



*Connecting people to homes, hope and opportunity.*

Board of Commissioners Meeting  
Monday, September 28, 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  
Rachelle Sanders, VIP Manager  
Amy Montague, Accounting Specialist

**Public:**

MaryAlice Wallis, Mayor of Longview

**1. CALL TO ORDER**

- (a) Chair Knapp called the meeting to order at 4:10pm.
- (b) Chair Knapp recited the mission and vision statements

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:**

- (a) Secretary Westerman requested a change to the order of New Business by switching topic A and topic B.

Secretary Westerman added that there are two new employees joining the meeting. Rachelle Sanders, VIP Manager and Amy Montague, Accounting Specialist. Finance Manager Phillips introduced Amy. Secretary Westerman introduced Rachelle.

### **3. OPPORTUNITY FOR PUBLIC DISCUSSION**

- (a) None

### **4. FINANCIAL REPORTS**

Finance Manager Becky Phillips stated that agency at the end of August is at 2 million.

Tenant revenue are under budget by 1%. Finance Manager Phillips stated that utilities are over budget by 14%. Secretary Westerman interjected that it could be because people are staying home due to the pandemic, therefore using more electricity. Phillips closed her report by stating that the Net operating income is above expectation by 196%.

### **5. CONSENT AGENDA**

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

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

- (a) None

- (b) Staff Report-

1. Housing Assistance Programs Manager Vickie Rhodes began by explaining that participants income is slightly higher resulting in a slightly lower HAP (housing assistance payment). Rhodes highlighted that the Mainstream voucher is fully separated from the rest of the Section 8 vouchers at the request of HUD. Chair Knapp asked how many participants port out. Rhodes advised that currently we only have 2 port outs mostly due to the partnerships that we have in the community that help them find housing. Rhodes ended with a staffing update. Long-time employee, Susie Marion, has retired after 25 years.

2. Director of Operations, Bonus advised the Board that over-all occupancy is at 98%. Phoenix House did have a negative NOI (net operating income) because this month was a utility month. Driftwood Point saw 3 move outs in the last couple of months but have now been rented since mid-August. Lilac Place Apartments saw 5 vacancies in the last months that took some time to rent. Chair Knapp asked what the waitlist is for Lilac Place. Bonus replied that in August there were 457 on the wait list and every 6 months the waitlist is purged. Chair Knapp asked if you have to work through the wait list in its entirety. Secretary Westerman advised yes, because it is project based. Bonus advised the board that rental income will continue to be under budget as we had anticipated rental increases in July 2020. However, due to the pandemic there are no rental increases. Bonus continued to say that the pandemic has created difficulties for a few tenants and that a repayment agreement has been set up.

- (c) Secretary Westerman began by updating the board on Driftwood Point Apartments. We have received the Washington State Housing Finance Commission's approved 8609's and have sent those along with the 2019 tax return to the IRS. Westerman advised that we delivered more credits than expected and will be receiving an upward adjustment. Therefore, we will be able to pay for most of the deferred developer fee. Commissioner Wood asked if the funds for Driftwood Point have already been allocated. Secretary Westerman is going to speak with the tax council to see if a playground could be installed with the additional funds. Secretary Westerman spoke on the report from Community Frameworks regarding Willapa Center. She

continued her report by advising the board that we are awaiting the signed purchase and sale agreement for the property on 38<sup>th</sup> and Pennsylvania. The intent is to begin submitting application for funding in early Spring. During the feasibility study the consultants found wetlands on the site. Currently working on determining what this means for the project. Secretary Westerman explained that the preservation application for Pacific Place has been funded. The developer for this project is Ginger Segel. Westerman continued with JPCHA updates. The City of South Bend has agreed to pay for a CNA (capital needs assessment) for Willapa Landing. Secretary Westerman ended her JPCHA updated by advising the board that we are currently working on revisions to the Interlocal Agreement and Management Agreements between the two agencies. Once the revisions are completed the documents will need to go to both boards for approval. Secretary Westerman concluded her report by stating that Finance Manager Phillips has received property refinance numbers from the bank and will put them together in a report. She then referred to the audited financials that are in the board packet and will be discussed in new business.

## 7. NEW BUSINESS

- (a) Board Action: Motion to Approve the Strategic Plan for 2020-2025. As discussed during the special board meeting the board wished to approve the new strategic plan for 2020-2025. Vice Chair Bennet motioned to approve the strategic plan. *Commissioner Rudberg seconded the motion. Passed unanimously.*
- (b) Board Action: Approval of Resolution 20-17- HOSWWA budget FY2021. Finance Manager Phillips reviewed the budget FY2021 for the Board of Commissioners. Phillips highlighted a few items from the memorandum. The Finance Department has added an FTE to the HCV department because this program has added 78 new vouchers and additional TBRA funds without adding staff. A budget has been created for legal expenses for exploring the option of creating a non-profit organization. Finally, Phillips reviewed that funds have been set aside for consulting assistance in rewriting the Human Resource policies. *Commissioner Nelson approved the resolution for the budget FY2021. Commissioner Oskey seconded the motion. Passed unanimously.*
- (c) Board Action: Motion to Approve to Sunset the Housing Choice Voucher Homeownership Program. Housing Assistance Programs Manager, Vickie Rhodes asked to sunset the Homeownership Program. Rhodes provided a summary of what the program entails. She advised the board that most of the participants are not able to find a home in their price range. She continued to say that there have been no new homeowners in the last 12 months and 2 participants that are eligible to begin the search for a home. Vice Chair Bennett expressed his sadness to sunset the program and asked what would happen to the current participants. Rhodes advised that there are 22 participants and they would stay in contact with the coordinator until the finish of their term. Commissioner Nelson requested that he would like to have more information regarding Homeownership Program before making a decision. Rhodes advised that she can arrange for a conversation with Commissioner Nelson and Lori Parsons, who runs the program. *Commissioner Wood motioned to approve the sunset of the Homeownership Program. Commissioner Oskey Seconded the motion. 4 ayes and 1 naye.*
- (d) Finance Manager Phillips reviewed the HOSWWA 2019 audit results. She highlighted that there were a few suggestions made. One being changing the software, which has already been implemented. As well as a few policy changes, like paying employees bi monthly instead of monthly. Phillips mentioned that there was only one finding and the issue has already been corrected.

**8. UNFINISHED BUSINESS**

(a) None

**9. EXECUTIVE SESSION, IF ANY**

(a) None

**10. ADJOURNMENT**

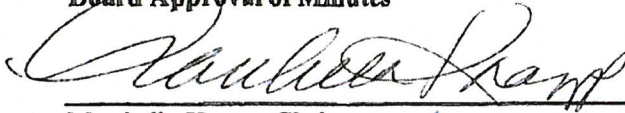
(a) Chair Knapp adjourned the meeting at 5:35pm.

(b) The next Board Meeting will be held Monday, October 26, 2020 at 4:00pm

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

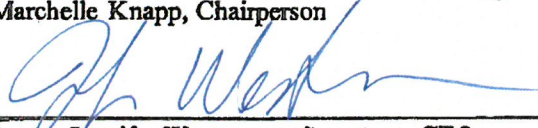
**Board Approval of Minutes**



Marchelle Knapp, Chairperson

Date:

10/15/20



Attest: Jennifer Westerman, Secretary, CEO

Date:

10/15/20