



Connecting people to homes, hope and opportunity.

Board of Commissioners Meeting
Monday, November 23, 2020
820 11th 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, Traci Wood
Commissioner, David Nelson
Secretary, Jennifer Westerman

Absent:

Commissioner, Jenny Oskey

Staff:

Becky Phillips, Finance Manager
Vickie Rhodes, Housing Assistance Programs Manager

Public:

MaryAlice Wallis, Mayor of Longview
David Glasson
Julie Overby

1. CALL TO ORDER

- (a) Chair Ms. Knapp called the meeting to order at 4:01pm
- (b) Chair Ms. Knapp recited the mission and vision statements

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY

Housing Opportunities of SW WA
Minutes to Regular Board Meeting
November 23, 2020

(a) None

3. OPPORTUNITY FOR PUBLIC DISCUSSION

(a) None

4. FINANCIAL REPORTS

Finance Manager Phillips met with Commissioner Wood and reviewed all accounts payables and financials. Phillips reports that our cash position is positive with money in reserves. The high amount of restricted cash is because we have about \$200,000 in HCV funds that can only be used for Housing Assistance Payments (HAP). We have \$300,000 restricted from COVID-19 money and we have about \$140,000-\$150,000 for 38th and Pennsylvania from the Community Foundations. We started out with \$500,000 and now we are over 1.3 million in restricted money. We are using COVID-19 money for our HCV Program. Finance Manager Phillips mentioned that underneath the non-operating expenses on "line 1104" has prior year adjustments of \$765,000, which is depreciation expenses showing a deduction in our assets. Ms. Westerman mentioned the money that HUD gave us will become our HUD HAP reserve. Chair Knapp confirmed that the funds that we received for COVID is going to be utilized for the computer system and updating our systems as well as remote working.

5. CONSENT AGENDA

(a) *Commissioner Rudberg motioned to pass the Consent Agenda. Commissioner Wood seconded the motion. Passed unanimously.*

6. CHAIRMAN, STAFF, AND SECRETARY REPORTS

(a) None

(b) Staff report-

1. Housing Assistance Program Manager Rhodes updated the board regarding the Mainstream Voucher Program. Rhodes reports that 78 of the vouchers have been utilized. Secretary Westerman added that the original goal was to be 60% utilized by March 2021 and as of November 2020 the vouchers are 98% utilized. Rhodes went on to report that the Security Deposit Assistance Program has provided more than \$15k in assistance to local families. Chair Knapp asked if anyone is eligible for the assistance. Rhodes verified that it is open to anyone that is below 30% AMI. Rhodes ended her report stating that interviews will be conducted for the front desk position beginning next week.

2. Secretary Westerman provided the Property Report on behalf of Director of Operations Katie Bonus. Westerman advised that overall occupancy is at 98%. Westerman continued the report stating that the Beechwood property saw a negative operating income due to a collapsed sewer line which will be discussed further in the Secretary's Report. Secretary Westerman concluded the Property Report by advising the board that a few tenants have reported losing income due to COVID-19.

Repayment agreements have been set up with these tenants.

3. Secretary Westerman reported the staffing changes. Candace Davis is a new VIP Case Manager, and she has been onboard for about a month. Dana Wise has been promoted to Case Manager for VIP. Gordon Meyer was part-time and is now full-time. Jonathan has been promoted from front desk to Family Self Sufficiency Coordinator. Lori Lengyel took a lateral move and now she is a Property Manager. Robert Hawk, maintenance technician, is retiring this month. There might be a candidate for another maintenance technician. Executive/HR Assistant applicants are being interviewed currently. Westerman pointed out the various successes of promoting from within at HOSWWA, which is helpful for staff retention. Secretary Westerman reported we have received the pay-ins from U.S. Bank for The Driftwood Apartments and U.S. Bank is holding \$20,000 for environmental. However, while we were expecting a notice of no further action from the Department of Ecology instead, we received a notice asking us to take further action. This notice was provided without reviewing the test results from the site. We will request that Department of Ecology review the data and see if the additional measures are necessary. We are holding the construction contingency from the last pay-in for the following purposes: that is part of the cash resources. The environmental resources have 3 purposes.

1. Installing a playground at Driftwood Pointe, which was taken off the construction agenda as we ran out of money, but it will be put back on the construction agenda.
2. Environmental Contingency
3. Deferred development fees

Secretary Westerman advised that the bid release for construction at Willapa Center may have to wait due to prices of lumbar and the wet season. Westerman continued to say that we have signed a Purchase and Sale Agreement for the property at 38th and Pennsylvania. Secretary Westerman ended the development update by stating that the rehab on the Pacific Place property will likely begin in February. Secretary Westerman reported that we are getting new software. We are expected to go live on 4/1/2021. Staff training is scheduled for February and March. Westerman advised that the new website is live and being updated regularly Secretary Westerman discussed the two properties that will be refinanced are Beachwood and Sylvester. Beachwood is moving forward, and Sylvester is potentially permanently stalled. There is an environmental issue in a lot across the street, which could impact the theater and the entire process needs to be mitigated. Westerman reports that the bank will not move forward until the issue is cleared with the Department of Ecology. Commissioner Rudberg asked which lot it is. Mayor MaryAlice Wallis said that it is the corner lot of Vandercook and 12th. It used to be a paint shop and automobile shop. Vice Chair Bennett asked if the City has a relationship with any one at the Department of Ecology that we could tag along in. Mayor Wallis advised that she doesn't know of anyone off the top of her head. David Glasson mentioned that he knows someone who works at the Department of Ecology and will pass along the contact information.

7. NEW BUSINESS

- (a) Board Action: Motion to Approve the Board Schedule FY2021. Secretary Westerman proposed the Board Schedule FY2021.

Commissioner Rudberg made a motion to approve the Board Schedule FY2021.

Commissioner Wood seconded the motion. Passed unanimously.

- (b) Board Action: Resolution 21-01: Approval of Lilac Place Budget FY2021.

Finance Manager Phillips announced that there is little change between calendar year 2020 and calendar year 2021. Operating income is close between the two years.

Vice Chair Bennett made a motion to approve Resolution 21-01. Commissioner Wood seconded the motion. Passed unanimously.

- (c) Board Action: Motion to Approve Personnel Policy Change- Extended Leave.

Ms. Westerman stated that we are asking to add the following statements to our extended leave policy which would read: 1. While on extended leave, and in unpaid status employees do not earn leave, once employees return to work, they will be prorated based on their hours worked. Secretary Westerman clarifies that this statement means that employees would not be earning additional sick leave or annual leave while employees are in unpaid status.

Vice Chair Bennett made a motion to approve the Personnel Policy change.

Commissioner Wood seconded the motion. Passed unanimously.

8. UNFINISHED BUSINESS

- (a) None

9. EXECUTIVE SESSION, IF ANY

- (a) Chair Knapp called Executive Session to order at 4:54pm. Chair Knapp estimated that the Executive Session would last 15 minutes.

- (b) Chair Knapp adjourned the Executive Session at 5:04pm

10. ADJOURNMENT

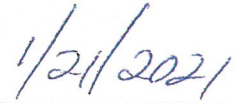
- (a) Chair Knapp adjourned the meeting at 5:04 pm.
- (b) Chair Knapp advised that the next board meeting will be held Monday, December 28, 2020 at 4:00pm.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

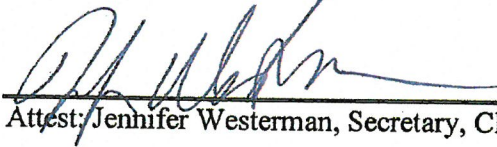
Board Approval of Minutes

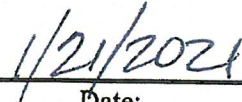




Marchelle Knapp, Chairperson

Date:





Attest: Jennifer Westerman, Secretary, CEO

Date: