



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

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

PRESENT:

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

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
Gina McConnell, Assistant Program Manager

PUBLIC:

MaryAlice Wallis, Longview City Council
Erik Halverson, Longview City Council

ABSENT:

Commissioner Dixie Kolditz
Secretary Jennifer Westerman

1. CALL TO ORDER

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

2. CHANGES AND ADDITIONS TO AGENDA, IF ANY: No

3. OPPORTUNITY FOR PUBLIC DISCUSSION:

MaryAlice Wallis thanked the board for attending the City Council meeting the previous week. Chair Knapp expressed appreciation for the city's continued support and specifically thanked MaryAlice for her ongoing advocacy for HOSWWA and affordable housing. Chair Knapp shared a couple stories from individuals struggling with rising rents, noting that many can no longer afford their current homes and are seeking affordable housing options.



4. FINANCIAL REPORTS:

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

5. CONSENT AGENDA:

- a) *Commissioner Rudberg made a motion to approve the Consent Agenda. 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.

Mr. Wallis added that our team is committed to continuous improvement and “getting to the next level.” He emphasized Ms. Larson’s report, that clients have successfully paid off outstanding debts with program assistance. Specifically, one individual at Sunrise Village used a large escrow to clear all debt and successfully start a business on their own.

Ms. Lason also added that the FSS Grant application came out even when HUD officials were not there due to government shutdown. The application was submitted by the October 29th deadline and we requested \$160,000 in funding. If awarded, the agency will maintain two full-time FSS Coordinators. Notification of the grant decision is expected in April 2026.

- 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.

Ms. Compton reported that she and Ms. McConnell visited HEVIN prior to Thanksgiving. HEVIN successfully filled all reservations for its “Vets Giving” event and anticipated strong participation. Additionally, HEVIN expressed excitement about relocating to its new facility at 1207 Commerce, with operations scheduled to begin on December 1, 2025.

7. CHAIR AND SECRETARY REPORTS



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

8. NEW BUSINESS:

- a) Board Action: Motion to approve Resolution 25-16 Administration Plan

The Board authorizes revisions to Chapter 17 of the Section 8 Administrative Plan and empowers the Rent Assistance Department to implement these changes.

Commissioner Vasquez made a motion to approve Resolution 25-16 Administration Plan. Vice Chair Lantz seconded the motion. Passed unanimously.

- b) Board Action: Motion to approve Resolution 25-17 Lilac Place Budget

Vice Chair Lantz made a motion to approve Resolution 25-17 Lilac Place Budgets. Commissioner Rudberg seconded the motion. Passed unanimously.

- c) Board Discussion: Motion to approve Resolution 25-18 Sunrise Village Budget

Vice Chair Lantz made a motion to approve Resolution 25-18. Commissioner Rudberg seconded the motion. Passed unanimously.

- d) Board Discussion: Lilac Place Audit

Ms. Lopez reported that Lilac Place had no audit findings and the report has been posted to our website.

9. UNFINISHED BUSINESS: None

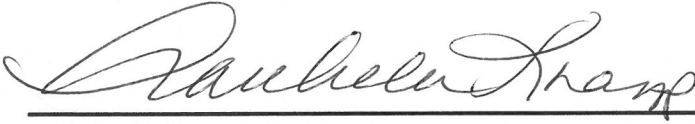
10. EXECUTIVE SESSION, IF ANY: No




11. ADJOURNMENT:

- a) The next regular meeting will be Monday, January 26, at 4:00 p.m.
- b) Chair Knapp adjourned the meeting at 4:56 p.m.

Board Approval of Minutes:



Marchelle Knap, Chair Date 1/26/26



Attest: Jennifer Westerman, Secretary Date 1/27/26

