



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

**BOARD OF COMMISSIONERS MEETING
Monday, August 22, 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
Secretary Jennifer Westerman

ABSENT:

Commissioner Dixie Kolditz

STAFF:

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

PUBLIC:

MaryAlice Wallis, Mayor for City of Longview
Steven Judd, Auditor with Finney, Neill & Company

1. CALL TO ORDER

- a) Chair Knapp called the meeting to order at 4:01 p.m.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:

- a) New Business item (d) Board Action: Resolution 22-17 was stricken from the agenda.

3. OPPORTUNITY FOR PUBLIC DISCUSSION:

- a) Mayor Wallis commented that HOSWWA is doing great work.



4. FINANCIAL REPORTS:

- a) Ms. Kaczmarek provided financial reports for June 2022 for HOSWWA and Lilac Place, as provided in the Board Packet.

Agency cash position is decreasing due to HOSWWA paying out more than received from HUD. HUD will be sending these funds to us at a later time. We have started drawing down some of the developer fees for Willapa Center and Pacific Place, but we don't expect most of it until early FY 2023.

Secretary Westerman added that for future Board Meetings, she will go over the financial statements for the Board. Ms. Kaczmarek goes over the financial statements with the Finance Committee, so this will save on her billable hours.

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 the Voucher Status Report as provided in the Board packet.

To further utilization, 400 invites have gone out to families on our waitlists and 100 more will be going out soon. Chair Knapp inquired if the people being invited from the waitlist includes people from when the waitlist opened with our new system. Ms. Larson said that they are and since so many of them are newer to the waitlist, we are getting a lot of responses from people who are going into the online system and updating their information.

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

She added that the Asset department is severely understaffed. We are down to the Maintenance Supervisor, Maintenance Lead, and a Maintenance Temp. Since Maintenance is so understaffed, the Maintenance Supervisor has been assisting in turndowns.

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

The Agency had found a potential location on which to utilize the Capital Grant; however, the home inspection found cracks in the foundation. We are not moving forward with that property, but still have about 9 months to utilize the grant. Chair



Knapp requested a reminder about what we are looking for to utilize the grant. Ms. Sanders replied that the grant allows for up to a 4-bedroom, 4-bathroom house that would allow each resident to have their own space. The house we were looking at was a 3-bed, 3-bath that would have fulfilled the requirements of the grant. Commissioner Wood asked for clarification regarding if the property must be 4-bed and 4-bath. Secretary Westerman responded that we would receive three quarters of the funds for three quarters of the bedrooms. She added that it is easier to locate properties that meet the 3-bed, 3-bath mark especially when you consider that the property purchased must be vacant. Ms. Sanders stated that we will continue to look and that she thinks we will find a property to use the grant on.

Mayor Wallis inquired if the VIP graduate mentioned in the Board packet might be willing to discuss their success story when HOSWWA gives reviews of Agency activities to Longview City Council. She added that personal stories can drive home what HOSWWA does. Ms. Sanders responded that she would ask next time she spoke with them.

7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** None.
- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet.

To start, Secretary Westerman added that VIP Case Manager Amanda Baker, who was part of the Oregon Metro news article as included in the VIP Board Report, has lived experience and that she suggests watching the news article's videos as they speak to that lived experience.

Secretary Westerman also added to Ms. Larson's comments during the Voucher Report that the Agency is looking to receive more vouchers through HUD who has released 4,000 vouchers for homeless and 8,500 vouchers for veterans. Chair Knapp asked, when we work through Coordinated Entry, do we have Coordinated Entry points at HOSWWA or are they referred to us by Coordinated Entry agencies. Secretary Westerman responded that they need to be referred to us, but that we can direct people towards those agencies.

Commissioner Rudberg inquired if we have any in-house applications for the Property Manager position. Secretary Westerman and Ms. Bonus replied that while we try to find people in-house, we have not received any applications from current staff.

Secretary Westerman reported that we had Willapa Center development fees budgeted for this year. Since construction completion has been pushed to



February of 2023, most of the development fees will be coming next year instead. The fees go to HOSWWA cash reserves, so she expects the budget will balance out.

Secretary Westerman reported that following the RFP to determine the contractor for Sunrise Village, we have decided on Pacific Tech. Pacific Tech is a local contractor who we have worked with before.

8. NEW BUSINESS:

- a) Steven Judd, auditor with Finney, Neill & Company, presented the HOSWWA FY 2021 Audited Financials to the Board. Chair Knapp expressed thanks to the staff for their great work in having the audit return without any findings despite any financial challenges they may have faced. Mr. Judd concurred that staff has done good work with the financials and that HOSWWA has good systems in place.
- b) Mr. Judd presented the Lilac Place Audited Financials to the Board.
- c) Board Action: Motion to approve changes to HR Policy.

Ms. Bonus reported on the changes to the On-Call Policy as included in the Board Packet. Chair Knapp commented that the changes may be beneficial for recruitment. Commissioner Lantz asked how many people are affected by the On-Call Policy. Ms. Bonus required that Maintenance Techs are required to be on-call. Since Maintenance has been shorthanded, even the Facilities Supervisor has been taking on-call shifts to help out. Vice Chair Wood asked if someone is on-call and they have worked their 40 hours for the week, and then they get called in and work all Saturday as well, do they get the \$200 stipend on top of any overtime they accrue? Ms. Bonus confirmed that they do get the stipend. Commissioner Lantz commented that being in the on-call rotation is a big commitment.

Secretary Westerman reported on the language clarification for a non-Exempt to Exempt job change and Acting Roles policy addition as included in the Board Packet. Commissioner Lantz asked how many HOSWWA employees are exempt. Secretary Westerman responded that there are 7 total.

Vice Chair Wood moved to accept the changes to the HR Policy. Commissioner Lantz seconded. Passed unanimously.

9. UNFINISHED BUSINESS: None

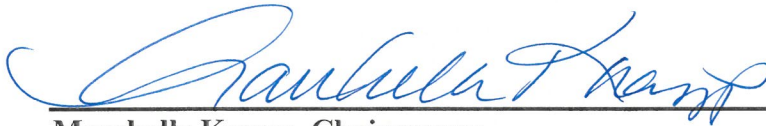
10. EXECUTIVE SESSION, IF ANY: None



11. ADJOURNMENT:

- a) Chair Knapp offers congratulations on the clean audit and a thank you to HOSWWA staff for all their hard work. Vice Chair Wood added that with the transition to Yardi in the middle and the difficulties that came with that, it is great to hear that the audit is clean.
- b) Chair Knapp stated that the next regular meeting will be Monday, August 22, 2022, at 4:00 p.m.
- c) Chair Knapp adjourned the meeting at 5:03 p.m.

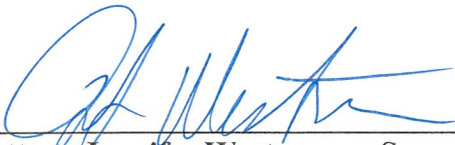
Board Approval of Minutes:



Marchelle Knapp, Chairperson

10/3/22

Date



Attest: Jennifer Westerman, Secretary

10/3/22

Date

