



Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, February 24, 2020
820 11th Ave.
Longview, WA
Minutes

Present:

Chair, Marchelle Knapp
Vice Chair, 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
Vickie Rhodes, Housing Assistance Programs Manager

Public:

MaryAlice Wallis, Mayor of Longview
Hillary Strobel, Longview City Councilmember

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) None

3. OPPORTUNITY FOR PUBLIC DISCUSSION

Housing Opportunities of SW WA
Minutes to Regular Board Meeting
February 24, 2020

4. FINANCIAL REPORTS

- (a) Finance Manager Becky Phillips reminded the Board that the financial reports are for December and January. Phillips explained that the Tenant Revenues are under budget because of vacancies that Director of Operations Bonus will review further in her report. Phillips mentions that the beginning of the annual year always looks different because we pay annual memberships in January as well as payment for audits. Vice Chair Bennett asked that we don't vary our budget because of the computer software. Finance Manager Phillips confirmed that is correct and advised that we are looking into other software. However, it is extremely expensive. Vice Chair Bennett asked if a financial report of the previous year/month could be run side by side of the current month to see how HOSWWA is performing compared to last year. Phillips said she would be able to do that and will work on it.

5. CONSENT AGENDA

- (a) *Vice Chair, Bennett motioned to approve the consent agenda. Commissioner Oskey seconded the motion. Motion passed unanimously.*

6. CHAIRMAN, STAFF, AND SECRETARY REPORTS

- (a) Chair Report- Chair Knapp began by acknowledging the article in the Chinook Observer about the grand opening of Driftwood Point Apartments. She suggested that everyone read it. Chair Knapp went on to praise HOSWWA employees for their great work.
- (b) Staff Report-
 1. Housing Assistance Programs Manager Vickie Rhodes highlighted that Driftwood Point Apartments is at 100% utilization. Rhodes reports that recently she has met with partners concerning the mainstream voucher program. The waiting list has been purged in order to prep for the mainstream voucher program. The waiting list has been reduced by approximately one half. Chair Knapp asked if there was any idea of when the waiting list might open again. Rhodes replied no and referred back to her report.
 2. Director of Operations Katie Bonus began her report with notifying the Board members that January had more vacancies than normal and she has reached out to the managers to find out why. Bonus explained that there were a few long-term residents moving out of Lila Place. Due to their long residency the turnover requires more money to replace items like carpet and appliances. Mayor Wallis questioned the 7 pay or vacate. Mayor Wallis stated that the number seemed a little high. Bonus replied that no one was evicted, and all the tenants paid their rent. Director of Operations Bonus stated that during the last board meeting there was a debt to service ratio that seemed incorrect. After reviewing with Finance Manager Phillips, a calculation error was found in the formula. Commissioner Rudberg asked what the two miscellaneous maintenance requests were at Sylvester Apartments. Bonus advised that she does not recall but could get the information for him. Commissioner Rudberg acknowledged

Director of Operations Bonus and thanked her for the wonderful work that her and her staff have done making Sylvester Apartments an exceptional place to live.

3. VIP Manager Rob Smith stated that VIP beds are 80% occupied. Smith reviewed the statistics in his report and went over reasons why he believes that we haven't been able to meet 100% utilization.

- (c) Secretary Report- Please refer to the Secretary Report Memorandum. In addition to the memorandum there were discussions regarding conflicting dates with the Annual Meeting and the NAHRO Commissioner training. Secretary Westerman advised that if a commissioner does want to go to the training that we will discuss rescheduling the Annual Meeting. Vice Chair Bennett asked if we have always referred to the VIP program as "beds". Secretary Westerman advised that yes, it has always been referred to as beds to fill. Discussion surrounding housing veterans and being compensated for them but not for the family members.

7. NEW BUSINESS

- (a) Board Action: Motion to approve application for VA GPD Grant. Secretary Westerman explained that the VIP program has two programs funded by the VA. The VA just released that the funding for these two grants will end in September. We are now applying under the new NOFA.

Commissioner Rudberg motioned to approve application for new NOFA.

Commissioner Nelson seconded the motion. Passed unanimously.

- (b) Board Action: Motion to approve the Paid Family and Medical Leave (PFML) Policy. Secretary Westerman explained that the State of Washington created a new program in which employees of Washington State can be paid for time off if the situation is applicable. Sense this is a new state law a personnel policy needs to be created.

Secretary Westerman reviewed the policy with Board Members.

Vice Chair Bennett motioned to approve the PFML policy. Commissioner Wood seconded the motion. Motion passed unanimously.

- (c) Board Action: Motion to approve Updated Americans with Disabilities Act (ADA). Secretary Westerman explained that Archbright, our Human Resources Consultants, suggested that we update our ADA policy to a stand-alone policy. Currently it is combined with the Equal Employment policy. Secretary Westerman stated that Archbright provided us with a sample policy to use and reviewed it with the Board.

Vice Chair Bennett motioned to pass updated ADA personnel policy. Commissioner Wood seconded the motion. Motion passed unanimously.

Before adjournment Vice Chair Bennett reminded Secretary Westerman to discuss the idea of switching the Strategic Meetings and the Regular Meetings. The Board discussed the idea and concluded that for now they will keep the meetings scheduled as is. It was decided that if they feel they need more than an hour for strategic planning they will revisit the idea.

8. UNFINISHED BUSINESS

9. EXECUTIVE SESSION, IF ANY

10. ADJOURNMENT

- (a) Chair Knapp advised the Board that the next regular meeting will be held on Monday, March 23, 2020 at 4:00pm.
- (b) Secretary Westerman reminded the board that we will be having a strategic planning meeting on Monday, March 23rd at 3:00pm.
- (c) Chair Knapp adjourned the meeting at 5:09pm.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes



Marchelle Knapp, Chair Date: 4/20/20



Attest: Jennifer Westerman, Secretary, CEO Date: 6/4/2020