



# HOUSING OPPORTUNITIES

—of SW Washington—

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

## **BOARD OF COMMISSIONERS MEETING** **Monday, January 22, 2024, at 4:00 p.m.** **In Person and Zoom**

### **PRESENT:**

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

### **ABSENT:**

Vice Chair Traci Wood  
Commissioner Dixie Kolditz

### **STAFF:**

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

### **PUBLIC:**

MaryAlice Wallis, Longview City Council  
Tina Smith, Longview Public Library Board

### **1. CALL TO ORDER**

- a) Chair Knapp called the meeting to order at 4:06 p.m.

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

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

- a) Tina Smith from the Longview Public Library Board is curious about other Board meetings and joined to listen.
- b) MaryAlice Wallis from Longview City Council thanked the Board for the work they do and reported that she would remain our liaison from the Longview City Council.



#### 4. FINANCIAL REPORTS:

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

Commissioner Rudberg mentioned that it was noticed that “parking” was listed on the Sylvester Lease Agreement under utilities. He asked how much tenant money the “parking” represented. Ms. Bonus responded that the Lease should not say “parking” as it is not our parking lot. She will look into this. Further tenant questions about parking at Sylvester will be handled later.

#### 5. CONSENT AGENDA:

- a) *Commissioner Lantz made a motion to approve the Consent Agenda. Commissioner Rudberg 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.

Ms. Bonus provided an update on the Phoenix House service provider. As the service provider also provided the clients, we have been working out how to fill future vacancies. Ms. Sanders’s team will be handling future services. Chair Knapp asked if Community House might be able to help provide clients. Ms. Bonus replied that due to funding, Phoenix House is required to have a waiting list. This list is open on the HOSWWA website. Requirements for tenancy include that the tenant must be a parent with child(ren) exiting or active in a drug treatment program. Currently there are three or four vacancies.

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

Ms. Sanders reported that we have not yet held any Rent Well classes at other agencies, but that scheduling is in progress. Commissioner Lantz asked how many hours the Rent Well class is. Ms. Sanders responded that it is a 6-week course but that there are 15 different modules, each about one to one and a half hours long that are spread out over the course of the class.

#### 7. CHAIR AND SECRETARY REPORTS

- a) **Chair Report:** None.



- b) **Secretary Report:** Secretary Westerman gave her report as included in the Board packet.

**8. NEW BUSINESS:**

- a) Board Action: Resolution 24-05 Lilac Place 2024 Budget

Mr. Wallis and Secretary Westerman reported on the 2024 Lilac Place Budget as provided in the board packet. Commissioner Lantz inquired about the change to salaries. Mr. Wallis clarified that salary allocations were reorganized thereby causing a variance between the 2023 and 2024 budgets.

*Commissioner Rudberg made a motion to approve Resolution 24-05 Lilac Place 2024 Budget. Commissioner Vasquez seconded the motion. Passed unanimously.*

- b) Board Action: Resolution 24-06 Contract with Cowlitz County for Phoenix House Services

Secretary Westerman reported that Resolution 24-06 allows her to sign the contract with Cowlitz County so that HOSWWA may take over providing services at Phoenix House

*Commissioner Lantz made a motion to approve Resolution 24-06 Contract with Cowlitz County for Phoenix House Services. Commissioner Rudberg seconded the motion. Passed unanimously.*

Ms. Sanders noted a typo in the approved resolution. Resolution 24-06 was amended to correct the typo.

*Commissioner Lantz made a motion to approve Resolution 24-06 Contract with Cowlitz County for Phoenix House Services as amended. Commissioner Rudberg seconded the motion. Passed unanimously.*

- c) Board Action: Wage Scale Update

Secretary Westerman reported on the changes to the updated wage scale. Chair Knapp commented that hiring is a challenge and that we need to take care of the people who are showing up every day. Commissioner Lantz added that we lose experience when people leave. Commissioner Vasquez mentioned that there are additional costs with needing to hire and train new employees.

*Commissioner Vasquez made a motion to approve the Wage Scale Update. Commissioner Lantz seconded the motion. Passed unanimously.*



d) Board Action: Resolution 24-07 HOSWWA 2024 Budget Revision

Secretary Westerman reported on the HOSWWA 2024 Budget Revision as provided in the board packet. Budget changes include additional staff positions and increased salaries for staff.

*Commissioner Vasquez made a motion to approve Resolution 24-07 HOSWWA 2024 Budget Revision. Commissioner Lantz seconded the motion. Passed unanimously.*

9. UNFINISHED BUSINESS: None

10. EXECUTIVE SESSION, IF ANY:

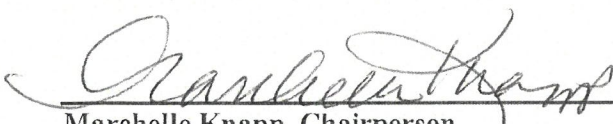
- a) An Executive Session was convened at 5:00 pm to discuss Personnel; the open meeting was scheduled to reconvene at 5:15 pm. Open meeting reconvened at 5:16 pm.

Chair Knapp reported that during the Executive Session, the Board decided to make a change in salary and conducted a performance evaluation for Jennifer Westerman, CEO of HOSWWA. Secretary Westerman's new salary will be Level 16, \$185,348.07. The Board extended their thanks for all her hard work.

11. ADJOURNMENT:

- a) The next regular meeting will be Monday, February 26, 2024, at 4:00 p.m.  
b) Chair Knapp adjourned the meeting at 5:18 p.m.

Board Approval of Minutes:

  
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Marchelle Knapp, Chairperson

2/26/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Attest: Jennifer Westerman, Secretary

2/27/24  
\_\_\_\_\_  
Date

