



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

BOARD OF COMMISSIONERS MEETING
Monday, November 27, 2023, 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
Rhonda Compton, VIP Assistant Manager
Cynthia Mitchell, Executive Assistant/HR

PUBLIC:

Sally Hembree, Outreach Coordinator for Ethnic Support Council

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:

- a) Secretary Westerman added to New Business: 8.g. Board Action: Willapa Center Development Fee, 8.h. Board Action: 2024 Board Schedule, and 8.i. Board Action: December Board Meeting Scheduling

3. OPPORTUNITY FOR PUBLIC DISCUSSION:

- a) Sally from Ethnic Support Council is here to gather information on housing in the area as she seeks to help various homeless clients.



4. FINANCIAL REPORTS:

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

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.
- b) **Property Summaries:** Ms. Bonus gave an update on the Property Reports as provided in the Board Packet.

Commissioner Rudberg complemented the new furniture at Sylvester.

- 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.

Commissioner Lantz volunteered to attend the SAO Accountability Audit closeout on behalf of the Board. Chair Knapp congratulated the staff on the results of the audits.

Secretary Westerman announced that the December all-staff meeting would be an End of Year celebration and that Board members were invited to attend.

8. NEW BUSINESS:

- a) Discussion Item: HUD Audit and Response

Secretary Westerman reported on the HUD Audit and HOSWWA's response. She reported that the audit is not closed as there are disagreements on some of the findings and that our response has been sent back to HUD.



b) Board Action: Resolution 24-02 SEMAP Certification

Ms. Larson reported on Resolution 24-02 SEMAP Certification as presented in the board packet. SEMAP (Section 8 Management Assessment Program) measures agency compliance and progress and Certification is required to be submitted annually.

Commissioner Lantz asked who does the quality control inspections. Ms. Larson responded that our inspectors inspect each other's inspections and that we also have an independent entity who assists in quality control.

Commissioner Rudberg made a motion to approve Resolution 24-02 SEMAP Certification for FY 2023. Commissioner Lantz seconded the motion. Passed unanimously.

c) Board Action: Resolution 24-03 Changes to Admin Plan

Ms. Larson reported on Resolution 24-03 Changes to Admin Plan as presented in the board packet. Chair Knapp asked if this was in response to the HUD Audit. Secretary Westerman responded that there are regular updates that must be done in addition to the Audit response.

The Board expressed their thanks to Ms. Hutcheson, HCV Analyst, for all her hard work on the Admin Plan updates.

Commissioner Lantz made a motion to approve Resolution 24-03 Changes to Admin Plan. Commissioner Vasquez seconded the motion. Passed unanimously.

d) Board Action: Resolution 24-04 Adopt FCS Policy

Ms. Sanders reported on Resolution 24-04 Adopting the FCS Policy as presented in the board packet.

Commissioner Rudberg made a motion to approve Resolution 24-04 Adopt FCS Policy. Commissioner Lantz seconded the motion. Passed unanimously.

e) Board Action: Approve MOU for Stability Vouchers

Secretary Westerman reported on the MOU for Stability Vouchers as presented in the board packet. This authorization allows the CEO to enter into an agreement with Emergency Support Shelter for Stability Voucher referrals.

Commissioner Lantz made a motion to approve the MOU for Stability Vouchers. Commissioner Vasquez seconded the motion. Passed unanimously.



f) Board Action: Authorize CEO to execute ILA with City of Longview

Secretary Westerman reported on the ILA with the City of Longview as presented in the board packet. This ILA would allow HOSWWA to receive funds from the City of Longview from the Affordable Housing Sales Tax Credit and the .01% Sales Tax for the purpose of development of affordable housing.

Commissioner Rudberg made a motion to Authorize the CEO to execute an ILA with the City of Longview. Commissioner Vasquez seconded the motion. Passed unanimously.

g) Board Action: Willapa Center Developer Fee

Secretary Westerman reported on the Willapa Center Developer Fee as provided in the board packet. This board action authorizes the CEO to defer \$105,000 in Willapa Center Developer Fees if necessary. Deferring these funds may allow HOSWWA to order a playground for the property.

Commissioner Vasquez made a motion to approve deferring the Willapa Center Developer Fee. Commissioner Rudberg seconded the motion. Passed unanimously.

h) Board Action: Approve 2024 Board Meeting Schedule

Secretary Westerman reported on the 2024 Board Meeting Schedule as presented in the board packet. December 2024 could be scheduled on either the 23rd or the 30th; however, both dates are difficult to meet on due to holidays. Secretary Westerman suggested that we could also not have a December meeting. Commissioner Rudberg suggested that we could always have a special meeting if we need it.

Commissioner Rudberg made a motion to approve the 2024 Board Meeting Schedule, modified to remove the December meeting. Commissioner Vasquez seconded the motion. Passed unanimously.

i) Board Action: December 2023 Board Meeting

Chair Knapp reported on the December 2023 Board Meeting. There is no compelling reason to have a meeting in December and not having the meeting would give staff capacity to work on other tasks. Secretary Westerman added that the Lilac Place budget needs approval, but that there isn't anything critical if we wait to approve it in January.

Commissioner Rudberg made a motion to approve cancelling the December 2023



Board Meeting. Commissioner Lantz seconded the motion. Passed unanimously.

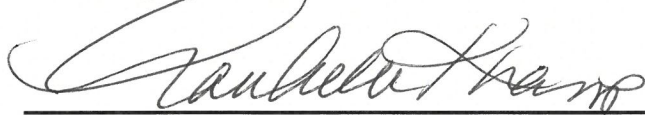
9. UNFINISHED BUSINESS: None

10. EXECUTIVE SESSION, IF ANY: None

11. ADJOURNMENT:

- a) The next regular meeting will be Monday, January 22, 2024, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 5:22 p.m.

Board Approval of Minutes:



Marchelle Knapp, Chairperson

1/22/24

Date



Attest: Jennifer Westerman, Secretary

1/22/24

Date

