

**POLICY ADVISORY TEAM
MEMBERSHIP, RESPONSIBILITIES AND EXPECTATIONS**

The Housing Finance Unit (HFU) of the Department of Commerce will have a Policy Advisory Team (PAT) that represents the broad array of interest groups that comprise the low income housing community. The purpose of the PAT will be to periodically review administrative policies and procedures related to HFU programs and make recommendations to the HFU, Commerce, and AHAB.

The PAT will serve as a subcommittee of the Governor’s Affordable Housing Advisory Board (AHAB). The Chair of AHAB, in consultation with the Managing Director of the HFU and the Deputy Director of the Community Services and Housing Division, will appoint an AHAB member as Chair of the PAT. Members of the PAT will be determined as described below.

PAT meetings will be held quarterly, or as deemed necessary by the PAT Chair and HFU Managing Director. Meetings will be open to all interested parties. Remote access will be made available for members unable to attend in person.

MEMBERSHIP

The PAT will consist of not more than 31 members, providing representation as identified below. Actual number of members may vary, depending on actual members, since individuals may represent more than one group (e.g. AHAB rep may also represent AWAHA, Non-Metro rep may be a Multi-Family developer, etc.).

<u>Represented Group</u>	<u># of Reps</u>
AHAB* (PAT Chair, plus 1 additional)	2
Association of WA Housing Authorities (AWHA)*	1
WA State Community Action Partnership (WSCAP)*	1
Interagency Council on Homelessness/State Advisory Council on Homelessness	1
Low-Income Advocacy (1 WLIHA*, 1 Legal Services)	2
Public Funders (1 WSHFC*, 2 local participating jurisdictions)	3
Private Funders (1 WCRA*, plus 2 additional, incl. 1 syndicator if possible)	3
Housing Consortia (Executive Directors)	4
Non-Metro Region – East	2
Non-Metro Region – West	1
Housing Providers/Developers	
• Multi-Family (non-Homeless)	3
• Homeless	2
• Homeownership	2
Special Needs	2
At-Large	<u>2</u>
MAXIMUM TOTAL	31

*Ex-Officio Organization

Ex-Officio organizations will designate a representative of their choice from within their organization. All other members will be selected from a pool of applicants by the PAT Chair, in consultation with the Managing Director of the Housing Finance Unit. Preference for At-Large positions will be given to representatives of diverse populations and other underrepresented groups, such as tribes, immigrants, refugees, veterans, seniors, and youth.

Terms

Members will serve for a term of three years. There is no limit to the number of terms a member may serve, but members wishing to continue at the end of their term must reapply. In order to ensure

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continuity and transition, terms will be staggered, with one-third of the membership's terms expiring each year.

RESPONSIBILITIES AND EXPECTATIONS

- The PAT Chair and the Managing Director of the HFU will establish meeting agendas.
- PAT members and staff will send agenda suggestions to the PAT Chair or HFU Managing Director at least three weeks in advance of PAT meetings.
- Other constituent or advisory groups are respectfully requested to bring policy issues impacting the Housing Trust Fund to the attention of the PAT through the PAT Chair or HFU Managing Director in advance of meetings.
- PAT meeting agendas will be published on the Commerce website and e-mailed to PAT members at least one week in advance.
- Items that are not on the published agenda will not be discussed except by approval of the PAT Chair.
- The PAT Chair will facilitate all PAT meetings.
- PAT members are expected to gather input from stakeholders and constituents of the group(s) they represent in advance of meetings and should represent this input at PAT meetings.
- PAT meetings are not a forum to discuss grievances or question HFU staff regarding specific projects.
- Recommendations to the HFU or Department of Commerce will be made by consensus vote.
- Only recognized PAT members will be part of the consensus vote; however, non-PAT members may attend meetings and participate in the discussions.
- Ex-officio members may designate an alternate from within their organization to attend and vote in their absence.
- Members that are not ex-officio are expected to participate in all meetings and to notify the PAT Chair or HFU Managing Director if they are unavailable. Two unexcused absences may result in termination of membership.
- Depending on the nature of agenda items, consultants and technical advisors may be invited to participate by the PAT Chair or HFU Managing Director.
- Commerce staff will present issues and be available for questions and discussion.
- Meeting summaries will be posted on the Commerce website and their availability communicated via e-mailed to PAT members and interested parties.
- PAT members are expected to ensure that stakeholders and constituents of the group(s) they represent are informed of key issues discussed by the PAT and any resulting recommendations.
- The PAT Chair will communicate results of PAT meetings with the AHAB in a timely manner.