



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, February 15, 2017 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Wednesday, February 15, 2017 at 1:00 p.m.
Clallam County Courthouse – Commissioner’s Meeting Room
223 E 4th Street
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Commissioner Weed.

ROLL CALL

Present were: Commissioners Weed, Lindholm, Rymph, Tinker, Turner, Shusterman, and Teal. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine. Absent, Commissioner Koelsch, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s January Timesheet, January Regular Meeting Minutes, January Check Registers excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Shusterman, seconded by Commissioner Rymph. Voice Vote. Approved.

Outpost January Check Registers. Moved by Commissioner Lindholm, seconded by Commissioner Teal. Voice vote. Approved. Commissioner Tinker abstained.

Self Help 523 Grant 6 and Self Help 502 Construction Loans January Check Registers. Moved by Commissioner Rymph, seconded by Commissioner Tinker. Voice Vote. Approved. Commissioner Teal abstained.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Kassinger presented a written report and asked if there were any questions prior to her proceeding with her verbal report.

Executive Director Kassinger reported that recently she and Director of Acquisition & Development O’Rourke had a conference call with the Finance Commission who has agreed to include an increase of the tax credit allocation to Mt. Angeles View by approximately \$1 million. The request will be placed on the agenda of their next meeting. This will close the funding gap for the Mount Angeles View redevelopment to \$480k. Once the Finance Commission approves the credit increase, a plan to set a closing date on the project will commence. Executive Director Kassinger stated that an application has been submitted to First Federal Community Fund for \$390K and will be submitting an application to

Federal Home Loan Bank for \$600K but the Federal Home Loan Bank will not make a decision on the request until December of 2017. Executive Director Kassinger stated that she is looking into a bank loan to guarantee these funds until they are available for use.

Executive Director Kassinger reported that Emily Grossman with Department of Commerce has reported she may be able to come up with the funding to pay a full time position for a year to help get the non-profit group under the Land Trust in Jefferson County off to a start. Jamie Maciejewski has approached the City of Port Townsend to ask if funds previously allocated to the capacity building program could be placed with this newly formed group as well.

Executive Director Kassinger reported March is the annual meeting for the Peninsula Housing Authority Board. A Board Chair and Vice Chair will be voted on at this meeting.

Executive Director Kassinger stated that to comply with Public Meeting parameters, please do not "reply all" to emails that are being sent.

Commissioner Turner suggested that Executive Director Kassinger utilize a public forum to update the community on the Mount Angeles View redevelopment, explaining the whole process from relocating tenants to the new footprint of housing units and services that will be in place at the end of development.

Executive Director Kassinger reported that the Boys & Girls Club \$1 million grant is listed in the State Budget at this time, it is just needing approval through the budget process.

Commissioner Turner suggested that contact be made with Habitat for Humanity about coming in to salvage items from the units that do not get moved through the RFP process before demolition take place.

Executive Director Kassinger supplied a draft version of a proposed evaluation packet that is available for use for the Executive Director position. Commissioner Lindholm commented that it didn't appear that the self-evaluation was in line with the evaluation document for similar items so it feels disjointed. Commissioner Turner requested for information on the 360 evaluation process. Commissioner Rymph reported that through his research, he found the 501 Commons agency based out of Seattle. The 501 Commons Agency views the 360 process as a development tool rather than a performance evaluation. 501 Commons would assign someone within their agency to gather pertinent information from community members, agency staff, agency department heads and board members, confidentially, to gather the needed information to compile the report. Commissioner Rymph also reported that the team from 501 Commons gathers their information in a number of ways, but primarily from resources such as Skype and/or Survey Monkey and that 501 Commons is used to dealing with agencies with limited budget capacity. Commissioner Rymph also pointed out that the name, 501 Commons, is derived from 501c-3 nonprofit. Commissioner Rymph stated that he would work with Executive Director Kassinger to answer a list of questions that the representative from 501 Commons had given him. Legal Counsel Riffle voiced his concerns with the avenue that 501 Commons uses to gather the information and the Washington State Public Records Act. As Peninsula Housing Authority is a public entity, any information that is gathered through electronic nature for the Executive Director Evaluation will now become subject to the Public Records Act. Legal Counsel Riffle stated that he would like to put together a memo or contact 501 Commons directly if permissible. Executive Director Kassinger stated that Peninsula Housing Authority is currently going through the Washington State Quality Assurance review and should be coordinated with a 360 evaluation so staff would not be overwhelmed by the two processes.

REPORTS FROM COMMISSIONERS

Commissioner Rymph mentioned that he and Commissioner Shusterman attended the Self-Help dedication ceremony for the Phoenix development. There was a great article in the Port Townsend Leader featuring Pat Teal.

Commissioner Lindholm had nothing to report.

Commissioner Teal LOVES her home.

Commissioner Shusterman had nothing to report.

Commissioner Tinker had nothing to report.

Commissioner Weed reported that Clallam Transit has a new Operations Manager. He has some new ideas about routes in the County and encourages Executive Director Kassinger to reach out to him in regards to the Mount Angeles View redevelopment.

Commissioner Turner commended Executive Director Kassinger on her presentation for the Opportunity Fund.

OLD BUSINESS

None.

NEW BUSINESS

Resolution #PHA2017-01 – Out of State Travel

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Executive Director Kassinger explained that this is for travel for Director of Asset Management Martinez, Director or Rental Assistance Tesch and Property Managers Kristi Hurley and Janis Carpenter to the PNRC-NAHRO conference being held in Portland Oregon. Executive Director Kassinger stated that this resolution should also include Comptroller Annette Dotlich. Commissioner Turner moved to include Comptroller Dotlich, seconded by Commissioner Teal. Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:11 p.m.

Next Meeting:


Annual Meeting

Wednesday, March 15, 2017 at 1:00 p.m.

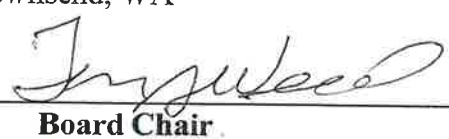
Jefferson County Commissioners' Chambers

Basement Level Jefferson County Courthouse

Port Townsend, WA



Secretary



Board Chair

Seal:

