

# HOUSING OPPORTUNITIES

of SW Washington

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

## BOARD OF COMMISSIONERS MEETING

January 27, 2025, at 4:00 p.m.

In Person and Zoom

### PRESENT:

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

### ABSENT:

Commissioner Dixie Kolditz

### STAFF:

Katie Bonus, Director of Operations  
Alex Wallis, Finance Manager  
Elizabeth McGarry, Executive Assistant  
Heather Embleton, Occupancy Supervisor  
Rhonda Compton, Supportive Services Program Manager  
Lisa Lopez, Finance Director  
Patti Olson, Regional Property Manager  
Rebecca Allan, FSS Coordinator

### PUBLIC:

MaryAlice Wallis, Longview City Council  
Michael O'Neill

## 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 November and December 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. Embleton gave the Voucher Status Report on behalf of Ms. Larson as provided in the Board Packet.
- b) **Property Summaries:** Ms. Olson gave an update on the Property Report on behalf of Ms. Bonus as provided in the Board Packet

Secretary Westerman added, every month we mention Phoenix House is having a negative NOI cash flow, this property is designed this way, it has an operating subsidy from Commerce. Commerce will provide us more funds, but in order for that, we need to show the money we lost.

- c) **Supportive Services Division:** Ms. Compton gave an update on the Supportive Services Division on behalf of Ms. Burch as provided in the Board Packet.

## 7. CHAIR AND SECRETARY REPORTS

- **Secretary Report:** Secretary Westerman gave an update on the secretary report as provided in the board packet and highlighted below:
- Grand Opening for Sunrise Village will be the second week of June.  
Grand Opening for Alder House is scheduled for April 29<sup>th</sup>.
- Staffing—With Drew leaving, Katie on Vacation and Max with Community Frameworks stepping down the CEO will be short staffed in February.
- We are planning to open the Section 8 Waitlist soon and this will give us fresh data for housing need.
- We decided to not apply for Coordinated Entry as we learned that CAP was applying. We are supporting their application instead.
- Secretary Westerman stated we have had some discussion about purchasing the building next door and have decided that it is too great a risk at this time.
- A date has been set to start discussing the scope of work for our Strategic Planning.
- The federal budget is yet undetermined, and the Continuing Resolution runs out March 14<sup>th</sup>. We really have no idea what funding will look like this year.



**8. NEW BUSINESS:**

a) Board Discussion: HOSWWA/JPCHA Structure

Secretary Westerman gave a brief history of how HOSWWA became a regional housing authority. She then discussed the administrative difficulty of HOSWWA staff running two Housing Authorities (HOSWWA and JPCHA) and the duplicative processes such as two board packets, two audits etc. She then gave an overview of a proposal to combine the agencies. The Board did not take action at this time, however, it was left that the CEO will prepare a presentation for the Board and the City Council to discuss this initiative.

**9. UNFINISHED BUSINESS: None**

**10. EXECUTIVE SESSION, IF ANY: Yes**

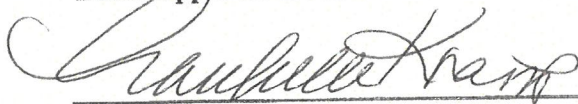
Chair Knapp reported that during the Executive Session at 5:00 pm to discuss Personal. The Board decided to keep the salary and conducted a new three-year term with the same pay. Chair Knapp called the regular HOSWWA Board Meeting back to order at 5:15 pm.

Commissioner Rudberg made a motion to approve Secretary Jennifer Westerman contract. Vice Chair Lanz seconded the motion. Commissioner Aguirre abstained.

**11. ADJOURNMENT:**

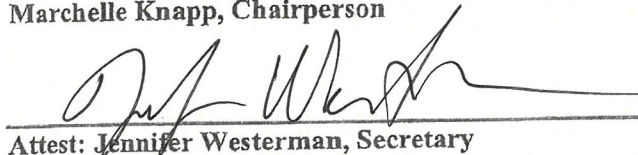
- a) The next regular meeting will be Monday, February 24, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 5:52 p.m.

**Board Approval of Minutes:**



Marchelle Knapp, Chairperson

Date



Attest: Jennifer Westerman, Secretary

3/8/25  
Date

