



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, October 16, 2013 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Peninsula Housing Authority – Jefferson County Office
5210 Kuhn Street
Port Townsend WA 98368

CALL TO ORDER

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

Present were: Commissioners Flodstrom, Teal, Rymph and Turner. Commissioner Fleck participated via telephone. Commissioners Hancock, Sanders and Shusterman were excused. Also present were staff members Executive Director Pam Tietz, Director of Acquisition and Development Kay Kassinger and Executive Assistant Teresa Rodocker. Legal Counsel Neupert was also in attendance.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

At the request of Commissioner Turner, additions to the agenda included a review and approval of the Strategic Plan (Old Business) and a review of the interview and hiring timeline for the Executive Director position (New Business).

Director Tietz asked that she be allowed to make a formal request for time off, as per her contract (New Business).

Additionally, all items requiring a vote were moved to the top of the agenda, as Commissioner Fleck was unsure how long she would be able to participate.

There were no other additions to the agenda. Commissioner Teal moved for the agenda to be approved as amended, seconded by Commissioner Rymph. Voice Vote. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

There were no public attendees.

CONSENT AGENDA

Approval of consent agenda: September Regular Meeting Minutes, Director Tietz's September Time Card, Leave Slip and Travel Voucher, along with September Check Registers (not including Section 8). Moved by Commissioner Flodstrom, seconded by Commissioner Teal. Voice Vote. Approved.

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

Commissioner Turner noted that future consent agendas will need to have the Outpost Check Register separated as well, due to Commissioner Fleck's participation with that program.

OLD BUSINESS

Strategic Plan: The plan was presented to staff, comments were received and Commissioner Turner would like to approve it at this time. Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Voice Vote. Approved.

NEW BUSINESS

Resolution #PHA-2013-39; Approval of Cost Allocation Plan – Moved by Commissioner Teal, seconded by Commissioner Rymph. Director Tietz explained that this it is required by the USDA Rural Development department as part of the 523 Grant agreement that this be updated and approved by the Department of the Interior. Commissioner Flodstrom asked if there were any changes, and there were none. Commissioner Rymph asked that under Section P, the word “are” be changed to “our”. Voice Vote. Approved.

Resolution #PHA-2013-40; Adoption of Amended Initial Payment Standards for the Housing Choice Voucher Program – Moved by Commissioner Teal, seconded by Commissioner Flodstrom. Director Tietz explained that these are reviewed each year and last year the amounts were increased and this year they were decreased. It will affect all of our HCV clients; however, they do receive a full year notice on increases to their portion of the rent. More cuts will be needed to meet our current HAP commitments and recommendations will be brought forth for discussion at the next board meeting. Voice Vote. Approved.

Resolution #PHA-2013-41; Approval of the Exception to Subsidy Standards for Project Based Units – Moved by Commissioner Teal, seconded by Commissioner Rymph. Director Tietz explained that while PHA has its own subsidy standards, there are some project-based units that may have different subsidy standards and it is necessary for us to not impose ours on those places. Voice Vote. Approved. Director Flodstrom abstained.

Resolution #PHA-2013-42; Approval of Jefferson County Section 8 revised Utility Schedule – Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Director Tietz explained that this was an annual requirement to review these and make any necessary changes. Commissioner Teal asked if this was an increase or decrease. Director Tietz explained that the new HUD worksheets takes energy efficiency into consideration and therefore the new allowances were slightly lower. Voice Vote. Approved.

Request for time off – Director Tietz explained that per her contract, she had given her 60 days notice, however any request for leave during this time needs to be formally approved by the board. Director Tietz would like to ask that the board grant her approval to use her leave time at her own discretion, as she is unsure when and how often visits to her new location will be needed to put things in place for her family. Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Voice Vote. Approved.

Executive Director Succession Plan – Commissioner Turner explained that a tentative succession plan was in place and that it needed to be reviewed and approved. Advertisements have been placed with the Peninsula Daily News, the Port Townsend Leader, the Kitsap Sun, the Forks Forum, the Sequim Gazette and agencies with housing connections such as PHADA, AWAHA and NAHRO. Applications will be accepted through 11/12/13 and will be received by Director Tietz. Applications will be reviewed by the Transition Committee, consisting of Director Tietz, Director of Acquisition & Development Kassinger, Commissioner Turner, Commissioner Rymph and Commissioner Flodstrom. Both Commissioner Rymph and Flodstrom were appointed to the Transition Committee at this meeting, with Commissioner Fleck offering to assist, should Commissioner Flodstrom not be available.

First interviews will be conducted on November 26th, with 2 – 3 finalists selected by the Transition Committee. On December 2nd, the finalists will go through an interview with the entire board, as well as a meet and greet opportunity for staff.

Discussion was also held in regards to the Succession Plan as presented. It was determined that the following changes needed to be made:

Page 1: At the bottom of the first page, it should read “Line of Succession”, instead of “Internal Line of Succession”. The portion of the statement reading “according to the following line of succession”, along with the staff listing, should be deleted.

Page 2: At the top of the second, the statement “if an internal selection” should be added at the end of the last sentence.

Under the section marked Within 10 Days, it should read “the committee shall consist of at least” instead of “consist of”.

Page 3 - Selection:

Bullet 2 to be changed to state “Committee shall have up to one week”.

Bullet 6 to be changed to “same basic questions” and developed by the “board”, instead of by committee, and the statement “Follow up questions may be asked” should be added at the end.

Bullet 7 to have the word Board replaced by “Committee”.

Additional discussion centered on a recommendation from Director Tietz that instead of typical interviews, request that the applicants provide a 45 – 50 minute vision statement, including a 3 – 5 year plan. This will show provide opportunity for the interviewers to determine knowledge level, whether or not research has been done and if goals are a match for what is hoped to be accomplished.

Director Tietz recommended that Director of Acquisition and Development Kassinger be appointed the Interim Director, until such time as the position is filled. Discussion was held as to how long this would be and it was anticipated that if the position were filled on this first attempt, then it could be approximately 60 days, as the new hire would be required to give notice. She also felt strongly that the staff was trained well and were capable of ensuring that the housing authority could run for 2 months after her departure. She would be available by phone and would also be willing to work with the new hire as much as possible.

Commissioner Fleck stated that she had faith in the selection of Director of Acquisition and Development Kassinger and felt confident in her abilities. Commissioner Rymph asked if Director Tietz thought that there would be a lot of interest. While unsure, she did state that she thought that the majority of applicants would come from either larger agencies where management staff were looking to move up or from current directors looking for a different quality of life.

Commissioner Rymph felt strongly that this hiring decision was the most important and critical responsibility of the board, as other agencies have found out.

There was a consensus to have the hiring process and plan up for approval at this meeting. Commissioner Teal moved to accept the Succession Plan as amended, Commissioner Rymph seconded. Voice Vote. Approved.

Commissioner Turner asked Director Tietz to ensure that a press release announcing her departure be issued as well.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz stated that work was on-going in regards to state-wide methamphetamine issues and having them meet the current health-based standards. She will continue to be active in this and will be working with other housing authorities as well.

REPORTS FROM COMMISSIONERS

Commissioner Turner asked about the Peninsula Housing Authority email available to the board. Executive Assistant Rodocker stated that both Commissioners Teal and Sanders were updated and were now able to access them, however, confirmation of the ability to access the email link was not yet received from Commissioners Shusterman and Hancock. Commissioners Turner, Flodstrom, Fleck and Rymph did not request PHA emails.

Legal Counsel Neupert discussed that unless you have a specific email for all PHA business, then all email activity could be subject to the Public Disclosure laws.

Commissioner Turner asked that contact with her be held via phone in the future.

Next Meeting:

Wednesday, November 20 at 1:00 p.m.
Jamestown S'Klallam Tribal Center
Administrative Meeting Room
1033 Old Blyn Highway
Sequim WA 98382

The board meeting will be after the Regional Housing Forum and lunch will be provided due to the scheduling of the two meetings.

Adjournment: The meeting adjourned at 2:22 p.m.

Secretary

Board Chair

Seal: