



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

BOARD OF COMMISSIONERS MEETING
February 24, 2025, at 4:00 p.m.
In Person and Zoom

PRESENT:

Vice Chair Sue Lantz
Commissioner Dixie Kolditz
Commissioner David Vasquez
Commissioner Rayleen Aguirre
Secretary Jennifer Westerman

STAFF:

Katie Bonus, Director of Operations
Alex Wallis, Finance Manager
Cynthia Mitchell, HR
Cecilia Larson, Rent Assistance Program Manager
Rhonda Compton, Supportive Services Program
Manager
Lisa Lopez, Finance Director
Patti Olson, Regional Property Manager
Rachelle Burch, Strategic Planner and Grants
Manager

PUBLIC:

MaryAlice Wallis, Longview City Council
Eric Halverson, Longview City Council

ABSENT:

Chair Marchelle Knapp
Elizabeth McGarry, Executive Assistant
Commissioner Allan Rudberg

1. CALL TO ORDER

a) Vice Chair Lantz 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 January 2025 for HOSWWA and Lilac Place, as provided in the Board Packet.

5. CONSENT AGENDA:

- a) *Commissioner Aguirre made a motion to approve the Consent Agenda for HOSWWA and Lilac Place. Commissioner Kolditz 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. Olson gave an update on the Property Report as provided in the Board Packet
- c) **Supportive Services Division:** Ms. Compton gave an update on the Supportive Services Division as provided in the Board Packet.

Secretary Westerman added, the county pays for services at Phoenix House, and they just renewed the contract for us. The county commissioners would like to know more about Phoenix house so some of the staff will be doing a presentation.

7. CHAIR AND SECRETARY REPORTS

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

Secretary Westerman gave an update on the Federal Budget Process. Some discussion followed regarding potential funding outcomes for HOSWWA.

8. NEW BUSINESS:

- a) Board Action: Motion to correct Resolution Numbers for FY 2024/2025

Commissioner Aguirre made a motion to approve the corrected resolution number that were already passed by the board for this fiscal year. Commissioner Kolditz seconded the motion. Passed unanimously.

- b) Board Action: Board Resolution 25-04 HR Policy Revision

Provided in the Board Packet there is a page with all the changes that were made. The HR Policy must be reviewed by legal and certified every three years for our



insurance company. The policy was reviewed by legal and contains all required elements.

Commissioner Kolditz made a motion to approve Resolution 25-04 HR Policy Revision. Commissioner Vasquez seconded the motion. Passed unanimously.

c) Board Action: Board Resolution 25-05 Procurement Policy

Secretary Westerman presented the new Procurement Policy as drafted by our attorney. This policy reduces the requirements to only what is required by law and should make our work easier.

Commissioner Vasquez made a motion to approve Resolution 25-05 Procurement Policy. Commissioner Kolditz seconded the motion. Passed unanimously.

d) Board Action: Board Resolution 25-06 Admin Plan

Changes that were made to the Admin plan are as follows:

- 17-36 Alder Housing was added to the list of PBV projects with an individual site-based waiting list
- 17-26 Raymond Manor has changed its name to River's Edge
- 17-37 Removed PHA Policy section
- Exhibit 17-1 Filled in missing project address line for Eagles apartments
- Added PBV development information chart for Alder House and Willapa Center. Many items are still TBD for Alder house such as HAP contract execution date and expiration date and exact rents
- Added preference details to each of the JPCHA property exhibits

Commissioner Aguirre made a motion to approve Resolution 25-06 Admin Plan. Commissioner Kolditz seconded the motion. Passed unanimously.

9. UNFINISHED BUSINESS: None

10. EXECUTIVE SESSION, IF ANY: Yes

11. ADJOURNMENT:

- a) The next regular meeting will be Monday, April 28, at 4:00 p.m.



b) Vice Chair Lantz adjourned the meeting at 4:52 p.m.


Board Approval of Minutes:



Sue Lantz, Vice Chair

4/1/25

Date



Attest: Jennifer Westerman, Secretary

4/1/25

Date

