



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

BOARD OF COMMISSIONERS MEETING

Monday, June 28, 2021, at 4:00 p.m.

Via Zoom

PRESENT:

Chair Marchelle Knapp
Vice Chair David Nelson
Commissioner Traci Wood
Commissioner David Vasquez
Secretary Jennifer Westerman

ABSENT:

Commissioner Allan Rudberg
Commissioner Sue Lantz

STAFF:

Vickie Rhodes, Housing Assistance Programs Manager
Katie Bonus, Director of Operations
Becky Phillips, Finance Manager
Linda Hanna, HR Executive Assistant

PUBLIC:

Mary Alice Wallis, Mayor for City of Longview

1. CALL TO ORDER

(a) Chair Knapp called the meeting to order at 4:04 p.m.

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

3. OPPORTUNITY FOR PUBLIC DISCUSSION: None

4. FINANCIAL REPORTS:

a) Ms. Phillips provided financial reports for HOSWWA for May 2021, as included with the Board packet. Overall, she was extremely pleased with the performance of the agency, with current liabilities decreased by 17% or \$205 thousand for the year and overall operating expenses are under budget by 10% or \$233 thousand. The Agency's cash position is very good and continues to grow.

She also stated that administrative expenses were over budget due in part to the YARDI implementation and extra staff that needed to be hired during that time. In addition, general expenses were over budget by 8% due to the refinance of Beechwood, which was not budgeted.



Ms. Phillips stated that we received a \$42K waterfall payment from Driftwood Point. In addition, HUD recaptured excess HAP reserves which were at 314K. Our reserves are now 53K.

- b) Ms. Phillips provided the financials for Lilac Place for May 2021 as included in the Board packet.

5. CONSENT AGENDA:

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

6. CHAIRMAN, AND SECRETARY REPORTS:

- a) **Chair Report:** Ms. Knapp expressed how pleased she was to attend the JPCHA Board Meeting and the groundbreaking ceremony for Willapa Center in Raymond, WA on June 24, 2021. This will make a huge difference for the community, and she thanked JPCHA Board and HOSWWA staff for all their efforts in making this happen.
- b) **Voucher Status:** Ms. Rhodes gave her report as included in the Board packet. She stated that 5 of the new Mainstream vouchers have been leased up. There are 9 inspections on the waiting list to date.

She noted that HOSWWA had been awarded 42 Emergency Housing Vouchers by HUD. Ms. Rhodes is currently working to obtain MOUs in all of our jurisdictions to help with these vouchers. Commissioner Woods asked if clients already in the system, would automatically get an opportunity for a voucher. Ms. Rhodes replied that if they met the restrictions for the vouchers, they would have to be referred by one of our partners.

- c) **Property Summaries:** Ms. Bonus provided the property summaries as included in the Board packet. Overall, the properties are doing well with an overall occupancy of 98%.

She also stated that the new property manager for Driftwood has been hired and is already settling in.

- d) **VIP Summaries:** Secretary Westerman provided an update on the Veteran Integration Program (VIP) as provided in the Board packet. The current number of clients on the program is 31, which includes 2 families with children.



- e) **Secretary's Report:** Ms. Westerman, provided the Secretary's Report as included in the Board packet. She reported the addition of three new staff members to the HOSWWA family.

She also indicated that the Willapa Center closing needed to be executed by July 15, 2021. Construction will not begin until HUD approves the subsidy layering review.

Architects have started working on the initial plans for Sunrise Village. We are currently in the process of applying for Housing Trust Fund assistance for this project, which will take several months.

HOSWWA continues to move forward on the acquisition of Pacific Place for JPCHA, which is in underwriting with USDA.

7. NEW BUSINESS:

- (a) **Board Action: Approval of Resolution 21-08: Approving the Adjustment to Cowlitz County Payment Standard Schedule from 105% to 110% of FMR.** Vickie provided an overview of the request to increase the payment standard in Cowlitz County to ensure that we are able to place the new vouchers.

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

- (b) **Board Action: Approval of Resolution 21-09: Amending the Housing Choice Voucher Administrative Plan to include the new Emergency Housing Voucher Program and authorizing execution of MOUs for the same.** Vickie provided an overview of the request to increase the payment standard in Cowlitz County to ensure that we are able to place the new vouchers.

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

- (c) **Board Action: Approval of Resolution 21-10: Development Work on Sunrise Village**

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

8. UNFINISHED BUSINESS: None

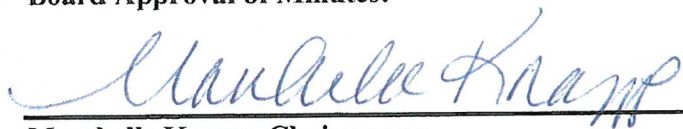
9. EXECUTIVE SESSION, IF ANY: None



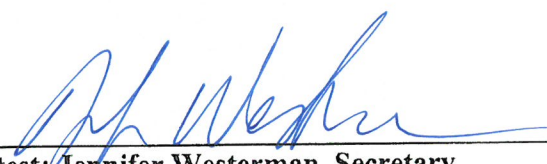
10. ADJOURNMENT:

- (a) Chair Knapp stated that the next meeting will be Monday, July 26, 2021, at 4:00 p.m.
- (b) Chair Knapp adjourned the meeting at 4:42 p.m.

Board Approval of Minutes:



Marchelle Knapp, Chairperson 7/26/21
Date



Attest: Jennifer Westerman, Secretary 7/26/21
Date

