

# HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS MONTHLY BOARD MEETING

Monday, July 23, 2018 at 4:01 p.m.

820 11<sup>th</sup> Ave.

Longview, WA

## Minutes

Board Chair Ostermiller called the meeting to order at 4:01 PM and requested introductions around the room.

### **PRESENT:**

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

### **ABSENT:**

### **STAFF:**

Becky Phillips, Finance Manager  
Vickie Rhodes, Housing Program Supervisor  
David, VIP Manager

Katie Bonus, Asset Manager  
Jon Dieter, Director of Community Services  
Dana Wise, Administrative Assistant

### **GUESTS:**

Linda Brigham, Longview Resident  
Mary Alice Wallis, Longview City Council member

**CHANGES AND ADDITIONS TO THE AGENDA:** Chair Ostermiller requested an update on the Read More, Learn More program and Vice Chair Nolte requested an update on the creation of a Regional Advisory Council. Both items will be added to the Unfinished Business portion of the agenda.

**OPPORTUNITY FOR PUBLIC DISCUSSION:** None

### **STAFF REPORTS:**

Finance Manager Becky Phillips, discussed the financial reports. There was little change from last month. Board members briefly discussed the reports. Commissioner Bennett moved to approve the financial reports as presented. Vice Chair Nolte seconded the motion. The motion passed unanimously.

### **CONSENT AGENDA:**

Vice Chair Nolte moved to approve the Consent agenda as presented. Commissioner Bennett seconded the motion. The motion passed unanimously.

### **CHAIRMAN/SECRETARY'S REPORT**

Dana, new administrative assistant, was introduced to the board. Secretary, Chris Pegg, asked who would like a copy of the board manuals, they will contact her if they want one. Commissioner, Bakken received approval to reply to an article in Letter to the Editor.

Commissioner, Bakken, Vice Chair, Nolte, and Mary Alice Wallis requested to tour properties with Asset Manager Bonus. Will coordinate a date and time.

### **UNFINISHED BUSINESS:**

#### **BOARD DISCUSSION/ACTION: Financial impact of providing regional housing services**

Finance Manager Phillips presented a draft report on revenues and expenses associated with providing services throughout the four-county jurisdiction. Commissioner Bennett requested a column be added to note the staff funded by these programs. Finance Manager Phillips agreed to add a column. The board discussed other information to include and possible formatting changes to clarify the purpose of the report.

#### **BOARD DISCUSSION/ACTION: Eligibility policies for owned properties and rental assistance programs**

Vice Chair Nolte moved to table this discussion until the July Board meeting. Commissioner Rudberg seconded the motion. Motion passed unanimously.

#### **BOARD DISCUSSION/ACTION: Security lighting at Columbia Theatre Sylvester Apartments**

Asset Manager, Bonus passed out a copy of the current lease for the apartments and provided a recap of a recent discussion about the lighting issue with City Manager, Kurt Sacha. She informed the Board that installation of exterior lighting was included in the recently submitted grant application for preservation dollars. She explained that typically the person or agency providing parking is responsible for lighting, Commissioner Bashor-Sarancik asked City Councilmember Mary Alice Wallis for assistance in deciding who is responsible for the lighting in the parking lot. Councilmember Wallis asked how many residents currently reside there and if there was an estimate for the lighting. Asset Manager Bonus estimate there about 20 cars in the lot and the estimated cost is about \$5,000.00 for the lighting. Commissioner Rudberg expressed concern in losing a resident due to car damage. There is also an elderly woman who cannot afford to have her vandalized car fixed. He states there are trees blocking light from illuminating the parking lot. He further stated theatre patrons are also being targeted. Commissioner Bennett asked about police stats and cameras. Councilmember Wallis expressed confidence the issue can be resolved and will find out what can be done.

#### **BOARD DISCUSSION/ACTION: IT update**

Finance Manager Phillips provided an update on IT improvements. There was no further discussion or action needed.

#### **BOARD DISCUSSION/ACTION: Read More, Learn More update**

Chair Ostermiller asked about future objectives for the Read More Learn More Program. Housing Program Supervisor Rhodes provided an update regarding the mobile library, lending libraries, and onsite libraries. Staff are in the process of taking inventory of existing stock plus about 300 additional books that have been donated. So far about 1,300 – 1,400 books have been given to children. Staff are recommendation donation of about 600 books for older children that are not in demand among children our agency serves. Staff has identified sites to donate to. Commissione, Bakken and Linda Brigham agreed to help with this. Chair Ostermiller would like to see clearly identified goals for the program. Board members and staff discussed the difficulty around establishment and tracking of data. Commissioner Bennett would like to try not to duplicate other reading programs. Discussion followed about how to incent parents to read with children. Chair Ostermiller asked for volunteers to help with future work with this program. Commissioner Bennett and Commissioner Bakken volunteered.

**BOARD DISCUSSION/ACTION: Creation of a Regional Advisory Council**

CEO Pegg informed the Board that a meeting has been scheduled to re-evaluate the formation of a regional advisory council. The purpose of the Council would be to better inform the Board of issues and needs throughout the jurisdiction. There was no further discussion or action.

**NEW BUSINESS:**

**BOARD DISCUSSION/ACTION: Unused vacation for Christina Pegg**

CEO Pegg informed the Board that due to the death of her daughter she was unable to use all of her vacation time prior to her anniversary. Current policy requires board approval of carry over or cash out unused vacation time for the CEO. The Board discussed options.

Commissioner Rudberg expressed a preference to cash out unused time because of the need to have the CEO present as much as possible prior to retirement. Commissioner Rudberg motioned to allow cash out up to 5 days of unused vacation time. Vice Chair Nolte seconded the motion. Motion passed unanimously.

**EXECUTIVE SESSION: None planned.**

**BOARD DISCUSSION/ACTION: Selection committee update**

Staff provided an update on work of the selection committee to date including the process recommended by the committee members. 7/31/18 is the deadline for applications. The goal is to have someone selected by 10/1/2018 with a start date of 12/1/2018 to allow adequate time for the candidate to give notice. There was no action taken.

Commissioner Bashor-Sarancik requested time to read a prepared statement. She informed the board that she is resigning 7/30/18. She has applied for the CEO position between this meeting and last months meeting. She has been recused or absent from discussions about selection of a new CEO for the past several months to avoid any possible conflicts. She also requested the Board appoint another Commissioner to the regional advisory committee to take her place.


The meeting was adjourned at 5:47 p.m.

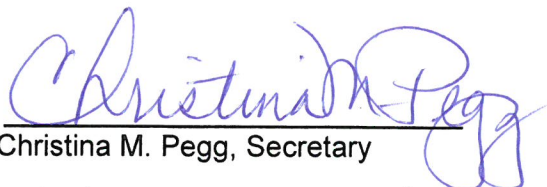
**SCHEDULING OF NEXT REGULAR MEETING: August 21, 2018**

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

  
Wayne Ostermiller, Chair

  
Attest: Christina M. Pegg, Secretary