

# HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS REGULAR MEETING

Monday, May 22, 2017 at 4:00 p.m.

820 11<sup>th</sup> Ave., Longview, WA.

## Minutes to Regular Meeting

Chairperson Nolte called the meeting to order at 4:01 PM

### Present

Chair, Floyd "Gus" Nolte  
Vice Chair, Linda Brigham  
Commissioner, Bruce Fischer  
Commissioner, Wayne Ostermiller  
Commissioner, Peter Bennett  
Commissioner, Lori Bashor-Sarancik

### Absent

### Staff

Secretary, Chris Pegg  
Becky Phillips, Finance Manager  
Katie Bonus, Asset Manager  
Vickie Rhodes, Housing Programs Supervisor  
Jon Dieter, Director of Community Service  
David Pennington, VIP Operations Manager  
Ariana Anderson, Administrative Assistant

### Guests

Tynna Purtteman

**CHANGES AND ADDITIONS TO THE AGENDA:** Commissioner Fischer requested that Financial Reports be presented as a separate agenda item as instructed during the May Board meeting.

**OPPORTUNITY FOR PUBLIC DISCUSSION:** No comments.

### **CONSENT AGENDA:**

**Commissioner Ostermiller moved to approve the Consent Agenda as presented.  
Commissioner Fischer seconded the motion.**

**There was no further discussion.  
Motion passed unanimously.**

**BOARD COMMITTEE REPORT:** Finance Manager Phillips provided a summary of the monthly financials for the Board. Staff is carefully watching the funding for the Housing Choice Voucher program. Housing Assistance payments were prorated at 94% and have now been increased to a 97%. This will continue under a continuing resolution or until Congress passes a budget. Housing Programs Supervisor, Rhodes commented on the little availability of family choice in regards to the rental market. The options of available housing are significantly less than before and rental rates are increasing across the

jurisdiction. HOSWWA generally absorbs the rental increases however, if rent exceeds Fair Market Rent, the tenant is responsible for the increase. Chair, Nolte informed the board of a meeting he is proposing with Representatives Walsh and Blake and Senator Dean. He would like to invite them to tour some of the HOSWWA properties. The objective is to provide them with information regarding the people we serve, the properties and the impact of the funds generated by our agency. **Commissioner Fischer moved to approve the financials as presented. Commissioner Bashor Sarancik seconded the motion.**

**There was no further discussion.  
Motion passed unanimously.**

#### **CHAIRMAN AND SECRETARY REPORTS:**

-Secretary Pegg discussed the upcoming Shelter Ordinance meeting this Wednesday, May 24th at the McClelland Center at 7 p.m. The Ad Hoc Committee has been working on a draft homeless shelter ordinance since September of last year. The purpose of the meeting is to provide an opportunity for citizens impacted by the proposed ordinance a chance to comment. A large turnout is expected.

-Secretary Pegg reported on the President's proposed budget which would have a large negative impact on HUD programs.

-In addition, Secretary Pegg attended a Housing Affordability Response Team (HART) meeting on Friday, May 19th. The HART was convened by the Chair of the Governor's Affordable Housing Advisory Board (AHAB) at the request of the Governor. The goal of the team is to identify barriers to housing development and to develop recommendations for strategies to encourage housing productivity. A draft report is due to the Governor on June 1<sup>st</sup>.

-Pathways 20/20 Annual Report Card will be presented on Thursday, May 25th at 5:00 p.m. Dinner is at 5:30 p.m. Cost is \$15 per person. Please email Secretary Pegg if interested. This report provides valuable information on statistics within our county as well as a presentation by Keynote Speaker, Dan Burden.

-Furthermore, Secretary Pegg spoke of the Special Session deadline for the Washington Legislature on May 24th. The current two-year budget expires on June 30, which means the governor must sign the 2017-2019 budgets by then or the state risks a partial government shutdown. The House and Senate are still far apart and a third session may be likely.

-Secretary Pegg spoke with Columbia Wellness' CEO, David McClay, regarding the possible creation of permanent supportive housing for clients with chronic mental illness.

#### **PUBLIC HEARING:**

Chairperson Nolte opened the public hearing for the HUD Section 8 Annual Plan. Housing Programs Supervisor, Rhodes presented background information on Section 8 Annual Plan. The process is renewed every 5 years to discuss development of programs and any changes to existing programs such as the structure of waitlists (functionality), as well as plans for project basing of vouchers. An annual progress report of goals of planned projects included the completion of Lilac Place and Reliable Place in Lewis County. There were no public comments received. Chairperson Nolte closed the public hearing.

## **UNFINISHED BUSINESS:**

### **BOARD DISCUSSION: UPDATE ON COWLITZ COUNTY HOMELESS YOUTH OUTREACH CENTER**

Janus Youth's Program Supervisor of Cowlitz Street Youth Services, Tynna Purteman provided an updated status on the Outreach Center located on 1st Ave in Longview. As of April, the Outreach Team has moved into the building and settled in nicely. They are currently still providing outreach services on foot and have had service providers come to the Outreach building to meet with youth. Their focus is establishing a continued partnership with Longview and Kelso School Districts and working with those school liaisons. They have seen the same number of youth each month since the start of spring (approximately 100) however, they anticipate more once weather gets increasingly warmer. They have been working with an average of 5 – 10 youth a month identified by homeless liaisons within the schools. During the summer months, there is no staff on duty, but there are food programs throughout both districts the students can access. Tynna anticipates using the second house as a transitional home for 17 yr. and younger and they are currently looking for other grant opportunities to support that possibility. Unfortunately, Janus was not awarded the \$304,000 they sought from the Mental Health Tax. Fibre Federal has been doing a phenomenal job in acquiring supplies needed for Janus within the community as part of the Wheels of Hope annual campaign. Tynna reported all funding received stays within Cowlitz County. Tynna further mentioned an upcoming event on June 24<sup>th</sup>, the Wheels of Hope VIP Sponsor Reception at the Monticello Hotel. She has two local students from Kelso High who will be performing. There will be a dinner served and additional entertainment.

## **NEW BUSINESS:**

### **Board Discussion/Action: Quarterly Report – Strategic Plan.**

A simplified Board Strategic Plan dashboard report was presented by Secretary Pegg. A more in depth conversation and discussion about potential revisions will be addressed next month after Board members have time to review the current Plan. Board members complimented staff on the new format. It is easy to read and comprehend and should be presented to the community as opportunities arise. Secretary Pegg reported the report would be put on the website and FaceBook page.

**Board Discussion/Action: Approval of Resolution 17-06 Amendment of Personnel Policy.** Finance Director, Becky Phillips discussed the requirement by the agency insurance provider, Housing Authority Risk Retention Pool (HARRP), to update the personnel policy every 3 years with legal review. Archbright provided that review. Staff member Martin Parrao created an electronic document for easy employee access. **Commissioner Bashor Sarancik moved the approval of Resolution 17-06, Commissioner Bennett seconded the motion.**

**No further discussion.**

**Motion passed unanimously.**

**Board Discussion/Action: Approval of Resolution 17-07: HUD Section 8 Annual Plan.**

Housing Programs Supervisor, Vickie Rhodes explained the resolution request. There is one modification needed to the Annual Plan. On pg 85, B.7 Resident Advisory Board Comments will need to be changed from yes to no as there were no comments received from the public. It was suggested that Vice Chair Brigham be invited to attend future Resident Advisory Committee meetings since she is a tenant representative on the board. **Commissioner Bashor-Sarancik moved the approval of resolution 17-07. Commissioner, Fischer seconded the motion.**

**No further discussion.  
Motion passed unanimously.**

**Board Discussion/Action: Establishment of purchasing limit for VIP Employment Specialist.** Director of Community Service, Jon Dieter discussed the purchasing limits for the VIP employee. Finance Director, Becky Phillips explained the individual could make purchases of up to \$200 without prior approval of individual items. This simplifies everyday operations. **Commissioner Fischer moved for the approval and Vice Chair Brigham seconded the motion.**

**No further discussion.  
Resolution 17-04 passed unanimously.**

**Board Discussion/Action: Approval of Resolution 17-08 Amendment of Section 8 Administrative Plan.** Housing Programs Supervisor, Vickie Rhodes explained proposed changes to the Section 8 Administrative Plan raising the income threshold for interim reexaminations to \$1000. This change is necessary to reduce staff workloads in light of administrative fee cutbacks at the federal level. Staff is currently operating on reduced hours and this change would save each staff person several hours a month. **Commissioner Fischer moved to approve Resolution 17-08. Vice Chair Brigham seconded the motion.**

**No further discussion  
Motion passed unanimously.**

**EXECUTIVE SESSION:** None scheduled.

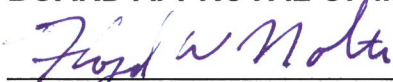
The meeting adjourned at 5:33 p.m.

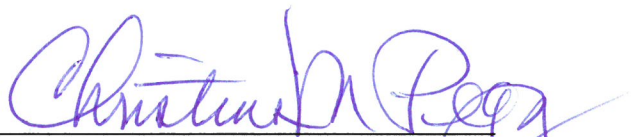
**SCHEDULING OF NEXT REGULAR MEETING:** June 26, 2017

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

  
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Floyd "Gus" Nolte, Chairperson

  
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Attest: Christina M. Pegg, Secretary