

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Tuesday, July 23, 2024, at 10:00 a.m.
Hybrid via Zoom and In Person**

PRESENT:

Chair David Glasson
Vice Chair Rebecca Chaffee
Commissioner Steve Holland
Secretary Jennifer Westerman

ABSEBT:

Commissioner Jeanne Brooks
Commissioner Julie Overby
Commissioner Janice Davis

Staff Present:

Alex Wallis, Finance Manager
Katie Bonus, Director of Operations
Elizabeth McGarry, Executive Assistant
Acoya Windsor-Moran, Housing Success Case Manager
Andrew Cummingham, Housing Development Coordinator
Tina Sturdevant, Property Manager, Willapa Center

Public Present:

Mark Perez, City Council Long Beach
Shana Davenport

1. Call to Order:

(a) Chair Glasson called the meeting to order at 10:05 a.m.

2. Changes and Additions to Agenda, if any: None.

3. Opportunity for Public Discussion:

4. Financial Reports:

(a) Mr. Wallis reported on the financial reports for July 2024 for JPCHA and Driftwood Point as submitted in the Board Packet.

5. Consent Agenda:

(a) *Commissioner Holland made a motion to approve the Consent Agenda. Commissioner Chaffee seconded the motion. Motion passed unanimously.*

6. Property, Secretary, and Chairperson Reports:

(a) Ms. Bonus gave the Property Report as submitted in the board packet.

(b) Ms. Westerman gave the Secretary Report as submitted in the board packet.

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7. New Business: Board Action:

(a) Board Action: Resolution 24-02 Ratify Amendment to Pacific County Contract
The county found an additional fifty thousand dollars to amend the contract to help pay for Drew's salary this enables him to be able to work on JPCHA properties.

Commissioner Holland made a motion to approve the Resolution 24-02 Ratify Amendment to Pacific County Contract. Commissioner Chaffee seconded the motion. Motion passed unanimously.

(b) Board Action: Resolution 24-03 Approve Storage of Alder House Furnishings and Disposal of Commercial Appliances

Commissioner Holland made a motion to approve Resolution 24-03 Storage of Alder House Furnishings and Disposal of Commercial Appliances. Commissioner Glasson seconded the motion. Motion passed, one abstention from Commissioner Chaffee.

(c) Board Action: Resolution 24-04 Ratify ORFH USDA Technical Assistance Contract

Vice Chair Chaffee made a motion to approve the Resolution 24-04 Ratify ORFH USDA Technical Assistance Contract. Commissioner Holland seconded the motion. Passed unanimously.

Board Agenda needed to be corrected. 7d changed to read, Resolution 24-05 Approve Purchase of Playground for Daycare. 7e was added, Board Action Memo: Purchase of Playground Equipment.

Vice Chair Chaffee made a motion to approve the agenda change. Commissioner Holland seconded the motion. Changes to the agenda Passed unanimously with the corrections.

(d) Board Action: Resolution 24-05 Authorization to Execute Commercial Lease for Wild Roots Early Learning Center.

Vice Chair Chaffee inquired about Early Achievers. Ms. Davenport responded by saying, it is a state requirement, and they make sure we are providing quality programs.

Commissioner Holland inquired about the various paid staff members. Ms. Davenport responded by saying at this time, about six, that involves a program director, two lead teachers, two assistant teachers and another program aid. Ms. Davenport also mentioned that per DCYF regulations, there can only be 20 three- to five-year-olds and no more than 14 toddlers.

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Vice Chair Chaffee made a motion to approve Resolution 24-05 Authorization to Execute Commercial Lease for Wild Roots Early Learning Center. Commissioner Holland seconded the motion. Passed unanimously with the corrections.

(e) Board Action: Memo: Purchase playground equipment

This would be a motion to approve the purchase of the daycare playground for Willapa Center utilizing Pacific County funds.

Vice Chair Chaffee made a motion to approve the purchase of playground equipment. Commissioner Holland seconded the motion. Passed unanimously with the corrections.

8. Unfinished Business: None

9. Executive Session: None

10. Adjournment:

(a) The next Board Meeting will be on Tuesday September 24, 2024 at 10:00 a.m.

(b) Chair Glasson adjourned the meeting at 10:50 a.m.

Respectively submitted by:
Jennifer Westerman, Executive Director

Board Approval of Minutes:



Chair, David Glasson

9-24-24

Date