



Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, December 23, 2019
820 11th Ave.
Longview, WA
Minutes

Present:

Chair, Marchelle Knapp
Commissioner, Peter Bennett
Commissioner, Allan Rudberg
Commissioner, Jenny Oskey
Commissioner, Traci Wood
Commissioner, David Nelson
Secretary, Jennifer Westerman

Absent:

Staff:

Becky Phillips, Finance Manager
Katie Bonus, Director of Operations
Rob Smith, VIP Manager

1. CALL TO ORDER

- (a) Chair Knapp called the meeting to order at 4:04pm. The mission and vision statements were recited.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:

- a. Secretary Westerman announced that Vice Chair Spurgeon has resigned from The Board. Longview City Council has appointment David Nelson to The Board. Commissioner Nelson introduced himself.

3. OPPORTUNITY FOR PUBLIC DISCUSSION

4. STAFF REPORTS

Housing Opportunities of SW WA
Minutes to Regular Board Meeting
December 23, 2019

- (a) Finance Manager Becky Phillips advised the board that she had gone over the financials with Commissioner Bennett prior to the meeting. Finance Manager Phillips highlighted that the current liabilities decreased by \$60 thousand for the year as well as the long-term debt by \$41 thousand. Secretary Westerman clarified for Commissioner Nelson that we run on a fiscal year starting October 1st. After Finance Manager Phillips gave her report there was a discussion regarding the Finance Committee. Phillips shared with the board that Commissioner Oskey and Vice Chair Spurgeon would meet prior to the board meetings to review the financial reports in detail. Chair Knapp asked if there were any other commissioners that would be able to take Dave Spurgeon's place. Commissioner Wood volunteered to join the Finance Committee.
- (b) Director of Operations Katie Bonus advised that overall occupancy is at 99%. Commissioner Nelson asked if the occupancy is always that high. Bonus advised that it is except for at Phoenix House and that is due to the clientele. Director of Operations Bonus advised that we are looking into the Debt Coverage Ratio (DCR) for Eagle Pointe. Eagle Pointe's DCR was at .71 whereas other properties were over 1.05. Bonus goes on to say that occupancy at Lilac Place looks good as well at 99%. There are currently 335 applicants on the waiting list to get into Lilac Place.
- (c) VIP Manager Rob Smith relayed that The Grant Per Diem programs are at 80% occupancy and that in December they served 32 Veterans. VIP Manager Smith advised that this Thursday they are adding another resident to the program and have recently helped a resident move out to Driftwood Point Apartments in Long Beach. Commissioner Rudberg asked VIP Manager Smith if an insurance adjuster from United Health Care has contacted him yet to give a presentation. Smith advised no, not yet.

5. CONSENT AGENDA

- (a) *Commissioner Bennett motioned to approve the consent agenda. Commissioner Oskey second the motion. Motion passed unanimously.*
- (b) *Commissioner Bennett motioned to approve the write off. Commissioner Oskey second the motion. Passed unanimously.*

6. CHAIRMAN AND SECRETARY REPORTS

- (a) Chair Report- None
- (b) Secretary Westerman began the update with Driftwood. Westerman advised that Buildings A and B are filled and we are working on building C. Secretary Westerman provided the final details of the grand opening of Driftwood. It will be on January 23rd from 11:30am-1:00pm. She asked for commissioners to RSVP as soon as they know so we can arrange for transportation. Commissioner Rudberg stated that he will be going. Commissioner Wood asked if we would be meeting at HOSWWA and car-pooling from here. Westerman advised yes, we will be taking the two vans from VIP. VIP Manager Smith advised he will have the vans ready to go the day before and staff ready to drive if need be. Secretary Westerman moved onto Willapa Center. Advising

that The Department of Commerce awarded JPCHA \$2.4 million dollars for construction. In January we will be applying for tax credits. If we get those, the next step would be sending out a RFP for an investor. Secretary Westerman explained that Director of Operations Bonus and Max Benson of Community Frameworks met with the Longview Presbyterian Board on the 15th where they presented the feasibility study. Director of Operations Bonus provided a run-down of what was discussed. Commissioner Bennett requested the answers to the questions the Church had. Bonus provided the answers and there was discussion among the commissioners. Secretary Westerman continued her report by announcing that the strategic planning is on hold until January and to remember that those board meetings will begin at 3:00pm. Secretary Westerman explained to the board that we have vacated our MOU with Love Overwhelming considering they no longer run the Coordinated Entry program. We may now need a MOU with Human Services/Coordinated Entry Program for VIP. The 25 Housing Choice Vouchers we are given must be used in conjunction with Coordinated Entry. Secretary Westerman advised that we did not apply for the Family Unification Program as there was not enough time to complete the grant application. Westerman reviewed with the board that we currently have a lease with Cowlitz County for two homes on Washington Way that are occupied by Janus Youth Group. Under the lease agreement HOSWWA is responsible for the maintenance as well as the utilities. The City of Longview has awarded HOSWWA funding for the utilities. However, there are no funds to cover the maintenance costs. Secretary Westerman advised that she has spoken with Janus Youth Group and Cowlitz County regarding the lease renewal in April and the possibility of leasing the houses directly to Janus Youth Group. After board discussion it was agreed upon that a direct lease to Janus Youth Group would be best. Secretary Westerman will update the Board with the decision that Cowlitz County makes.

7. NEW BUSINESS

- (a) Board Action: Approval of Resolution 20-06: Change in Fair Market Rents.
Secretary Westerman asked for the Board's approval to return the Payment Standard Schedules in all jurisdictions to 110% FY2019. The rates will be effective beginning 03/01/2020. Commissioner Bennett asked Secretary Westerman how they determine FMR. She advised that she will e-mail him more information on this topic. There was a discussion regarding rent burden.
Commissioner Bennett motioned to approve Resolution 20-06. Commissioner Wood seconded the motion. Passed unanimously.
- (b) Board Action: Approval of Resolution 20-07: Financial Budget for Lilac Place FY2020. Finance Manager Phillips reviewed the budget for Lilac Place FY2020. Commissioner Bennett asked if there was a way to have a financial budget with a summary. Finance Manager Phillips replied she will be happy to do that and get a summary to Commissioner Bennett.
Commissioner Bennett motioned to approve Resolution 20-07. Commissioner Wood seconded the motion. Passed unanimously

- (c) Board Action: Approval of Resolution 20-08: Bylaws Amendment Annual Meeting Change. Secretary Westerman proposed an amendment in the ByLaws that would allow the annual meeting to be changed from January to April. Westerman advised January is a hectic time of year for HOSWWA. As we are trying to wrap up the previous year and begin the next. Commissioner Oskey asked Secretary Westerman if she will be presenting to the City of Longview like she did the prior year. Westerman advised that she will be presenting an annual presentation to the City.
Commissioner Rudberg motioned to approve Resolution 20-08. Commissioner Oskey seconded the motion. Passed unanimously.
- (d) Board Action: Approval of Resolution 20-09: Financial budget for Driftwood FY2020. Finance Manager Phillips presented the fiscal budget for Driftwood Point Apartments.
Commissioner Bennett motioned to approve Resolution 20-09. Commissioner Oskey seconded the motion. Passed unanimously
- (e) Board Action: Motion to elect new Vice Chair. *Chair Knapp made a motion to elect Commissioner Bennett as the new Vice Chair. Commissioner Wood seconded the motion. Passed unanimously. The new Vice Chair for HOSWWA is Peter Bennett.*

8. UNIFISNISHED BUSINESS

9. EXECUTIVE SESSION, IF ANY


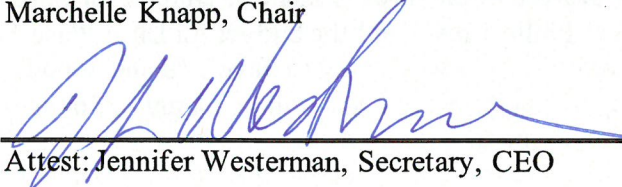
10. ADJOURNMENT

- (a) Chair Knapp advised the Board that the next regular meeting will be held on Monday, January 27, 2020 at 4:00pm.
- (b) Secretary Westerman reminded the board that we will be having a strategic planning meeting on Monday, January 23, 2020 at 3:00pm.
- (c) Chair Knapp adjourned the meeting at 5:23pm.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes

	<u>2/24/2020</u>
Marchelle Knapp, Chair	Date:
	<u>2/24/2020</u>
Attest: Jennifer Westerman, Secretary, CEO	Date: