



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, January 15, 2014 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:  
Clallam County Courthouse  
223 E. 4<sup>th</sup> Street  
Port Angeles, WA 98362

**CALL TO ORDER**

The meeting was called to order at 1:03 p.m. by Commissioner Shusterman. Present were: Commissioners Turner, Teal, Rymph, Flodstrom and Shusterman. Commissioner Hancock attended via telephone. Commissioner Turner arrived at 1:16 pm. Commissioner Fleck was excused. Also present were staff members Interim Executive Director and Director of Acquisition and Development Kay Kassinger, Director of Asset Management Sarah Martinez, Rental Assistance Director Debbi Tesch, Comptroller Annette Dotlich and Executive Assistant Teresa Rodocker. Legal Counsel Neupert was also in attendance.

**REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

There were no public attendees.

**REQUEST FOR ITEMS TO BE ADDED TO OR DELETED FROM THE AGENDA**

Resolution #2014-01 was amended after sent in Board packets. The amended resolution is the resolution to be considered.

Add Resolution #2014-03 for approval of out of state training and travel.

**CONSENT AGENDA**

Approval of consent agenda: Interim Executive Director Kassinger's December Timesheet and January Leave Slips, December Regular Meeting Minutes, along with December Check Registers, excluding Self Help 523 Grant 4, 502 Self Help Construction Loans, Section 8 and The Outpost. Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Voice Vote. Approved.

Approval of Self Help 523 Grant 4 and 502 Self Help Construction Loan Check Registers. Voice Vote. Approved, Commissioner Teal abstained.

Approval of Section 8 Housing Choice Voucher Check Registers. Voice Vote. Approved, Commissioner Flodstrom abstained.

Approval of the Outpost Check Registers. Voice Vote. Approved.

## **INTERIM EXECUTIVE DIRECTOR'S REPORT**

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

As of this morning, there were no applicants for the open positions on the Board of Commissioners. There is a need for 1 general commissioner, for an existing open position and 1 from the Eastern part of Clallam County, for the position that will become vacant upon the departure of Commissioner Hancock on March 10, 2014.

Executive Assistant Rodocker explained that she had just been told that one applicant had applied and that the application would be forthcoming from the County Commissioner's office by the end of the day.

Interim Executive Director Kassinger reported that Episcopal Retirement Communities (ERC) had expressed interest in discussing the affordable senior housing site in the Mt. Angeles View Redevelopment plan. They propose developing units specifically as affordable senior housing and would like to discuss further. An appointment will be set up for next week and Commissioners Turner and Flodstrom are hopeful that they will be able to attend.

Commissioner Teal asked about the lot purchasing objectives in Port Townsend. Interim Executive Director Kassinger reported that there is still active pursuit of property being done, with positive conversations being held with Kitsap Bank.

## **REPORTS FROM COMMISSIONERS**

None

## **OLD BUSINESS**

Discussion was held in regards to the Executive Director Search. Commissioner Shusterman asked about the possibility of using a search firm that specialized in this type of assistance. Commissioner Turner stated that they would discuss that at the next meeting of the search committee. The search committee, consisting of Board Chair Turner, Commissioner Rymph, Commissioner Turner and Interim Executive Director Kassinger agreed to meet immediately after the board meeting to set a date and time for the next meeting of the committee. At that time, they would also discuss options, which may include hiring a long-term Interim Executive Director or making a permanent hiring decision. No action will be taken at that meeting; however, recommendations may come from the committee to the board.

## **NEW BUSINESS**

Resolution #PHA-2014-01: Approval of Amendment to the PHA By-Laws, Relating to the Board Chair Term of Office – Commissioner Teal moved. Commissioner Flodstrom seconded. Voice Vote. Approved.

Resolution #PHA-2014-02: Approval of Development Proposal and Demolition Application to HUD for Mount Angeles View (MAV) 1a – Commissioner Turner moved, Commissioner Teal seconded. There was discussion regarding the required notifications and meetings in connections with current tenants, in addition to timelines and moving expenses. It was explained that the PHA is required to notify all tenants about changes, even when they may not be immediately affected. The timeline for the beginning phase may begin in June or July of this year and any and all tenants being affected will be given ample notification, with transfer availability to other Public Housing Units provided to them. Moving expenses, which may include transfer of utilities, rental of moving trucks, etc, will be covered by PHA, which will also provide moving assistance, if requested. Voice Vote. Approved.

Resolution #PHA-2014-03: Out of State Training & Travel Authorization – Commissioner Rymph moved, Commissioner Flodstrom seconded. It was explained by Director of Asset Management Martinez that she would like to attend this class as part of the training module she was asked to complete during her last evaluation. This training is required for her to move forward in the certification process. Voice Vote. Approved.

**Next Meeting:**

Wednesday, February 19 at 1:00 p.m.  
Clallam County Courthouse – Commissioner’s Meeting Room  
223 E. 4<sup>th</sup> Street, Port Angeles WA 983632

**Adjournment:** The meeting adjourned at 1:47 p.m.

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**Secretary**

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**Board Chair**

**Seal:**