



COMMUNITY ROOTS
— HOUSING —

Special PDA Board Meeting

September 2025

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

SECTION 1:

Meeting Keys

THIS PAGE INTENTIONALLY LEFT BLANK

September 2025

Community Roots Housing Special Board Meeting Keys and Agenda

The Meeting will start at 3:00 PM. Please try to join a little early so we can start on time.

As always, reading the Keys in advance of the meeting will provide you with a good overview of the topics to be addressed and voted on.

We will enter executive session as needed pursuant to RCW 42.30.110.

Meeting

Welcome and Introductions, Agenda Review and Other: Board, staff and guests of the Board will make brief introductions as time permits. The Chair will review the agenda.

Disclosures and Recusals: Board members will review items on the agenda and make any necessary disclosures and recusals.

Resolution 2025-17: CEO Selection: The Board will consider a resolution to hire and fill the CEO position at Community Roots Housing with a tentative start date of October 6, 2025. This timing provides over three weeks of overlap between the new CEO and Chris. The process for hiring the new CEO was thorough and comprehensive, beginning in December of 2024 with the naming of a search committee, hiring a search firm in January of 2025, and the review of 260 résumés. Ultimately, three finalists participated in interviews with the CRH Leadership Team, Resident Advisory Council and Foundation Board, and final interviews with the full PDA Board. Employment of the CEO is subject to an employment contract that was developed with CRH human resource legal counsel.

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

SECTION 2:

Agenda

THIS PAGE INTENTIONALLY LEFT BLANK



**COMMUNITY ROOTS HOUSING BOARD
SPECIAL MEETING**

September 18, 2025
9:00 – 9:30 AM

Zoom

<https://communityrootshousing-org.zoom.us/j/93510681987?pwd=wOfsAiWNsRZKmmLBPFZNqYikJuSPCa.1>

AGENDA

9:00 Call to Order (Alvarado) – 5 mins total

- a. Agenda Review
- b. Disclosures and Recusals

9:05 Presentations & Discussion (Alvarado) – 25 mins total

- a. Resolution 2025-17 – CEO Selection

Sec. 3, Page 11

9:30 Adjourn (Alvarado)

THIS PAGE INTENTIONALLY LEFT BLANK



COMMUNITY ROOTS
— HOUSING —

SECTION 3:
Resolution
2025-17-
CEO Selection

THIS PAGE INTENTIONALLY LEFT BLANK



Community Roots Housing PDA Board Resolution 2025-17

Overview: CEO Selection

Purpose: Authorization to hire and fill the CEO position at CRH.

Type of Resolution/Motion:

- **Is this a formal resolution?** ☒ Yes ☐ No
- **Are we requesting a motion from the floor?** ☒ Yes ☐ No
- **Has this resolution been presented to a Board Committee?:** ☐ Yes ☒ No
If so, which committee or committees?: Executive Committee
- **Has this resolution been voted to a Board Committee?** ☐ Yes ☒ No
If so, which committee or committees?:

Charter or Rules and Regulations Modification:

- **Does this Resolution change the Charter or Rules and Regulations?** ☐ Yes ☒ No
If yes, you need to give notice to the Board 15 days prior to the proposed change. Changes to the Charter or Rules and Regulations must use the strike out and underline format so change is clear to reader.

General description and purpose: This resolution serves to formalize the hiring of the CEO position at Community Roots Housing.

Organizational requirements of resolution: Confirm Board approval of hiring for the Chief Executive Officer position.

Financial cost of the resolution: None.

Pros: Formalize the hiring of the CEO position accordingly to our Charter and the PDA regulations.

Cons: none

Further Board Action or Reporting:

- **Is further action required from the Board or a Board Committee?** ☐ Yes ☒ No
If yes, please describe: Please include here whether full Board or Committee needs to take action, and anticipated dates for action.
- **Is further reporting required to the Board or a Board Committee?** ☐ Yes ☒ No
If yes, please describe:

Author of Resolution Overview: Sondra Cardin



**ADOPTED AT A MEETING OF
THE BOARD OF DIRECTORS OF
COMMUNITY ROOTS HOUSING,
A WASHINGTON PUBLIC CORPORATION**

September 18, 2025

Resolution 2025-17

CEO SELECTION

A RESOLUTION of the Board of Directors to hire Colleen Echohawk to be the Executive Director and serve as Chief Executive Officer of Community Roots Housing.

Community Roots Housing (CRH) is a public corporation organized pursuant to RCW 35.21.660, 35.21.670, and 35.21.730-755, and Seattle Municipal Code Ch. 3.110. As such, it is a political subdivision of the State with an area of operation focused on the City of Seattle.

The purpose of the Program shall be to preserve, develop, own, and operate affordable multifamily housing, as well as cultural, social, and economic facilities and to provide programs and services to promote equity and resilience in communities and to perform other functions as the Board shall determine.

Article III, Section 3(f) of the CRH Rules and Regulations State:

The Board shall select an Executive Director who shall serve as the Chief Executive Officer of the Program (CEO). The duties of the Executive Director and the terms and conditions of employment shall be stated in an employment agreement mutually satisfactory to the Executive Committee and the Executive Director. Compensation for services will be set by the Executive Committee. The Executive Director carries out the policies of the Board, directs the staff of the Program and is otherwise the sole employee of the Program directly responsible to the Board for the administration of the Program. The Executive Director shall have the responsibility for the selection, appointment, assignment and release of paid and volunteer personnel. The Executive Director shall be an ex-officio, non-voting member of the Board and all committees (including the Executive Committee) and shall, at the discretion of the Board, attend all Board and committee meetings.

The Board conducted a search and hiring process that was thorough and comprehensive, beginning in December of 2024 with the naming of a search committee, hiring a search firm in January of 2025, and the review of 260 résumés.

Three finalists participated in interviews with the CRH Leadership Team, Resident Advisory Council and Foundation Board, and final interviews with the full PDA Board.

Employment of Colleen Echohawk as **CEO** is subject to that certain employment contract dated September 17, 2025.

The Board has determined that the hiring and selection process complied with all laws, regulations, policies, and the CRH Charter and Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Community Roots Housing as follows:

1. The Board finds and determines that Colleen Echohawk substantially fulfills the qualifications of CEO.
2. Hereby selects Colleen Echohawk to be the fifth CEO of Community Roots Housing.

CERTIFICATION

I, Michelle Morlan, certify that I am the Secretary of Community Roots Housing and that the foregoing Resolutions were duly adopted at an open public meeting of the Board of Directors of Community Roots Housing held on the 18th day of September 2025, in accordance with the law and with the Charter and Rules and Regulations of Community Roots Housing upon proper public notice and to which options for remote participation were readily available and at which time a quorum was present.

DATED the 18th day of September 2025.

By _____
Its Secretary

Resolution prepared by: Chris Persons & Sondra Cardin