



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

**BOARD OF COMMISSIONERS MEETING**  
**Monday, November 28, 2022, at 4:00 p.m.**  
**In Person and Zoom**

**PRESENT:**

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

**ABSENT:**

Commissioner Sue Lantz  
Commissioner Dixie Kolditz

**STAFF:**

Cecilia Larson, Rent Assistance Program Manager  
Jessica Galovin, Finance Manager  
Cynthia Mitchell, Executive Assistant/HR

**PUBLIC:**

MaryAlice Wallis, Mayor for City of Longview  
Ryan Osmialowski, Realtor with Pacific One Realty

**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. Galovin provided financial reports for October 2022 for HOSWWA and Lilac Place, as provided in the Board Packet.

Secretary Westerman asked Ms. Galovin if we budgeted for the 1525 18<sup>th</sup> Ave property. Ms. Galovin responded that we budgeted it within VIP but did not budget it as a property. Secretary Westerman reported that we will continue to see variances due to the new VIP property. There will be a budget revision down the road once we determine if we are funded for Sunrise Village and we will bring the budget revisions all at once at that time.



Ms. Galovin followed up on the questions from last meeting regarding the bad debt at HOSWWA. She reported that it is larger than normal due to the Ocean Beach Highway property and tenant issues. Chair Knapp asked when that write off was approved. Secretary Westerman reported that it was approved back in November 2021.

## 5. CONSENT AGENDA:

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

## 6. STAFF REPORTS

- a) **Voucher Status:** Ms. Larson gave the Voucher Status Report as provided in the Board packet.

Chair Knapp inquired if we have a waiting list to fill the additional VASH vouchers. Ms. Larson responded that the VA performs intake and then refers them to VIP. There is currently no waitlist, though VIP does have a list of veterans that they can assist with.

Vice Chair Wood asked if the Foster Youth to Independence vouchers are similar to regular vouchers in that they can take it wherever they want to obtain housing. Ms. Larson responded that yes, it is like a normal voucher and that we put in a request to HUD for the voucher once a foster youth is referred to us. Secretary Westerman added that they are also similar to the VASH vouchers as the state has to verify that the recipient is eligible. Vice Chair Wood asked for clarification that this voucher is for youth aging out of the foster care system. Ms. Larson confirmed that it was intended for youth aged 18 to 25. Secretary Westerman added that the FYI voucher is time-limited, and that participants have access to the voucher for three years, potentially extended to five years if they are part of the Family Self Sufficiency program. There likely will be a request to the board at a later date to add a preference for these youth to allow them to transfer to a regular voucher if they still need assistance. Secretary Westerman expects that we will be referred more older youth as younger youth may apply for extended foster care or may be living in dorms at college.

Mayor Wallis asked if we work closely with Community House on Broadway. Ms. Larson responded that they occasionally refer people our way as a Coordinated Entry point.

- b) **Property Summaries:** On behalf of Ms. Bonus, Secretary Westerman gave an update on the Property Reports as provided in the Board Packet.



- c) **VIP Summaries:** On behalf of Ms. Sanders, Secretary Westerman gave an update on the Veteran Integration Program (VIP) as provided in the Board Packet.

Secretary Westerman corrected the board packet: 1525 18<sup>th</sup> Ave sale did not close on November 21<sup>st</sup> and is instead set to close on either December 1<sup>st</sup> or 2<sup>nd</sup>. She also reported on the Service Center funding. A Service Center would be a gathering spot for veterans that allows them to walk in and receive services. It could potentially offer showers, food, or clothes to drop-in clients. Most importantly, it would provide drop in case management and allow veterans to walk in off the street to be worked with. This would allow VIP to assist people who may not qualify for the GPD program, but who still need services. This would also allow for compensation for shorter term services. We are in the process of analyzing if a Service Center is viable. Chair Knapp commented that such a center would provide a good entry point into our services. Secretary Westerman added that it would create a hub and would be a central location to help people get referrals. Vice Chair Wood asked how we would get the word out about such a service. Secretary Westerman responded that information would pass via word of mouth and via referrals. We would also need to work with the City of Longview to make sure setting up a Service Center is allowable.

## 7. CHAIR AND SECRETARY REPORTS

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

Secretary Westerman presented the most recent Ocean Beach proposal and will be meeting with WSHFC to show them this proposal. Vice Chair Wood asked if the Townhouses were intended to be one-bedroom townhouses as duplexes and confirmed that they were intended for Homeownership. Secretary Westerman responded affirmatively to both. Vice Chair Wood continued and asked who the townhomes would be intended for. Secretary Westerman reported that she has not yet pushed the architect on units yet for Phase 2 as WSHFC will currently only care about the base plan for the plot. The configuration for Phase 2 will be determined by a needs assessment at a later time. Current configuration is based on our waiting list at large in which about 74% of families are looking for 1 bedrooms. Secretary Westerman continued to say that she is unsure that Homeownership is feasible. She has been communicating with the banks and HUD to try to undo damage that was done when underwriting standards were changed. There has not been a successful Homeownership purchase in the state of Washington in over 2 years. We will be looking to fund and develop Phase 1 before addressing Phase 2. Vice Chair Wood asked if this property would require a traffic revision on Ocean Beach Highway with the addition of this many units. Secretary Westerman is unsure. We will be bringing the Ocean Beach proposal to





WSHFC and if they sign off on it, we will continue development plans.

Secretary Westerman reported on the notification about exempt salaries increasing with the next calendar year. In addition to the minimum wage going up, the minimum exempt salary is also increasing. The new rates are higher than budgeted for several HOSWWA managers. Increasing their wages is still within Secretary Westerman's authority in the new budget so she does not need to bring a revised budget for permission to increase these salaries but does need to increase these salaries.

Secretary Westerman also reported that insurance is incredibly difficult in the current market. The Eagles for example was \$20,000 for the property plus additional amounts for liability.

8. **NEW BUSINESS:** None

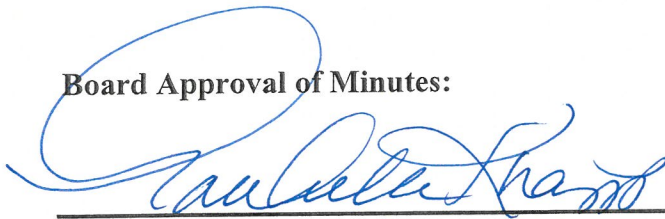
9. **UNFINISHED BUSINESS:** None

10. **EXECUTIVE SESSION, IF ANY:** None

11. **ADJOURNMENT:**

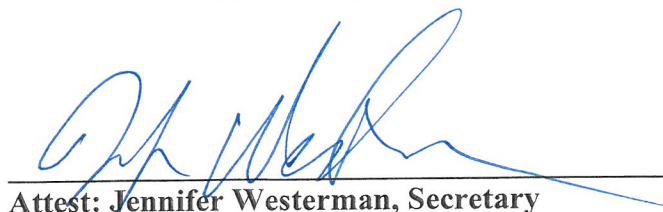
- a) Chair Knapp stated that the next regular meeting will be Monday, December 19, 2022, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 5:10 p.m.

**Board Approval of Minutes:**



Marchelle Knapp, Chairperson

12/19/22  
Date



Attest: Jennifer Westerman, Secretary

12/19/22  
Date

