



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

BOARD OF COMMISSIONERS MEETING

Monday, April 25, 2022, at 4:00 p.m.

In Person and Zoom

PRESENT:

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

ABSENT:

Vice Chair Sue Lantz

STAFF:

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

PUBLIC:

Sally Campos

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 March 2022 for HOSWWA and Lilac Place, as provided in the Board Packet. She stated that overall funds are doing well. Operating revenues are underbudget as we have not yet paid developer fees for Willapa Center and Pacific Place, but we expect that to be paid this summer. General Expense budget as presented in the packet is incorrect due to a budget line error. Lilac Place's funds are overall doing well. There is one write off for a Tulip Valley move out.



Commissioner Rudberg inquired as to what “unrestricted cash” means. Ms. Phillips responded that it means that such money is not limited in how it can be spent within a project, while restricted cash needs to go be put aside. Secretary Westerman added that some funds are used for projects, and some are used for operations.

5. CONSENT AGENDA:

- a) *Commissioner Wood made a motion to approve the Consent Agenda. Commissioner Rudberg seconded the motion. Passed unanimously.*

6. STAFF REPORTS

- a) **Voucher Status:** Chair Knapp started by congratulating the Voucher team on a successful waitlist opening. Ms. Larson added that it was a team effort and that her team came together well.

Ms. Larson gave her report as included in the Board packet. She reported that as of today all 42 Emergency Housing Vouchers are utilized and we have requested additional vouchers from HUD. Staff reached out into the community to talk to landlords, worked quickly with processing files, and put a lot of effort into helping people become housed.

Secretary Westerman added that the online software we use has demonstrated its usefulness in that the 1300 applications are already in our system and do not need to be added by hand.

Commissioner Wood inquired as to how people from out of state knew about our waitlist opening. Ms. Larson and Secretary Westerman postulated that it may have come up in google searches or that they may have been informed by people in the area. Chair Knapp added that since the software eliminated long lines, elderly and disabled individuals were able to get on the waitlist more easily. Ms. Larson further reported that there were various community organizations helping sign people up among the homeless population.

- b) **Property Summaries:** In Ms. Bonus’s absence, Secretary Westerman gave an update on the Property Reports as provided in the Board Packet. She reported that there was one injury during the Tulip Valley fire. 22 people were temporarily displaced, 11 of whom were children. Two families have been unable to return home, one of whom should be able to after we complete remediation for water damage. We are attempting to rehouse the second family. Two units need to be rebuilt and will likely be down for up to a year.



Commissioner Wood asked how many people are in the displaced family without a solution. Secretary Westerman answered that there are two people. Chair Knapp inquired as to whether the displaced family without a solution could get a voucher and move into any unit, or if they had to be housed in a HOSWWA unit. Secretary Westerman responded that they can not get a voucher to move into any unit and that we have been working hard to find a solution.

- c) **VIP Summaries:** Ms. Sanders gave an update on the Veteran Integration Program (VIP) as provided in the Board packet. She reported that CARES Act funding, which has been extended through July, can help with groceries as was previously provided by the now expired VIH contract. Furthermore, we still have several veterans in motels under the CARES Act. We continue to look for units to purchase under the capital grant. We have looked at several, but we have not yet found any units that meet the program's needs or the grant's requirements.

Commissioner Rudberg inquired as to whether we have a program to help further education for our VIP members. Ms. Sanders responded that we don't have our own program, but that we do help them connect with programs and use their GI Bill if they still have it. If they do not still have it, we help them get in contact with various community partners that have training programs.

Commissioner Wood asked about the capital grant and what sort of parameters we are looking for. Ms. Sanders responded that we are required to find a place so that each veteran is housed with an individual bathroom and bedroom. \$50,000 of funds are awarded per bedroom/bathroom unit purchased. Secretary Westerman added that we will need to make use of conventional loans as well to be able to purchase a property, and that the biggest issue is that the property we purchase must be vacant. Commissioner Wood inquired about the elementary school that Kelso is selling. Secretary Westerman responded that since it is in the City of Kelso, purchasing that property would require an interlocal agreement with the Kelso Housing Authority and require City of Kelso ordinances.

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** N/A
- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet.

On top of the six vacant positions mentioned in her report, Secretary Westerman reported that we are also looking to fill the Senior Accountant and Finance Director positions. We issued an RFP for Interim Controller Services to fill the role of Finance Director while we continue the hiring process. Secretary Westerman has finished scoring all three responses to the RFP and is confident we will have cover for the role. Commissioner Wood inquired as to where one



can see these job postings. Secretary Westerman said that all can be found on our website with the exception of the Finance Director position as we are reworking for a nationwide posting. Due to a shortage of finance people, we are anticipating 8 months to a year to fill the Finance Director role.

Willapa Center development is behind schedule. We are anticipating leasing to begin spring of next year. Development fees and the funds set aside for them are expected to partially roll over to next year.

8. NEW BUSINESS:

- a) Board Action Resolution 22-08: Intergovernmental Cooperative Agreement between Housing Authority of Tacoma and HOSWWA to procure Real Estate Financial Services.

Commissioner Rudberg inquired as to whether there was any cost or liability to HOSWWA. Secretary Westerman responded no, but that the only risk would be if Audit found something amiss and that the risk is to Tacoma Housing Authority. Commissioner Wood inquired as to whether agreeing to the Intergovernmental Agreement would limit our access to the contractor. Secretary Westerman responded no, as we are already under contract and have been promised the time. Commissioner Rudberg inquired as to whether THA having an agreement with JH Brawner would take us up to our funds limit too quickly. Secretary Westerman responded that they would merely be making use of our procurement process and would have a separate contract with the company.

Commissioner Rudberg moved to accept Board Resolution 22-08. Commissioner Wood seconded. Passed unanimously.

Secretary Westerman offered thanks for passing this resolution as Tacoma has offered HOSWWA assistance in the past and this is the first time we have been able to assist them in return.

9. UNFINISHED BUSINESS:

- a) Chair Knapp extended an official welcome to Ms. Mitchell to the team.

10. EXECUTIVE SESSION, IF ANY: None

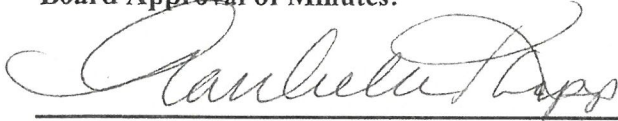
11. ADJOURNMENT:

- a) Chair Knapp stated that the Annual Board Meeting is to immediately follow adjournment of the regular meeting.



- b) Chair Knapp stated that the next regular meeting will be Monday, May 23, 2022, at 4:00 p.m.
- c) Chair Knapp adjourned the meeting at 4:46 p.m.

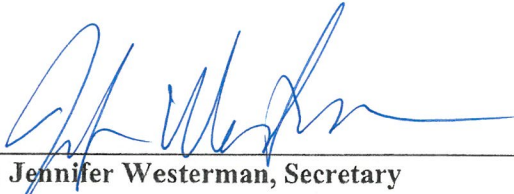
Board Approval of Minutes:



Marchelle Knapp, Chairperson

5/23/22

Date



Attest: Jennifer Westerman, Secretary

5/25/22

Date

