



Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, November 25, 2019
820 11th Ave.
Longview, WA
Minutes

Present:

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

Absent:

Staff:

Becky Phillips, Finance Manager
Katie Bonus, Director of Operations
Vickie Rhodes, Housing Assistance Programs Manager
Rob Smith, VIP Manager
Matt Williams, Maintenance Supervisor
Patti Olson, Regional Property Manager

Guest:

Mary Alice Wallis- Longview City Council Member
Kelly Rupp of Lead to Results
Hillary Strobel- Longview City Council Member
John Steppert

1. CALL TO ORDER

- (a) Chair Knapp called the meeting to order at 4:02 pm. The mission and vision statements were recited.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:

- (a) Notice of the food drive/team building event: Secretary Westerman explained the Food Drive with a Twist that HOSWWA employees completed. She advised the food that was used for the “construction” will be going to the tenants at our properties.
- (b) Director of Operations, Bonus introduced the employees that were promoted through our internal reorganization, Matt Williams, Maintenance Supervisor and Patti Olson Regional Property Manager.

3. OPPORTUNITY FOR PUBLIC DISCUSSION

There was none

4. STAFF REPORTS

- (a) Finance Manager Becky Phillips reported that there were no financial reports this month due to problems with rent increase submissions for our USDA properties and time restraints put on the finance staff due to year end processes. However, the certificates were reviewed during the Finance Committee meeting. Phillips mentioned that we have new auditors coming next month.
- (b) Housing Assistance Programs Manager Vickie Rhodes explains that she has added a new line to the department report for Driftwood Point. Currently there is nothing on that line because the leasing began in November.
- (c) Director of Operations Katie Bonus reported that she also has no reports. Bonus advised that her report is created off information from the monthly financial reports. Director of Operations Bonus let the board know that they have filled building “A” at Driftwood which means that we have met the tax credit requirements.
- (d) VIP Manager Rob Smith announced that they are hiring the current front desk volunteer for the front desk vacant position. He notified the board that VIP will be interviewing case managers tomorrow.

5. CONSENT AGENDA

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

6. CHAIRMAN AND SECRETARY REPORTS

- Secretary Westerman notified the board that we have received the Certificate of Occupancy for Driftwood Point. The units passed HQS on November 15, 2019. The first of the lease ups were on November 21, 2019. Secretary Westerman stated that there was great feedback from the guests who joined the tour on November 14th. She advised that the grand opening is still in the works. Commissioner Rudberg asked if there is a date yet. Secretary Westerman advised at this point there is no date set. Commissioner Oskey asked if the apartments will be occupied during the grand

opening. Secretary Westerman advised that JPCHA is looking for residents to participate in the grand opening. She goes on to say as more details are nailed down, they will be informed.

- Westerman announced that we are waiting to hear if we were awarded Housing Trust Funds for development of Willapa Center. In December the Early Learning Fund (ELF) grant application will be submitted.
- Secretary Westerman advised the board that Max Benson of Community Frameworks and Director of Operations Bonus will be meeting with the Longview Presbyterian Congregation on December 15th. It is believed they will be passing a resolution to donate the land to HOSWWA. Secretary Westerman advised that the Church Committee prefers Option A over Option B for development. Commissioner Wood apologized for missing the October board meeting when Community Frameworks reviewed the feasibility study. She continued to say that the \$200,000 construction cost per unit seems high. Commissioner Wood asked if it would be a better option to purchase something already built. Secretary Westerman advised the board that the Presbyterian Church had also approached Commissioner Wood and her husband's private business regarding development of the land resulting in a potential conflict with her position on the board. Secretary Westerman continued to advise that funding for rehab is hard to find. Commissioner Bennett states that because the land is being donated that cuts the cost down. Commissioner Bennett also states that Longview needs more housing and by building we would be adding housing and able to help more people. Commissioner Wood continued to mention the high cost of the construction. Secretary Westerman advised that because we are a government agency, we have to pay prevailing wages and that is one reason why the construction is at a higher cost. Commissioner Spurgeon asked if acquiring the land gives us equity? Secretary Westerman advised yes, we will have equity. Secretary Westerman states that she appreciates the discussion and would like to know if the Board would like to move ahead with the development or not. Commissioner Bennett states that he would like to move forward with the development.
- Secretary Westerman advised that we will begin leasing the mainstream vouchers that were recently awarded to us. Commissioner Wood asked if the participants have to be disabled. Westerman advised that about 50 of the voucher recipients will need to be Non Elderly Disabled. Vice Chair Spurgeon asked if it will be a problem to find the non elderly and disabled participants. Westerman replied that it will not be a problem. Commissioner Wood asked if there was a breakdown of how many of our participants are previously homeless, non elderly disabled, family, etc. Rhodes advised that she can work on getting a break down completed.
- Secretary Westerman explained that we currently have an MOU with Love Overwhelming which sets aside 25 vouchers for their coordinated entry program. However, Love Overwhelming was not awarded the grant money to continue running coordinated entry and are unsure if they can continue to run their program. If they are not able to continue, we will need to vacate the MOU. Commissioner Bennett asked if we will then have an MOU with 25 vouchers for the new coordinated entry services. Westerman advised that that is a possibility.

- Secretary Westerman stated that Congress has adopted a short-term Continuing Resolution that allows HUD to fund through February without issues.
- Secretary Westerman advised the board that we are currently reviewing a NOFA from HUD for Family Unification Program Vouchers. This program requires a MOU with Department of Child, Youth and Family (DCYF) prior to applying for the vouchers. A motion to enter into a MOU with DCYF for the Family Unification Program Voucher was called for.
Dave Spurgeon made a motion. Jenny Oskey second the motion. The motion passed unanimously.

7. NEW BUSINESS

- (a) Board Action: Motion for Approval of Resolution 20-03: Secretary Westerman notified the board that as a requirement for joining CWCOG's large group insurance is that we have to maintain a wellness committee. She advised that we have a committee called, "OWL" Office Wellness League. The OWL committee has asked for permission to apply for a grant to fund wellness activities through Kaiser. The commissioners reviewed the tentative agenda required for the grant. Commissioner Oskey objected to the flu shot incentive/education. She asked if there will be an opposing view as well. Secretary Westerman was not sure if that would be the case. Commissioner Wood also agreed that it didn't feel right to have that as an agenda item. Chair Knapp advised that the attendance to the OWL events is voluntary and is not mandatory. After further board discussion Secretary Westerman advised that she will request the OWL committee to change the agenda item to something else.
Commissioner Spurgeon motioned to approve Resolution 20-03. Commissioner Bennett second the motion. Passed unanimously.
- (b) Board Action: Motion to approve Resolution 20-04. Secretary Westerman asked for the Board's approval to move forward with the predevelopment of 38th and Pennsylvania.
Commissioner Bennett motioned to approve Resolution 20-04. Commissioner Oskey second the motion. Passed unanimously.
- (c) Board Action: Motion for Approval of Resolution 20-05: Finance Manager Phillips asked for approval to increase the operating line of credit with Heritage Bank from \$1000,000 to \$200,000. Finance Manager Phillips advised that monies that are anticipated to be received may be delayed because of the processing of documentation done by grantors or other funding agencies. Commissioner Spurgeon asked if we have a plan to pay the debt if we do not receive the monies. Finance Manager Phillips advised that we should receive developer fees from Driftwood Point Apartments in April/May and that will pay the debt. She states that the line of credit will expire in December 2020.
Commissioner Spurgeon motioned to approve Resolution 20-05. Commissioner Oskey second the motion. Passed unanimously.

8. UNIFISNISHED BUSINESS

- (a) Kelly Rupp of Lead to Results spoke about the strategic planning. He mentions that he has spoken with almost all of the commissioners. He asked if there is anyone else that the board would like him to interview. Commissioner Bennett suggested posting a press release opening a meeting to the public for input. Commissioner Bennett also requested to look at statistics of how many people work in Longview versus how many people live in Longview. Commissioner Rudberg wondered if there was a way to look at mental illness versus substance abuse. Kelly Rupp advised that these are all excellent questions and would love to discuss further.

9. EXECUTIVE SESSION, IF ANY

There was no Executive Session.

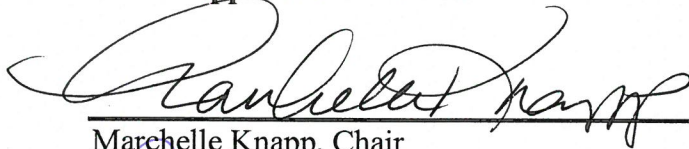
10. ADJOURNMENT

- (a) Chair Knapp advised the Board that the next meeting will be held on Monday, December 23, 2019 at 4:00pm.
(b) Chair Knapp adjourned the meeting at 6:14pm.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

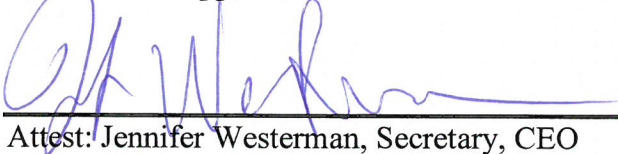
Board Approval of Minutes



Marchelle Knapp, Chair

12/23/19

Date:



Attest: Jennifer Westerman, Secretary, CEO

12/23/19

Date:

