

# HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS REGULAR MEETING

Monday, November 27, 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  
Commissioner, Lori Bashor-Sarancik  
Vice Chair, Linda Brigham  
Commissioner, Bruce Fischer  
Commissioner, Peter Bennett  
Commissioner, Wayne Ostermiller  
Secretary, Chris Pegg

### Absent

### Staff:

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

**Guests:** Mike Wallin

### CHANGES AND ADDITIONS TO THE AGENDA:

Chairman Nolte removed the review of CEO Chris Pegg from the Executive Session. He passed out the draft review and asked Commissioners for feedback. This item will be discussed in Executive Session at the December 14, 2017 Special Board meeting.

**OPPORTUNITY FOR PUBLIC DISCUSSION:** No public wished to speak.

### Staff Reports:

Finance Manager, Becky Phillips discussed the financial reports and reminded Board members that October financials always appear a little odd because it is the first month of the fiscal year and accruals throw off some balances. This will even out throughout the year. Ms. Phillips also referenced the new bar graph created to keep track of HUD administrative fees. HUD deposits funds from time to time with no explanation and it is important to track these funds in case HUD recaptures them at a later date. HUD reconciles balances on a quarterly basis (every 3 months). HOSWWA should receive notice by mid summer of 2018 regarding funding for programs beginning January 2018..

Commissioner Fischer moved to approve the financial report as presented. Commissioner Bennett seconded the motion. There was no further discussion. The motion passed unanimously.

### **CONSENT AGENDA:**

Commissioner Fischer moved to approve the Consent Agenda as presented. Vice Chair Brigham seconded the motion. There was no further discussion. Motion passed unanimously.

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

- Chairman Nolte informed the board he will be appearing as Santa Claus at Tulip Valley on Saturday, December 16<sup>th</sup> at 4:00 p.m. All are invited to attend.
- Secretary Pegg informed all members who indicated a desire to attend the upcoming Legislative Forum are now registered. There is nothing new to report for State and Federal budgets. Secretary Pegg reported on an upcoming Active Shooter Training on Nov. 30<sup>th</sup> for staff to attend. Board of Commissioners are welcome to join. The training is from 8:00 am to 4:30 pm and features a certificate of completion at the end. The training was scheduled in a result of discussion regarding the Disaster Preparedness presentation last month. HOSWWA had raised some concerns regarding safety when assisting aggressive individuals. The Housing Authority Risk Retention Pool will be paying for the training and associated costs.

### **NEW BUSINESS:**

#### **BOARD DISCUSSION/ACTION: Approval of Resolution No. 18-01 amending the Public Records Policy to reflect recent changes in the Washington State Public Records Act.**

Secretary Pegg presented the amended Public Records Policy. The policy is modeled after the recently amended City of Longview Public Records Policy. A summary of changes were included to highlight those changes significant to the Public Records Act.

Commissioner Fischer moved to approve Resolution 18-01. Commissioner Bashor-Sarancik seconded the motion. There was no further discussion. Motion passed unanimously.

#### **BOARD DISCUSSION/ACTION: Annual Meeting**

Secretary Pegg reminded the Board of the upcoming Annual Meeting held on the 4<sup>th</sup> Monday in January. She requested input from the board about the type of presentation, the invitation list and possible guest speakers. Commissioner Bashor-Sarancik suggested a guest speaker that could discuss state legislative issues and the current issues regarding affordable housing or something similar. Chairman Nolte suggested Michele Thomas from the Washington Low Income Housing Alliance. Secretary Pegg will contact Ms. Thomas to see if she is available that afternoon.

**EXECUTIVE SESSION:** Chairman Nolte adjourned the regular meeting and entered into Executive session at 4:22 pm. He announced the session would last approximately 20 minutes. At 4:42 pm, Chairman Nolte extended the session for an additional 30 minutes.

At 5:12 pm, Chairman Nolte extended it for another 30 minutes.

RCW 42.30.110(f) – to receive and evaluate complaints or changes brought against public officers.

RCW 42.30.110(i) – to discuss with legal counsel potential litigation in which the Authority or the Commissioners acting in an official capacity are likely to be parties, and public knowledge of the discussion is likely to result in adverse legal or financial consequences.

Chairman Nolte adjourned the Executive Session at 5:42 and reconvened the regular board meeting.

There being no further business to discuss, the meeting was adjourned at 5:50 p.m.

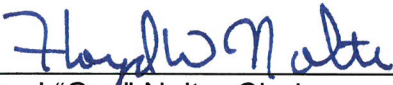
**SCHEDULING OF NEXT MEETING:** December 18, 2017

*\*This is a special board meeting because it falls outside of the normal monthly schedule.*

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