

MEMO

Date: Sep 4, 2020

To: Implementation Board of the KCRHA

From: Leo Flor, Director, King County DCHS
Jason Johnson, Interim Director, HSD

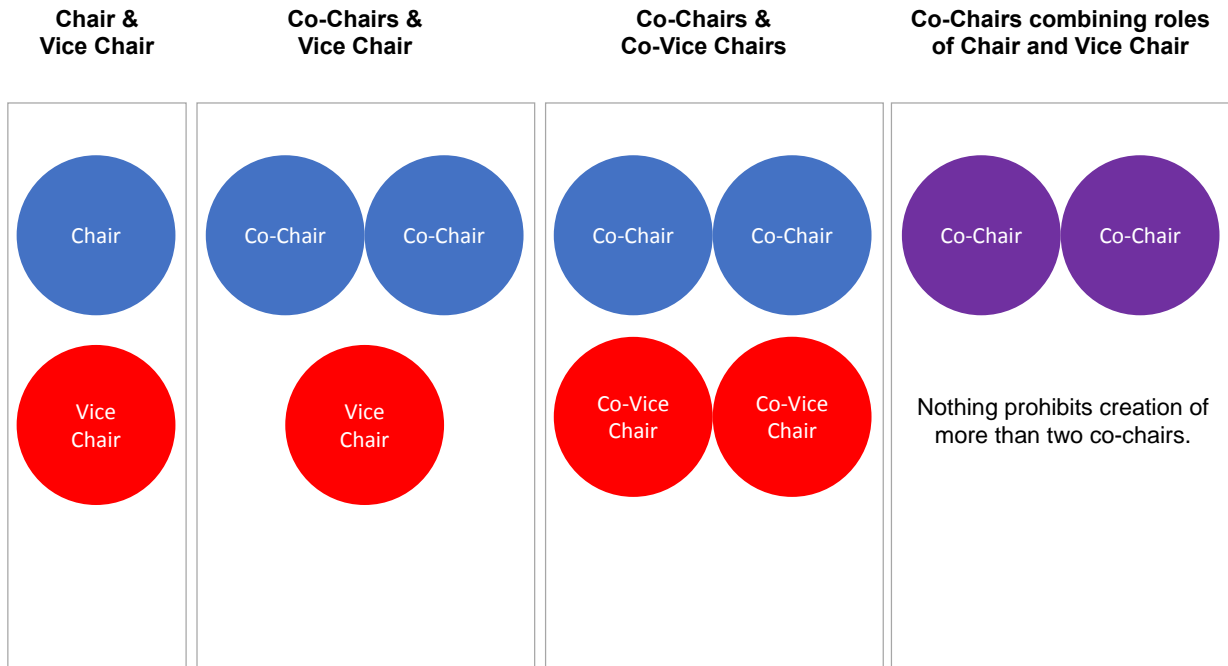
RE: KCRHA Implementation Board Officer Structure Options

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- **The KCRHA ILA requires the Implementation Board to elect officers, specifies some particular roles and duties, and provides discretion for other roles and duties.**
 - **The purpose of this memorandum is to inform the Implementation Board’s deliberations in creating officer roles and then electing persons to those roles.**
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The Requirement for a Chairperson and Vice Chairperson

The King County Regional Homelessness Authority (KCRHA) Inter-Local Agreement (ILA) in Article IX, Section 1 requires Implementation Board (IB) members to elect a Chairperson and a Vice Chairperson. The same section of the ILA later provides that “nothing prevents the Implementation Board from appointing Co-Chairpersons, or combining the offices of Chairperson and Vice Chairperson into co-chairs.” The Chairperson and the Vice Chairperson may not be the same person.

The following chart depicts four potential structures for the roles of Chair and Vice Chair. Additional structures are possible.



The ILA in Article IX, Section 2 describes the duties of the Chairperson and the Vice Chairperson:

Subject to the control of the Implementation Board, the Chairperson shall have general supervision, direction and control of the business and affairs of the Authority. On matters decided by the Authority, the signature of the Chairperson alone is sufficient to bind the corporation. The Vice-Chairperson shall perform the duties of the Chairperson without further authorization in the event the Chairperson is unable to perform the duties of the office due to absence, illness, death, or other incapacity, and shall discharge such other duties as pertain to the office as prescribed by the Implementation Board.

In considering potential structures for the roles of Chair and Vice Chair, members of the IB have expressed interest in ensuring that at least one officer be a person with lived experience of homelessness. Members also opined that a structure should ensure that the officers are representative of the region's geography and of communities that are overrepresented amongst persons experiencing homelessness.

Discretion to Create Additional Officers

While the ILA mandates that members of the board elect a Chair and a Vice-Chair (unless both offices are merged into Co-chairs), the ILA leaves open the possibility of additional officers. The ILA specifically identifies potential offices for a Treasurer and Secretary, either of which may be filled by members of the IB. The ILA also allows for filling the offices of Treasurer and Secretary with employees of KCRHA or with employees of Seattle and King County (the parties to the ILA).

The ILA prohibits the same person from being the Chairperson and the Treasurer. The ILA also provides for the possibility that the IB may through its bylaws create additional officer roles and define the duties of officers so long as the bylaws are not inconsistent with the ILA.

Potential Next Steps

- Take action to decide upon a structure to satisfy the ILA requirement for offices of Chairperson and Vice Chairperson
- Hold an election to identify which members of the IB will hold offices within the structure that the IB adopts
- Under the direction of the newly elected Chair or Co-Chairs, empower a bylaws committee to form and recommend for full IB consideration bylaws and request that the bylaws committee include any additional officer roles and duties