



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

BOARD OF COMMISSIONERS MEETING
Monday, September 27, 2021, at 4:00 p.m.
Via Zoom

PRESENT:

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

ABSENT:

Commissioner David Vasquez

STAFF:

Katie Bonus, Director of Operations
Linda Hanna, HR/Executive Assistant
Cecilia Larson, Rent Application Program Manager
Rachelle Sanders, VIP Program Manager

PUBLIC:

Mary Alice Wallis, Mayor for City of Longview
Jerry Bakken
George Robertson

1. CALL TO ORDER

a) Chair Knapp called the meeting to order at 4:03 p.m.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: Yes, Secretary Westerman stated that there would be no financial reports given during this meeting due to illness. She stated that the Board would still be doing the Consent Agenda for payables.

3. OPPORTUNITY FOR PUBLIC DISCUSSION:

(a) George Robertson inquired about the Sunrise Village Project. Chair Knapp stated that this would be tabled until the end of the meeting if his questions were not answered during the meeting.

(b) Jerry Bakken stated that he was impressed with various projects that the Board is currently working on.

4. FINANCIAL REPORTS: N/A



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5. **CONSENT AGENDA:** Prior to a motion being made, Chair Knapp pointed out that the 8/23/2021 Board Minutes showed that the next Board Meeting showed 9/23/2021 and it should read 9/27/2021. Secretary Westerman indicated that it would be updated.

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. Larson gave her report as included in the Board packet. She stated that she has hired a new Housing Navigator to help with the Emergency Housing Voucher program. To-date 77 EHV referrals have been received along with 4 VASH referrals. Inspections, both virtual and in-person, have resumed with an anticipated completion date of 12/31/2021.

Chair Knapp asked if the EHV referrals needed to come through coordinated entry and then be referred to HOSWWA and Ms. Larson said that was correct.

Ms. Larson was also pleased to inform the Board that her department is no longer doing double entry into two different systems. They are completely using YARDI going forward.

- 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%.

Mayor Wallis asked if individuals on the waiting list were first come – first serve if they have the proper paperwork. Ms. Bonus indicated that this was how the process typically works, as long as the proper unit for the family is available.

- c) **VIP Summaries:** Ms. Sanders gave an update on the Veteran Integration Program (VIP) as provided in the Board packet.

Ms. Sanders informed the Board that Capital Grant and Case Management Grants have been approved. These funds will allow renovation to the Hemlock complex, providing additional bathrooms and make a downstairs unit ADA accessible, and allow the purchase of another property- hopefully a vacant 4 bedroom, 4 bath house.

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** N/A



- b) **Secretary Report:** Ms. Westerman showed the Board the Annual Report recently completed. She also provided the Secretary's Report as included in the Board packet. She reported the addition of a new VIP Case Manager.

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

Secretary Westerman also gave an update on the YARDI software issues with respect to the Finance module.

COVID update by Ms. Westerman, stated that the Agency has seen an increase in absences due to day care issues related to COVID, symptomatic children and employees being symptomatic. These issues are outside of HOSWWA control, and we are working through it as best we can.

Ms. Westerman also informed the Board of a recent zoning regulation proposal resulting from E2SHB 1220 that directly impacted HOSWWA. She responded to a request for public input and worked with the City Council of Longview to ensure that final proposal eliminated HOSWWA from having to provide the additional reporting requirements the initial proposal contained.

7. NEW BUSINESS:

- (a) Board Action: Resolution 21-12 – Adopt FY 2022 Annual Budget. Ms. Westerman stated that due to Becky Phillips being out ill, that this report was a joint effort by financing staff and our CPA. She felt that everything was in order but subject to revision if Ms. Phillips felt any changes were needed. Commissioner Rudberg made a motion to approve and Commissioner Wood seconded the motion. Passed unanimously.
- (b) Board Action: Motion to Approve New Payment Standards
Commissioner Nelson made a motion to approve, and Commissioner Lantz seconded the motion. Passed unanimously.
- (c) Discussion – 2020 Audited Financials: Secretary Westerman recapped the Auditor's comments from the 2020 Audit. She stated that they found the Agency to be fiscally responsible, with no issues. The Balance Sheet was very solid and would be great to show to any banker or investor. Cash Flow had increased 97%. Ms. Westerman said that a depreciation formula needed to be change and that Becky Phillips had already corrected this.

8. **UNFINISHED BUSINESS:** Mr. Robertson mentioned that it would good if we could add closed captioning to our meeting for those hard of hearing. In addition, he also asked the Board to consider having the installation of solar panels at Sunrise Village and to



