



HOUSING OPPORTUNITIES

— of SW Washington —

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

BOARD OF COMMISSIONERS MEETING
Monday, November 22, 2021, at 4:00 p.m.
Via Zoom

PRESENT:

Chair Marchelle Knapp
Vice Chair David Nelson
Commissioner David Vasquez
Commissioner Traci Wood
Commissioner Allan Rudberg
Commissioner Sue Lantz

ABSENT:

Secretary Jennifer Westerman

STAFF:

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

PUBLIC:

MaryAlice Wallis, Mayor for City of Longview

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: N/A

3. OPPORTUNITY FOR PUBLIC DISCUSSION: N/A

4. FINANCIAL REPORTS:

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

After explaining the various write-offs for October, Chair Knapp asked if the Agency could expect additional write-offs, especially high dollar amounts. Ms. Bonus stated that it was possible, but that they are working with the Agency attorney and executing re-payment agreements to prevent this. Ms. Woods asked how many more to expect and Ms. Bonus indicated that there were at least 3 tenants that owed substantial past due rents.



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. Larson was out, so this report was held over until the next meeting.
- 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.
- c) **VIP Summaries:** Ms. Sanders gave an update on the Veteran Integration Program (VIP) as provided in the Board packet.

Ms. Knapp congratulated the VIP team with the wonderful article recently in the Daily News.

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** N/A
- b) **Secretary Report:** In Ms. Westerman absence, Ms. Bonus gave the Secretary's Report as included in the Board packet. She reported the addition of new staff members and informed the Board that one of the new hires had recently passed away.

Ms. Bonus gave an update on each of the current development projects: Driftwood Point, Willapa Center, Sunrise Village and Pacific Place. Chair Knapp thanked Mayor Wallis for the continued support by the city. The recent infrastructure grant for Sunrise Village is a tremendous help.

7. NEW BUSINESS:

- (a) Board Action: Motion to Approve HOSWWA 2022 Board Schedule

Commissioner Rudberg made a motion to approve HOSWWA 2022 Board Schedule. Commissioner Lantz 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 held on Monday, December 27, 2021 at 4:00 pm. Chair Knapp mentioned that there may be a possibility that the December Board meeting may be cancelled if there are no urgent matters to present. An email will be sent out later to inform the Board once a decision is made.

(b) Chair Knapp adjourned the meeting at 4:33 pm.

Board Approval of Minutes:




Marchelle Knapp, Chairperson



Date


Attest: Jennifer Westerman, Secretary


Date

