



*Connecting people to homes, hope and opportunity.*

Board of Commissioners Meeting  
Monday, May 18, 2020  
820 11<sup>th</sup> Ave.  
Longview, WA  
Minutes

This meeting was held via Zoom in response to Covid-19

**Present:**

Chair, Marchelle Knapp  
Vice Chair, Peter Bennett  
Commissioner, Allan Rudberg  
Commissioner, Jenny Oskey  
Commissioner, Traci Wood  
Commissioner, David Nelson  
Secretary, Jennifer Westerman

**Absent:**

**Staff:**

Becky Phillips, Finance Manager  
Katie Bonus, Director of Operations  
Vickie Rhodes, Housing Assistance Programs Manager

**Public:**

MaryAlice Wallis, Mayor of Longview  
Hillary Strobel, City of Longview Commissioner  
Kelly Rupp, Lead to Results

**1. CALL TO ORDER**

(a) Chair Knapp called the meeting to order at 4:02pm.

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:**

Housing Opportunities of SW WA  
Minutes to Regular Board Meeting  
May 18, 2020

### **3. OPPORTUNITY FOR PUBLIC DISCUSSION**

#### **4. FINANCIAL REPORTS**

- (a) Finance Manager Phillips began her report by stating that the Finance Committee had met earlier in the day to go over the details of the financial statements. Phillips went on to say that HUD has repaid us money that was owed from a while ago. This has increased our unrestricted cash in April. She also stated that the administrative fee that HUD pays has also increased. Phillips noted that the tenant revenue is down, and that Director of Operations Bonus will go over that in her report. Phillips advised that the construction budget may seem high. However, that is because most jobs are completed in warmer months and that projects are beginning.

#### **5. CONSENT AGENDA**

- (a) Commissioner Wood motioned to pass the Consent Agenda. Commissioner Oskey seconded the motion. Motion passed unanimously.

#### **6. CHAIRMAN, STAFF, AND SECRETARY REPORTS**

- (a) None

- (b) Staff Report-

1. Housing Assistance Programs Manager Vickie Rhodes stated that we are at 100% utilization. As of today, we have received 30 applications for the Mainstream Vouchers program. Rhodes advised that her staff has begun verifying income levels. Vice Chair Bennett asked what counts as income? Will the stimulus check count as income? Rhodes clarified that regular unemployment is income, but it is not considered income if it is irregular. She also mentioned that the stimulus payments are not regular payments and do not count as income. Housing Assistance Programs Manager Rhodes stated that we are currently in a HUD short fall status and explained the measures HOSWWA is taking to address that. Rhodes stated that we have had a few families declare a zero income, likely due to Covid-19.

2. Director of Operations Katie Bonus reported that overall occupancy is at 98% and that the net operating income for all properties is positive except for The Phoenix House. Which has a small negative \$21.00 cash flow. Bonus explained the effects that Covid-19 has had regarding evictions and late payments. Details on this can be found in the Property Performance Summary Memorandum.

- (c) Secretary Westerman began her report notifying the board that due to COVID-19 we are looking into the SharedWork program through the State of WA. Westerman informed the board that the PNRC NAHRO Conference will be done via web and advised any Commissioners interested in going to let Dana know. Secretary Westerman gave a development update for Driftwood Point Apartments, Willapa Center, 38<sup>th</sup> and Penn., Pacific Place, and Willapa Landing. Detailed information on the developments can be found in the Secretary's Report. Secretary Westerman provided information for the health and safety measures that HOSWWA is taking

regarding COVID-19. Westerman advised that we have received \$190,000 in CARES Act funding from HUD. In the Secretary's Report is a draft outline of how the monies may be used. Secretary Westerman advised that we will be putting out three (3) different RFPs, Legal Services, Development Consultant, and Architectural Engineering. Westerman advised that we will be using Korina Goff to create our annual plan. Korina Goff has completed CAP's annual plan and it is admirable work. Westerman wrapped up her report by stating that HOSWWA is nearing completion on the new website and hopes to have a demonstration ready by the next board meeting.

**7. NEW BUSINESS**

(a) *Chair Knapp opened the meeting up for Public Comment at 4:41pm - Board Action: Approval of Resolution 20-13: Annual Plan- Vickie Rhodes asked for approval of Resolution 20-13 to submit the Annual Plan to HUD. Rhodes reviewed the plan and the minor changes that were made to the plan.*

*Vice Chair Bennett motioned to approve Resolution 20-13. Commissioner Rudberg seconded the motioned. Passed unanimously.*

**8. UNFINISHED BUSINESS**

**9. EXECUTIVE SESSION, IF ANY**

**10. ADJOURNMENT**

(a) Chair Knapp adjourned the meeting at 4:45pm.

Respectfully Submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

**Board Approval of Minutes**

	
Marchelle Knapp, Chairperson	Date:
	
Attest: Jennifer Westerman, Secretary, CEO	Date: