



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

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

PRESENT:

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

ABSENT:

Vice Chair David Nelson
Commissioner David Vasquez

STAFF:

Katie Bonus, Director of Operations
Becky Phillips, Finance Manager
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 4:00 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 November 2021 for HOSWWA, and Lilac Place as included in the board packet.

Ms. Phillips reported that the financial reports are still being modified. She is working with a consultant to help create a report that has more information for the Board.

5. CONSENT AGENDA:

Due to the Finance Committee not having a meeting this month, the Board discussed modifying the Consent Agenda to hold over to the January 24, 2022 meeting the



HOSWWA Vouchers for November 2021, Lilac Place Vouchers for November 2021, and the Minutes from the Regular Board Meeting of November 22, 2021.

Commissioner Rudberg made a motion to approve holding over the above items until the regularly scheduled Board Meeting on January 24, 2022. Commissioner Woods seconded the motion. Passed unanimously.

Commissioner Wood made a motion to approve the modified Consent Agenda. Commissioner Lantz seconded the motion. Passed unanimously.

6. STAFF REPORTS

- a) **Voucher Status:** Ms. Larson was out, so Secretary Westerman gave the report as was provided in the Board Packet. There was some discussion regarding opening the Waitlist for Housing Choice Voucher program. Commissioners were interested in how the application process would work and how it will be accessed.
- 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 99%. Driftwood occupancy was at 92% 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. Sanders mentioned that her department is now able to bill for minor dependents that are housed, which brings an additional \$7K to the program. Commissioner Lantz asked where this change in billing come from. Ms. Sanders stated that the change was made at the Federal level.

Ms. Sanders also reported that she had received a call from one of the local motels that the VIP program uses to house clients and gave praise to the clients that are coming from the VIP program. They are well mannered and respectful, causing no problems.

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** Chair Knapp reported that Commissioner Nelson had resigned from the Board due to his recent appointment as a full-time Court Commissioner overseeing Landlord Tenant Issues, which is a conflict of interest. Ms. Knapp said that both MaryAlice Wallis, City of Longview Mayor and Ms. Westerman are looking for candidates to fill this opening on the Board.
- b) **Secretary Report:** Ms. Westerman gave the Secretary's Report as included in the Board packet. She reported the retirement of two staff members and informed the Board that one of the new hires had recently passed away.



7. NEW BUSINESS:

- (a) Board Action: Resolution to accept Lilac Place Budget for Calendar Year 2022

Commissioner Lantz made a motion to approve Lilac Place Budget for calendar year 2022. Commissioner Wood seconded the motion. Passed unanimously.

- 8. UNFINISHED BUSINESS:** Ms. Westerman informed the Board the during a recent JPCHA Board Meeting, a motion to increase the management fees for HOSWWA was approved. This will bring additional revenue to HOSWWA.

Commissioner Rudberg stated that due to insufficient lighting behind the Sylvester Apt, there has been an increase in vandalism. He also mentioned that he was starting a Sylvester tenant group, with the intent of making a more organized community environment for all tenants. Lastly, Mr. Rudberg complimented HOSWWA on the recent Employee Event which he attended.

- 9. EXECUTIVE SESSION, IF ANY:** None

10. ADJOURNMENT:

- (a) Chair Knapp stated that the next meeting will be held on Monday, January 24, 2022 at 4:00 pm.
- (b) Chair Knapp adjourned the meeting at 4:42 pm.

Board Approval of Minutes:

Marchelle Knapp, Chairperson

Date

Attest: Jennifer Westerman, Secretary

Date



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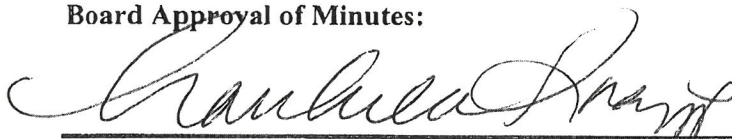
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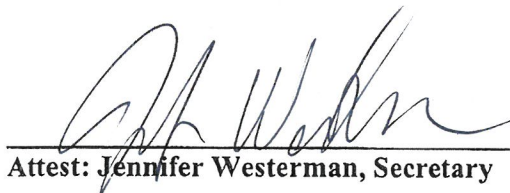
- (b) Chair Knapp adjourned the meeting at 4:42 pm.

Board Approval of Minutes:



Marchelle Knapp, Chairperson

1/24/22
Date



Attest: Jennifer Westerman, Secretary

1/29/22
Date

