



Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, October 28, 2019
820 11th Ave.
Longview, WA
Minutes

Present:

Chair, Marchelle Knapp
Commissioner, Peter Bennett
Commissioner, Allan Rudberg
Commissioner, Jenny Oskey
Secretary, Jennifer Westerman

Absent:

Vice Chair, David Spurgeon
Commissioner, Traci Wood

Staff:

Becky Phillips, Finance Manager
Katie Bonus, Director of Operations
Vickie Rhodes, Housing Assistance Programs Manager

Guest:

Mary Alice Wallis- Longview City Council Member
Max Benson
Ginger Segel
Adam Lee
Kelly Rupp
Dexter Kearny
Kathy Thompson
Wayne Ostermiller
Paul Roesch

1. CALL TO ORDER

Housing Opportunities of SW WA
Minutes to Regular Board Meeting
October 28, 2019

- (a) Chair Knapp called the meeting to order at 4:01pm. The mission and vision statements were recited.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:

The Agenda had been updated for approval for Resolution 20-02

3. OPPORTUNITY FOR PUBLIC DISCUSSION

There was none

4. STAFF REPORTS

- (a) Finance Manager Becky Phillips reported that the finance committee had reviewed in detail the claim certifications and financial statements for Housing Opportunities and Lilac Place. She stated that all revenues were over budget and expenses were under budget with the exception of Utilities and General Expenses for Housing Opportunities. Lilac Place is over budget on income and under budget on expenses.
- (b) Housing Assistance Programs Manager Rhodes reviewed the voucher status for September 2019. Rhodes advised that HOSWWA had another month with large numbers of families previously housed searching for housing again. There was also an increase to the number of households requesting portability. She noted that utilization is at 97%. Rhodes commented that 62% of units inspected pass the first time.
- (c) Director of Operations Katie Bonus advised the board that over-all occupancy is at 99%. DCR was good at all properties except at Tulip Valley. Bonus reported that occupancy at Lilac Place is at 99%. She explained that currently the unit price is higher than normal due to unanticipated vacancies through the year and inspections are done twice a year creating more work orders.
- (d) VIP report was not given as Manager Rob Smith was absent

5. CONSENT AGENDA

- (a) Commissioner Bennett motioned to approve the consent agenda. Commissioner Oskey second the motion. Motion passed unanimously.

6. CHAIRMAN AND SECRETARY REPORTS

- Secretary Westerman provided a development update for Driftwood Point Apartments. Driftwood Point Apartments is in the final phase of construction. HQS inspections are scheduled Wednesday the 30th. The goal is to begin leases on November 1, 2019. Discussion regarding a November 5, 2019 tour of the property prior to occupancy for both the JPCHA and HOSWWA boards.

- Secretary Westerman notifies the Board that we should know in December 2019 if Housing Trust Funds have been awarded for Willapa Center development. A grant application for Early Learning Fund (ELF) is being prepared to submit in December 2019.
- Secretary Westerman announces that the feasibility study for 38th & Pennsylvania has been completed by Community Frameworks and they will present their study later in this board meeting.
- Kelly Rupp of Lead to Results, LLC will be presenting ideas for strategic planning. Secretary Westerman advised that after a survey of the board members regarding scheduling time to prepare the strategic plan it was almost unanimous that longer board meetings will be scheduled to allow time. This would mean board meeting starting at 3:00pm and ending until 5:30pm.
- Secretary Westerman explained that HOSWWA has a Memorandum of Understanding (MOU) with Love Overwhelming and Coordinated Entry. Under this MOU 25 Vouchers are set aside for Coordinated Entry clients that receive supportive services by Love Overwhelming. However, the grant that is used to fund the supportive services was not renewed by Cowlitz County and Love Overwhelming has said that they are not sure they will be able to continue providing services. Without support from Love Overwhelming the MOU would need to be terminated. Commissioner Bennett asked if there are currently anyone using the 25 set aside vouchers and would the vouchers be taken away if the MOU was terminated. Secretary Westerman advised that there are 9 households using the vouchers and 10 more looking for housing. Those who already have the vouchers would not lose them. The remaining vouchers would be added back into the HOSWWA pool.
- Secretary Westerman announces that Finney Neill and Company are the newly hired auditors from the pool of responders to the RFP. They are working on HOSWWA and JCPHA audits.
- Secretary Westerman provided an update on the federal government's continuing resolution that is expected to end November 21, 2019. Another continuing resolution will probably be required to get to a final budget deal. The current proposed appropriations bills show funding at similar levels as today and at our budget projections. Commissioner Bennett questioned if we have enough money in reserves to get through another government shutdown. Secretary Westerman responded that another government shutdown isn't expected and that HUD is trying to allocate monies in the event there is another shutdown.

7. NEW BUSINESS

- (a) Board Action: Motion for Approval of Resolution 20-01: Housing Assistance Program Manager, Rhodes requested approval of the Section 8 Management Assessment Program (SEMAP). Rhodes explained that this assessment covers Cowlitz County, Wahkiakum, Lewis and Pacific Counties. SEMAP is a management assessment system that measure agency compliance as well as progress for specific indicators.

Commissioner Rudberg motioned to approve Resolution 20-01.

- Commissioner Bennett second the motion. Passed unanimously.*
- (b) Board Action: Motion to approve Resolution 20-02. Director of Operations Bonus requested board approval to receive a Trust Fund Preservation Grant in the amount of \$394,675.00 for rehabilitation of the Sylvester Apartments.
Commissioner Bennett motioned to approve Resolution 20-02. Commissioner Oskey second the motion. Passed unanimously.
- (c) Kelly Rupp of Lead to Results, LLC presented a power point with statistics for housing need in HOSWWA's jurisdiction as well as demographics for age, employment rates and salaries, and average median income. This information serves as background in preparation for strategic planning. Rupp also walked through a proposed process and timeline for strategic planning.
- (d) Community Frameworks presented their Feasibility Study for 38th and Pennsylvania. Two possible options were presented. One for a 24 unit complex funded by housing trust fund, the second, a 48 unit complex that would require tax credits. Full feasibility report may be reviewed at HOSWWA's main office.

8. UNFINISHED BUSINESS

There was no Unfinished Business.

9. EXECUTIVE SESSION, IF ANY

There was no Executive Session.

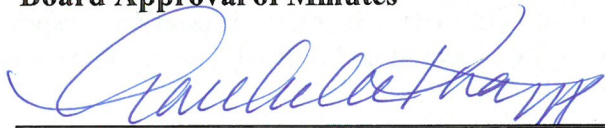
10. ADJOURNMENT

- (a) Chair Knapp advised the Board that the next meeting will be held on Monday, November 25, 2019 at 4:00pm.
- (b) Chair Knapp adjourned the meeting at 5:54pm.

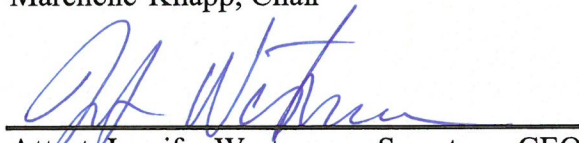
Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes



 Marchelle Knapp, Chair 11/25/2019
Date:



 Attest/Jennifer Westerman, Secretary, CEO 11/25/19
Date: