

# HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS REGULAR MEETING

Monday, October 23, 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 4:00 PM

### Present:

Chair, Floyd "Gus" Nolte  
Vice Chair, Linda Brigham  
Commissioner, Peter Bennett  
Commissioner, Wayne Ostermiller  
Secretary, Chris Pegg

### Absent

Commissioner, Lori Bashor-Sarancik  
Commissioner, Bruce Fischer

### Staff:

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

**Guests:** None

**CHANGES AND ADDITIONS TO THE AGENDA:** None

**OPPORTUNITY FOR PUBLIC DISCUSSION:** None

### Staff Reports:

Secretary Pegg presented the financial reports for the month of September 2017 on behalf of Finance Manager, Becky Phillips. Between last months financial reports and this month there are no significant differences. HOSWWA continues to be performing better than expected in most areas. Housing Assistance Payment (HAP) reserves are increasing due to the difficulty families are experiencing when trying to find available and affordable housing. HUD will begin using these reserves to offset HAP expenses. Rents are beginning to increase rapidly throughout our jurisdiction.

Vice Chair Brigham moved to approve the financial report as presented. Commissioner Ostermiller seconded the motion. There was no further discussion. The motion passed unanimously.

### CONSENT AGENDA:

Commissioner Ostermiller moved to approve the Consent Agenda as presented. Commissioner Bennett seconded the motion. There was no further discussion. Motion passed unanimously.

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

- Secretary Pegg announced the City Council placed the text amendment regarding personal services in the Riverfront zoning district on the agenda for Thursday, October 26<sup>th</sup>. If approved, this will allow Janus Youth's Outreach staff to begin allowing showers and laundry services for homeless youth they are working with at the Center buildings. Secretary Pegg anticipates approval of the amendment.
- Secretary Pegg reported Longview City Council held a workshop on the Columbia Theatre last week to discuss capital needs. Questions arose about lease payments and maintenance responsibilities. Secretary Pegg has been corresponding with City Manager Campbell regarding these questions. She anticipates there may be additional questions. She will keep the Board informed.
- Commissioner Nolte informed the Board members about a discussion he had with Janus Youth Program Supervisor, Tynna Purtteman and her outreach team. He was impressed with the passion she has for serving homeless youth and goals they have for future work. Ms. Purtteman reports there is a great need for housing and shelter for 18-24 year olds although the recently passed Homeless Shelter Ordinance restricts shelters to youth 20 and under. Janus Youth was recently awarded funding for two additional outreach workers targeting homeless youth involved in sex trafficking. The current problem Ms. Purtteman mentioned is the youth have no place in the evening to go – there is currently no night shelter available and the Community House is unable to take in unaccompanied youth. Ms. Purtteman will present updated information at the next board meeting.

### **NEW BUSINESS:**

#### **BOARD DISCUSSION/ACTION: Approval of Resolution No. 17-14 Section 8 Management Assessment Program (SEMAP) Certification for FY ending 9/30/2017**

Housing Programs Supervisor, Vickie Rhodes explained the program and how the information regarding the Housing Choice Voucher Program is gathered and used by HUD. HOSWWA has been rated a High Performer for many years. This information is audited during annual financial audits as well as by HUD on occasion.

Commissioner Bennett moved to approve Resolution No. 17-14 approving the SEMAP Certification for FY2017.

Commissioner Ostermiller seconded the motion. There was no further discussion. Motion passed unanimously.

#### **BOARD DISCUSSION/ACTION: Approval to Increase Spending Limit for Asset Manager and Project Coordinator.**

Secretary Pegg explained the need to increase spending limits from \$1,000 to \$3,000 for the Asset Manager, Katie Bonus and from \$200 to \$500 for Project Manager, Matt Williams. This approval will alleviate extra paperwork and time on smaller purchases.

Vice Chair, Brigham moved to approve spending limits. Commissioner Ostermiller seconded the motion. There was no further discussion. Motion passed unanimously.

**BOARD DISCUSSION/ACTION: Staff Presentation, Disaster Preparedness Plan.**

VIP Operations Manager, David Pennington presented HOSWWA's Disaster Preparedness Plan. The plan was developed to address the safety of clients and staff as well as business continuity. Mr. Pennington provided a brief overview accompanied by handouts highlighting the chain of command and communication tree. He explained the team's objectives and the Incident Command System model. Commissioner Bennett suggested providing an extra chart to demonstrate who is next in command when primary roles are not available to fill. Each point of contact has additional details and direction about their role in a disaster. Commissioner Ostermiller asked how much time this work involved to date. Mr. Pennington reported approximately 50 hours have been invested to date and there is still more work to do. Staff will be working with the City and County to coordinate emergency efforts now that the plan has been developed

**EXECUTIVE SESSION:** None scheduled.

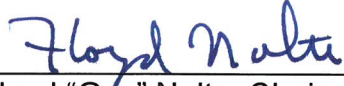
The meeting adjourned at 5:05 p.m.

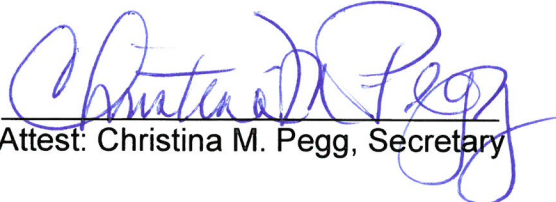
**SCHEDULING OF NEXT REGULAR MEETING:** November 27, 2017

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