



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

BOARD OF COMMISSIONERS MEETING
Monday, September 25, 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
Secretary Jennifer Westerman

ABSENT:

Commissioner Dixie Kolditz

STAFF:

Katie Bonus, Director of Operations
Cecilia Larson, Rent Assistance Program Manager
Rhonda Compton, VIP Assistant Manager
Cynthia Mitchell, Executive Assistant/HR

PUBLIC:

MaryAlice Wallis, Mayor of the City of Longview

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) On behalf of Mr. Wallis, Secretary Westerman provided financial reports for August 2023 for HOSWWA and Lilac Place, as provided in the Board Packet.

Chair Knapp remarked that the higher than anticipated utility costs have eaten into revenue.



5. CONSENT AGENDA:

- a) *Commissioner Rudberg 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.
- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet.
- c) **VIP Summaries:** On behalf of Ms. Sanders, Ms. Compton 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.

Secretary Westerman additionally reported that the government shutdown is imminent and is likely to happen. HUD funding for the Section 8 department should be okay in case of shutdown. There may be issues for VIP funding if the VA budget doesn't go through. Secretary Westerman advises dipping into reserves to cover the funding gap. Once a budget has passed, these funds would come back. If we don't dip into reserves during the potential shutdown, veterans would be kicked back out to homelessness.

8. NEW BUSINESS:

- a) Board Action: Resolution 23-15 Cost Allocation Plan

Secretary Westerman reported on the Cost Allocation Plan as reported in the Board Packet. This plan defines how costs are allocated across different projects and properties. Our most recent Plan was from 1994 and is due for an update.

Commissioner Rudberg made a motion to approve Resolution 23-15 Cost Allocation Plan. Vice Chair Wood seconded the motion. Passed unanimously.

- b) Board Action: Resolution 23-16 HOSWWA FY 2024 Budget

Secretary Westerman reported on Resolution 23-16 FY 2024 Budget. There was



an error for the depreciation of USDA properties in the budget as distributed in the board packet; the corrected version was shown and discussed. Budget includes investments in technological infrastructure, such as computers, servers, and phones, an agency disaster plan, new flooring in sections of the office building, office renovations, improving internet at all offices, and new staff positions.

Commissioner Lantz made a motion to approve Resolution 23-16 FY 2024 HOSWWA Budget as presented. Commissioner Vasquez seconded the motion. Passed unanimously.

c) Board Action: Resolution 23-17 2024 Fair Market Rent

Ms. Larson reported on Resolution 23-17, 2024 Fair Market Rents, as provided in the board packet. Chair Knapp asked that if HUD allows for a continuation of the 120% FMR, will Cowlitz be able to maintain that rate despite receiving an increase closer to market trends. Ms. Larson anticipates that we will be allowed to use the 120% for all our counties. Secretary Westerman added that it depends on if we can show that people are having trouble getting housed. HUD changed their formula in such a way that has had a huge impact on urban areas but not in rural areas. Rural agencies have been advocating for an increase in their areas. Chair Knapp asked if FMR rates will return to the board if HUD allows the 120% rate. Secretary Westerman confirmed that it will.

Vice Chair Wood made a motion to approve Resolution 23-17 2024 Fair Market Rent. Commissioner Vasquez seconded the motion. Passed unanimously.

d) Discussion: Grant Per Diem (GPD) Audit

Secretary Westerman reported on the Grant Per Diem (GPD) Audit. It came back as expected with a finding for the Cost Allocation Plan and with a finding and recapture of \$113.09. These funds were spent on laundry services for veterans, but we couldn't find the list of which veterans used them.

9. UNFINISHED BUSINESS:

a) Discussion: Sunrise Village Groundbreaking

Secretary Westerman reported that we must get the NEPA approved before we can schedule the groundbreaking. There are also concerns that the weather will be bad as well as concerns due to road closure from construction being done by the city. Having a groundbreaking would be worthwhile if we could get something together. The church is willing to work with us to utilize their outdoor space.

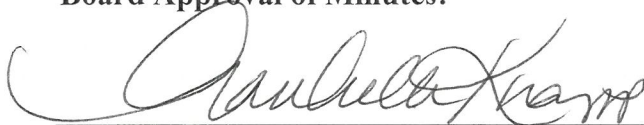


10. EXECUTIVE SESSION, IF ANY: None

11. ADJOURNMENT:

- a) The next regular meeting will be Monday, October 23, 2023, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:54 p.m.

Board Approval of Minutes:



Marchelle Knapp, Chairperson

10/23/23

Date



Attest: Jennifer Westerman, Secretary

10/23/23
Date

