



# HOUSING OPPORTUNITIES

of SW Washington

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

## BOARD OF COMMISSIONERS MEETING

October 28, 2024, at 4:00 p.m.

In Person and Zoom

### PRESENT:

Chair Marchelle Knapp  
Vice Chair Sue Lantz  
Commissioner Dixie Kolditz  
Commissioner Allan Rudberg  
Commissioner David Vasquez  
Commissioner Michael O'Neill  
Secretary Jennifer Westerman

### ABSENT:

### STAFF:

Katie Bonus, Director of Operations  
Alex Wallis, Finance Manager  
Rachelle Burch, Supportive Services Manager  
Elizabeth McGarry, Executive Assistant  
Cecilia Larson, Rent Assistance Program Manager  
Rachelle Burch, Supportive Services Program Manager  
Drew Cunningham, Housing Development Coordinator  
Lisa Lopez, Finance Director

### PUBLIC:

MaryAlice Wallis, Longview City Council

### 1. CALL TO ORDER

a) Chair Knapp called the meeting to order at 4:01 pm

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

### 3. OPPORTUNITY FOR PUBLIC DISCUSSION:

### 4. FINANCIAL REPORTS:



- a) Ms. Lopez provided financial reports for September 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 for HOSWWA and Lilac Place. Vice Chair 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) **Supportive Services Division:** Ms. Burch gave an update on the Supportive Services Division as provided in the Board Packet.

Commissioner O'Neill inquired about the authorization process for Foundational Community Supports (FCS). Ms. Burch responded by saying they do take quite a bit of time, when we start working with someone in FCS, we have to prove that they meet the medical necessity. Sometimes we help them apply for Medicaid initially, if they do not have any medical insurance we have to go through the whole application process with them.

## 7. CHAIR AND SECRETARY REPORTS

**Secretary Report:** Secretary Westerman gave an update on the secretary report as provided in the board packet.

## 8. NEW BUSINESS:

- a) Board Action: Motion to approve CY 2025 Board Meeting Schedule

*Commissioner O' Neill made a motion to approve 2025 Board Meeting Schedule. Commissioner Kolditz seconded the motion. Passed unanimously.*

- b) Board Discission: Board Retreat and Strategic Planning

Secretary Westerman addressed the board members about a Strategic Plan and



requested that they begin thinking about the focus for the next five years. We are hoping to hire a consultant to help us with our Strategic Planning starting in January. We have some very important topics to discuss regarding the future goals of the agency. We would also like to create a committee with two of our Board members to help with the Strategic plan, Michael O'Neill and Dixie Kolditz have volunteered to be part of the planning process.

Vice Chair Lantz emphasized that Strategic Planning is important to the board and that this effort will be beneficial.

**9. UNFINISHED BUSINESS:** None

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

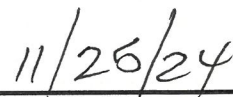
**11. ADJOURNMENT:**

- a) The next regular meeting will be Monday, November 25, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:41 p.m.

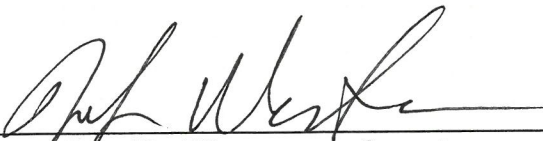
**Board Approval of Minutes:**



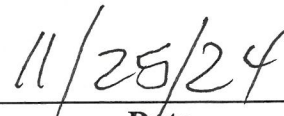
**Marchelle Knapp, Chairperson**



**Date**



**Attest: Jennifer Westerman, Secretary**



**Date**

