



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

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

PRESENT:

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

ABSENT:

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 4:05 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 June 2021, as included with the Board packet. HOSWWA is doing well and is performing barely over budget with the exception of the General Expenses.
- b) Ms. Phillips provided the financials for Lilac Place for June 2021 as included in the Board packet. Lilac Place is currently showing tenant revenues under budget, but the Operating Expenses are under budget, so as a whole, no major changes. There are no write-offs for the month.
- c) Ms. Phillips provided the financials for Driftwood Point, for June 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. STAFF REPORTS:

- a) **Voucher Status:** Ms. Rhodes gave her report as included in the Board packet. This past month we lost 15 families and gained 18 additional families. This brings our overall utilization rate to 95%, which is lower than the preferred range of 98% to 100%. However, she stressed that clients are still able to find housing in this difficult market, so she is pleased. She stated that 30% of the new Mainstream vouchers have been leased up.

She noted that HOSWWA is ramping up to get the new Emergency Vouchers out. The last of the MOU's are being finalized. She anticipates great success with these vouchers, due to the abundance of funds available for deposits, etc.

Ms. Rhodes informed the Board that she has two new staff members joining the agency starting today, a new receptionist and housing support technician working with Julie. She also mentioned that Cecilia was starting her new role as Rent Assistance Program Manager today. Ms. Westerman formally introduced Cecilia Larson to the Board.

- b) **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 reported that all properties were above their benchmark standards.

Chair Knapp asked if there were any issues with delinquent rents. Ms. Bonus stated that none reported the rent was late due to COVID. Repayment agreements are continually being offered if the need arises. There was discussion on landlords raising rents, causing concern that due to the increases there would be less money available for vouchers resulting in the potential of losing families.

- c) **VIP Summaries:** Ms. Sanders provided the VIP Program report, as included in the Board packet. Currently 29 clients are being assisted, which includes 6 minor dependents.
- d) **Secretary's Report:** Ms. Westerman, provided the Secretary's Report as included in the Board packet



She informed the Board that she was working on a new partnership with Workforce/WorkSource to bring an employment specialist to the VIP Office. The goal is to improve employment services to Veterans and other residents.

7. NEW BUSINESS:

(a) Board Action: Approval of Resolution 21-11: MOU with US Veterans Administration related to VASH Vouchers.

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

8. UNFINISHED BUSINESS: None

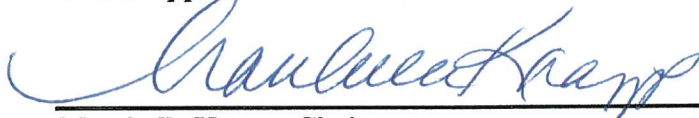
9. EXECUTIVE SESSION, IF ANY: None

10. ADJOURNMENT:

(a) Chair Knapp stated that the next meeting will be Monday, August 23, 2021, at 4:00 p.m.

(b) Chair Knapp adjourned the meeting at 4:38 p.m.

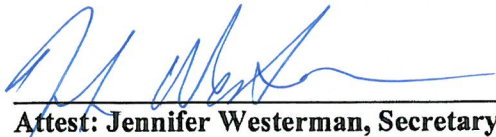
Board Approval of Minutes:



Marchelle Knapp, Chairperson

8/23/21

Date



Attest: Jennifer Westerman, Secretary

9/1/21

Date

