



Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, April 27, 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
Vickie Rhodes, Housing Assistance Programs Manager

Public:

MaryAlice Wallis, Mayor of Longview
Margaret Engstrom- Longview Citizen

This board meeting was held via Zoom

1. CALL TO ORDER

(a) Chair Knapp called the meeting to order at 4:08pm.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:

(a) The Executive Session was removed from the agenda.

3. OPPORTUNITY FOR PUBLIC DISCUSSION

Housing Opportunities of SW WA
Minutes to Regular Board Meeting
April 27, 2020

- (a) Margaret Engstrom introduced herself. She states that her family has property at the 200 Block of Douglas. She states that there is water and a sidewalk. Her family is interested in speaking with us about developing affordable housing on the land. Chair Knapp asked for her contact information so that she could talk to her in more detail.

4. FINANCIAL REPORTS

- (a) Finance Manager Phillips began by stating that earlier today the Finance Committee, Commissioner Wood and Commissioner Oskey, met to discuss the financials. Finance Manager Becky Phillips reported that tenant revenue is down due to a few un- expected vacancies. Phillips pointed out that the restricted cash is up to \$160,000.00 from money that was given to us from Community Frame Works for pre- development costs. Chair Marchelle asked if many tenants were feeling stress because of Covid-19. Director of Operations Bonus said that so far there are two clients who have paid for April but are unsure if they will be able to make May 2020 payment. There is one commercial tenant that is unsure if they will be able to make May 2020 payment. Bonus advised that everyone has signed re payment agreements already. Commissioner Nelson asked Phillips why the Maintenance and Operations was under budget. Finance Manager Phillips referred to Director of Operations Bonus. Bonus states that the project crew has Summer projects that they will be working on once the weather changes.

5. CONSENT AGENDA

- (a) Commissioner Wood motioned to approve the consent agenda. Commissioner Oskey seconded the motion. Passed unanimously.

6. CHAIRMAN, STAFF, AND SECRETARY REPORTS

- (a) None

- (b) Staff Report-

1. Housing Assistance Programs Manager Vickie Rhodes highlighted a few items from the memorandum. Rhodes noted that program utilization remains at 100%. Rhodes mentions some abnormalities for HOSWWA at this time of the year. She pointed out that the number of new vouchers issues remains below average, the number of households leaving the program is at a historical low, and the number of households previously housed, but now out searching is also at a historical low. Rhodes believes that this is because of the Stay at Home order due to Covid-19. People are tending to hunker down. For more percentages please review the memorandum by Vickie Rhodes dated 4/22/2020. Housing Assistance Programs Manager Rhodes shared the news that The Department of Commerce approved an additional amount of \$31,186.00 to the HOME TBRA grant. Due to this additional funding a Security Deposit Program has been designed for applicants to use who are either homeless or about to be homeless.
2. Director of Operations Katie Bonus reported that the properties look good. Overall occupancy is at 98%. Columbia View had a few unexpected vacancies the last couple

of months. Bonus stated that the end of March there was a broken sprinkler head at Driftwood Point that flooded the apartment. She advised that contractors began working today in the unit. She states that all other projects are at or above their occupancy goal. Director of Operations Bonus, who oversees the VIP department, updated the board members that we will be conducting Zoom interviews for the position of VIP Manager.

- (c) Secretary Westerman began her report notifying the board that due to COVID-19 restrictions and limits on HQS inspections we have temporarily laid off two inspectors on standby. The inspectors will be recalled once the restrictions are lifted. Secretary Westerman advised the board that the PNRN NAHRO conference has been rescheduled to Monday August 31, 2020. If any of the commissioners are interested in attending Westerman instructed them to contact Dana. Secretary Westerman provided a development update on Driftwood Point Apartments, Willapa Center, 38th and Pennsylvania, Pacific Place, and Willapa Landing. For detailed information regarding the development update please refer to the Secretary Report for the March 27, 2020 regular board meeting. Commissioner Rudberg asked if Willapa Center will have the full amount of units that it was originally projected to have. Secretary Westerman replied it will thanks to The Department of Commerce funding the gap left by not receiving a tax credit allocation. Commissioner Bennett asked if there has been a press release from Commerce sent to The Daily News. Mayor Mary Alice Wallis offered to send the information to the City of Longview for a press release. Commissioner Rudberg then asked if there was an update with the property on Ocean Beach Highway. Westerman advised that projects on that property are on hold. Westerman went on to explain the safety measures that HOSWWA has taken for Coronavirus. A detailed list can be found in the Secretary Report. Westerman went on to say that since COVID-19 we have seen technical weaknesses. Westerman advised that she will be adding technological updates to the strategic plan. Westerman goes on to announce that for now we are looking into new software as the software that is currently being used is 17 years old, HAB. It is not meeting HOSWWA's needs, especially in the finance area. Westerman advised that new software is expensive and the management team is looking into way to finance new software. Westerman assures that no action will be taken without approval of the board. Westerman stated that one way to finance new software is to consider refinancing the office. Secretary Westerman moved on with the report announcing that Kelly Rupp of Lead to Results is ready to resume strategic planning via Zoom. The topic for May will be looking at the current strategic plan outcomes as well as looking at future goals. Westerman advised the board that an RFP for legal advice has been sent out and that an RFP for Development Legal services will be sent out as well. These services are needed for Willapa Center and paid through the project. Lastly Secretary Westerman discussed the Annual Report that is given via PowerPoint. This is not possible this year due to Covid-19. Secretary Westerman advised that she is looking into possibilities of creating a print annual report that could be sent by e-mail and put on a website to

educate the community. Chair Knapp states that she thinks this is a great idea to get it out into the community.

7. NEW BUSINESS

- (a) Board Action: Motion to elect officers of the Board of Commissioners. As stated in the By-Laws the election of officers is to take place during the April board meeting. Chair Knapp asked for any motions to elect officers. Commissioner Rudberg made a motion to reelect the current officers. Chair Knapp clarified that this would be a re-election of herself, Marchelle Knapp, as Chair and Peter Bennett as Vice Chair. *Commissioner Rudberg motioned to reelect the current officers. Commissioner Oskey seconded the motion. Motion passed unanimously.*
- (b) Board Action: Approval of Resolution 20-13: Annual Plan
Commissioner Bennett motioned to table this resolution until the next meeting in May.
- (c) Board Action: Approval of Resolution 20-14- Revisions to the HCV Administrative Plan. Housing Assistance Programs Manager Vickie Rhodes explained that there are changes to be made for the administrative plan that is required by HUD. The changes are in the following sections: Selection Method, Briefings and Voucher Issuance, and Program Administration. Rhodes reviewed these changes with the board. *Commissioner Nelson motioned to approve Resolution 20-14. Commissioner Wood seconded the motion. The resolution passed unanimously.*
- (d) Board Action: Motion to Approve Project Based Vouchers for Willapa Center: Secretary Westerman requested approval to commit 15 project-based vouchers to the Willapa Center Project. Secretary Westerman advised that it would be in the best interest of the Authority of commit these project based vouchers so that the Willapa Center Project will produce cash flow. *Commissioner Wood motioned to approve the commitment of 15 project-based vouchers to the Willapa Center Development. Commissioner Nelson seconded the motion. Motion passed unanimously.*
- (e) Board Action: Motion to Approve Updated HR Policy. Secretary Westerman asked for approval to change the Discoveries and Suggestions Policy to an Open Door Policy. She explained the new changes and the benefits it would have on the staff. *Vice Chair Bennett motioned to approve the Updated HR Policy. Commissioner Wood seconded the motion. Motion passed unanimously.*
- (f) Board Action: Motion for Approval to Negotiate and Execute a Property Management Agreement: Secretary Westerman provided the background on the multi family housing properties that would be under our management. She explained that the management team has given a lot of thought on the staff implications and believe it would be in our best interest to move forward with. Commissioner Wood asked if a new employee would be hired to help with the extra work-load. Westerman advised that someone would need to be hired to help with the properties. Commissioner Nelson asked if once the property owner sells would we have first right of refusal. Secretary Westerman advised that it is something talk about.

Vice Chair Bennett motioned to approve moving forward with negotiations and execution of taking over the property management. Commissioner Rudberg seconded the motion. Motion passed unanimously.

8. UNFINISHED BUSINESS

9. EXECUTIVE SESSION, IF ANY

10. ADJOURNMENT

- (a) Secretary Westerman reminded the board that we will be having a strategic planning meeting on Monday, May 18th at 3:00pm and that our regular monthly board meeting will be held on Monday, May 18th at 4:00pm due to Memorial Holiday.
- (b) Chair Knapp adjourned the meeting at 5:33pm.

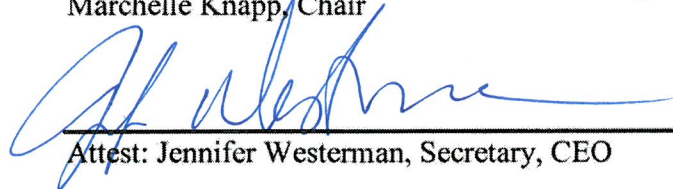
Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

Board Approval of Minutes



Marchelle Knapp, Chair Date: 5/18/20



Attest: Jennifer Westerman, Secretary, CEO Date: 5/27/2020