



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

**BOARD OF COMMISSIONERS MEETING
Monday, October 25, 2021, at 4:00 p.m.
Via Zoom**

PRESENT:

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

ABSENT:

Chair Marchelle Knapp

STAFF:

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

PUBLIC:

Mary Alice Wallis, Mayor for City of Longview

1. CALL TO ORDER

a) Vice-Chair Nelson called the meeting to order at 4:02 p.m.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: N/A

3. OPPORTUNITY FOR PUBLIC DISCUSSION: N/A

4. FINANCIAL REPORTS:

a) Ms. Phillips provided financial reports for August 2021 & September 2021 for HOSWWA, Lilac Place and Driftwood Point, as included in the board packet.

She indicated that these were new reports from YARDI, and they are still being fine-tuned. They are more summarized, making it easier to review.

Key items for HOSWWA are that the unrestricted cash balance has increased due to funds transferring from restricted cash to unrestricted cash and also when data



was entered into YARDI, the system added some Maintenance salaries into the Administration salaries, thereby making distorting the balances of each, but not the overall total. This is being fixed and will be updated for the year-end reports.

5. CONSENT AGENDA:

- a) *Commissioner Wood made a motion to approve the Consent Agenda. Commissioner Lantz 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 the new Housing Navigator for the Emergency Housing Vouchers recently hired, has left our employment to be a stay-at-home mom. She is now in the process of hiring a new navigator. Inspections, both virtual and in-person, have resumed with 109 out of 600 plus units being completed to date. In addition, the department is working hard to complete a large volume of re-examinations.
- b) **Property Summaries:** Ms. Bonus provided the property summaries as included in the Board packet. Overall, the properties are doing well with a continued overall occupancy of 98%. Driftwood occupancy was at 91% and invitations have been sent out to those on the waiting list.

Mr. Rudberg mentioned that the elevator at the Sylvester Apartments need maintenance. Ms. Bonus will put in a work order.

Commissioner Wood asked how those applicants on the waiting list would be of availability. Ms. Bonus replied that applicants are typically notified by regular mail.

Commissioner Lantz asked if applicants were responsible for notifying us if their contact information has changed. Ms. Bonus replied yes this is a requirement.

Mayor Wallis asked if there was an outreach person for the department trying to find applicants. Ms. Larson replied that her department did not have an outreach specialist, but that the VIP department has one.

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

Ms. Sanders stated that over the past year, of those veterans that exited the program, over 90% were positive exits where the client transitioned to permanent housing. This includes one client that moved into the Driftwood Apartments. Mayor Wallis asked what type of outreach the VIP department has for the encampment or helping Veterans on the street corners. Ms. Sanders responded



that she just lost their Outreach Specialist and have begun the search for a replacement. She also said that one of their Case Managers has stepped into the job temporarily and that he is going to the encampment. They are also working with the Crisis Teams at Columbia Wellness for referrals.

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 a new VIP Case Manager and two employees that have left HOSWWA.

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 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 that the current VIP Capital Grant restrictions are making it hard to purchase a 4-unit property. Since we received the awarded funds, the restrictions have changed which would make easier to purchase a 4-unit property, especially in the current real estate market. She is working with the VA to see if the funds can be returned and then we could re-apply under the new grant guidelines.

7. NEW BUSINESS:

(a) Board Action: Motion to Approve Commitment of Project Based Vouchers to Sunrise Village.

Commissioner Rudberg made a motion to approve the Commitment of Project Based Voucher to Sunrise Village.

Commissioner Lantz seconded the motion. Passed unanimously.

(b) Board Action: Resolution 22-01: Establishment of a Limited Liability Partnership (LLP) for Sunrise Village.

Commissioner Lantz made a motion to approve Resolution 22-01.

Commissioner Wood seconded the motion. Passed unanimously

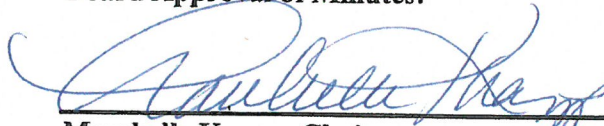


- 8. UNFINISHED BUSINESS: None
- 9. EXECUTIVE SESSION, IF ANY: None
- 10. ADJOURNMENT:

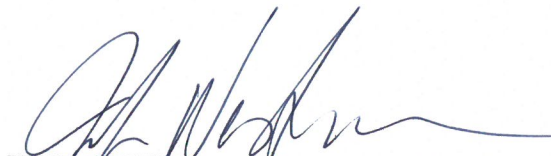
(a) Vice Chair Nelson stated that the next meeting will be Monday, November 22, 2021, at 4:00 p.m.

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

Board Approval of Minutes:



Marchelle Knapp, Chairperson 11/22/21
Date



Attest: Jennifer Westerman, Secretary 11/29/21
Date

