

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS BOARD MEETING

Monday, January 28, 2019 at 4:00 p.m.

820 11th Ave.

Longview, WA

Minutes

Vice Chair Jerry Bakken called the meeting to order at 4:06 PM. Introductions were made all around.

PRESENT:

Chair, Jerry Bakken
Vice Chair, Marchelle Knapp
Commissioner, Peter Bennett
Commissioner, Allan Rudberg
Commissioner, David Spurgeon
Secretary, Jennifer Westerman

ABSENT:

STAFF:

Katie Bonus, Asset Manager
Vickie Rhodes, Housing Assistance Programs Manager
Rob Smith, Manager of Community Services
Becky Phillips, Finance Manager

GUESTS:

Linda Brigham, Longview Resident

CHANGES AND ADDITIONS TO THE AGENDA: None

OPPORTUNITY FOR PUBLIC DISCUSSION: None.

STAFF REPORTS:

Finance Manager, Phillips reviewed the financials for December 2018. Commissioner, Bennett asked for clarification regarding the Tenant Services Expenses and what the possible budget adjustments were. Finance Manager, Phillips advised that the pay out of annual leave for VIP staff and Chris Pegg was a large contributing factor. Secretary, Westerman suggested an internal discussion of what the definition of a budget change constitutes.

Commissioner, Bennett motioned to approve the December 2018 financials for HOSWWA and Lilac Place. Commissioner, Knapp second the motion. Passed unanimously.

CONSENT AGENDA:

Commissioner, Bennett motioned to approve the Consent Agenda. Commissioner, Knapp seconded the motion. Passed unanimously.

CHAIRMAN/SECRETARY'S REPORT

Vice Chair, Bakken discussed touring the properties. It was decided that the Northern properties will be toured on February 13th and the Southern properties will be toured on February 20th. Board members will be contacted to see who will be attending so that transportation can be reserved.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: Driftwood Point Update

Asset Manager, Bonus handed out an update from the developer. Asset Manager, Bonus advised the Board that there has been three change orders. There will be a vapor mitigation system put in where the gas station was, this has added 20 days to the development. The storm drains need to be replaced adding 3 days to the development. The City of Long Beach has agreed to give us the piping for the old drains. The last change order is the elimination of all foundation drains.

BOARD DISCUSSION/ACTION: Approval of Meeting Schedule FY2019

The Board meeting schedule for 2019 was approved.

Commissioner Bennett motioned to approve. Commissioner Spurgeon seconded the motion. Passed unanimously.

BOARD DISCUSSION/ACTION: Annual Meeting Date

The Annual meeting's name has been changed to the community meeting. Staff provided a run down of what the meeting entails. It includes a PowerPoint of the yearly accomplishments and the upcoming year goals. Afterwards there is socializing with food served. In previous years it has been held at The Women's Club in Longview. Commissioner, Bennett questioned whether the same presentation for the City of Longview's work shop could be used for the community meeting. It was decided that it would be best to have the community meeting in April. The community meeting will be held after the Board meeting on February 22, 2019.

BOARD DISCUSSION/ACTION: Review Quote from Tactical Training

The quote from Tactical Training was reviewed. Discussion about the price was discussed. Finance Manager, Phillips advised that there is no money for this in the budget FY2019. Board members showed interest in having security training some time in the future but not at this time. **Commissioner, Bennett motioned to table the discussion for now. Commissioner, Spurgeon seconded the motion. Passed unanimously.**

NEW BUSINESS:

BOARD DISCUSSION/ACTION: Approval of Request to Increase Application Fees for HOSWWA

Asset Manager, Bonus requested the Board's approval to increase the application screening fee \$2.00. It is currently a \$34.00 fee and would increase to a \$36.00 fee.

Commissioner, Spurgeon motioned to approve the increase in application fee. Commissioner, Oskey seconded the motion. Passed unanimously.

BOARD DISCUSSION/ACTION: Government Shut Down/HAP/HUD Press Release

Secretary, Westerman provided information regarding the government shut down. The government has opened for three weeks. If nothing is resolved it will shut down again on February 15, 2019. The Board discussed possible strategies. Finance Manager, Phillips handed out a summary of HOSWWA's reserves, credit cards, and loans. Discussed the possibility of getting a short-term loan from the bank. Secretary, Westerman suggested putting in a request to use HUD funds now. Housing Assistance Programs Manager, Rhodes advised the Board that landlords are not allowed to charge the participants late fees for the portion that the housing authority pays. Housing Assistance Programs Manager, Rhodes also advised that her department has previous government shut down letters ready to be edited and sent out when and if there is a need. It was agreed that if the government goes back into a shut down

HOSWWA will need to decide which employees will need to be laid off. If there are lay-offs we would update the phone message, website, and send a press release. Further discussion will be had if the situation requires.

BOARD DISCUSSION/ACTION: Election of Officers FY2019

Commissioner, Bennett nomination Vice Chair, Bakken as Chair. Commissioner, Knapp seconded the nomination. Passed unanimously.

Commissioner, Bennett nominated Commissioner, Knapp as Vice Chair. Commissioner, Oskey seconded the nomination. Passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Resolution 19-13

Finance Manager, Phillips requested the Board's approval of Resolution 19-13: Heritage Bank Signor. Heritage Bank requested the previous resolution regarding signatures be worded differently.

Commissioner, Bennett motioned to approve the resolution. Commissioner, Knapp seconded the motion. Passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Resolution 19-14

Finance Manager, Phillips requested the Board's approval to have the Finance Manager added to the bank as a signor for Lilac Place Apartments and Driftwood Point Apartments. This allows the Finance Manager to be able to see log onto accounts online to conduct banking. Discussion regarding the importance of the Finance Manager to be able to see daily transactions.

Commissioner, Bennett brought up the idea of creating a Financial Committee within the Board. He explains that there used to be a committee like this. They would meet before the Board meeting and go through financials with the Finance Manager. Commissioner, Bennett suggested Commissioner, Spurgeon and Commissioner, Knapp be the Financial Committee.

Commissioner, Bennett motioned to approve Resolution 19-14. Commissioner, Spurgeon seconded the motion. Passed unanimously.

EXECUTIVE SESSION: None

The meeting was adjourned at 6:07 p.m.

SCHEDULING OF NEXT REGULAR MEETING: February 25, 2019 @ 4:00pm

Respectfully submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

BOARD APPROVAL OF MINUTES



Jerry Bakken, Chair



Attest: Jennifer Westerman, Secretary