



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, November 20, 2013 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Jamestown S'Klallam Tribal Center
Old Blyn Highway
Sequim WA 98382

CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Commissioner Shusterman. Present were: Commissioners Flodstrom, Teal, Rymph, Fleck and Shusterman. Commissioner Turner was excused and a resignation was received from Commissioner Sanders. Also present were staff members Executive Director Pam Tietz, 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 ITEMS TO BE ADDED TO THE AGENDA

Resolution #2013-43 for the appointment of Kay Kassinger as Interim Executive Director was added to New Business.

Discussion of the Notice of Special Meeting was added to New Business.

Discussion of the search for an Executive Director was added to New Business.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

There were no public attendees.

CONSENT AGENDA

Approval of consent agenda: October Regular Meeting Minutes, Director Tietz's October Time Card and Leave Slips, along with October Check Registers (not including Section 8 or Outpost). Moved by Commissioner Flodstrom, seconded by Commissioner Fleck. Voice Vote. Approved.

Approval of Section 8 Check Registers: Moved by Commissioner Teal, seconded by Commissioner Rymph. Voice Vote. Approved. Commissioner Flodstrom Abstained.

Approval of Outpost Check Registers: Moved by Commissioner Teal, seconded by Commissioner Flodstrom. Voice Vote. Approved. Commissioner Fleck abstained.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report and discussed the following items:

Methamphetamine Situation – Director Tietz is working with legislators and their staff to determine if this is a legislative issue versus a Department of Health issue. It is an on-going concern and there is no immediate fix. She will continue to focus on this area in her new position with Spokane Housing Authority. There are options for the 6 affected units at PHA, however, there is criteria which must be met in order to include these units in the demolition application and there are concerns that these units may not meet the criteria. There is an issue as to whether or not the funds will be spent to fix these units, when they are scheduled for disposition in the first phase of the redevelopment. The situation bears further review and Director of Acquisition and Development Kassinger will keep the board informed.

Additionally, Director Tietz felt that the Housing Trust Fund continue to be on the radar, as there are some funding requirements that could be changing in the future.

Lastly, there are legislative conversations occurring regarding the use of document recording fees for housing issues. Currently 60% of the fees are used for housing concerns.

Director Tietz then asked Comptroller Dotlich and Rental Assistance Director Tesch to address the Housing Choice Voucher funding situation.

Comptroller Dotlich stated that it is being watched very carefully. Unrestricted funds are funds that we have and the reserves are currently being held by HUD. A report was received from HUD which stated that we were down to \$20,000 in our reserve, but after further discussion it was determined that while the report was done through June of 2013, it included a payment to PHA of \$120,000 which had not been received by PHA. Therefore we will not be in shortfall for calendar year 2013.

HUD has projected our funding will increase to \$269,000 and our current outlay if \$275,000. This is a much smaller deficit than anticipated.

Rental Assistance Director Tesch reported that fixes to the program would help us to bring this even more in-line with income. The Board of Commissioners have already approved resolutions allowing PHA to change the subsidy standards, which will affect those families moving into new units, by reducing the amount they qualify for. It is a small reduction per family, but overall, will result in a decrease in spending. Additionally, HUD reduced the Fair Market Rents and we therefore reduced our payment standards, again, this will be in effect for those families leasing up and/or moving to new units. HUD's decrease of the FMR came after a large increase to them last year. There are no new vouchers being issued, except those mandated under the VASH program.

Director of Acquisition and Development Kassinger reported on the status of the Self-Help program. The program in Port Angeles has begun and due to 1 withdrawal, an 8th family is being looked for. Additionally, she has made trips to Port Townsend to locate property and property currently under review is property near Howard and Hastings streets, with 3 different property owners to be contacted, if the decision is made to go forward with this location. There is additional property located at Town Pointe and Discover Road, with 7 lots possibly available. There is research being done now to locate the owners. The 1st site may need a bit more development and site prep, but may be the most desirable, should the costs be within budget.

Additionally, there have been conversations begun with the managing family member of Manresa Castle. PHA was approached over 1 year ago regarding the purchase of the property, but it was not viable at that time. Contact has now been made regarding a “gift” of the property for the purpose of low-income housing. It may be possible to establish up to 40 units, with the majority of them being studio units, along with a commercial area on the 1st floor. PHA would probably not manage the property, at least, not in the beginning.

In order to do this, it would require tax credit funding, along with an architectural and engineering review and a market study. The out of pocket expense on this would be approximately \$20,000 and while this is within the discretion of management spending, input from the board would be appreciated.

Commissioner Rymph asked about the size of the property and was told that there is actually more property surrounding the existing facility which it might be possible to add more units. The remaining property is next to the current parking lot, towards the water. Commission Rymph also asked as to the public knowledge of these discussions and was told that in order for PHA to proceed with any items, it would be necessary to have a Purchase & Sale Agreement in order to have site control, which is necessary. Therefore, today’s public discussion, along with the Purchase & Sale Agreement would provide public knowledge.

Commissioner Flodstrom asked about why this is happening now and was told that the current owners wish to retire and none of the family wishes to be involved with the current business.

Commissioner Teal asked how a re-model would affect the historic details and Director of Acquisition and Development Kassinger explained that the inside remodel would be fine, with attention paid to the outside historic issues appropriately.

Commissioner Shusterman asked Director of Acquisition and Development Kassinger about the 30 lots that PHA had been previously interested in that he heard had gone to the City of Port Townsend. There has been no information received regarding that property at this time.

REPORTS FROM COMMISSIONERS

Commissioner Rymph reminded everyone that the Jefferson County Winter Shelter is preparing to open and that volunteers are needed.

OLD BUSINESS

None

NEW BUSINESS

Resolution #PHA-2013-43; Approval of Appointment of Kay Kassinger as Interim Executive Director – Legal Counsel Neupert explained that this was a specific resolution outlining specific items to be referenced as may be required by entities PHA does business with, including contract signing, etc. Commissioner Rymph moved that this be approved with an effective date of December 3, 2013 and that it be ended “Until new hire is in place or other action is required by the board.” Commissioner Flodstrom seconded. Voice Vote. Approved.

Salary Comparability for Executive Assistant Discussion – Director Tietz explained that Exempt Personnel had their salaries reviewed in 2013, except for this position. Executive Assistant Rodocker asked Director Tietz to review the salary information prior to her leaving in December. After a review of similar positions and their salaries, Director Tietz is recommending the new salary steps as outlined on Page 13 of the board packet. Commissioner Flodstrom asked if the jobs listed were similar and Director Tietz responded that they were. Commissioner Flodstrom then asked if the level of responsibility was equal and was answered in the affirmative by Director Tietz. Commissioner Flodstrom then asked if the qualifications of the positions being compared were similar. Director Tietz stated that she did not review that, but that she focused more on the responsibility level.

Commissioner Fleck stated that she felt it should have been done at the same time as the other exempt personnel.

Discussion was also held as to if approved, what step would Executive Assistant Rodocker be placed at in the new salary schedule. Executive Assistant Rodocker stated that she was currently at Step 3 in the existing schedule.

Commissioner Shusterman asked if a resolution was needed or if this could be approved as an action item. Legal Counsel Neupert responded that it could be approved as an action item, with the appropriate motion. Commissioner Rymph moved for acceptance of the new schedule, placing Executive Assistant Rodocker in the corresponding Step 3. Commissioner Fleck seconded. Voice Vote. Approved, with Commissioner Flodstrom voting against.

Special Meeting Notice – It was determined that the notice of Special Meeting was incorrect as the meeting to be held is for the Search Committee only.

Executive Director Search – Director Tietz explained that 17 applications had been received and that the selection committee had determined that 2 of them were being considered for an interview. There were many things being looked at in the resumes and it may be that the position remain open until filled.

Commissioner Rymph asked about Washington State Housing knowledge for those that were from out of state and Director Tietz stated that the state knowledge was important and that without it, there would be a steep learning curve, however, she was still placing a high priority on management style. Commissioner Shusterman asked how the fact that we were federally funded meshed with the need for state knowledge and Director Tietz responded that the more knowledge the better, but that there were some things that could be learned by the person selected. Commissioner Flodstrom said that he was disappointed in the applicants overall, but that there were 2 with some experience and that he felt it was worth an interview with them.

Director Tietz stated that the staff knew how to do their jobs and that a new ED would hopefully use that as they learned. Commissioner Rymph stated that the “Errol Flynn” method of management (letting staff do what they know how to do) was the best method and he hoped it would work in this situation.

Interviews with the 2 selected at this time will be conducted on November 26th. Legal Counsel Neupert will review the requirements for a public notice and will correspond with Executive Assistant Rodocker in order to meet the public meeting guidelines.

Next Meeting:
Wednesday, December 18 at 1:00 p.m.
Clallam County Courthouse – Commissioner’s Meeting Room
223 E. 4th Street, Port Angeles WA 983632

Adjournment: The meeting adjourned at 2:15 p.m.

Secretary

Board Chair

Seal: