



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

BOARD OF COMMISSIONERS MEETING
Monday, June 27, 2022, at 4:00 p.m.
In Person and Zoom

PRESENT:

Chair Marchelle Knapp
Vice Chair Traci Wood
Commissioner Sue Lantz
Commissioner David Vasquez
Commissioner Allan Rudberg
Commissioner Dixie Kolditz
Secretary Jennifer Westerman

ABSENT:

STAFF:

Cecilia Larson, Rent Application Program Manager
Rachelle Sanders, VIP Manager
Katie Bonus, Director of Operations
Cynthia Mitchell, Executive Assistant/HR
Rhonda Compton, VIP Assistant Manager
Linda Hanna, HR/Executive Assistant
Sarah Kaczmarek, Interim Controller for Finance Dept

PUBLIC:

MaryAlice Wallis, Mayor for City of Longview
Ryan Osmialowski, Realtor working with VIP team
John Kistner, Housing Program Manager with Aging and Long-Term Support Admin at DSHS
Carlena Allen, Housing Program Manager with Aging and Long-Term Support Admin at DSHS
Mary Page, member of the public

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) There was a change under New Business to add item “i) Board Action: Request to Manage Property”

*Commissioner Rudberg moved to approve the addition to the agenda.
Commissioner Lantz seconded the motion. Passed unanimously.*



3. OPPORTUNITY FOR PUBLIC DISCUSSION:

- a) Various members of the public took a moment to introduce themselves.

4. FINANCIAL REPORTS:

- a) Ms. Kaczmarek provided financial reports for May 2022 for HOSWWA and Lilac Place, as provided in the Board Packet. She pointed out that terminology in the report may be different from what the board is used to as it has been updated to be compliant with common terminology set by the Governmental Accounting Standard Board. She noted that the Lilac Place Statement of Revenues, Expenses, and Changes in Fund Net Position is on target.

5. CONSENT AGENDA:

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

6. STAFF REPORTS

- a) **Voucher Status:** Ms. Larson gave her report as included in the Board packet.

Commissioner Rudberg inquired if the success story from FSS is representative of the program. Ms. Larson does not know how many families are currently on the FSS program; however, that while not everyone graduates with escrow, everyone has gained schooling or met other self-sufficiency goals.

- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet. She added that the debt ratio of over 1.4 for all properties is fantastic.

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

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** Chair Knapp reported that the finance committee was looking for volunteers from the Board so that Vice Chair Wood can fully step into her duties as Vice Chair. Commissioner Lantz volunteered to join the finance committee.

Commissioner Rudberg made a motion to approve Commissioner Lantz to the Finance Committee. Commissioner Vasquez seconded the motion. Passed unanimously.



- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet.

8. NEW BUSINESS:

- a) Opening of Public Hearing on Annual Agency Plan for FYB 10/22

Secretary Westerman reported on the Annual Agency Plan as provided in the supporting documents for Resolution 22-11. She reported that this Plan is necessary to produce for HUD as it is a description of actions that we may take with HUD funding for the 2023 fiscal year. The Annual Plan has been available in all our offices as well as online for public viewing. Following Secretary Westerman's report, the floor was opened to the public and to the board to comment on the Annual Plan. No comments or questions about the Annual Plan were made.

- b) Board Action Resolution 22-11: Approval of the Agency Plan for Fiscal Year beginning October 2022.

Commissioner Rudberg moved to accept Board Resolution 22-11. Commissioner Vasquez seconded. Passed unanimously.

- c) Board Action Resolution 22-12: Approval of the new HR Policy.

Secretary Westerman reported on the HR Policy rewrite as provided in the board packet.

Commissioner Lantz moved to accept Board Resolution 22-12. Commissioner Kolditz seconded. Passed unanimously.

- d) Board Action Resolution 22-13: Regarding Updating Bank Signatories.

Secretary Westerman reported on the resolution to update bank signatories as provided in the board packet.

Chair Knapp inquired if the resolution only affected Columbia Bank as stated in the title of the resolution. Secretary Westerman amended the resolution title so that it also includes US Bank and Heritage Bank.

Vice Chair Wood moved to accept Board Resolution 22-13 as amended. Commissioner Lantz seconded. Passed unanimously.

- e) Board Action Resolution 22-14: Acceptance of VA Capital Grant and Purchase of Property for Veteran Housing.



Secretary Westerman reported on the resolution as provided in the board packet. She reported that we recently came across a potential property to purchase with the VA Capital Grant and as part of the process realized we never officially accepted the grant through the Board. This resolution would also allow Secretary Westerman to make an offer on a property as part of the real estate process. All closing permissions will still come to the Board prior to purchasing a property.

Commissioner Rudberg asked for information regarding the property that was being looked at. Secretary Westerman replied that we had already passed on that property due to licensing issues. Chair Knapp clarified that this resolution allows Secretary Westerman to act in a timely manner in the case that she finds a potential property to purchase.

Commissioner Kolditz moved to accept Board Resolution 22-14. Vice Chair Wood seconded. Passed unanimously.

- f) Board Action: Motion to Accept Local and Community Project Grant Appropriation to Repair Stratford Arms Brickwork.

Ms. Bonus reported on the board action as provided in the board packet.

Commissioner Rudberg moved to accept the grant to repair Stratford Arms brickwork. Commissioner Lantz seconded. Passed unanimously.

- g) Board Action: Motion to Approve Revision of Expenditure Authority in Procurement Policy.

Secretary Westerman reported on the board action as provided in the board packet.

Commissioner Vasquez moved to approve the revision of Expenditure Authority in Procurement Policy. Commissioner Kolditz seconded. Passed unanimously.

- h) Board Action: Motion to Accept Grants from the City of Longview.

Secretary Westerman reported on the board action as provided in the board packet. The listed awards were not formally accepted by the Board and this motion will authorize her to accept the awards as presented.

Chair Knapp extended thanks to Mayor Wallis for her continued support of HOSWWA. Mayor Wallis stated that she was glad to be able to help.

Commissioner Rudberg moved to accept grants from the City of Longview. Commissioner Lantz seconded. Passed unanimously.



- i) Board Action: Request to Manage Property.

Secretary Westerman reported on the board action as provided in the board packet. Motion would authorize the CEO to make a commitment to manage a newly developed affordable property for WCDA in Pacific County once it is developed.

*Commissioner Kolditz moved to accept the request to manage property.
Commissioner Vasquez seconded. Passed unanimously.*



9. UNFINISHED BUSINESS: None

10. EXECUTIVE SESSION, IF ANY: None


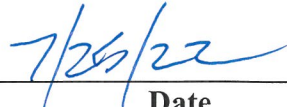
11. ADJOURNMENT:

- a) Chair Knapp stated that the next regular meeting will be Monday, July 25, 2022, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 5:05 p.m.

Board Approval of Minutes:

Traci Wood, Vice-Chairperson Date

Attest: Jennifer Westerman, Secretary Date

