

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS BOARD MEETING

Monday, November 26, 2018 at 4:00 p.m.

820 11th Ave.
Longview, WA

Minutes

Vice Chair Ostermiller called the meeting to order at 4:03 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
Becky Phillips, Finance Manager

GUESTS:

Linda Brigham, Longview Resident
Alaire DeSalvo- Janus Youth Group
Dean Piotrowski- SVP, Commercial Banking Officer, Heritage Bank
John Steppert - Longview Resident

CHANGES AND ADDITIONS TO THE AGENDA: Executive Session will be added to the agenda to discuss qualifications of an applicant for public employment per RCW 42.30.140(4). The presentation by Alaire DeSalvo from Janus Youth Group will be moved forward in the meeting to immediately follow the consent agenda.

OPPORTUNITY FOR PUBLIC DISCUSSION: None.

STAFF REPORTS:

Secretary Chris Pegg reported that she and VIP Manager, Rob Smith spoke with Senator Murray's SW WA staff and DC staff regarding funding for SSVF. It is unlikely that any replacement funding will be available for the SSVF (Supportive Services for Veteran Families) program this year. There is a possibility of another partnership with a Portland non-profit next year. Rob Smith also reported he will be applying for another VA grant in January to fund additional case management services. He will have more information in coming weeks. Finance Manager Becky Phillips reports there has been little change in finances. We are very early in the new fiscal year. She reminded board members that financial statements often look askew in the first month of the new fiscal year because of the payment of accrued expenses. Ms. Phillips also reported the agency received additional funding from HUD for back administrative fees for the Housing Choice Voucher program. The agency has received

\$8,000.00 from HUD in addition to the recently received 45,000.00. She expects another small installment of the retroactive pay from HUD, however there is no timeline when the remaining amount will be received. **Commissioner Knapp moved to approve the financial reports for both HOSWWA and Lilac Place as presented. Commissioner Bennett seconded the motion. Motion passed unanimously.**

CONSENT AGENDA:

Commissioner Bakken moved to approve the consent agenda as presented. Commissioner Bennett seconded the motion. Motion passed unanimously.

CHAIRMAN/SECRETARY'S REPORT

Secretary Pegg updated the board on the construction at Driftwood Point Apartments. Commissioner Rudberg mentioned how appreciative the Joint Pacific County Housing Authority was during the ground-breaking ceremony on 10/01/2018. Secretary Pegg reported on progress to-date on the FY2019 THUD funding bill. There is a Continuing Resolution in place until December 7th however no agreement on a bill has been reached at this point. She further reported on on-going discussions at the state level on prevailing wages. There has been no resolution reached at this point

BOARD DISCUSSION/ACTION: Presentation by Janus Youth Group

Alaire DeSalvo, Program Director for Janus Youth Group, gave a presentation and answered questions from the Board about their work with homeless youth in Cowlitz County.

- Janus Youth Group (JYG) operates in Cowlitz Clark and Multnomah counties
- Entered into a partnership with HOSWWA in 2015. Work started with outreach to determine needs.
- Stationary outreach is provided in 2 houses leased from Cowlitz County by HOSWWA
- Street Outreach involves searching out homeless youth on the streets and providing information about where they can receive services. Outreach staff also spend time at local schools on a regular basis.
- 5 full time employees- 3 of which provide street outreach
- Staff see between 1 and 15 youth in a day
- A list of needed supplies was passed out to Board members

Commissioner, Bennett requested staff schedule a time with JYG to tour the two houses that they rent from HOSWWA.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: CEO Update

Chairman Ostermiller adjourned the regular meeting and convened an **Executive Session** to discuss qualifications of an applicant for public employment per RCW 42.30.140 (4) at 5:20 pm. He anticipated the session would last 15 minutes. Chairman Ostermiller publicly extended the Executive Session 10 minutes to 5:45 p.m.

Chairman Ostermiller reconvened the regular board meeting at 5:45 p.m. **Commissioner Bennett made a motion to offer the position of CEO to Jennifer Westerman at a salary of \$110,000 with terms to be negotiated by a board subcommittee comprised of Commissioners Bennett and Knapp. The resulting contract will be subject to approval by the full board during the December board meeting. Commissioner Bakken seconded the motion. The motion was approved unanimously.**

The Board will prepare a Press Release after the contract has been approved.

BOARD DISCUSSION: Resolution 19-07: Approval of By-Laws Amendment and Code of Conduct

Commissioner Bennett moved to approve Resolution 19-07 as presented. Commissioner Bakken seconded the motion. There was a brief discussion regarding the amended By-Laws and Code of Conduct. Commissioner Bakken pointed out 3 formatting errors. Staff agreed to reformat the document. There were no substantive changes recommended by Board members. **Commissioner Bennett agreed to amend his motion to approve the by-laws as amended. Commissioner Bakken agreed to the amendment. There was no further discussion. The motion passed unanimously.**

BOARD DISCUSSION: Driftwood Point Update

Secretary Pegg reported she has no additional information other than that shared during her Secretary's report.

NEW BUSINESS:

BOARD DISCUSSION/ACTION: Approval of Resolution 19-08: Amendment of the Personnel Policy

Finance Manager Becky Phillips presented two brief amendments to the personnel policy to the Board for approval. The first amendment fixes a mismatch between the personnel policy's stated health benefits to part-time staff and the minimum hours worked required under agreement with the health insurance provider. The second amendment would add bereavement eligibility to part-time, regular employees. **Vice Chair Nolte moved to approve Resolution 19-08 as presented. Commissioner Bennett seconded the motion. Motion passed unanimously.**

BOARD DISCUSSION/ACTION: Sale of VIP Vehicles

VIP Manager Smith discussed the possible sale of two VIP vehicles because of the loss of the SSVF program. The two vehicles used for the SSVF program are a Kia and an RV. He reported both vehicles are currently insured and there is no place to store them at this time. Commissioner, Bennett stated his concern about selling the vehicles if we may be receiving funding for the program in the near future. There was further discussion about possible future use of the vehicles and possible storage sites. The Board requested by consensus that staff do further research about possible storage sites and report back at a future meeting. No action was taken at this time.

The meeting was adjourned at 6:09 p.m.

SCHEDULING OF NEXT REGULAR MEETING: The next meeting will be a Special Meeting held on December 17, 2018 @ 4:00pm.

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller
Wayne Ostermiller, Chair

Christina M. Pegg
Attest: Christina M. Pegg, Secretary