

**Spokane County
Urban Consortium**

City of Airway Heights
Mayor Kevin Richey
13120 W 13th Airway Heights,
WA 99001
www.cawh.org

City of Cheney
Mayor Chris Grover
609 Second Ave.
Cheney, WA 99004
www.cityofcheney.org

City of Deer Park
Mayor Timothy Verzal
316 E Crawford
Deer Park, WA 99006
www.cityofdeerparkwacom

Town of Fairfield
Mayor Kay Dee Gilkey
218 E Main
Fairfield, WA 99012
<http://fairfieldwa.com/>

Town of Latah
Mayor Teresa Gavin
108 E Market Street
Latah, WA 99018
www.latahwa.com/

City of Liberty Lake
Mayor Cristella Kaminkas
11710 E Country Vista Dr.
Liberty Lake, WA 99019
www.libertylakewa.gov

City of Medical Lake
Mayor Shirley Maike
124 S Lefevre
Medical Lake, WA 99206
www.medicallake.org

City of Millwood
Mayor Kevin Freeman
9103 E Fredrick
Millwood, WA 99206
www.cityofmillwood.org

Town of Rockford
Mayor Carrie Roecks
20 W Emma Street
Rockford, WA 99030
www.rockfordwa.com

Town of Spangle
Mayor Melissa Holling
115 W 2nd
Spangle, WA 99031
townofspangle@centurytel.net

City of Spokane Valley
Mayor Ben Wick
10210 E Sprague
Spokane Valley, WA 99206
www.spokanevalley.org/

Town of Waverly
Mayor William Tensfeld
255 N Commercial
Waverly, WA 99039
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HCDAC BYLAWS

**REVISED
May 13, 2021**

**Adopted by the
Spokane County Board of Commissioners
June 1, 2021
Resolution 21-0377**

I. NAME

The name of the Committee shall be the Spokane County Housing and Community Development Advisory Committee (HCDAC). Herein referred to as the “Committee”.

II. OFFICE

The principal office of the Committee shall be the Community Services, Housing & Community Development Building at 312 West 8th Avenue, Fourth Floor, Spokane, Washington 99204, or as it may hereinafter be moved.

III. PURPOSE

The Housing and Community Development Advisory Committee is an advisory committee to the Community Services, Housing, and Community Development Department, and through the Department, to the Spokane County Board of Commissioners (BoCC).

In general, the purpose of the Committee shall be to provide representatives of incorporated cities and towns and citizens of unincorporated areas of Spokane County participation in comment and review of the Community Development Block Grant (CDBG) Program and HOME Investment Partnership Program, including Citizen Participation Plans, Consolidated Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER). The Committee shall participate in comment and review of Homeless Housing Assistance Act; Affordable Housing for All; and, Consolidated Homeless Grant programs, including Homeless Housing Plans.

The Committee shall review Department proposals and initiatives, provide individual and Committee comments, and vote on Committee recommendations, which the Department will submit to the Board of County Commissioners. In the event a Committee decision is challenged, the Director has authority to make final decisions; however, the Committee may represent itself before the BOCC if the Director chooses to act on the proposal or initiative in a manner contrary to the recommendations of the Committee.

IV. DUTIES

The Housing and Community Development Advisory Committee (HCDAC) serves in an advisory capacity to the Community Services, Housing, and Community Development Department (hereinafter referred to as “Department”) and, through the Department, to the BoCC. The Housing and Community Development Advisory Committee duties will be carried out as follows:

- A. Holding public meetings/hearings to solicit input from Spokane County residents regarding Community Services, Housing, and Community Development issues. The Committee representatives also serve as a conduit

between citizens and the County by participating in community activities and presenting their findings to the Department.

- B. Reviewing proposals submitted to the Department.
- C. Providing unbiased funding recommendations for activities which are consistent with the County's Consolidated Plan.
- D. Reviewing and commenting on the Department's Citizen Participation Plan, Consolidated Plan, Annual Action Plans, Consolidated Annual Performance Evaluation Report (CAPER), CDBG Funding Policies, Fair Housing, or other plans and initiatives related to Community Services, Housing & Community Development issues.

V. MEETINGS

The Committee shall hold seven to ten monthly meetings per year, usually on the 2nd Thursday. All meetings will be held in a location of sufficient size to allow members of the public to attend or via ZOOM if the Committee is unable to meet in person. Special meetings may be convened in the following manner:

- A. At the request of the Chairperson.
- B. Upon written request of a majority of the Housing and Community Development Advisory Committee.
- C. By the Spokane County Board of Commissioners (BoCC).
- D. By the Director of the Community Services, Housing, and Community Development Department.

Meetings shall comply with requirements of the Open Meetings Act (RCW 42.30).

Roberts Rules of Order shall be in effect for all meetings of the Housing and Community Development Advisory Committee.

VI. QUORUM

A quorum of the Housing and Community Development Advisory Committee shall be comprised of not less than 51% of the members. When a quorum is present, an affirmative vote by a simple majority of the Committee members in attendance shall be necessary to recommend action on any matters to be forwarded by the Department to the BoCC.

VII. SUBCOMMITTEES

The Chairperson may appoint standing and ad hoc subcommittees as necessary to carry out the functions and purposes of the Committee. Membership in the above subcommittees shall consist of as many members as the Chairperson deems appropriate. Each subcommittee shall have a chairperson who shall be responsible for directing and coordinating the subcommittee affairs and reporting to the Chairperson at a regular or special meeting of the Committee.

VIII. MEMBERSHIP

The Housing and Community Development Advisory Committee membership shall consist of the following:

A. Mayors of participating cities and towns desiring to serve on the Committee, (or their officially designated representatives), appointed by the Board of County Commissioners. Participating cities shall have the following number of representatives:

- Airway Heights 1-Representative
- Cheney 1-Representative
- Deer Park 1-Representative
- Fairfield 1-Representative
- Latah 1-Representative
- Medical Lake 1-Representative
- Millwood 1-Representative
- Rockford 1-Representative
- Spangle 1-Representative
- Spokane Valley 4-Representatives
- Waverly 1-Representative
- Liberty Lake 1-Representative
- Spokane 1-Representative, Non-voting member
- At Large (North) 2- Representatives
- At Large (South) 2- Representatives

B. Citizen Representatives are residents of the unincorporated area of Spokane County), appointed by the BoCC. The unincorporated area will have four representatives.

C. The maximum number of representatives from any consortium city, town or the unincorporated areas of the County shall be determined based upon the population of the city, town or unincorporated areas of the County as determined by “The American Community Survey” or the “Decennial Census Data Population.” Each city, town and the unincorporated areas of the County shall be allowed one representative to the committee regardless of population. An additional representative may be designated and/or appointed for each 25,000 residents in the city, town or unincorporated areas of the County above 50,000 residents. For example, a city with a

population of 50,001 through 75,000 residents would be allowed up to two representatives on the committee.

- D. Within its discretion, the committee of the initial representative appointed for each city, town, and the unincorporated areas of the County, should designate whether “The American Community Survey” or the “Decennial Census Data Population” will be used to determine the population of the cities, towns, and the unincorporated areas of the County for the purpose of allowing additional committee representatives. The same population standard shall be applied to all cities, towns, and the unincorporated areas of the County for the calculation of the maximum number of representatives to the committee.
- E. Members of the Committee shall be responsible for contacting the Community Services, Housing, and Community Development Department two days prior to any regular meeting if unable to attend. The Department will notify the Chairperson of the Committee when a member of the Committee is absent from three or more regular meetings in any calendar year without providing prior notice. The Mayor appointing the HCDAC representative will be notified if an HCDAC representative does not attend two regular or special meetings in a calendar year without providing notice of their absence, prior to an absentee issue being acted on by the Committee. Department staff will notify the Mayor of a member with two unexcused absences of regular or special meetings in a calendar year. Committee members who are unable to fulfill Committee duties due to three unexcused absences in a calendar year shall have their membership assignment vacated, if that action has been approved by a majority vote of Committee members.
- F. The Committee shall elect officers annually at its June meeting. Officers shall consist of a Chairperson who shall preside over all meetings and a Vice-Chairperson, who shall perform all duties of the Chairperson in his/her absence. The Chairperson and Vice-Chairperson shall have full rights as Committee members and shall be ex-officio members of all subcommittees. If the Chairperson is not able to finish their term for some unforeseen reason, the Vice-Chairperson will be asked to act as the Chairperson until new elections can be completed. No member shall serve more than two consecutive three-year terms in the same office (e.g. Chair, Vice-Chair).

IX. APPOINTMENTS

G. MAYORAL APPOINTMENTS

Mayoral representatives will serve at the discretion of the appointing Mayor from each of Spokane County’s cities and towns. To appoint or reappoint a representative, a Mayor will submit a letter to the BoCC requesting consideration and BoCC approval of the appointment.

H. CITIZEN REPRESENTATIVES APPOINTMENTS

When making citizen appointments, consideration should be made for equal geographic distribution of individuals representing the low and moderate-income target population, including:

- Elderly
- Minorities
- Unemployed
- Disabled
- Single head of household
- Youth

In addition to geographic representation, consideration should be made for professional skills, community interest, related experience and other factors that best represent the needs of the County regarding the entitlement programs.

I. APPOINTMENT TERMS

All appointments to the HCDAC, Mayoral Appointments and Unincorporated Area Citizen Representatives shall be for a term not to exceed three years, exception where noted in this section. The typical term of appointment shall be for three years and shall begin and expire as indicated in the resolution of appointment made by the Spokane Board of County Commissioners (BoCC), except when terms of appointment are scheduled to expire during the Community Development Block Grant project selection process where such appointments shall automatically extend to the date of BoCC approval of the Consolidated Plan annual update.

At the discretion of a Mayor, they may end an appointment for their city or town's representative prior to the three-year term. To end the appointment for their representative, the Mayor shall submit a letter to the BoCC requesting their approval to end the appointment of their city or town's representative, providing the representative's name and requested expiration date in the letter.

Expiration dates for all existing HCDAC representatives' terms shall be changed to expire on June 30th of their current year of expiration effective September 1, 2021. This may involve some existing HCDAC representatives' appointments being somewhat shorter or longer than the typical three-year term for representatives during this transition process. Effective September 1, 2021, all newly appointed HCDAC representatives shall have their appointment's expiration dates occur on June 30th of the third year of their term.

X. COMPENSATION

All Committee members shall serve without compensation except for reasonable travel expenses and subsistence allowances as approved by the Community

Services, Housing, and Community Development Director in accordance with applicable regulations.

XI. VOTING

All Committee members shall have one vote on matters coming before the Committee. Proxy voting is not permitted at the meetings of the Committee or at subcommittee meetings.

Voting members must vote to abstain, not abstain from conversation on the vote, on voting matters that may have a financial impact specific to the agency/government entity for which they represent or are employed. If a quorum is present, including any members voting to abstain, the vote can proceed and be taken. Please refer to *24 CFR 611-Conflict of Interest*.

XII. MINUTES

The Community Services, Housing, and Community Development Department shall insure that minutes are taken of all meetings of the Housing and Community Development Advisory Committee.

XIII. CONFIDENTIALITY

Each Committee member shall sign a letter of confidentiality. Members shall protect the rights, privacy and all information regarding individuals, which they may become aware of in the course of their participation on Committee.

XIV. AMENDMENTS

These Bylaws may be amended, repealed or altered in whole or in part by the Board of County Commissioners.

ADOPTED by the Spokane County Board of Commissioners of Spokane County,
Washington this _____ day of _____, 2021.

BOARD OF COUNTY
COMMISSIONERS
OF SPOKANE COUNTY,
WASHINGTON

JOSH KERNS, CHAIR

ATTEST:

MARY L. KUNEY, VICE-CHAIR

Ginna Vasquez, Clerk of the Board

AL FRENCH, COMMISSIONER