

MEMO

Date: April 14, 2021

To: Implementation Board of the King County Regional Homelessness Authority (KCRHA)

From: Marc Dones, KCRHA CEO

RE: Seeking KCRHA Implementation Board Approval: Immediate Staffing Request

SUMMARY The purpose of this memorandum is to seek Implementation Board approval for hiring the KCRHA Leadership Team:

Decision: Whether the KCRHA CEO may recruit and hire up to ten employees to form a leadership team as an intermediate step before completing the full, ILA-mandated Staffing Plan for approval of the Implementation Board and Governing Committee.

Article IX, Section 5 of the KCRHA ILA requires the CEO to submit a Staffing Plan within sixty-days of the CEO's date of employment.

Initially the Governing Committee approved an interim staffing plan of up to five positions to be hired prior to delivery of a full staffing plan. The rationale for seeking this approval of this revised request, for the CEO's use upon their start date, is so that the CEO may hire key leaders for KCRHA to perform necessary work in the period between the CEO's start date and the foreseeable five months that it will appropriately take to develop, gain approval for, and hire based off of the ILA-required initial Staffing Plan.

The following positions and salary ranges are proposed for your approval:

Title	Internal Classification	~Salary Range
Deputy CEO and Chief of Staff*	Deputy Director	130 – 210
Chief of Programs*	Deputy Director	110 – 190
Chief, Community Impact*	Deputy Director	110 – 190
Ombudsperson	Deputy Director	110 – 190
Chief Operating Officer	Deputy Director	110 – 190
Director, Communications*	Director	90 – 130
Director, Special Projects	Director	90 – 130
Director, Equity & Justice*	Director	90 – 130
Special Assistant / Sr. Admin	Specialist	80 – 120
Sub-regional Planning Manager	Specialist	80 – 120

*Job Description is currently drafted and prepared to post ahead of Board authorization for remaining positions

Approval of this Immediate Staffing Request delegates authority only to the CEO to hire up to ten employees. These positions are critical to a robust launch of the KCRHA. Given the delays resulting from the COVID-19 Pandemic, there is a strong sense of urgency to move swiftly.

POTENTIAL ACTION BEFORE THE COMMITTEE

If approved by the Implementation Board, for the Board to pass a motion approving this Immediate Staffing Request.

BACKGROUND

The Requirement for a Staffing Plan: Among the first bodies of work for a newly hired Chief Executive Officer (CEO) for the King County Regional Homelessness Authority (KCRHA) will be the creation and submission of an organizational Staffing Plan, due within sixty-days of the CEO's date of employment.

The purpose of the staffing plan is to gain Implementation Board and Governing Committee approval of an overall organizational structure for the Regional Authority. Approval of a staffing plan is a prerequisite for the CEO to begin hiring additional employees of the Regional Authority. If the CEO uses the full sixty days to submit the plan, the Implementation Board takes one month to consider and approve the plan, and recruiting and hiring of positions takes sixty days, it is foreseeable that it could take five months to hire any additional employees of KCRHA unless the Implementation Board provides interim authorization to hire any positions.