HCD - Program Administrator



**Consent Agenda:**

*All matters listed within the Consent Agenda have been distributed to each member of the HCDAC for reading and study and may be enacted by one motion of the Committee with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda by any Committee member and placed on the Regular Agenda for Committee action.*

**Regular Meeting Call to Order: 4:00 p.m.**

**Adopting HCDAC Minutes of February 8, 2024 – Approved as Presented**

**New Business**

**1. RFP Summary & Training**

- a. Applications Received.....**George Dahl**  
George gave an overview of the applications we have received in the 2024 Request for Proposal.
- b. Review Timeline.....**George Dahl**  
George gave an overview of the overall timeline and current progress we have made in the application review process.
- c. Review Process in Neighborly.....**Kurt Husler**  
Kurt gave an overview of the Neighborly Reviewer’s portal and walked the HCDAC members through their application review process.

**2. April 11<sup>th</sup> HCDAC Meeting Preparation**

- a. Funding Deliberations and Recommendations..... **George Dahl**  
George, Chris, and Kurt gave the HCDAC members an idea of how to prepare and what to expect during the funding deliberations and recommendations meeting in April. George also gave an overview of the appeal process outlined in the RFP.
- b. Staff Support..... **George Dahl**
- c. Conflict of Interest..... **George Dahl**
- d. Timeline and Next Steps..... **George Dahl**  
George asked the committee members what cadence they would like to receive the application assignments for their review. A unanimous decision was made to receive all applications at the same time for review. George also gave an overview of the review timeline and next steps for the HCDAC committee members.

**Agency Presentations:**

**Public Comment (3 minutes per speaker – limit 2 speakers per Agency):**

**Adjournment 5:03 p.m.**