



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

BOARD OF COMMISSIONERS MEETING
Monday, January 24, 2022, at 4:00 p.m.
Via Zoom

PRESENT:

Chair Marchelle Knapp
Commissioner David Vasquez
Commissioner Traci Wood
Commissioner Allan Rudberg
Secretary Jennifer Westerman

ABSENT:

Commissioner Sue Lantz

STAFF:

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

PUBLIC:

Mary Alice 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: None

3. OPPORTUNITY FOR PUBLIC DISCUSSION: None

4. FINANCIAL REPORTS:

a) Ms. Phillips provided financial reports for November and December 2021 for HOSWWA, Lilac Place and Driftwood Point, as provided in the Board Packet. She stated that overall, everything is doing good and normal for this time of the year.

She noted that the December financial reports are the new version for the Board financials. Chair Knapp reported that she found these to be easier to read.

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 gave her report as included in the Board packet. Her staff continues to work on inspections that are due by 06/30/2022. They are facing challenges related to tenants being affected by COVID, cancelling appointments, no responses, etc.

Chair Knapp asked when the waiting list would be opened, and Ms. Larson indicated that it should be open in February.

- 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%.

Ms. Bonus updated the Board regarding the Camera system for Driftwood, indicating that it was here and would be ready to install within the next 2 weeks.

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

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** N/A
- b) **Secretary Report:** No written report included this month. Ms. Westerman reported to the Board that HOSWWA has applied to HUD for additional waivers on the inspections due to the issues reported in the Voucher Report. In addition, based on the mayor's recommendation, the Agency is submitting a request to Senator McIntire for funding to address the leaks occurring at the Stratford Apt, because the bricks need to be resealed.

7. NEW BUSINESS:

- (a) Board Action: Election of new Vice Chair
Motion was made to elect Commissioner Sue Lantz to be the Vice Chair by Chair Knapp and seconded by Commissioner Rudberg.
- (b) Discussion on finding a new commissioner since David Nelson resigned. Chair Knapp said that she has received one application and is waiting for more. She hoped to have more information by the next Board meeting.
- (b) Board Action: Resolution 22-03 Line of Credit Renewal
Commissioner Wood made a motion to approve, and Commissioner Vasquez seconded the motion. Passed unanimously.



- (c) Board Action: Resolution 22-04 Loan Renewal Sylvester Apartments
Commissioner Rudberg made a motion to approve, and Commissioner Wood seconded the motion. Passed unanimously.

8. UNFINISHED BUSINESS: None

9. EXECUTIVE SESSION, IF ANY:

Chair Knapp called for an Executive Session at 4:35 pm to discuss personnel salaries and potential litigation. Chair Knapp closed the Executive Session at 5:05 pm. Chair Knapp called the regular HOSWWA Board Meeting back to order at 5:06 pm.

Board Action: Approve execution of 3-year contract for Jennifer Westerman, CEO for \$151,500.00 with annual increases to not be less than 5%.

Commissioner Wood made a motion to execute the contract and Commissioner Rudberg seconded the motion. Passed unanimously.

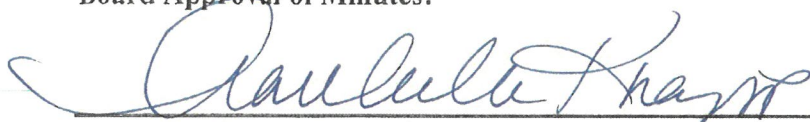
10. ADJOURNMENT:

(a) Chair Knapp stated that the next meeting will be Monday, February 28, 2022, at 4:00 p.m.

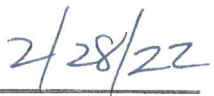
(b) Chair Knapp asked if the HOSWWA staff was working remotely and Secretary Westerman, indicated that the staff was working remotely as need arises, especially those with children who are sick or have daycare issues.

(b) Chair Knapp adjourned the meeting at 5:08 p.m.


Board Approval of Minutes:



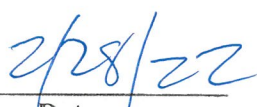
Marchelle Knapp, Chairperson



Date



Attest: Jennifer Westerman, Secretary



Date

