



Housing, Health and Human Services Committee Meeting Minutes

Subject	Meeting Minutes	Date	September 2, 2020
Recorder	Kim Hendrickson	Start Time	4:00 PM
Committee Chair	Councilmember Musgrove	End Time	4:58 PM
Committee Members	Mayor Erickson, Councilmembers Britt Livdahl, Connie Lord, David Musgrove		
Staff Present	Kim Hendrickson, Housing, Health and Human Services Director, Karla Boughton, Planning Director, Debbie Booher, Finance Director		
Public Present	Irene Moyer and Kathi Forsee, Chamber of Commerce		
		Agenda	
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative		
A	Questions and Concerns of Committee	Councilmember Musgrove asked for updates on the Fishline agreement (discussed during staff update) and new volunteer recognition (none requested).	
B	Agenda and Future Agenda Items Review		
C	Future Meetings and Future Meeting Conflicts	<p>Kim asked Committee members if they would like to invite Kirsten Jewell (County’s Housing and Homelessness Program Coordinator) or other County official to a future meeting to answer questions about using County land for affordable housing projects. Committee members would like Karla Boughton and/or others on planning staff to be part of conversation.</p> <p>Karla reminded Committee that affordable housing in the County is a challenge since much of it is rural—and rural land is more expensive to develop than land in higher density areas. She also reminded Committee that the UGA requires housing within our City’s incorporated City limits. Projects in the County will not satisfy our local obligations.</p>	
D	Mayor, Department Head Reports	<p>Planning Director Karla gave an update on studies at the Planning Department as a part of the upcoming Comprehensive Plan update. This update will be especially significant because of growth allocation/new growth targets—there may be a near doubling of the City’s population in the next few decades. The Planning Department will commission several studies in the next few years that will provide a solid technical basis for land use moving forward—and the Department is appx mid way through a study that will lead to a Housing Action plan.</p> <p>Kim’s report: Fishline has requested more flexibility in their contract with the City to use CARES dollars for COVID response services. There is an uptick in Poulsbo residents needing rental assistance, but needs are largely covered by County CARES funds. Fishline staff see a pressing need for a mobile shower since there are no public showers available in North Kitsap (Poulsbo Parks and Rec closed by COVID). They will</p>	



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		<p>begin a new shower service, in a few weeks, with a mobile shower provided by the Kitsap Rescue Mission. Kim asked Committee members if they support changing the existing agreement to allow City CARES dollars to be used for rent, utility, and shower services. Support from Mayor and all Committee members.</p> <p>Councilmembers Musgrove and Lord asked if additional CARES dollars might be needed for Fishline services (agreement is now capped at \$7,000). Fishline has not indicated that it needs more funds than the current agreement provides. Mayor Erickson noted that new CARES dollars will soon be available to the City—and there is a need for funding childcare as part of COVID response. Kim suggested that CARES dollars might be considered for meal services at Gateway. Councilmember Musgrove asked that this topic be revisited again at a future meeting—and an estimate be given for meal expenses.</p> <p>Kim was part of a grant review process for awarding federal CDBG and HOME dollars. She expressed her disappointment that the County received no applications to increase affordable housing inventory in Poulsbo—and will work with a nonprofit partner to apply during the next round.</p> <p>Meal service at Gateway has restarted after a three week break: free community meals served M, W, and F from 11:30am to noon as of September 9.</p> <p>Mayor Erickson mentioned County property within the urban growth area (by Hwy 3) that would work well for an affordable housing project. Around 4 acres with a community well. Recent visit with Dean from Housing Kitsap to the site to consider use for self-help projects.</p>
E	Committee Minutes August 5, 2020	Motion to approve introduced by Councilmember Lord, seconded by Councilmember Livdahl-approved.
2.	Agenda Items	
A	Discussion of Budget Request, 2021 Housing, Health, and Human Services Department	<p>Kim reminded the Committee that a H3 Committee was created by Council in February and her position as Director of H3 approved soon after, but Council has never officially created this department or approved a department budget.</p> <p>Director Booher explained that the H3 budget has previously been funded by grants for the navigator program and City expenditures for behavioral health services (Kim’s note: the budget has also come from appx \$20,000 in consulting fees that are paid directly to the City of Poulsbo). In 2021, other Cities will take over their own navigator programs and Poulsbo will retain a .5 navigator. Debbie will be looking to Council for approval for a new H3 budget, a new navigator budget, and concurrence to roll over funds from 2020 for these purposes.</p>



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		<p>Councilmember Lord and Musgrove requested a short written summary of the budget request along with budget numbers. Debbie suggested that this Committee receive this information first and followed by a presentation to the Finance Committee.</p>
B	Follow Up Items from Previous Meetings	<p>Kim provided timeline for some of the action items discussed at the August 5 H3 meeting:</p> <ul style="list-style-type: none"> -council will consider a Resolution allocating triangle property and Klinge property for affordable housing on Sept 9 (since changed to September 16). -the Planning department is considering new ADU regulations and recommendations will come from their Housing Action Plan. Kim suggested that ADU regulations from other cities be considered at the next H3 committee meeting. <p>Representatives from agencies providing affordable housing in Poulsbo (Coffee Oasis, Kitsap Homes of Compassion, Housing Kitsap) will make short presentations to City Council on Oct 7. Councilmember Musgrove sees this as a way to catch up with reporting requirements disrupted by COVID—and hear about current and future activities.</p> <p>Information only: Senate Bill 6231 (effective June, 2020) creates a tax incentive for ADUs.</p>
C	Discussion of Nordic Cottage Project	<p>Kim reminded Committee that short term, deeply affordable housing was the top priority of the City’s Affordable Housing tax Force.</p> <p>Gateway Fellowship is interested in building two “Nordic Cottages” on City property at the triangle. These cottages would provide short term housing for women and families in crisis. Gateway will apply for a Kitsap Community Foundation grant to fund preliminary feasibility and design work.</p> <p>Strong support from Committee to move forward with this idea. Mayor Erickson stated the long term vision connected to this project: encourage other Churches to build small housing units on their property for people in crisis situations. Appreciation expressed for Tom Duchemin and the Gateway staff for supporting this idea—and Karla/Planning for staff support.</p>
D	Other items	<p>At Councilmember Livdahl’s request, Kim gave an update on the Hostmark renovation project—project nearing completion, all residents offered hotel rooms during renovation, many residents happy with results and some not.</p>



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Kim mentioned her interest in working with the Chamber to get the word out about the importance of flu vaccines in light of COVID. Councilmember Lord reminded the group that there is a lag period of a few weeks before the vaccine is effective—so quick messaging here is needed. Councilmember Musgrove suggested that City funding may be available.

Councilmember Lord suggested using BKAT for messaging; Kim will follow up and report at the next Committee meeting.

Irene from the Chamber informed group that a guest speaker from Seattle Cancer Care may be scheduled on September 16 to talk about the importance of preventative care. This would tie in nicely with a flu vaccine campaign.

Future Agenda Items

Item(s)	Responsibility	Meeting Date
County land/partnership for affordable housing purposes	Kim	9/16-tentative
Revised ADU regulations: examples from other jurisdictions	Kim	9/16