



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

## **BOARD OF COMMISSIONERS MEETING**

**March 31, 2025, at 4:00 p.m.**

**In Person and Zoom**

### **PRESENT:**

Chair Marchelle Knapp  
Commissioner Dixie Kolditz  
Commissioner Allan Rudberg  
Commissioner David Vasquez  
Commissioner Rayleen Aguirre  
Secretary Jennifer Westerman

### **ABSENT:**

Vice Chair Sue Lantz

### **STAFF:**

Katie Bonus, Director of Operations  
Alex Wallis, Finance Manager  
Elizabeth McGarry, Executive Assistant  
Cecilia Larson, Rent Assistance Program Manager  
Rhonda Compton, Supportive Services Program Manager  
Lisa Lopez, Finance Director  
Patti Olson, Regional Property Manager

### **PUBLIC:**

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

## **1. CALL TO ORDER**

a) Chair Knapp called the meeting to order at 4:02 pm.

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

## **3. OPPORTUNITY FOR PUBLIC DISCUSSION:**

## **4. FINANCIAL REPORTS:**



- a) Ms. Lopez provided financial reports for February 2025 for HOSWWA and Lilac Place, as provided in the Board Packet.

## 5. CONSENT AGENDA:

- a) *Commissioner Kolditz made a motion to approve the Consent Agenda for HOSWWA and Lilac Place. Commissioner Aguirre 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

Ms. Olson added, we had thirty-four invites to Alder House and current eligibility is being completed by the admissions teams. Chair Knapp inquired whether we are having an easier time leasing this property. Ms. Olson responded by saying that Alder House has a different demographic than other properties. A couple of issues we have faced is applicants having issues uploading their documents to the online portal. Secretary Westerman stated in addition to that, we need more applicants.

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

## 7. CHAIR AND SECRETARY REPORTS

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

In addition to the Alder House update, Secretary Westerman stated we had planned to have an MOU with Community Integrated Health Services at Alder House, but they pulled out due to a hiring freeze and HOSWWA will be providing those services instead. This will be a good solution as we have a great Supportive Services division that works well with our Property Managers.

Commissioner Kolditz provided an update on the progress of our Strategic Planning and stated we have signed a contract with Kelly Rupp. We will be scheduling a meeting with them and vet our ideas.



Secretary Westerman reported that HOSWWA staff, including Vice Chair Lantz attended an in-person Poverty Simulation at Lower Columbia Collage in March so staff could see the obstacles that our clients face daily.

**8. NEW BUSINESS:**

- a) Board Action: Resolution 25-07 Approving changes to the Admin Plan

Ms. Larson walked us through each of the changes that were made to the admin plan.

*Commissioner Kolditz made a motion to approve Resolution 25-07 Approving changes to the Admin Plan. Commissioner Rudberg seconded the motion. Passed unanimously.*

- b) Board Action: Motion to approve management of the Down Payment Assistance Program in Pacific County

*Commissioner Aguirre made a motion to approve management of the Down Payment Assistance Program. Commissioner Kolditz seconded the motion. Passed unanimously.*

- c) Board Action: Motion to approve CEO to sign MOU with Columbia Theatre of the Performing Arts related to maintenance of the parking lot.

*Commissioner Rudberg made a motion to approve CEO to sign MOU with Columbia Theatre of Performing Arts. Commissioner Kolditz seconded the motion. Passed unanimously.*

**9. UNFINISHED BUSINESS: None**

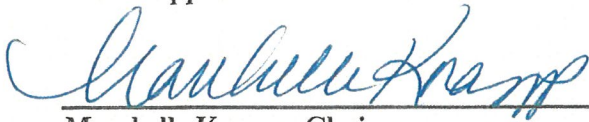
**10. EXECUTIVE SESSION, IF ANY: No**

**11. ADJOURNMENT:**

- a) The next regular meeting will be Monday, April 28, at 4:00 p.m.  
b) Chair Knapp adjourned the meeting at 5:10 p.m.

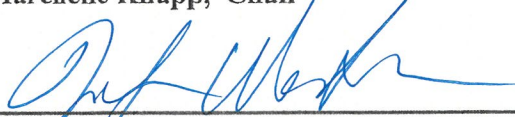


**Board Approval of Minutes:**



Marchelle Knapp, Chair

Date



Attest: Jennifer Westerman, Secretary

5/5/25

Date

