



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

BOARD OF COMMISSIONERS MEETING

July 27, 2026, at 4:00 p.m.

In Person and Zoom

PRESENT:

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

ABSENT:

Chair Marchelle Knapp
Commissioner Allan Rudberg

STAFF:

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

PUBLIC:

Eric Halverson, Longview City Council
Steven Judd, Finney Neil
Jenny Gebhart, Finney Neil

1. CALL TO ORDER

- a) Vice Chair Lantz called the meeting to order at 4:02 pm.

CHANGES AND ADDITIONS TO AGENDA, IF ANY: Yes

Substitution of pages 59 & 60 of the Administrative Plan update with the corrected version provided in the handout and sent out by email.

2. OPPORTUNITY FOR PUBLIC DISCUSSION:

3. AUDIT REPORT:

- a) Steven Judd and Jenney Gebhart provided the Audit report for HOSWWA, Lilac



Place, and Sunrise Village. There were no audit findings.

4. FINANCIAL REPORTS:

- a) Ms. Lopez provided financial reports for June 2026 for HOSWWA, Lilac Place, and Sunrise Village as provided in the Board Packet.

5. CONSENT AGENDA:

- a) *Commissioner Vasquez made a motion to approve the Consent Agenda. 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. Bonus gave an update on the Property Report on behalf of Ms. Olson as provided in the Board Packet.
- c) **Supportive Services Division:** Ms. McConnell provided an update on the Supportive Services Division on behalf of Ms. Compton, as outlined in the Board Packet.

7. CHAIR AND SECRETARY REPORTS

- a) **Secretary Report:** Secretary Westerman provided an updated Secretary report as provided in the board packet.

Vice Chair Lantz inquired more about Millkirk. Secretary Westerman explained that Millkirk is being considered as a pipeline project, which is a newer approach Housing Authorities are using with new development opportunities. Millkirk is led by Cal Miller, who owns seven acres in Cowlitz County and is interested in developing senior housing. His goal is to contribute positively to the community by helping provide housing for seniors. The long-term plan is to build approximately 240 units, with the first phase consisting of about 76 senior housing units. Millkirk has asked HOSWWA to be a general partner on the project. We will bring this back to the Board for an Executive Session if we decide to go through with this project.



8. NEW BUSINESS:

a) Board action: Motion to Approve Resolution 26-11 for Administrative Plan

Ms. Larson stated that this revision makes two substantive revisions:

- If the regular Housing Choice Voucher (HCV) waiting list is closed, the Public Housing Agency (PHA) will continue accepting applications for certain special referral vouchers, such as Non-Elderly Disabled (NED) and Foster Youth to Independence (FYI) vouchers.
- It Adopts two new waiting list preferences.
This version also contains some non-substantive changes:
- Updating the language to allow us to communicate with applicants by email or portal notifications. Previously, waiting list updates and notices were exclusively done by mail.

Secretary Westerman clarified that the programs listed above are not new waitlist preferences. Rather, they are existing special voucher types with specific eligibility criteria, and accepting these applications for these programs does not affect applicants applying for the regular Housing Choice Voucher Program.

Secretary Westerman explained that HUD has awarded HOSWWA a set amount of funding for Emergency Housing Voucher (EHV) based on the number of participants currently enrolled in the program. Based on current estimates, HOSWWA anticipates having sufficient funds to continue assistance through January 2028, even though the program is scheduled to end in October 2027.

Commissioner Vasquez inquired whether, in the event of a natural disaster or declared emergency, the exercise of the clause would be brought before the Board for discussion. Secretary Westerman provided an example, noting that if the Cowlitz River experienced severe flooding and many residents were left without housing, the Housing Authority would want to participate in efforts to assist the City and County in addressing the situation. Secretary Westerman further stated if the Board would like full approval, a Special Meeting Board Meeting would need to be called to take emergency action.

Commissioner Aguirre stated, even if we have an emergency, we could accept them onto the waiting list, it would just take some time. Secretary Westerman responded by saying that it would take a very long time. Ms. Larson also noted that they would still have to qualify for the program and do all what is required of them.



The Board requested changes to be made under the plan regarding the disaster preference. With those changes the item will be stated as "Referrals from a designated agency in response to a crisis, disaster, or emergent community need, at the discretion of the CEO and consultation with the Board Chair and follow up with the Board."

Mayor Halverson asked for clarification regarding the current EHV families whose assistance may be at risk of termination. He noted that Secretary Westerman had referenced Seattle Housing Authority having more than 500 EHV families and asked whether any Seattle families wishing to relocate could be included among the 30 HOSWWA clients. Secretary Westerman clarified that the funding would apply only to HOSWWA families.

The Board requested changes to be made under the plan regarding the currently assisted EHV families. With changes the item will be stated as "Currently assisted HOSWWA EHV families who assistance is at risk of termination due to lack of program funding"

Commissioner Vasquez made a motion to approve Resolution 26-11 with the corrected changes. Commissioner Kolditz seconded the motion. Passed unanimously.

b) Board Action: Motion to Approve Annual Leave Policy Update

HOSWWA currently has two annual leave schedules: one for exempt employees and one for non-exempt employees. Washington State has established minimum salary requirements for exempt employees, and HOSWWA has continued to meet those requirements. However, in the next year, the minimum salary threshold is expected to exceed \$90,000, and the budget will not support that increase. As a result, HOSWWA anticipates moving several employees from exempt to non-exempt status during the next budget cycle. For this reason, HOSWWA is proposing to merge the two annual leave schedules into one.

*Commissioner Aguirre made a motion to approve Annual Leave Policy Update
Commissioner Kolditz seconded the motion. Passed unanimously.*

9. UNFINISHED BUSINESS: No

10. EXECUTIVE SESSION, IF ANY: No



11. ADJOURNMENT:

- a) The next regular meeting will be Monday, August 24, at 4:00 p.m.
- b) Vice Chair Lantz adjourned the meeting at 5:39 p.m.

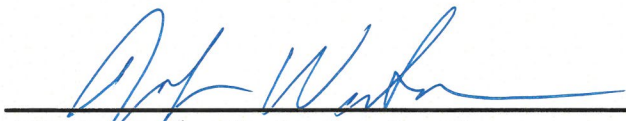
Board Approval of Minutes:



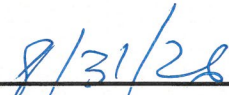
Marchelle Knapp, Chair



Date



Attest: Jennifer Westerman, Secretary



Date

