



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

BOARD OF COMMISSIONERS MEETING
Monday, August 28, 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:

Katie Bonus, Director of Operations
Cecilia Larson, Rent Assistance Program Manager
Rachelle Sanders, VIP Manager
Alex Wallis, Senior Accountant
Patti Olson, Regional Property Manager
Cynthia Mitchell, Executive Assistant/HR

PUBLIC:

Ramona Leber, Member of the Public

1. CALL TO ORDER

a) Chair Knapp called the meeting to order at 4:01 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 July 2023 for HOSWWA and Lilac Place, as provided in the Board Packet.

Vice Chair Wood inquired as to why the Lilac Place utility budget is so off. Ms. Bonus replied that as part of our budget process, we ask relevant government agencies about utility increases for the year. However, we do our budgets before Woodland does theirs, so we did not get exact numbers when determining the



budget. We were given an estimate of a 3-7% increase. Commissioner Lantz commented that Woodland increased their utility costs by a lot. Chair Knapp added that Woodland's increase was higher than normal. Secretary Westerman clarified that the increase was 11%. Ms. Bonus reported that we did not budget for that large of an increase. If we are told 3-7%, we tend to budget for 6% and hope the increase isn't that large. Commissioner Lantz commented that hopefully the increase will not be as large for next year.

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 inquired if any of the Foster Youth to Independence (FYI) Vouchers have been utilized. Ms. Larson responded that as of the report being written, we had 5 referrals and that there have since been 3 additional FYI referrals.

- b) **Property Summaries:** Ms. Bonus 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.

Vice Chair Wood asked if the rains start prior to beginning work on the wetlands at Sunrise Village, if it is possible that work will be delayed until the spring. Secretary Westerman responded that it will not be delayed until spring and that we have a good contractor and consultant who are prepared.

8. NEW BUSINESS:

- a) Board Action: Approval of FSS Action Plan

Ms. Larson reported on the Family Self Sufficiency (FSS) Action Plan as



provided in the board packet. HUD mandated certain changes be made to the Plan. These changes include:

- i. If a client exits the program, rather than graduates from the program, with an escrow balance, the balance goes back to the Housing Authority to be used within the FSS program.
- ii. Any adult household member can participate in the program, it is not limited to the head of household.
- iii. The five-year limit to being on FSS starts at their next event date (such as an annual reexam) rather than on contract sign date.

These changes have already been implemented; we missed getting board approval at the time and are now requesting that approval.

Commissioner Lantz asked how much money goes into escrow accounts. Ms. Larson responded that it depends. If clients start at low income and then get a job, thereby increasing their portion of the rent, the difference in rent goes into the escrow account. Last month a client graduated with \$12,000 in their escrow account. Chair Knapp asked what the escrow money can be used for. Ms. Larson replied that it can be used for anything, though it is recommended to be used for good purchases, such as going back to school, a computer, part of a down payment on a house, savings account, etc. Ms. Sanders asked if a participant can graduate from FSS prior to the five year point. Ms. Larson clarified that clients have up to five years to graduate. Once clients get to the point that they no longer need rental assistance, they automatically graduate from the program.

Commissioner Rudberg made a motion to approve the FSS Action Plan. Vice Chair Wood seconded the motion. Passed unanimously.

b) Discussion: Review of Sunrise Village Paint Colors

Secretary Westerman presented the final three paint color options for Sunrise Village and requested board input. After discussion, general consensus was that Option #3 was the favorite.

9. UNFINISHED BUSINESS:

a) Discussion: Sunrise Village Groundbreaking

Secretary Westerman reported that groundbreaking will tentatively be held in October. We are planning on having a tent and asking the church to use their parking lot in case of rain. The general preference was to hold it on the board day if possible.



10. EXECUTIVE SESSION, IF ANY: None

11. ADJOURNMENT:

- a) The next regular meeting will be Monday, September 25, 2023, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:54 p.m.

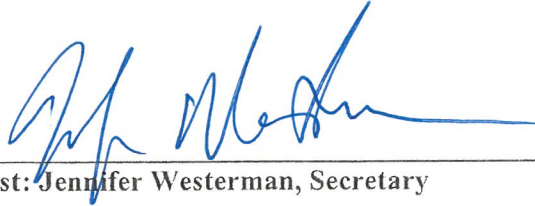
Board Approval of Minutes:



Marchelle Knapp, Chairperson

9/25/23

Date



Attest: Jennifer Westerman, Secretary

10/2/23

Date

