



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES

Wednesday, November 19, 2014 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Jamestown S'Klallam Center – Alderwood Room
1033 Old Blyn Highway
Sequim WA 98382

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Commissioner Turner.

ROLL CALL

Present were: Commissioners Turner, Weed, Teal, Shusterman, Teal, Flodstrom and Rymph. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Rental Assistance Director Debbi Tesch, Accounting Clerk Dianne Wardlow and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public in attendance

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's October Timesheet, October Regular Meeting Minutes, October Check Registers, excluding Section 8, SH523 Grants 4 & 5 and the Outpost. Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Voice Vote. Approved.

Approval of Section 8 Housing Choice Voucher October Check Registers. Moved by Commissioner Weed, seconded by Commissioner Shusterman. Voice Vote. Approved, Commissioner Flodstrom abstained.

Approval of Self Help 523 Grants 4 & 5 October Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Voice Vote. Approved, Commissioner Teal abstained.

Approval of the Outpost October Check Registers. Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Voice Vote. Approved, Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger presented a written report and discussed the following items:

Sunbelt: Executive Director Kassinger and Kathy Wahto from Serenity House have been told that it will be an approximate 6 week timeframe for Commerce to review and complete the property transfer. They have been told that closing should be December 23rd or 24th. The Board of Serenity House did question why PHA was not paying closing costs and were informed that Commerce is funding that. While this is occurring, Sunbelt is remaining full, with Master Leases to Serenity House.

County 2060/2163 Funds: After the county work session on Monday, November 17th, Executive Director Kassinger reviewed the notes from that meeting. At this time, it looks like the PHA request for \$25,000 for Mt. Angeles View will be approved at \$21,000. The Housing Resource Center (HRC) request for \$140,000 will be approved at \$123,000 and the Sunbelt request for \$35,000 will be approved at \$25,000.

Housing Kitsap: A new director has been selected and this will benefit us as we work to establish new, collaborative partnerships in many areas.

By-Laws: The By-Laws currently state meeting locations. A change to the by-laws removing those locations is being requested, due to the location changes that are occurring on a regular basis. Legal Counsel Neupert stated that it is not necessary to include the location in the by-laws. This will be presented as a Resolution to change the by-laws at the next meeting. Executive Director Kassinger said that a discussion with the county commissioner's office was being held to see if we would be able to move back to the County Commissioners' meeting room after the first of the year. If not, a search would be held to find a new location.

Commissioner Turner asked if we had heard back from Rural Development (RD) regarding our response to the high risk letter. Executive Director Kassinger said we had not, however; we are in communication with RD on a regular basis with status updates on removing the "High Risk" designation.

Commissioner Rymph asked if there was an update of any kind on the Port Hadlock Inn. Executive Director Kassinger referred the question to Commissioner Tinker. It is her understanding it is expected to open soon as a hotel, but to serve those making 30% median income. This is being done by the Coast Group, part of which is faith-based. Commissioner Turner asked for more information, if possible, from Commissioner Rymph for the next board meeting.

Commissioner Turner asked why the SEMAP score for payment standards was zero. Was this based on the .50 difference in the payment standards? Executive Director Kassinger explained that it was a rounding error, which has been corrected. We are still at a high-performing standard.

Commissioner Turner then asked for more information on the Washington Family Fund (WFF). Executive Director Kassinger explained that it was being expanded to include young adults, including those who are aging out of foster care. It is expected that the Governor will be signing a MOU in December, which will celebrate 10 years of WFF and expand the program. Commissioner Teal asked if there were any of the WFF vouchers in Jefferson County and Executive Director Kassinger responded that she was not aware of any.

REPORTS FROM COMMISSIONERS

Commissioner Weed attended the Regional Forum that morning and felt that it was very beneficial as a new commissioner.

Commissioner Tinker reported that a grant for the Outpost from Home Depot has been received and work has been completed for landscaping and a playground.

Commissioner Teal stated that she had recently received compliments on the Port Townsend office, specifically in regard to Carolyn Stimbirt, Housing Specialist for Jefferson County and the Self-Help Group Worker for both counties.

Commissioner Turner reported that she and Executive Director Kassinger went to Olympia to attend the meeting on the methamphetamine issues. The meeting lasted approximately 20 minutes and had 4 speakers. It was anticipated that it would be 2 weeks to have the notes available and an additional 2 weeks for a decision, however; the notes have yet to be prepared. They may be available by the end of November, with a decision by the end of December.

OLD BUSINESS

None

NEW BUSINESS

Resolution #PHA 2014-33: Accounts Receivable Write Off

Moved by Commissioner Rymph, seconded by Commissioner Teal. Discussion was held with Commissioner Rymph asking how often the AR write-offs were completed and if this amount was high, low or average. The response was that this was a quarterly item and that these figures were about average. Commissioner Teal said that this quarter’s numbers looked better than usual. Commissioner Rymph asked if those with legal fees were evictions and if so, what was the reason for the evictions. Sarah Martinez, Director of Asset Management responded that two were evictions for non-payment of rent and the third was an eviction due to criminal activity. Voice Vote. Approved.

Next Meeting:

Wednesday, December 17 at 1:00 p.m.

Clallam County Courthouse – Health and Human Services Conference Room

223 E. 4th Street

Port Angeles WA 98362

Adjournment: The meeting adjourned at 1:45 p.m.

Secretary

Board Chair

Seal: