

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS BOARD MEETING

Monday, October 29, 2018 at 4:00 p.m.

820 11th Ave.
Longview, WA
Minutes

Vice Chair Ostermiller called the meeting to order at 4:02 PM and requested introductions around the room.

PRESENT:

Chair, Wayne Ostermiller
Vice Chair, Floyd "Gus" Nolte
Commissioner, Peter Bennett
Commissioner, Allan Rudberg
Commissioner, Jerry Bakken
Commissioner, Marchelle Knapp
Secretary, Chris Pegg

ABSENT:

STAFF:

Katie Bonus, Asset Manager
Vickie Rhodes, Housing Assistance Programs Manager
Rob Smith, Manager of Community Services

GUESTS:

Linda Brigham, Longview Resident
Mary Alice Wallis, Longview City Councilmember

CHANGES AND ADDITIONS TO THE AGENDA: None

OPPORTUNITY FOR PUBLIC DISCUSSION: None.

STAFF REPORTS:

Secretary Pegg introduced newly promoted Manager of the Veterans Integration Program, Rob Smith, who provided a brief personal history. Mr. Smith also informed the Board that VIP case manager, Joey Wardell, had resigned and taken a position at Dept. of Social and Health Services. A replacement has been interviewed and staff are confident he will be a good addition to the VIP team.

Finance Manager, Becky Phillips presented the financial report for the month of September 2018. There was little change from the previous month. We are still waiting for back payments from HUD in the approximate amount of \$60,000.00 for administrative fees earned. **Vice Chair Nolte moved to approve the Financial Report as presented. Commissioner Knapp seconded the motion. Motion passed unanimously.**

CONSENT AGENDA:

Commissioner Knapp moved to approve the consent agenda as presented. Commissioner Bakken seconded the motion. There was no further discussion. Motion passed unanimously.

CHAIRMAN/SECRETARY'S REPORT

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Secretary, Chris Pegg reports that staff will be preparing an update to the disaster plan due to the recent turnover in key staff positions. Chairman Ostermiller expressed his ongoing concern about safety issues at the administration building. Secretary Pegg is still in communication with Tactical Training to have a safety assessment conducted. Commissioner Rudberg mentioned another source for a safety assessment. Chairman Ostermiller requested an update on the Read More, Learn More Initiative. He was informed that two Little Libraries were installed at Tulip Valley Apartments and Lilac Place Apartments. The Woodland Rotary Club donated both "libraries". The Woodland Library continue to be important partners in this work as well.

Commissioner Rudberg made a motion for the Board to write a letter of appreciation to the RMLM Committee. Commissioner Bakken second the motion. The motion passed unanimously. Secretary Pegg presented the new monthly report from Janus Youth Group. There were several questions from the Board regarding the report. Vice Chair Nolte requested someone from Janus Youth Group to attend our next board meeting in November to answer questions. Secretary Pegg agreed to request a presentation from Janus Youth staff. She also agreed to forward recommendations for clarification or additional information on the report to the Janus staff. Secretary Pegg announced that a groundbreaking ceremony for the new Driftwood Point Apartment complex is scheduled for Wednesday, October 30, 2018 at the 10th St. site in Long Beach, WA. Commissioners Bakken and Rudberg offered to attend.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: Approval of Resolution 19-05: Refinance of Administrative building at 820 11th Ave

Finance Manager Becky Phillips informed the Board of a change in the interest rate for the refinancing of the administrative building loan. **Vice Chair Nolte moved to approve the resolution as presented. Commissioner Rudberg seconded the motion.** Commissioner Rudberg asked if any of the money from the refinance of the building could be used to make safety updates on the administrative building. It will be looked into. There was no further discussion. **Motion passed unanimously.**

BOARD DISCUSSION/ACTION: Selection Committee Update for CEO

An update on the CEO selection was given. Further discussion was to be held during an executive session.

BOARD DISCUSSION: By-Laws amendment

Secretary Pegg presented the proposed By-Laws for Board review. Vice Chair Nolte, Commissioner Bakken, and Secretary Pegg advised they utilized several model documents including the New York City Housing Authority, Tacoma Housing Authority, and HUD as templates.. A code of ethics was developed as well. Vice Chair Nolte proposed that it be put into the By-Laws that the Board selects the resident Board member. It was unclear if this is even a possibility and will be researched. Secretary Pegg requested the Board review both the By-Laws and Code of Ethics for discussion and possible adoption at the November meeting.

NEW BUSINESS:

BOARD DISCUSSION/ACTION: Approval of Resolution 19-02: Section 8 Management Assessment Program (SEMAP)

Housing Programs Supervisor Vickie Rhodes presented the Section 8 Management Assessment Program report for 2018. She provided additional background on the report for new Board members and advised them this is an annual requirement. HOSWWA has been designated as a High Performer by HUD since inception of the report. **Vice Chair Nolte moved**

to approved the report as presented. Commissioner Bakken seconded the motion. There was no further discussion. Motion passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Resolution 19-03: Budget for Fiscal Year 2019
Finance Manager Becky Phillips presented the FY2019 budget. Commissioner Bakken moved to approve Resolution 19-03 as presented. Vice Chair Nolte seconded the motion. Finance Manager, Phillips explained that losing the funding for SSVF (\$500,000.00) proved to make the budget difficult due to the loss of administrative funding.. Several items were deferred due to this loss, including a rebuild of the agency website. Staff are hopeful funding can be found to address this need. The budget as presented includes a 2% merit-based pay increase for employees. Board members discussed the need to reform a Finance Committee to allow ample time to review financial reports and the budget with staff without involving the full board. Secretary Pegg expressed support for this given the turnover on the Board. It will be discussed at the November meeting. There being no further discussion, Chairperson Ostermiller called for the vote. Motion passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Resolution 19-04: Interfund Loan
Finance Manager Becky Phillips informed the Board that due to the need to defer the development fee for Driftwood Point it would be necessary to reapprove the interfund loan . Interest is currently being paid on the remaining debt and the plan is to pay off the debt once development fees are paid. Commissioner Bakken moved to approve Resolution 19-04 as presented. Commissioner Knapp seconded the motion. There was no further discussion. Motion passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Small Tool Policy
Asset Manager, Katie Bonus, presented a draft small tool policy. A policy like this was recommended by the state auditors to deal with any potential theft. Commissioner Rudberg moved to approve the Small Tool Policy as presented. Commissioner Bakken seconded the motion. There was no further discussion. The motion passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Resolution 19-01: Amendment of Section 8 Housing Choice Voucher Administrative Plan
Housing Assistance Programs Manager, Vickie Rhodes presented recommended amendments to the Section 8 Housing Choice Voucher Program Administrative Plan. Commissioner Bakken moved to approve Resolution 19-01 as presented. Commissioner Knapp seconded the motion. There was no further discussion. Motion passed unanimously.

BOARD DISCUSSION/ACTION: Board Elections
Chairperson Ostermiller reminded the board of Commissioner Rudberg's request to consider an early election of the Chair and Vice Chair positions due to the pending vacancy in the Chair position at the end of December 2018. Discussion of election of new Board members began. Several of the current members may not be returning for 2019. Vice Chair Nolte reminded the Board that current by-laws state elections occur at the annual meeting. Board members agreed by consensus to delay a vote until that time.

EXECUTIVE SESSION: Chair Ostermiller called for an executive session at 5:52pm to qualifications of an applicant for public employment per RCW 42.30.140(4). The executive session was expected to last until 6:30 p.m.
Chairperson Ostermiller reconvened the board meeting at 6:31 p.m. There was no action taken.

The meeting was adjourned at 6:45 p.m.

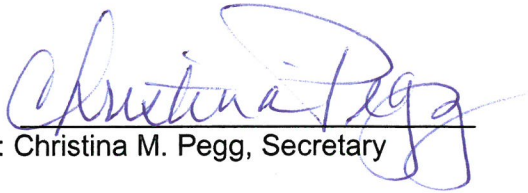
SCHEDULING OF NEXT REGULAR MEETING: November 26, 2018 @ 4:00pm

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES


Wayne Ostermiller, Chair


Attest: Christina M. Pegg, Secretary