



HOUSING OPPORTUNITIES

of SW Washington

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

BOARD OF COMMISSIONERS MEETING **Monday, July 24, 2023, at 4:00 p.m.** **In Person and Zoom**

PRESENT:

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

ABSENT:

Vice Chair Traci Wood

STAFF:

Cecilia Larson, Rent Assistance Program Manager
Rachelle Sanders, VIP Manager
Alex Wallis, Senior Accountant
Cynthia Mitchell, Executive Assistant/HR

PUBLIC:

Jenny Gebhart, Accountant with Finney, Neil & Company
Steven Judd, Accountant with Finney, Neil & Company

1. CALL TO ORDER

a) Chair Knapp called the meeting to order at 4:04 p.m.

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

3. OPPORTUNITY FOR PUBLIC DISCUSSION: None

4. FINANCIAL REPORTS:

a) Mr. Wallis provided financial reports for June 2023 for HOSWWA and Lilac Place, as provided in the Board Packet.

Secretary Westerman added that Lilac Place is doing well. The developer fee has been paid off and we are now paying additional payments into debt services.

b) Ms. Gebhart and Mr. Judd provided an overview of the HOSWWA 2022 Audit Report for the Board.



5. CONSENT AGENDA:

- a) *Commissioner Lantz made a motion to approve the Consent Agenda. Commissioner Vasquez 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 how people get in touch with HOSWWA to use FYI Vouchers. Ms. Larson replied that case managers will identify a youth who is potentially eligible for the voucher, contact our DCYF contact, who will confirm if the youth has been in the foster system. If so, he will reach out for us to start the voucher process. Chair Knapp asked if this was for youth who are currently in or for youth who have ever in the system. Ms. Larson confirmed that FYI Vouchers are for youth who were ever in the foster system. Commissioner Lantz asked what the participant age range is. Secretary Westerman added that we serve 18 – 23 year-olds though other agencies may serve younger.

Chair Knapp asked if EHV participants are coming through Coordinated Entry. Ms. Larson responded that they come in through referrals. Chair Knapp asked if we had any clients exiting from HOPE Village getting housed on EHV. Ms. Larson confirmed that two have come through there so far.

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

Chair Knapp asked if we are required to update other units at Tulip Valley while we upgrade the units affected by the fire. Secretary Westerman replied that we are only required to update the ones we are performing maintenance on.

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

Commissioner Rudberg asked if we had any information on our federal grants. Ms. Sanders responded that we have no confirmed decisions but expect to hear about the Case Management grant by the end of July and the GPD grant by September. We expect to receive the grants, but don't have confirmation.

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 suggested we could have Sunrise Village groundbreaking tentatively on August 28th before the day's Board Meeting. Board members indicated that that day would work for them.

8. NEW BUSINESS:

- a) Chair Knapp opened a Public Hearing on the Annual Agency Plan for FY 2024.

Secretary Westerman went over the Annual Agency Plan for FY 2024 as provided in the board packet including Resident Advisory Board comments.

No public comments made as part of the public hearing.

- b) Board Action: Resolution 23-12 Approval of the Annual Plan for FY 2024

Commissioner Rudberg made a motion to approve Resolution 23-12 Approval of the Annual Plan for FY 2024. Commissioner Kolditz seconded the motion. Passed unanimously.

- c) Board Action: Resolution 23-13 Updating Bank Signatories

Secretary Westerman presented Resolution 23-13, Updating Bank Signatories to the Board. This resolution authorizes Secretary Westerman, Ms. Bonus, and Chair Knapp as signers with Heritage Bank, Umpqua Bank, US Bank, and Twin Cities Bank, allows Secretary Westerman and Ms. Bonus to have access to accounts for day-to-day operations, and removed all other signatories.

Commissioner Lantz made a motion to approve Resolution 23-13 Updating Bank Signatories. Commissioner Vasquez seconded the motion. Passed unanimously.

- d) Board Action: Resolution 23-14 Sunrise Village Bank Accounts

Secretary Westerman presented Resolution 23-14 as provided in the board packet. This resolution authorizes HOSWWA to open necessary bank accounts with US Bank for Sunrise Village.

Commissioner Kolditz made a motion to approve Resolution 23-14 Sunrise Village Bank Accounts. Commissioner Lantz seconded the motion. Passed unanimously.

- e) Board Action: Motion to Accept CDBG Funds for Rent Well



Secretary Westerman reported on the CDBG funds for the Rent Well program as provided in the board packet. These funds will allow us to expand the Rent Well program beyond just VIP clients.

*Commissioner Lantz made a motion to accept CDBG funds for Rent Well.
Commissioner Kolditz seconded the motion. Passed unanimously.*

- f) Ms. Sanders provided a presentation on Foundational Community Supports (FCS). This presentation included information on what FCS does, what the cost would be to implement it, and how revenue would be generated.

While discussing the two revenue codes, Supportive Housing and Supportive Employment, Chair Knapp asked if the Supportive Housing codes could be applied to offer temporary housing for someone for 30 days out of the six months they're authorized for the benefit. Ms. Sanders clarified that no, we would be providing case management for the individual. Chair Knapp asked for clarification on what is meant by "30 days of service". Ms. Sanders clarified with the example of an eviction notice: if a client came in and asked for help to prevent the eviction, FCS would be able to provide services to help the client by acting as a landlord liaison, accessing community resources, offering crisis support, etc. based on the per diem rate. Secretary Westerman clarified that this would apply to internal referrals. People who are in our units or on our vouchers could be referred to this service.

Commissioner Lantz asked what the expected outcome of the FCS program would be. Ms. Sanders responded that this program would help decrease utilization of jails, emergency rooms, and hospitals and would help clients achieve permanent housing. Secretary Westerman added that we would expect increased housing stability.

Commissioner Lantz asked if Medicaid provides the reporting and accountability platform that we would use. Ms. Sanders responded that they have built a lot of spreadsheets and software and we would be able to utilize them.

Commissioner Lantz asked if we are able to anticipate how many clients would make use of FCS services. Ms. Sanders responded that most of our clientele would qualify for FCS benefits. Secretary Westerman added that most of our funders are pushing towards more services for homeless individuals.

Chair Knapp asked if this is just for HOSWWA clients or if this would be another community program. Ms. Sanders and Secretary Westerman both indicated that services would be for just our client base to start. It could be opened to the community at a later time.

Chair Knapp asked if the revenue generated from one case manage would cover



would also cover administration costs. Ms. Sanders replied that one case manager would be able to only cover that position. If we have two case managers brought on under the FCS grant, then there would be sufficient funds to cover administration as well as some additional services

Commissioner Lantz asked what the anticipated start up costs will be. Ms. Sanders replied that it would cost about \$206,000 per year if we hire two staff members for the program. Chair Knapp asked if we would see reimbursement once we started seeing clients. Ms. Sanders responded yes, after we start taking clients, we would start to see revenue generation come in after a couple months. Secretary Westerman added that we are hoping to receive some bridge funds from one of the foundations while we build the program up. Chair Knapp asked if we have funds available to get started. Secretary Westerman responded that we expect to know soon if we have received any grants for this purpose. If we don't receive any grants, we have cash we can utilize. She expects that after we have had time to build the program, it will be a revenue generator for us.

Secretary Westerman added that FCS wouldn't start until October 1st with the new budget cycle.

Ms. Sanders reported that we are providing similar services for our vets already, but that this would allow us to expand to others on our programs.

Chair Knapp asked if EHV holders or other homeless on entry clients have supportive services built in. Secretary Westerman replied that only EHV clients have the services built in. Chair Knapp asked if the homeless units at Sunrise Village have supportive services. Secretary Westerman replied that we will have a service provider at the property. She added that there is a gap in service coverage in the voucher program and that it sometimes sounds as if housing specialists are doing the work of case managers which is not what they are trained for.

g) Board Action: Motion to Approve New Program, FCS

Commissioner Rudberg would like more information on the program going forward.

Commissioner Lantz made a motion to approve a new program, Foundational Community Supports (FCS). Commissioner Kolditz seconded the motion. 4 votes in support, 1 vote abstained. Motion passed.

9. UNFINISHED BUSINESS: None

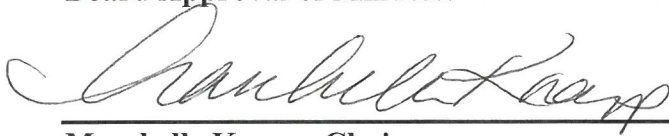
10. EXECUTIVE SESSION, IF ANY: None



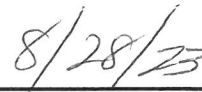
11. ADJOURNMENT:

- a) The next regular meeting will be Monday, August 28, 2023, at 4:00 p.m.
- b) Sunrise Village Groundbreaking may be scheduled for an earlier time in the day on August 28th, 2023. Secretary Westerman will inform Commissioners if we are able to go forward with this plan.
- c) Chair Knapp adjourned the meeting at 5:45 p.m.

Board Approval of Minutes:



Marchelle Knapp, Chairperson



Date



Attest: Jennifer Westerman, Secretary



Date

