



*Connecting people to homes, hope and opportunity.*

Board of Commissioners Meeting  
Monday, June 22, 2020  
820 11<sup>th</sup> Ave.  
Longview, WA  
Minutes

This meeting was held via Zoom in response to Covid-19

**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  
Vickie Rhodes, Housing Assistance Programs Manager

**Public:**

MaryAlice Wallis, Mayor of Longview  
Kelly Rupp, Lead to Results

1. **CALL TO ORDER**
  - (a) Chair Knapp called the meeting to order at 4:05pm.
  
2. **CHANGES AND ADDITIONS TO AGENDA, IF ANY:**

Housing Opportunities of SW WA  
Minutes to Regular Board Meeting  
June 22, 2020

### 3. OPPORTUNITY FOR PUBLIC DISCUSSION

### 4. FINANCIAL REPORTS

- (a) Finance Manager Phillips announced that we have a \$190k restricted cash increase due to receiving CARES Act funds. She went on to say that due to not having a VIP manager, traveling/training down (COVID) are administrative expenses are under budget by 10%. An electricity budget error of about \$12k was discovered which is making our utilities over budget by 10%. Phillips went on to say that our maintenance budget is under by 25%. This is because COVID put a halt to projects. Finance Manager Phillips ran numbers and compared them to last year.

### 5. CONSENT AGENDA

- (a) Commissioner Wood motioned to pass the consent agenda. Commissioner Rudberg second the motion. Motion passed unanimously.

### 6. CHAIRMAN, STAFF, AND SECRETARY REPORTS

- (a) None

- (b) Staff Report-

1. Housing Assistance Programs Manager Vickie Rhodes stated that the number of households declaring zero income is increasing, most likely due to COVID. However, we were able to get out of Short Fall and now status changed to "at risk of shortfall". Rhodes briefly went over the attached report. Chair Knapp asked why there were so many people porting out to Vancouver. Rhodes replied it is because Vancouver has more vacant units. Rhodes advised the board that there are 100 mainstream vouchers on deck and ready to be used. The participants are out looking for homes. She went on to say that we have accepted HOME funding from the Department of Commerce and we are using it to help with security deposits and two months' rent max. She said that due to Governor Inslee's proclamation we are not able to increase the rent yet.
2. Director of Operations, Bonus advised the Board that occupancy is at 98% with positive net income as well as positive cashflows. Bonus explained that the unexpected vacancies at Lilac Place has increased the expense per unit due to maintenance costs. By the end of May we had five vacant units. Four of the units have applicants that are qualified to move in during June. Bonus stated that we will continue to be under in rental income until we can increase the rent. Bonus advised that this coming Wednesday the exterior painting will begin for Sylvester. Commissioner Rudberg asked what the status on the storm windows is. Bonus replied that they are rebuilding the window jams and not replacing storm windows.

- (c) Secretary Westerman started her report with a staffing update. Two of our case managers from the VIP department, Marty and Kristopher, have put in their two-week notices. We have hired Rachelle Sanders as the new VIP manager. She stated that we are looking at a potential reorganization of the VIP department. Secretary Westerman provided a property and development update. The details of the properties/

developments can be found in the Secretary Report. Secretary Westerman explains that we have installed an intercom system to help stop the spread of COVID. We have started to meet clients by appointment only with the needed PPE. Westerman stated that we will need a special meeting sometime in July to discuss a budget revision due to the CARES Act Funding. She went on to say that we would like to purchase a new software system as well as make changes to our payroll system. Westerman states that Heritage Bank has offered us a very good rate on refinances. We are waiting on additional information from Heritage Bank and plan on bringing the request to the board in the near future. Westerman ended on the note that the new website is almost complete and ready to go live.

**7. NEW BUSINESS**

**8. UNFINISHED BUSINESS**

- (a) Westerman provided a quick sneak peak of the new HOSWWA website.
- (b) Secretary Westerman explained that we will be digging deeper in the strategies and tactics of the goals for strategic planning. She requested feedback from the Commissioners regarding the strategic planning that was held today. Chair Knapp asked that all Commissioners look ahead of time at the strategic planning documents.

**9. EXECUTIVE SESSION, IF ANY**

- (a) Chair Knapp called for an Executive Session at 4:49pm to discuss personnel salaries. Chair Knapp closed Executive Session at 5:06pm.

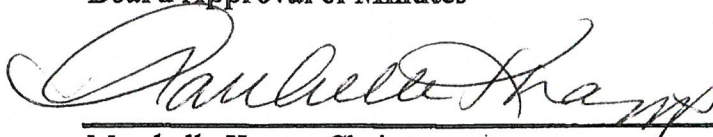
**10. ADJOURNMENT**

- (a) Chair Knapp adjourned the meeting at 5:09pm.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

**Board Approval of Minutes**



Marchelle Knapp, Chairperson

Date:

6/22/20



Attest: Jennifer Westerman, Secretary, CEO

Date:

8/10/2020