



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

**BOARD OF COMMISSIONERS MEETING**  
**Monday, February 28, 2022, at 4:00 p.m.**  
**Via Zoom**

**PRESENT:**

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

**ABSENT:**

Commissioner David Vasquez

**STAFF:**

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

**PUBLIC:**

Mary Alice Wallis, Mayor for City of Longview

**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:**

- a) Secretary Westerman stated that there would be no Property Report in the briefing packet, but that Ms. Bonus would give some information verbally.

**3. OPPORTUNITY FOR PUBLIC DISCUSSION:**

- a) Mayor Wallis accepted the application for a new HOSWWA board member named Lisa Gaynor. Chair Knapp reported that she thinks Commissioner Gaynor will be a good fit.
- b) Commissioner Gaynor introduced herself and shared her background.

**4. FINANCIAL REPORTS:**

- a) Ms. Phillips provided financial reports for January 2022 for HOSWWA and Lilac Place, as provided in the Board Packet. She stated that overall, everything is doing good and normal for this time of the year. HOSWWA tenant revenue is a little bit



below normal but should be fine after rent increases are all entered. Utilities are over budget largely due to the way the City of Woodland bills them.

## 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 corrected the number of Emergency Housing Vouchers that have been utilized from 18 to 23 and is confident all 42 will be housed. She also shared a story from Lilac Place's FSS coordinator in which an individual who has been in the program for a few years has made great progress in her life. Chair Knapp reported that such stories were encouraging.

Chair Knapp asked when the waiting list would be opened, and Ms. Larson indicated that it was in progress and will be open soon as an online event.

Ms. Larson reported that the Housing Navigator is doing a good job talking with landlords in order to get voucher holders housed.

- b) **Property Summaries:** Ms. Bonus provided a verbal summary of the Property Reports. Overall, the properties are doing well with an overall occupancy of around 98%.

There are 6 vacancies for the month of January at Driftwood Point and Lilac Place. There are 5 applications in progress that are expected to be filled. Goal is to get back to 100%.

Only 6 tenants were late in their rent payment. Two evictions were processed for non-payment. One other client is behind on rent, but they are not yet to the point of being taken to court.

Will be submitting O&M Grant renewal paperwork in March and expect to get about the same amount of funds as last year.

Chair Knapp asked what the ERP eviction processes is like. Ms. Bonus explained that the property manager gives a 14-day notice to the tenant to pay or vacate that includes the eviction timeframe process. If nothing is heard by the end of 14 days, we work with an attorney to do the legal process correctly. The process is more time consuming and involves more paperwork. Chair Knapp reported that she was concerned about an eviction backlog when the moratorium was lifted, but that it doesn't seem to be the case. Ms. Bonus responded that most of our residents



received government help through CAP. Commissioner Gaynor added that rent assistance has helped a lot of people who were struggling.

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

Secretary Westerman reported that we haven't heard anything regarding the renewal of the VIH Contract but that we should soon.

Secretary Westerman also stated that in addition to the Capital Grant, funds from the City of Longview, and the VA, we sent request for quotes out to 4 lenders asking for rates on a conventional loan. Heritage Bank came back with the best rates. Commissioner Lantz inquired as to how many units we were looking to get with the funding from the Capital Grant. Secretary Westerman responded that we are trying to purchase a house or two and are looking for 4 bedrooms and 4 bathrooms.

## 7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** N/A
- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet. She reported that we are hoping to have someone for the Finance Director position before the next meeting.

Regarding the Willapa Center delays, she reported that we are having issues finding trucks to move the pilings.

Regarding Sunrise Village and Ocean Beach, we have met with Federal Home Loan Bank and the state of Washington to discuss funding and application status. We have been waitlisted for the funding in case other projects don't use their allocations.

Secretary Westerman also reported that we have requested some waivers from HUD under their new notice including a waiver for SEMAP and a waiver to increase payment standards. She also reported that 49% of our voucher holders are rent burdened and that the HUD waivers will help alleviate the rent burden.

Commissioner Rudberg inquired whether we had plans in place to notify tenants if social security payments were delayed due to malware attacks. Secretary Westerman responded that we do not have any plans, but that we will adapt to that situation as necessary. Commissioner Rudberg added that it would be nice to have a prepared statement in case something happens.

## 8. NEW BUSINESS:



- a) Board Action: Approve adding a voucher preference after completion of HUD requirements

Secretary Westerman reported on the proposed voucher preference as included in the Board packet.

Commissioner Lantz inquired if moving people to the top of the list would be viewed negatively by others on the waiting list. Secretary Westerman responded by saying that it is always possible, but that we do have other preferences for the waiting list as well.

Chair Knapp commented that the proposed voucher preference would provide us with a unique niche and that it wouldn't overrun the vouchers but would be very helpful for the agencies who need them. Secretary Westerman reported that she does not think we will see a large volume and agrees that the proposed preferences will help the agencies a lot.

Commissioner Rudberg inquired if the individuals who would be receiving these vouchers would require in-house supervision. Secretary Westerman responded that we are not involved in case management for these vouchers and that such needs were handled by the agencies.

*Commissioner Rudberg moved to approve the addition of voucher preference pending completion of HUD requirements. Commissioner Wood seconded. Passed unanimously.*

9. UNFINISHED BUSINESS: None

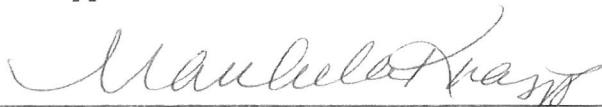
10. EXECUTIVE SESSION, IF ANY: None

11. ADJOURNMENT:

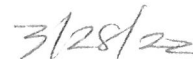
(a) Chair Knapp stated that the next meeting will be Monday, March 28, 2022, at 4:00 p.m.

(b) Chair Knapp adjourned the meeting at 4:57 p.m.

**Board Approval of Minutes:**



Marchelle Knapp, Chairperson



Date





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Attest: Jennifer Westerman, Secretary

3/29/2022  
Date

