



# HOUSING OPPORTUNITIES

of SW Washington

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

## BOARD OF COMMISSIONERS MEETING Monday, December 19, 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:

Katie Bonus, Director of Operations  
Cecilia Larson, Rent Assistance Program Manager  
Rachelle Sanders, VIP Manager  
Jessica Galovin, Finance Manager  
Cynthia Mitchell, Executive Assistant/HR

### PUBLIC:

MaryAlice Wallis, Mayor for City of Longview  
Ron Kozlowski, 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: None

#### 3. OPPORTUNITY FOR PUBLIC DISCUSSION: None

#### 4. FINANCIAL REPORTS:

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

#### 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 the Voucher Status Report as provided in the Board packet.

Ms. Larson added that as of the day of the board meeting (December 19<sup>th</sup>) HOSWWA has been granted an additional 20 mainstream vouchers from HUD. Furthermore, another 30 participants have been invited for the Emergency Housing Voucher.

- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet.
- c) **VIP Summaries:** Ms. Sanders and Secretary Westerman gave an update on the Veteran Integration Program (VIP) as provided in the Board Packet.

There are currently about 30 veterans on the waitlist.

## 7. CHAIR AND SECRETARY REPORTS

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

Commissioner Rudberg inquired if the Rapid Capital Acquisition application for Alder House had a preference for veteran housing. Secretary Westerman responded that the preference was for people with mental health or the elderly. Secretary Westerman reported that JPCHA has approved all the requirements for her to sign for their agency. The Rapid Capital Acquisition paperwork is due in January and Community Frameworks has agreed to put the application together at an hourly rate.

Chair Knapp asked if the payment standard study would change the fair market rates for HUD. Secretary Westerman responded that it would.

## 8. NEW BUSINESS:

- a) Board Action: Resolution 23-06, Approval of 2023 Lilac Place Budget

Secretary Westerman reported on the 2023 Lilac Place budget as presented in the board packet. She reported that it is largely the same as the prior budget except for inflation. It cashflows before depreciation as expected.



*Commissioner Rudberg made a motion to approve Resolution 23-06.  
Commissioner Vasquez seconded the motion. Passed unanimously.*

b) Board Action: Resolution 23-07, Line of Credit Renewal with Heritage Bank

Secretary Westerman reported on the Line of Credit renewal with Heritage Bank. This renewal lasts for two years instead of one. Interest rates have also increased. Otherwise, this renewal resolution is the same as past renewals.

*Vice Chair Wood made a motion to approve Resolution 23-07. Commissioner Vasquez seconded the motion. Passed unanimously.*

c) Board Action: Motion to Approve Bereavement Policy Change

Secretary Westerman reported on the Bereavement Policy Change as provided in the board packet. She reported that we took a look at the state's policy and proposed a change to expand the policy to more closely match the state's policy.

*Commissioner Rudberg made a motion to approve the changes to the Bereavement Policy. Vice Chair Wood seconded the motion. Passed unanimously.*

d) Board Action: Motion to Approve CY 2023 Board Meeting Schedule

Chair Knapp reported that the proposed schedule is largely the same as the 2022 schedule and that, if approved, we would be sticking with the fourth Monday of the month at 4:00 pm. December 2023 would be the exception and would take place on the third Monday.

*Commissioner Rudberg made a motion to approve the CY 2023 Board Meeting Schedule. Commissioner Vasquez seconded. Passed unanimously.*

**9. UNFINISHED BUSINESS:** None

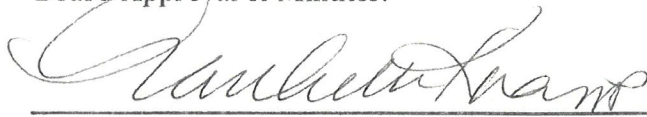
**10. EXECUTIVE SESSION, IF ANY:** None

**11. ADJOURNMENT:**

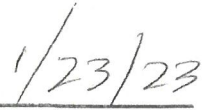
- a) The next regular meeting will be Monday, January 23, 2023, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:49 p.m.



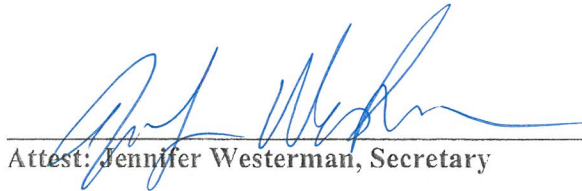
Board Approval of Minutes:



Marchelle Knapp, Chairperson



Date

  
Attest: Jennifer Westerman, Secretary



Date

