



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

BOARD OF COMMISSIONERS MEETING
Monday, August 23 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
Cecilia Larson, Rent Application Program Manager

PUBLIC:

Mary Alice Wallis, Mayor for City of Longview
Steve Holland, JPCHA Board Commissioner

1. CALL TO ORDER

a) Chair Knapp called the meeting to order at 4:02 p.m.

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

3. OPPORTUNITY FOR PUBLIC DISCUSSION: Chair Knapp welcomed JPCHA Board Commissioner Steve Holland and asked him to give a short intro to the HOSWWA Board.

4. FINANCIAL REPORTS:

a) Ms. Phillips provided draft financial reports for HOSWWA for June 2021, as included with the Board packet. She indicated that the reports are in flux due to some data being entered into YARDI with wrong dates. The issue revolves around the property management staff not getting training until after go-live. The issue has been identified and Ms. Phillips is working with YARDI to find a quick resolution. The canned reports available in YARDI do not offer the exact information that the HOSWWA Board is used to. She stated that she will be



asking our CPA to assist with the design of new financial reports. Our CPA has worked with many clients who use YARDI.

- b) Ms. Phillips provided the draft financials for Lilac Place for June 2021 as included in the Board packet. These financials have the same issue as the HOSWWA financials.

Secretary Westerman stated that she does have the agreement on her desk for the CPA to do this work and that it may take more than a month to fine-tune the reports.

- c) Ms. Phillips stated also that the Finance Committee had met before this board meeting to discuss the July Vouchers and Write-off's for the Consent Agenda.

5. CONSENT AGENDA:

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

6. STAFF REPORTS

- a) **Voucher Status:** Ms. Rhodes gave her report as included in the Board packet. She stated that they have received 40-50 referrals for the Emergency Housing Voucher. They have completed one inspection so far and hope to schedule more soon. These inspections will be held via zoom.

This is the last board meeting that Vickie Rhodes will be attending due to her retirement effective 8/31/2021. Chair Knapp thanked Ms. Rhodes on her dedication and incredible work over the years. She will be missed by all.

- 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 also stated that Columbia View will have some vacancies coming up as some clients are moving to assisted living facilities.

- c) **VIP Summaries:** Ms. Sanders gave an update on the Veteran Integration Program (VIP) as provided in the Board packet. Currently 30 clients are being housed. They are still utilizing hotel rooms to allow clients to have separate bedrooms.

She is still waiting for final approval on two grants she has submitted. She also let the Board know that two new case managers had recently started.



Mayor Wallis mentioned that she had recently saw a Veteran on the 7th Avenue entrance to Walmart that day and she was wondering how he could be helped today. Ms. Sanders informed the Board that Cindy Wright was our VIP Outreach Specialist, and she is able and very willing to seek out Vets who may need our assistance after they qualify for the program. Ms. Sanders gave out the VIP Outreach phone number so that the Board could use it when they are out in our community and think our services may be needed. She mentioned that Ms. Wright just needs to know where the individual is and a name, if possible, and she will make contact.

Ms. Woods asked what the maximum number of beds were available for VIP clients. Ms. Sanders stated that they do have the ability to adjust the total number based on certain circumstances. She indicated that 35 to 40 would be the max.

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** N/A
- b) **Secretary Report:** Ms. Westerman, provided the Secretary's Report as included in the Board packet. She reported the addition of five new staff members to the HOSWWA family and two that had left the Agency.

Ms. Westerman gave an update on each of the current development projects: Driftwood Point, Willapa Center, Sunrise Village and Pacific Place.

Secretary Westerman also gave an update on the YARDI software issues.

COVID update by Ms. Westerman, stressed that all HOSWWA staff are required to wear masks while at work or in a company-owned vehicle. If a staff member feels ill with COVID type symptoms, they are to be tested before returning to work. There is still a COVID sick leave policy in place with 548 hours used out of 2000 available, leaving a balance of 1452 hours.

Ms. Westerman is also seeking bids to adapt the Board Room to a hybrid meeting room, allowing for both in-person and Zoom attendance. Until that happens, we will continue with the HOSWWA Board Meeting to be held via Zoom.

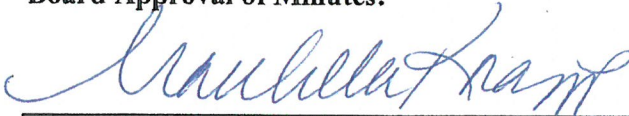


- 8. UNFINISHED BUSINESS: None
- 9. EXECUTIVE SESSION, IF ANY: None
- 10. ADJOURNMENT:

(a) Chair Knapp stated that the next meeting will be Monday, September ²⁷23, 2021, at 4:00 p.m.

(b) Chair Knapp adjourned the meeting at 4:39 p.m.

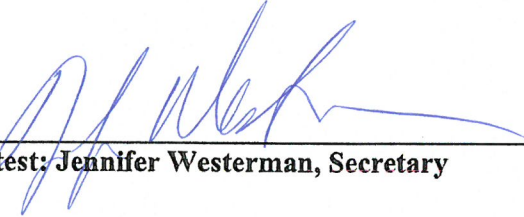
Board Approval of Minutes:



Marchelle Knapp, Chairperson

9/27/21

Date



Attest: Jennifer Westerman, Secretary

9/28/2021

Date

