



Connecting people to homes, hope and opportunity. *Jennifer Westerman, CEO*

BOARD OF COMMISSIONERS MEETING
Monday, April 26, 2021 at 4:00 p.m.
Via Zoom

PRESENT:

Vice Chair David Nelson
Commissioner Allan Rudberg
Commissioner Traci Wood
Commissioner Sue Lantz
Commissioner David Vasquez
Secretary Jennifer Westerman

ABSENT:

Chair Marchelle Knapp

STAFF:

Vickie Rhodes, Housing Assistance Programs Manager
Linda Hanna, Executive Assistant
Rachelle Sanders, VIP Manager

PUBLIC:

David Glasson, JPCHA Chair
MaryAlice Wallis, Mayor of City of Longview
Dexter Kearny, Pastor of Longview Presbyterian Church
Kristina Swanson, Cowlitz County Auditor

1. CALL TO ORDER

- (a) Vice Chair Mr. Nelson called the meeting to order at 4:02 p.m.
- (a) Vice Chair Mr. Nelson recited the vision and mission statements.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: None

3. OPPORTUNITY FOR PUBLIC DISCUSSION, IF ANY: None

4. FINANCIAL REPORTS:

- (a) None. Delayed due to April software "Go-Live".

5. CONSENT AGENDA:

- (a) *Commissioner Rudberg made a motion to approve the Consent Agenda. Commissioner Wood seconded the motion. Passed unanimously.*



6. CHAIRMAN, AND SECRETARY REPORTS:

- (a) **Chair Report:** None
- (b) **Voucher Status:** Ms. Rhodes gave her report as included in the Board packet. The main comment is that the utilization of vouchers is 97%, which is very good.
- (c) **VIP Summary:** Ms. Sanders gave her report as included in the Board packet. She explained the 4 different programs that VIP works with and the services they provide. Currently there are 30 clients using these services. Ms. Sanders updated the Board regarding their clients, including some with great success in various programs, some that have received their COVID-19 Vaccines and one that passed away recently.
- (d) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet. She praised and gave kudos to her staff for the expansion of services, both through VIP and Housing, considering the additional stress of COVID-19 and the implementation of new software, which is going live this week. Ms. Westerman stated that the request for funding for Willapa Center made it through the State Legislature budgeting process successfully. The project will be moving forward, seeking new bids since the previous ones were over budget. Ms. Westerman briefly gave updates on Driftwood Point Apartments, 38th & Pennsylvania property, and Pacific Place projects. Ms. Westerman explained the American Rescue Act and the financial impact it will have for the housing authority.

7. NEW BUSINESS:

- (a) **Board Action: Election of Officers:** Vice Chair Nelson opened nominations.

Commissioner Rudberg made a motion to re-elect the existing officers (Marchelle Knapp, Chair and David Nelson, Vice Chair) for another term. Commissioner Wood seconded the motion. Passed unanimously.

- (b) **Board Action: Resolution 21-06 regarding Revision to Section 8 Administrative Plan:** Ms. Rhodes gave an explanation that this resolution was needed to allow the PHA in conjunction with the DCYF (a division of DSHS) to provide five (5) HCV to be assigned to Cowlitz County and five (5) to Lewis County. In addition, this resolution proposes that if an eligibility interview is needed that an Applicant Interview be allowed to be conducted in person, via Zoom, phone, or conference calls. The resolution also requests that a completed or corrected RTA may be submitted as hard copies, in person, by mail, fax, or email. In addition, the proposed dwelling lease would no longer be required prior to the inspection.

Commissioner Wood made a motion to approve the resolution. Commissioner Rudberg seconded the motion. Passed unanimously.



- (c) **Board Action: Motion to approve HR Policy Revision:** Secretary Westerman explained that current HR Policy with respect to annual leave is use-it or lose-it. As a result of the current pandemic, the HOSWWA staff has had a significant increase in workload along with staff that has had to quarantine due to COVID requirements. Proposed change is to allow non-exempt employees to carryover not more than 40-hours of leave into their next anniversary year.

*Commissioner Lantz made a motion to approve the HR Policy Change.
Commissioner Wood seconded the motion. Passed unanimously.*

- (d) **Board Action: Motion to approve Grant Applications:** Secretary Westerman asked for authorization to submit two (2) grant applications for the VIP program which will help decrease congregate settings at Hemlock, and to allow funds to be available to assist with the purchase of a 4-bedroom, 4-bath house. In addition, a FHLB grant application for \$750,000, is in process to help fund the 38th and Pennsylvania project.

*Commissioner Lantz made a motion to approve the Grant Applications.
Commissioner Rudberg seconded the motion. Passed unanimously.*

- (e) **Board Action: Motion to approve Name for project at 38th and Pennsylvania in Longview:** Secretary Westerman stated that she had asked both the HOSWWA staff and neighbors of the property, Longview Presbyterian Church, for input on naming the project. Many names were submitted and with the help of the church, three (3) names were selected as potential names for the project: Sunrise Village, Cornerstone Village, and Valley Sunrise. Ms. Westerman introduced Pastor Dexter Kearny of the Longview Presbyterian Church and asked him to explain how their selection of Sunrise Village came to be. Pastor Kearney explained that they reached out to the Cowlitz Indian tribe for any names or words that might be meaningful to them. One word the tribe shared that also resonated with the congregation was “Sunrise” as a name that represents hope, new beginnings, and a new day. “Village” represented a community, which they hoped the complex would become. Ms. Westerman indicated that between the HOSWWA staff and the church the overwhelming choice was Sunrise Village. Ms. Westerman recommended approval of the name Sunrise Village for 38th and Pennsylvania.

*Commissioner Rudberg made a motion to accept the new name of Sunrise Village.
Commissioner Wood seconded the motion. Passed unanimously.*

8. **UNFINISHED BUSINESS:** None

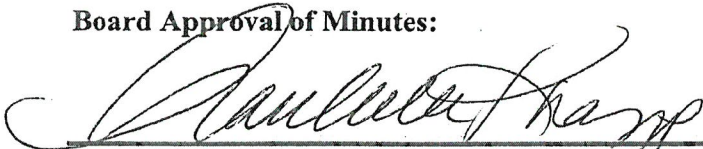
9. **EXECUTIVE SESSION, IF ANY:** None



10. ADJOURNMENT:

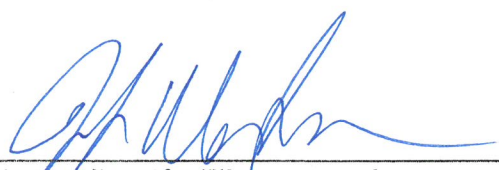
- (a) Vice Chair Nelson stated that the next meeting will be Monday, May 24, 2021 at 4:00 p.m.
- (b) Vice Chair Nelson adjourned the meeting at 4:44 p.m.

Board Approval of Minutes:



Marchelle Knapp, Chairperson 5/24/21

Date



Attest: Jennifer Westerman, Secretary, CEO 6/1/21

Date

