



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

BOARD OF COMMISSIONERS MEETING
Monday, March 27, 2023, at 4:00 p.m.
In Person and Zoom

PRESENT:

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

ABSENT:

STAFF:

Cecilia Larson, Rent Assistance Program Manager
Rachelle Sanders, VIP Manager
Sarah Kaczmarek, Interim Controller for Finance Dept
Cynthia Mitchell, Executive Assistant/HR

PUBLIC:

MaryAlice Wallis, Mayor for City of Longview

1. CALL TO ORDER

- a) Chair Knapp called the meeting to order at 4:00 p.m.

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: None

3. OPPORTUNITY FOR PUBLIC DISCUSSION:

4. FINANCIAL REPORTS:

- a) Secretary Westerman provided financial reports for February 2023 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 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.

Chair Knapp asked if we are finding that it is becoming easier to place tenants. Ms. Larson responded that it is. Chair Knapp has noticed this herself and was wondering what Ms. Larson felt was driving this change. Ms. Larson responded that she would guess it is partly due to new properties opening up that have reasonable rents. Commissioner Vasquez asked if HOSWWA has a list of properties that are available. Ms. Larson responded that we do not maintain a list, but that our Housing Navigator tries to keep up with available listings. Commissioner Lantz mentioned that she would be interested to see if the increased number of listings will have an impact on rents.

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

Chair Knapp asked what the contamination at Driftwood Point is. Secretary Westerman responded that it is petroleum from the gas station that used to be located there.

Commissioner Lantz asked how many units are at Alder House. Secretary Westerman responded that there are 35 units. It was an assisted living facility previously. Chair Knapp asked if it was going to be independent housing, to which Secretary Westerman responded that it is.

8. NEW BUSINESS:

- a) Board Action: Increase to Purchasing Limits

Secretary Westerman reported on the increase to purchasing limits for specific staff. One staff member was missed in the previous increase, and this action item rectifies that.



Commissioner Rudberg made a motion to increase the purchasing limits. Commissioner Vasquez seconded the motion. Passed unanimously.

b) Board Action: Wage Compensation Report

Secretary Westerman reported on the new wage scale as presented in the Board Report. Chair Knapp added that she appreciates that it is consistent and that variability in wages can lead to trouble.

Commissioner Rudberg made a motion to approve implementation of the new wage scale. Vice Chair Wood seconded the motion. Passed unanimously.

c) Board Action: Resolution 23-08 HOSWWA FY 2023 Budget Revision

Secretary Westerman reported on the changes to the FY 2023 Budget. This includes additional revenue sources such as VIP Grants, Rent Assistance Program funding, and Alder House. This also includes additional costs such as purchasing maintenance vehicles, wage scale-driven increases, and Woodland utility increases.

Commissioner Lantz made a motion to accept Resolution 23-08. Commissioner Kolditz seconded the motion. Passed unanimously.

9. UNFINISHED BUSINESS:

a) Draft Bylaw Changes for Review

Secretary Westerman presented the proposed draft changes for the By-laws of the Housing Authority of the City of Longview. They cannot be approved today, as Commissioners need time to review the changes.

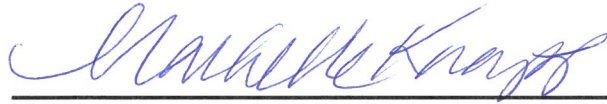
10. EXECUTIVE SESSION, IF ANY: None

11. ADJOURNMENT:


- a) The next regular meeting will be Monday, April 24, 2023, at 4:00 p.m.
- b) The annual board meeting to immediately follow.
- c) Chair Knapp adjourned the meeting at 4:54 p.m.



Board Approval of Minutes:



Marchelle Knapp, Chairperson



Date



Attest: Jennifer Westerman, Secretary



Date

