

HOUSING OPPORTUNITIES OF SW WASHINGTON BOARD OF COMMISSIONERS SPECIAL MEETING

Monday, December 18, 2017 at 4:00 p.m.
820 11th Ave., Longview, WA.

Minutes to Regular Meeting

Chairperson Nolte called the meeting to order at 4:05 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	Vickie Rhodes, Housing Programs Supervisor
Jon Dieter, Director of Community Service	Katie Bonus, Asset Manager
Ariana Anderson, Administrative Assistant	David Pennington, VIP Operations Manager

CHANGES AND ADDITIONS TO THE AGENDA:

Tynna Purtteman unable to attend to meeting; Jon Dieter will provide update on Janus activities.

Mayor Jensen unable to attend to meeting

OPPORTUNITY FOR PUBLIC DISCUSSION: No public present

Staff Reports:

Finance Manager, Becky Phillips, discussed the financial reports and outlined HOSWWA's revenues and expenses for November. She explained tenant charges had increased due to numerous smoking fines at our apartment complexes. Vacancies are still very low, HOSWWA had a negative balance in training because of the reimbursement for training provided by HARRP that has not been paid to the trainer as of yet. TBRA were under spent, and tenant services were over spent and port-outs are less than anticipated. HOSWWA is currently having a difficult time using the Pacific County TBRA grants and they were exploring other avenues. Furthermore, HOSWWA has absorbed several Kelso port-ins who in turn absorbed our port-outs. This causes HOSWWA to be under budget in our port-outs. Director of Community Service, Jon Dieter noted HOSWWA had served more VA clients than anticipated therefore the increase in tenant services.

Commissioner Fischer asked for a report on the Phoenix House grant awarded by the County. Asset Manager Bonus discussed the work that would be done.

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 discussed the recent Longview City Council Meeting held on December 7th regarding the publicity shed on HOSWWA and the public comments that were addressed to the council.
- Chairman Nolte discussed the recent proposal of the federal corporate tax plan. The plan will deliver a significant tax cut for corporations to 20%, which could have a negative impact on investor's willingness to participate in the Low Income Housing Tax Credit program which is one of the main financial tools for the development and rehabilitation of affordable housing. Chairman Nolte also touched on the good news the state has received regarding the Medicaid benefit for Permanent Supportive Housing, which serves a narrow population. The Washington Low Income Housing Alliance advocated strongly for this funding. He also stressed the need to continue advocacy for passage of the state Capital Budget that includes funding for the Housing Trust Fund.
- Chairman Nolte updated the Board on Tulip Valley's holiday gathering last weekend. There was a local conflicting event, which impacted participation, however those who did participate enjoyed the event.
- Secretary Pegg discussed a letter to the editor in the Daily News that indicated HOSWWA did not want to pay prevailing wages for development of affordable housing. The agency always pays the greater of state prevailing wage or Davis Bacon when developing housing; however, it would be helpful to have residential prevailing wage applied to affordable housing even when it includes a small amount of commercial space.
- Secretary Pegg notified the Board of Commissioners of the upcoming City Council meeting this Thursday, December 21, 2017 at 5:30 pm. Appointment of the new board member is on the agenda.
- Secretary Pegg informed the Board that HOSWWA was awarded \$85k for the FSS program for 2018.

UNFINISHED BUSINESS:

BOARD DISCUSSION/ACTION: Update on Cowlitz County Youth Outreach Center

Jon Dieter updated the board on behalf of Tynna Purteman who was unable to attend due to an emergency. He discussed work to establish the adjacent house as an emergency warming shelter for underage youth. This was a suggestion from Longview City Council member Moon during a recent discussion with CEO Pegg. Ms. Purteman has applied for the necessary license through DSHS and is currently waiting for a response. The shelter would need 1 volunteer and 1 staff member to operate. The

project would involve operating costs and some minor modification to the house, and staff is looking for a source of funding to cover these. The shelter would host unaccompanied youth ages 12-21 during certain hours at night under extreme weather conditions. Secretary Pegg noted Janus staff is seeking donations for the youth to fill 21 stockings and host a small holiday gathering. Donations can be dropped off at the main Administrative office.

BOARD DISCUSSION/ACTION: Follow up discussion with Mayor Jensen on the recent Council Meeting.

Mayor Jensen was unable to attend. Secretary Pegg discussed the recent events surrounding HOSWWA and Longview City Council's attempt to have HOSWWA's Board of Commissioners resign en masse for "inefficiencies". This attention has negatively affected staff and the extra work needed due to multiple requests for information from Council members is taking up a large amount of staff time. Commissioners discussed their concerns about the impact of this continued impasse on development of new housing. They also discussed serving outside counties, that it is not a weakness serving outside Longview, but a strength. It provides additional funding needed to hire experienced, qualified staff for development of new housing and creative programs to serve the entire jurisdiction. Commissioner Ostermiller asked CEO Pegg to contact City Manager Campbell to request that a mediator help manage the dialogue between Longview's City Council and HOSWWA and that questions from the Council be received by HOSWWA at least 10 days in advance of the January 2018 workshop. Chairman Nolte also requested that a list of alleged "inefficiencies" be provided to the Board by the City Council.

NEW BUSINESS:

BOARD DISCUSSION/ACTION: Approval of Resolution 18-02: Amendment of Homeownership Administrative Plan that establishes local policies for administration of the program in accordance with HUD requirements.

Secretary Pegg discussed the proposed amendments. A handout was provided to the Board highlighting these minor changes. Commissioner Fischer requested that Executive Director be replaced with CEO throughout the document.

Commissioner Bashor-Sarancik moved to approve Resolution 18-02 with the modification requested by Commissioner Fischer. Vice Chair Brigham second the motion. There was no further discussion. Motion passed unanimously.

BOARD DISCUSSION/ACTION: Approval of Resolution 18-03 adopting Lilac Place annual budget for FY 2018.

Finance Director Becky Phillips discussed the proposed Annual Budget. There are no significant changes from last years budget. There was some discussion about the outstanding loan to agency.

There being no further discussion, Commissioner Bashor-Saranik moved to approve Resolution 18-02 as presented. Commissioner Fischer second the motion. There was no further discussion. Motion passed unanimously.

Chair Nolte adjourned the special meeting.

EXECUTIVE SESSION: Review of CEO – RCW 42.30.110 (1)(g)

Chairman Nolte convened the Executive Session at 5:48 pm to discuss the review of Christina Pegg, CEO and announced the executive session would last for 15 minutes. Staff left the room. Chairman Nolte extended the executive session for an additional 15 minutes until 6:00 p.m. Chairman Nolte adjourned the executive session at 6:00 p.m. and reconvened the board meeting. CEO Pegg was recalled into the meeting. Commissioner Bennett move to modify Section 4, Termination and Severance Pay, A. to read “In the event Employee is terminated by the Board without the aforesaid notice and during such time that Employee is willing and able to perform her duties under this agreement, then in that event Employer agrees to pay Employee **the equivalent of 1 week/year of service to the agency** and equivalent retirement benefits. Employee shall also be compensated for accrued vacation leave, such leave, holidays and other benefits to the extent that they accrue and are reimbursable under the policies of Employer. However, in the event Employee is terminated for cause, including, but not limited to any illegal act involving damages to another or Employer, or personal gain to Employee, Employer shall have no obligation to pay the aggregate severance sum designated in this paragraph.” *Change is indicated in bold. Commissioner Fischer seconded the motion. Motion passed unanimously.

Commissioner Fischer moved for a 2% increase in annual salary. Commissioner Brigham seconded the motion. Motion passed unanimously.

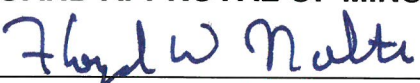
There being no further business to conduct, meeting was adjourned at 6:25 p.m.

SCHEDULING OF NEXT MEETING: *January 22, 2018. *This is the Annual board meeting with an alternate location to be determined.*

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES



Floyd “Gus” Nolte, Chairperson



Attest: Christina M. Pegg, Secretary