

Housing Authority of the County of Clallam

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Thursday, April 7, 2011 at 10:00 a.m.

The Public is invited to attend the meeting of the Board of Commissioners at:

The Board Room
2603 S. Francis Street, Port Angeles, WA

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:22 a.m. by Commissioner Turner.

Present were: HACC Commissioners Turner, Easling, Boardman, and Attorney Dave Neupert. PHA Commissioner Teal participated via conference call. HACC Commissioners Fleck and Hamilton were excused from the meeting. Staff members present were Executive Director Pam Tietz, Director of Acquisitions and Development Kay Kassinger, and Executive Assistant Jami Snyder. Public attendees: David Rymph acting Executive Director of the Jefferson Housing Authority and Samuel Shusterman resident of Jefferson County.

ADDITIONS TO THE AGENDA

Old Business - 523 Self Help Grant Extension

CONSENT AGENDA

Approval of consent agenda: March Regular Meeting Minutes, January Financial Reports and February Check Registers. Commissioner Boardman moved to approve the consent agenda, seconded by Commissioner Easling. Roll call vote by Commissioner Turner. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

EXECUTIVE DIRECTOR'S REPORT

Teamsters Local 589 Union Negotiations – The Teamsters are presenting our latest offer to staff and will have them vote on it.

Audit - The annual audit has been completed with no findings. There is a link in the Executive Director's report to the audit report.

Section 504 Transition Plan – Sawyer Shirley of NFC will be here later in the month to provide training to staff. He has submitted a list of work items which Terry is reviewing. Some of the buildings don't lend themselves to some of the repairs, i.e. widening doorways in a cinderblock building. Commissioner Turner asked what the ADA requirements are. Director Tietz responded five percent for each property. Since it is not reasonable to do some of the repairs, we have designated more ADA units in other buildings. The last assessment of the Section 504 was in 1990.

Annual Plan - The annual plan is on the agenda for approval. It hasn't changed much and we will have to adopt a new one in July for the consolidated Housing Authority. This is a HUD document that shows what we are doing and how we run our programs.

Project-Based Section 8 Proposals – We have executed Housing Assistance Payments (HAP) Contracts for Serenity House for fourteen units at Maloney Heights and for OlyCap for four units at Northwest Passage in Port Townsend.

FY2012 Budgets –Director Tietz has been working on the budget. We still don't have a federal budget, but did receive notification this week that HUD is only going to fund Section 8 administrative fees for May at 65 percent. This is about one-third of our budget or \$120,000. If funding continues to be reduced we will need to contact our congressional delegates for their continued support. David Rymph asked if there will be staff reductions; Director Tietz replied yes there will be staff reductions. Commissioner Teal asked if the reductions will affect LIHEAP and utility allowances; Director Tietz responded it won't affect utility allowances since they are based on consumption. The good news in all of this is that over the last ten years we have become diversified so we have other programs to fall back on.

2nd Annual Clallam County Project Homeless Connect – This is a one-day resource fair for those who are experiencing homelessness or are at risk of homelessness. There were 150 volunteers at the event at different times throughout the day and approximately 200 people came to the event to seek assistance. This is a great event to be involved in. It heightens community awareness. This would be a great thing to replicate in Jefferson County. Cindy Burdine, Family Services Director of Serenity House and Jill Dole were the organizers. Commissioner Turner commented that service providers have mobile units at the event so people can get what they need and leave with it. We are seeing more of these events happen across the country and it is a good best practice.

Pine Road Village – Director Tietz has been contacted by Bill Rymph, Executive Director of Mercy Housing, who is interested in transferring ownership of Pine Road Village (a Rural Development assisted property) to the Housing Authority. Mercy Housing acquired Pine Road Village in a portfolio acquisition (a large group of properties in Washington transferred as a group) about six years ago. Director Tietz and Kay Kassinger are reviewing the financials and will make a site visit. Once the due diligence is complete, Director Tietz will bring a recommendation to the Board. Commissioner Easling asked how many units and what type. Director Tietz responded there are 20+ one and two bedroom units.

Melody Lane – We have been contacted by the owners of a facility that used to be an Alzheimer Clinic and then a substance abuse treatment center located on Melody Lane. The owners are interested in working with affordable housing providers to see if there is some way to utilize the facility in a way that will provide affordable housing *and* provide them with some cash flow. Director Tietz, Kathy Wahto, and Kay Kassinger will visit the property. Director Tietz contacted the AHA to let them know about the property.

East Jefferson County Affordable Housing Forum – This event is this evening. David Rymph explained that this is a community wide forum for working families. All affordable housing providers in the county will be on a panel of stakeholders.

Sunbelt Apartments/PCMHC – Director Tietz took Peter Casey, Executive Director and Dawn Saiz, Residential Services Director of Peninsula Community Mental Health on a tour of Sunbelt. Peter and Dawn will consider ways to use the property. Two units were leased up this week.

Washington State Housing Finance Commission Tax Credit Allocation Criteria – Director Tietz is working with a sub-committee of the Association of Washington Housing Authorities (AWHA) to analyze data for the past several years of tax credit allocations in our state. Several rural housing authorities have expressed concern that the current criteria does not provide a level playing field for rural tax credit projects. The sub-committee will provide objective information to the Finance Commission.

Strategic Plan Update – It is time to update our Strategic Plan especially since we are consolidating with Jefferson County and need to make sure that our Plan encompasses both jurisdictions. Usually the easiest way to work on the Strategic Plan is to have a special meeting for that purpose.

Rural Community Assistance Corporation (RCAC) Management Review – RCAC did a management review. Commissioners Easling and Boardman met with RCAC during their visit to discuss items related to policy and/or the board. There are a couple of “required” changes to program administration and several “suggestions” for best-practices that could be implemented. The written report will be provided in the next board packet.

Association of Washington Housing Authorities (AWHA) – Director Tietz has been asked to be a part of a discussion panel at the April AWWHA meeting. The topic is “how we, as a small housing authority, are surviving in these tough economic times.”

Walla Walla Housing Authority – Renee Rooker, Executive Director, has asked Director Tietz to speak at a joint meeting of the Walla Walla Housing Authority and the Walla Walla County Housing Authority via Skype in April. The County Housing Authority has asked the City Housing Authority to consider a consolidation similar to ours and Renee would like Director Tietz to talk about our process and the pros and cons.

Software Update – Director Tietz talked to the IT people at both the County and the College and they both recommended Brian Albright. His company assists with software conversions and provides network support. They had an initial meeting and he will review the project details. They will meet again on April 18th to review his plan and price.

Director Tietz asked the Board to support her in taking the whole month of December off. Kay Kassinger and Terry Madigan are more than able to run the office. Commissioner Turner told Director Tietz to let the Board know when she needs to have a formal discussion on this.

COMMISSIONERS REPORT

No reports.

OLD BUSINESS

Mt. Angeles View Redevelopment – We have submitted the Planned Residential Development to the City of Port Angeles and have been working toward getting it approved. We have encountered some issues. Director Tietz, Kay Kassinger, Steve Zenovic and Matt Sullivan of Mithun met with representatives from the City to discuss concerns the City has on the PRD. Commissioner Boardman asked if the meetings with the City are being recorded; Kay responded they are not; Commissioner Boardman recommended recording the meetings. The PRD has been pulled from the City Council meeting agenda until these issues are resolved.

Eklund Heights – Director Tietz and Kay Kassinger have been talking with people about alternatives for developing this property, but the issue continues to be that we can't get it funded. They will continue to look at more alternatives.

523 Self Help Grant Extension – This is the technical assistance program for Self Help. We have received a no cost extension; which means that we will finance the payroll. Unrestricted funds will be used to finance payroll for the final month of the project.

NEW BUSINESS

Resolution #2011-10 - Approval of FY2012 Housing Authority of the County of Clallam Annual Plan Certifications and authorize Director Tietz to submit said plan to the Department of Housing and Urban Development. Moved by Commissioner Boardman, seconded by Commissioner Easling. Discussion: none Roll call vote by Commissioner Turner. Approved.

This portion of the HACC Regular Meeting was closed at 11:44 am and will be continued after the Peninsula Housing Authority Organizational Meeting.

CALL TO ORDER AND ROLL CALL

At 11:55 am the Peninsula Housing Authority Organizational Meeting was convened.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

Oath of office for David Rymph and Samuel Shusterman by Attorney Dave Neupert.

OLD BUSINESS

Update on Agency Consolidation – Senior staff has met three times to talk about the consolidation. A spreadsheet has been set up to track items that need to be addressed or converted. Director Tietz has written a letter to HUD asking if we need a new housing authority number or if we can keep one we currently have. The IRS will let us keep the Clallam tax number and we will notify them of the name change. Mark Kantor is putting a table together for the tax credit partnerships items.

Transition Plan – We need two Commissioners one from each county to volunteer to be on Transition Team to review current plan/activities. Commissioners Rymph and Boardman volunteered.

NEW BUSINESS

Resolution #PHA-2011-02 – Adopting the By-laws of the Peninsula Housing Authority as amended. Moved by Commissioner Easling, seconded by Commissioner Teal. Discussion: changes to the By-laws:

- Add a reference to Section 1.2.5 that the provisions in this section are required by State law.
- Section 2.2.3 (b) – modify to say that there will be a minimum of one member who is directly assisted.
- Section 4.3 Quorum delete the phrase “except as provided” leaving “except as otherwise provided” in place.

- 4.1.2 Regular meetings – update as follows (to start with the July 2011 meeting): Monthly meetings of the Authority are held without notice at the Administration office of the Authority in Port Angeles, Washington on the second Wednesday of each month at 1:00 pm. The May and October meetings will be held at the Administration office of the Authority in Port Townsend. If this date falls on a legal holiday, the meeting is held on the next succeeding business day unless otherwise posted in accordance with State requirements.
- 4.5 Order of business – add Public Comments as item “d”.

Commissioner Rymph moved to adopt the bylaws as amended, Commissioner Shusterman seconded. Roll call vote by Commissioner Turner. Approved.

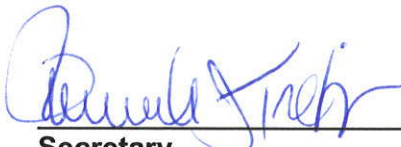
Strategic Plan – The Board reached a consensus that this can wait until July.

Election of officers – We need to elect a Chair and Vice Chair. Commissioner Turner was elected Chair and Sam Shusterman as Vice Chair with a one year term. Moved by Commissioner Teal, seconded by Commissioners Rymph and Boardman. Roll call vote by Commissioner Turner. Approved.

Attorney Neupert told the Board that Peninsula Housing Authority is subject to the open public meetings act and public disclosure laws of the State of Washington. Any emails sent from your personal email account that has to do with agency business is subject to public disclosure. Director Tietz will look into PHA email addresses for the commissioners.

Next meeting: Thursday, May 5, 2011 at 10:00 a.m. this will be a joint meeting.

Adjournment: The meeting adjourned at 12:45 p.m.



Secretary



Board Chair

Seal:

