



Connecting people to homes, hope and opportunity.

Board of Commissioners Special Meeting
Tuesday, March 24, 2020
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:

The board meeting was conducted via phone in response to COVID-19. Access was provided for the public in HOSWWA offices by phone. No public attended.

Staff:

Katie Bonus, Director of Operations
Vickie Rhodes, Housing Assistance Programs Manager

1. CALL TO ORDER

- (a) Chair Knapp called the meeting to order at 3:00pm.
- (b) The mission and vision was not recited- it was advised that it is on the agenda.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:

3. OPPORTUNITY FOR PUBLIC DISCUSSION

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

4. NEW BUSINESS

- (a) Board Action: Approval of Resolution 20-12: Emergency Actions Authorization
- Chair Knapp turned the floor to Secretary Westerman. Secretary Westerman provided a description of what Resolution 20-12- Emergency Actions Authorizations entails. She informed the board that before making any decisions on the creation of the resolution she had been participating twice a week in conference calls with AWHA. Secretary Westerman advised that the Washington State housing authorities were discussing how they would respond to COVID-19. She went on to explain the essential duties of the housing authority. She advised that prior to the meeting we have already stopped inspections on leased homes and reduced maintenance work orders to emergency work orders only. Secretary Westerman advised that all employees that are able to will be working remotely from home, in response to Governor Inslee's Stay Home, Stay Healthy directive. Secretary Westerman explained that all employees will be checking their e-mail and phone messages and replying at least three times a day. All employees have signed a Remote Work contract. A motion was made to accept the resolution by Commissioner Rudberg and seconded by Vice Chair Bennett. Further discussion was made. Commissioner Rudberg asked for Commissioner Nelson to speak further on the additional language he suggested to be added to Resolution 20-12. Commissioner Nelson requested that after the second item the language, "as soon as practicable" be added. He goes on to say that the language is common in contracts and allows for an action that could be timely to be done prior to informing the board. It was agreed that this is a good addition. Vice Chair Bennett asked what we are doing about common areas in properties. Secretary Westerman answered that all of the community rooms at all properties have been shut down. Our maintenance crews are continuing to clean the common areas. Commissioner Nelson asked when the next board meeting will be held. Secretary Westerman replied it would be the next scheduled board meeting. All board members praised Secretary Westerman for outstanding leadership.
- Commissioner Rudberg motioned to approve Resolution 20-12. Vice Chair Bennett seconded the motion. A roll call vote was done. All in favor, passed.*

5. UNFINISHED BUSINESS

6. EXECUTIVE SESSION, IF ANY

7. ADJOURNMENT

- (a) Chair Knapp adjourned the meeting at 3:19pm.

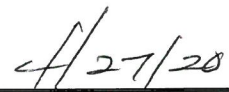
Respectfully Submitted by:

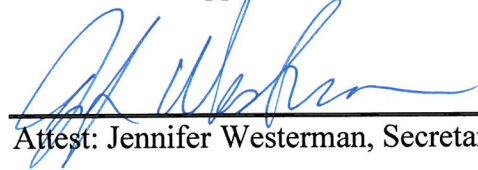
JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes

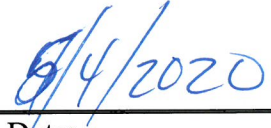


Marchelle Knapp, Chair


Date:



Attest: Jennifer Westerman, Secretary, CEO


Date: