

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS REGULAR MEETING

Monday, April 23, 2018 at 4:00 p.m.

820 11th Ave.

Longview, WA

Minutes to Regular Meeting

Chairperson Fischer called the meeting to order at 4:02 PM

PRESENT:

Chair, Bruce Fischer
Commissioner, Peter Bennett
Commissioner, Lori Bashor-Sarancik
Vice Chair, Wayne Ostermiller
Commissioner, Floyd "Gus" Nolte
Commissioner, Allan Rudberg
Secretary, Chris Pegg

ABSENT:

STAFF:

Becky Phillips, Finance Manager
Vickie Rhodes, Housing Program Supervisor
David Pennington, VIP Operations Manager
Ariana Anderson, Administrative Assistant

Katie Bonus, Asset Manager
Jon Dieter, Director of Community Service

GUESTS:

MaryAlice Wallis, City Councilmember
Linda Brigham, Longview Resident
Tom Selix, Longview Resident
Donna McLain, Longview Resident

CHANGES AND ADDITIONS TO THE AGENDA: The Board Presentation/Discussion:
Homeless Survey Report by Cowlitz/Wahkiakum Legal Aid presented after Consent Agenda.

OPPORTUNITY FOR PUBLIC DISCUSSION:

Chairman Fischer started with introductions around the room.

Longview Resident, Linda Brigham on behalf of the Antidrug Coalition shared with the board the National Prescription Drug Take Back on April 28th. Expired medications and or unused medications can be dropped off at the Longview Police Department. It was commented Tuesdays and Thursday's Waste Control accepts used syringes.

STAFF REPORTS:

Finance Manager, Becky Phillips, discussed the financial reports and reported all expenses are on track. The only concerning matter is HAP grants. HOSWWA has been utilizing the reserves to fund regular monthly HAP expenses. HUD has been estimating the revenue using prior year expense which are much lower than current year HAPs. There is an annual cap limiting the amounts; however, HUD prefers no reserves. The fluctuation was caused by an increase in lease up in the program at the end of 2017. In instances such as this, HUD will back load when a shortfall is anticipated. Overall expenses and revenues are good. Vice Chair Ostermiller gave praise to management staff for their diligent work in developing budgets and staying within those expenses.

Commissioner Nolte moved to approve the financial report as presented. Commissioner Bennett seconded the motion. No further discussion.
Motion passed unanimously.

CONSENT AGENDA:

Commissioner Nolte moved to approve the consent agenda as presented. Commissioner Bashor-Sarancik seconded the motion. No further discussion.

Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg informed the board of Administrative Assistant, Ariana Anderson's resignation due to a new full-time job opportunity. Her last day with HOSWWA will be May 4th, 2018.

Secretary Pegg went on to discuss the current update to the Strategic Plan. Goals are on track in nearly every case. Joint Pacific is hosting two forums next month as part of their strategic planning process. JPCHA's Board has requested to attend June's HOSWWA's Board Meeting in efforts to communicate their desire to continue the partnership with HOSWWA and their concerns with the CEO's pending departure.

Secretary Pegg discussed several federal bills that have been proposed that could impact HOSWWA programs. She will be watching their progress. There is a program reform proposal that would increase tenant share of the rent from 30-35% of gross income among other reforms for the Housing Choice Voucher program. The bill also includes work requirements and a required minimum rent.

The Housing Choice Voucher Mobility Demonstration Act of 2018, Fostering Stable Housing Opportunities Act of 2018, and the Transitional Housing for Opioid Recovery Demonstration Program Act of 2018 are currently under consideration. The Housing Choice Voucher Demonstration Act would further improve voucher mobility to help ensure that more households using housing benefits can move to neighborhoods of their choice, including those with access to jobs with decent pay, good schools, transportation, and healthcare. Through this three-year demonstration, HUD and PHAs will be able to develop new models for improving voucher mobility and provide counseling to help HUD-assisted families move to areas of opportunity. The Fostering Stable Housing Opportunities Act would set a federal priority for foster youth who meet certain requirements to receive federal rental assistance. While the bill is well intentioned – it aims to prevent many youth aging out of foster care from becoming homeless. The Transitional Housing for Opioid Recovery Demonstration Program Act aims to dedicate resources for residential substance use treatment programs that help people recover from opioid addiction.

Chairman Fischer provided the energy audit results from the Cowlitz Public Utilities Department on the Sylvester Apartments, which praised the condition of the building. The report had a couple of recommendations to consider but was generally complimentary. Resident Commissioner Rudberg disagreed. He is a resident of the Sylvester. A follow up with Asset Manager, Katie Bonus was recommended when she returns.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: Selection Committee update/approval of draft CEO job description.

Committee member Vickie Rhodes presented the draft CEO job description developed by the committee. There was extensive conversation regarding some of the language used and the qualifications. The committee agreed to make recommended modifications and will provide a final draft to the Board. Board members agreed by consensus to allow the committee to make the requested modifications and to use this document when ads are posted. A Press Release will also be drafted and sent out. Chairman Fischer will write a formal notice to Mayor Don Jensen to notify him of the changes. The Board anticipates making a hiring decision by the end of September 2018 with employment to begin December 1, 2018.

BOARD DISCUSSION/ACTION: Approval of Resolution 18-08, Purchase additional 2 Acres on Ocean Beach Hwy and approval of WSHFC Land Acquisition Program loan terms.

Secretary Pegg discussed the resolution to purchase the additional two-acre site adjacent to the current 4.3 acre parcel owned by HOSWWA. The land will be purchased using a Land Acquisition Program loan from the Washington State Housing Finance Commission. The loan has been approved. Secretary went over the terms of the loan with board members.

Commissioner Bashor-Sarancik moved to approve Resolution 18-08 as presented. Commissioner Bennett second the motion. No further discussion. Motion passed unanimously.

NEW BUSINESS:

BOARD PRESENTATION/DISCUSSION: Homeless Survey Report by Cowlitz/Wahkiakum Legal Aid.

Commissioner Bashor-Sarancik presented a survey of homeless residents within Cowlitz County. Last year Commissioner Bashor-Sarancik attended a NARHO conference in Portland, OR, which provided her the inspiration to understand the significant legal barriers to those facing homelessness within our community. Commissioner Bashor-Sarancik introduced her guest, Tom Selix. Mr. Selix told his personal story and shared the legal challenges he encountered while trying to secure housing. The board discussed eligibility criteria for HUD programs as well as rental property admission criteria. The Board agreed to discuss HOSWWA policies at a future board meeting. Commissioner Bashor-Sarancik also offered to bring in a local attorney to discuss the range of felonies so the Board understands the impact on policy. The board also discussed a possible future workshop to delve deeper into current agency policies.

BOARD DISCUSSION: Lilac Place deferred development fee.

Finance Manager, Becky Phillips reported on the deferred development fee received from Lilac Place. She explained the waterfall of payment in the partnership agreement that is highly dependent upon financial performance at the site

BOARD DISCUSSION/ACTION: Report on IT needs

Secretary Pegg and Finance Manager Becky Phillips informed the Board of the need for updates to computers and other equipment that have been pointed out by the new IT provider, Utilize IT. They are recommending several updates immediately due to the age of many of our systems. There was discussion among Board members about the timing for this expense given the added expense that will occur due to the hiring of a new CEO. Ms. Phillips explained the importance of the updates

Commissioner Bennett moved to approve up to \$14,000 for the necessary updates recommended by Utilize IT. Commissioner Nolte seconded the motion. No further discussion. Motion passed unanimously.

Secretary Pegg informed the Board that the regular date of the May meeting falls on Memorial Day. The Board discussed alternative dates and agreed on May 21, 2018. The meeting will be advertised as a Special meeting due to the change of date.

EXECUTIVE SESSION: None scheduled.

SCHEDULING OF NEXT REGULAR MEETING: May 21st, 2018

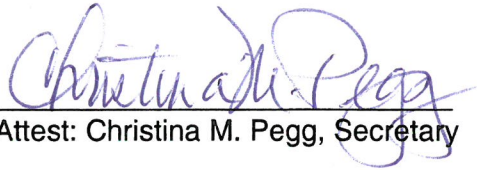
Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES



Bruce Fischer, Chairperson



Attest: Christina M. Pegg, Secretary