



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

**BOARD OF COMMISSIONERS MEETING**  
**March 25, 2024, at 4:00 p.m.**  
**In Person and Zoom**

**PRESENT:**

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

**ABSENT:**

Commissioner Sue Lantz  
Commissioner Dixie Kolditz

**STAFF:**

Rachelle Sanders, Supportive Services Manager  
Cecilia Larson, Rent Assistance Program Manager  
Alex Wallis, Finance Manager  
Patti Olson, Regional Property Manager  
Rhonda Compton, Supportive Services  
Liz McGarry, Executive Assistant, temp

**PUBLIC:** None

**1. CALL TO ORDER**

a) Chair Knapp called the meeting to order at 4:05 p.m.

**2. CHANGES AND ADDITIONS TO AGENDA, IF ANY:** No changes

**3. OPPORTUNITY FOR PUBLIC DISCUSSION:**

**4. FINANCIAL REPORTS:**

a) Mr. Wallis provided financial reports for February 2024 for HOSWWA and Lilac Place, as provided in the Board Packet.

**5. CONSENT AGENDA:**

a) *Commissioner Vasquez made a motion to approve the Consent Agenda and the financials. Commissioner Rudberg seconded the motion for the Consent Agenda. Passed unanimously.*



## 6. STAFF REPORTS

- a) **Voucher Status:** Ms. Larson gave the Voucher Status Report as provided in the Board packet. As a part of her report Ms. Larson mentioned the new inspection standards being rolled out by HUD. She gave an example of requirements for carbon monoxide detectors as one of the new requirements.

Chair Knapp asked Ms. Larson if we expect Landlord pushback on carbon monoxide detector. Ms. Larson responded yes, Chair Knapp asked how do we get ahead on that. Ms. Larson responded, we will be sending the landlords letters of the changes being made and will also be posting more information on our website.

- b) **Property Summaries:** On behalf of Ms. Bonus, Ms. Olson, Regional Property Manager gave an update on the Property Reports as provided in the Board Packet. Ms. Olson summarized changes to the Phoenix House property including that per HUD regulations the property will now admit men with children. Ms. Olson stated that this new addition to the property is working and that they have just moved in their first single dad household. Chair Knapp inquired if we have more men on the wait list, Ms. Olson responded with, yes.
- c) **Supportive Services Division:** Ms. Sanders gave an update on the Veteran Integration Program (VIP) as provided in the Board Packet.
- d) **Secretary Report:** Mr. Westerman gave the Secretary report as provided in the board packet.

Ms. Westerman announced that we have received sufficient funding to purchase Raymond Manor in Raymond Wa., for JPCHA.

## 7. NEW BUSINESS:

- a) Board Action: Requesting Board Approval to amend the HR Policy related to staff performance reviews.

*Commissioner Vasquez made a motion to approve the HR Policy. Commissioner Rudburg seconded the motion.*

- b) Board Action: Resolution 24-08 HOSWWA 2024 Budget 2nd revision.

Operating Budget 2<sup>nd</sup> revision includes all of the revenue for Sunrise Village which will clarify our financial reporting.



*Commissioner Rudberg made a motion to approve Resolution 24-08.  
Commissioner Vasquez seconded the motion to approve Resolution 24-08.  
Resolution Passed unanimously.*

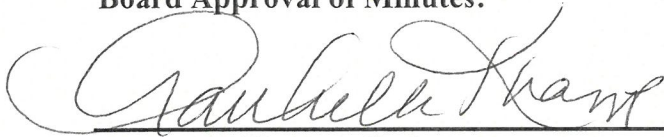
**8. UNFINISHED BUSINESS:** None

**9. EXECUTIVE SESSION, IF ANY:** None

**10. ADJOURNMENT:**

- a) The next regular meeting will be Monday, April 22, 2024, at 4:00p.m.
- b) Marchelle Knapp adjourned the meeting at 4:46p.m.

**Board Approval of Minutes:**



**Marchelle Knapp, Chairperson**

*4/22/24*

**Date**



**Attest: Jennifer Westerman, Secretary**

*4/22/24*

**Date**

