



HOUSING OPPORTUNITIES

— of SW Washington —

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

BOARD OF COMMISSIONERS MEETING **Monday, March 28, 2022, at 4:00 p.m.** **Hybrid and Zoom**

PRESENT:

Chair Marchelle Knapp
Vice Chair Sue Lantz
Commissioner David Vasquez
Commissioner Allan Rudberg
Secretary Jennifer Westerman

ABSENT:

Commissioner Traci Wood

STAFF:

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

PUBLIC:

Mary Alice Wallis, Mayor for City of Longview
Dixie Kolditz

1. CALL TO ORDER

a) Chair Knapp called the meeting to order at 4:06 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 February 2022 for HOSWWA and Lilac Place, as provided in the Board Packet. She stated that overall things are doing well and are normal for the time of year. Agency funds are about \$101,000 short due to not receiving the USDA funds or the Veterans Grants.



5. CONSENT AGENDA:

- a) *Commissioner Vasquez 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 made note that HUD approved Tawni Jacobson returning from her retirement to help with inspections as an independent entity. The count of 23 families who have been housed using Emergency Housing Vouchers is correct for the end of February but is up to 33 now. We are currently at 80% of voucher utilization.

Chair Knapp extended her thanks for all the hard work being performed by the voucher program staff.

- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet

Mayor Wallis commented on vacancies that appear to be costing the Agency thousands of dollars and inquired as to what we do regarding such losses. Ms. Bonus responded that since the eviction moratorium has been lifted, we are following new tenant laws and people are signing repayment agreements. As long as they keep making their payments, we do not have to evict them. Chair Knapp inquired as to how we handle people not making their repayment agreements. Ms. Bonus responded that she would need to double check the specifics, but that in general we try to work with people. by reevaluating their situation and having the tenant sign a new repayment agreement.

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

Ms. Sanders reported that the VIH contract is ending today, and reapplications may be opened by September.

Ms. Sanders confirmed that all VIP beds are full and added that with the VIH Contract expiring, we are moving people out of motels early.

Chairman Knapp commented that this was the first time all VIP beds had been full since she had joined the board and extended her congratulations.

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** Chairman Knapp reports that Lisa Gaynor, who was introduced as our newest board member during the last meeting, has resigned from the board due to



a potential conflict of interest. The city is again in the process of filling the empty board role.

- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet. She reported that interviews for Finance Director were unsuccessful, and it may be 8-9 months before we are able to fill the position.

Sunrise Village, she reported that we are preparing to submit new funding applications. With construction costs going up there is a funding gap that we will need to fill to make the project happen.

Pacific Place interior renovations are going smoothly with the two residents that needed to be moved out of their units, being moved without incident. The USDA has finally granted the Agency access to their system for this property and we should begin receiving subsidy soon.

Ocean Beach, she reported that we will need a design plan by September and that the design plan will come before the board prior to that deadline.

HR Manual, she reported that the contractor has sent a draft which is in the process of being looked over. It will likely go through a few drafts before coming to the board.

Ms. Westerman also stated that we will be receiving funding from the state for the Stratford Apartment repairs, which are approximately \$206,000.

8. NEW BUSINESS:

- a) Board Action Resolution 22-06: Adjustment to Payment Standard.

Secretary Westerman added that once the adjustment ends, if the new standard is lower than what we have, we do not have to take people back to the old payment standard until their next annual review.

Commissioner Lantz moved to approve the resolution. Commissioner Vasquez seconded. Passed unanimously.

- b) Board Action Resolution 22-07: Changes to HCV Administrative Plan.

Secretary Westerman reports that the first change in the attached document is the most significant as it allows us to apply the Payment Standard from 22-06 immediately. The remaining changes are quarterly updates to the plan based on HUD policy changes.

Commissioner Lantz moved to approve the resolution. Commissioner Rudberg seconded. Passed unanimously.



9. UNFINISHED BUSINESS: None


10. EXECUTIVE SESSION, IF ANY:

- a) Chair Knapp called for an executive session at 4:40 pm to discuss real estate. Chair Knapp called the regular HOSWWA Board Meeting back to order at 5:01 pm.

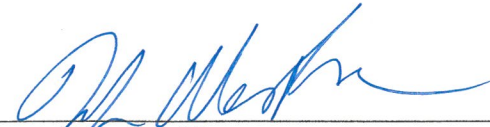
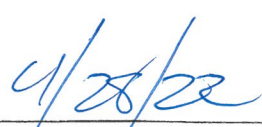
11. ADJOURNMENT:

- (a) Commissioner Rudberg suggested we have an annual meeting this summer or early fall in order to prepare for the January session of the legislature. No discussion or decision was made regarding this suggestion.
- (b) Chair Knapp stated that the next meeting will be Monday, April 25, 2022, at 4:00 p.m. It will be a hybrid meeting both in person and via Zoom.
- (b) Chair Knapp adjourned the meeting at 5:02 p.m.

Board Approval of Minutes:

Marchelle Knapp, Chairperson **Date**

Attest: Jennifer Westerman, Secretary **Date**

