

Meeting Minutes
Board of Commissioners Regular Meeting
June 24, 2019 at 4:00pm

Present:

Vice Chair, Marchelle Knapp
Commissioner, Allan Rudberg
Commissioner, David Spurgeon
Commissioner, Traci Wood
Secretary, Jennifer Westerman

Absent:

Commissioner, Peter Bennett
Commissioner, Jenny Oskey

Staff:

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

Guest:

Lori Lengyel

1. CALL TO ORDER

- (a) Vice Chair Knapp called the meeting to order at 4:00pm. The mission and vision Statements were recited.
- (b) Vice Chair Knapp introduced new Commissioner, Traci Wood. Commissioner Wood spoke briefly about her interest in housing authorities.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:

- (a) There were no changes or additions to the agenda.

3. OPPORTUNITY FOR PUBLIC DISCUSSION

- (a) Lori Lengyel spoke about Operation Back to School. She explained that Operation Back to School is for the children tenants who reside at Lilac Place. It is a program for school age children up to the age of 17. Lori Lengyel fundraises for money to purchase gift cards for the Walmart store in Woodland, WA. The goal is for each child to have \$100.00 gift card. Employees from Housing Opportunities of SW WA volunteer to take each child who signs up around the store to buy anything they may need for school including school supplies and clothes. Lori Lengyel asked for the Board of Commissioners to please spread the word about the community event in attempt to reach her monetary goal.

4. STAFF REPORTS

- (a) Vickie Rhodes Housing Assistance Programs Manager advised that there hasn't been much of a change. There are two new families on the Project Based Vouchers. HOSWWA is ending a contract with Woodland, WA that set aside 15 vouchers. The Board of Commissioners asked how we calculate Project Based Vouchers. Vickie Rhodes explained and offered her time to explain in further detail outside of the meeting to any board members that had additional questions.
- (b) Becky Phillips Finance Manager advised that HUD has reduced the administration fee by .5% giving us \$11,000.00 monthly. She advised that we only had two vacancies during May. Becky Phillips states that there has not been much change in finances other than the decrease in administration fees paid to HOSWWA by HUD.
- (c) Katie Bonus Asset Manager stated that the month of May saw a 99% occupancy. Katie Bonus pointed out that that waiting list has been purged and there is an accurate number of 202 people on the waiting list. Katie Bonus advised that July 1st the rent will be increased generating \$13,000.00 in 6 months.

5. CONSENT AGENDA

- (a) Commissioner Spurgeon motioned to approve the consent agenda. Commissioner Rudberg seconded the motion. Motion passed.

6. SECRETARY REPORT

Secretary Westerman reviewed the report she handed out.

- (a) Development Update
 - Driftwood: Development is still on track for October completion. The waiting list is now open. During the event in Long Beach, WA there were 102 applications completed
 - Willapa Center: Secretary Westerman reviewed the funding status for Willapa Center. Advising the Board of who is contributing and how much as well as pending funds.
 - 38th and Pennsylvania: A feasibility contract has begun and will end in September. There are MOUs with a few different establishments in the works.
 - Willapa Landing- Secretary Westerman advised the HOSWWA board that the JPCHA Board is interested in taking over ownership of the building if it is financially feasible. Secretary Westerman will be contacting a HUD multifamily expert to conduct and analyze the feasibility.
- (b) Janus Youth Group: Secretary Westerman advised the commissioners of the reports given to HOSWWA by Janus Youth Group. Secretary Westerman states that she is currently working with the Executive

Director of Janus and Lower Columbia CAP to strengthen relationships for solutions to the community problems. HOSWWA received \$5,000.00 in Document Recording Fees to help pay for the utilities for Janus.

- (b) Website: HOSWWA is in the process of putting together a contract to have the website reconstructed to include information for JPCHA as well. Secretary Westerman requested for all Commissioners to send a brief biography and photo to put on the new website.
- (c) Board Changes: Secretary Westerman formally advised the board that Chair Bakken has resigned and that a new Chair will need to be elected. There will also be upcoming resolutions to change the signors at various banks.

7. NEW BUSINESS

- (a) Board Action: Election of new Chair- Commissioner Rudberg motioned to elect Vice Chair Knapp as Chair of the board. Commissioner Spurgeon second the motion. The motion passed. Chair Knapp motioned to elect Commissioner Spurgeon as Vice Chair of the board. Commissioner Rudberg second the motion. The motion passed.

8. UNFINISHED BUSINESS

- (a) Commissioner Training: there were no new questions. Secretary Westerman advised that if any Commissioners have any questions to please let her know and she will set aside time to answer the questions

9. EXECUTIVE SESSION, IF ANY:

- (a) None

10. ADJOURNMENT

- (a) Chair Knapp adjourned the meeting at 5:15pm
- (b) The next meeting will be Monday, July 22, 2019 at 4:00pm

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes



Marchelle Knapp, Chair

Date:



Attest: Jennifer Westerman, Secretary

Date:

7/22/19

Housing Opportunities of SW WA
Minutes to Board Meeting
June 24, 2019

