



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

Board of Commissioners  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, April 11, 2012 at 1:00 p.m.

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

**The Conference Room**  
**2603 S. Francis Street, Port Angeles WA**

**CALL TO ORDER AND ROLL CALL**

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

Present were: Commissioners Shusterman, Boardman, Rymph and Fleck and Attorney Dave Neupert. Commissioner Teal attended via phone. Commissioner Turner was excused from the meeting. Staff members present were Executive Director Pam Tietz, Director of Acquisition and Development Kay Kassinger and Executive Assistant Teresa Rodocker. Also present was David Flodstrom, who was appointed to the Board on April 10, 2012. Public attendees: no public.

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

No public.

**OATH OF OFFICE/INTRODUCTIONS**

Legal Counsel Neupert administered the Oath of Office to David Flodstrom. Commissioner Flodstrom then introduced himself and gave some background information regarding himself.

**ADDITIONS TO THE AGENDA**

Director Tietz asked that we add a discussion regarding Mason County Housing Authority to New Business.

**CONSENT AGENDA**

Approval of consent agenda: March Regular Meeting Minutes, February Financial Reports and March Check Registers. There were no additions or corrections to the minutes. Commissioner Boardman moved to approve the consent agenda. Seconded by Commissioner Rymph. There was no discussion. Voice vote. Commissioner Flodstrom abstained. Approved.

## EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board for their review and provided verbal information and updates.

## TENANT BASED RENTAL ASSISTANCE

We have information regarding the TBRA funding and we will have a 42% reduction in funding for this next year. This is a significant decrease in funding and staff will be reviewing the files to determine who will be leaving the program over the next year in order to determine if there is sufficient funding for the existing clients or if we will need to adjust program limits.

## 2012 HUD FUNDING NOTICE:

We have received notice that although HUD had originally estimated sweeping \$133,000 from our reserves, they will not be taking funds from us at this time. This is a direct result of ramping up our efforts to put funds into action. While our funding will be slightly less, it is not going to be bad considering what had originally been anticipated.

## GARDEN COURT TRANSFER:

It is anticipated that the final steps for transferring Garden Court from Jefferson County Housing Authority to Peninsula Housing Authority will be completed in April of this year.

## WILDWOOD TERRACE:

A recent site visit was held at Wildwood Terrace. The visit was conducted by someone new to us and they had many recommendations for repairs/upkeep. These items are anticipated being done with the funding we are waiting for and it is hoped that conversation between Susan McKittrick and the site visitor will clear up the confusion as to the items brought forward during the site visit.

## ANNUAL FORUM ON HOMELESSNESS:

May 23<sup>rd</sup> from 9 am – 1 pm. All Board Members are welcome to attend this event, which is open to the public.

## VASH VOUCHERS:

We have received notification that we will be receiving 25 VASH Vouchers. The original request was for 20 so having 25 to share between the 2 counties will be very beneficial. Commissioner Fleck stated that she was very excited about this and was very pleased with Director Tietz's efforts to obtain these vouchers.

## HARRP:

Our insurance company, Housing Authority Risk Retention Pool (HARRP), has approved our claim for the power outage which occurred at Mount Angeles View Terrace Apartments. Director Tietz took a moment to explain what had happened for the benefit of Commissioner Flodstrom.

## HOMESTEAD:

A request to the Department of Commerce to defer the existing loan for an additional 5 years was submitted. After discussion, it looks like the deferment will actually be for 15 years and an additional \$281,000 will be made available for improvements to the property.

## PH SCORING:

We have received our recent score and once again have been rated as "High Performer".

## STAFF SCHEDULE:

Some staff currently work five 8 hour days, some work four 10 hour days and others work four 9 hour days with one 4 hour day. Senior Managers are exploring options to adjust hours for staff, in order to not only serve the needs of the clients, but to have a more uniform schedule for all staff. The research for this has just been started and more information will be forthcoming.

**1:30 PM:**

Commissioner Fleck excused herself

**NEW BUSINESS**

Resolution #PHA-2012-007 – Approval of Quarterly Accounts Receivable Write-Off. Moved by Commissioner Boardman, seconded by Commissioner Rymph. Discussion: Commissioner Boardman asked for confirmation that the files marked uncollectible meant that they were uncollectible by us and were being turned over to collections. Legal Counsel Neupert also clarified that the higher cost files were due to legal action. Voice Vote. Approved.

Resolution #PHA-2012-008 – Approval of Impact Capital Loan Modification for Eklund Heights. Moved by Commissioner Boardman, seconded by Commissioner Rymph. Discussion: Director Kassinger explained how this modification was submitted. Voice Vote. Approved.

Resolution #PHA-2012-009 – Approval of Out-of-State Travel for Commissioner Shusterman and Comptroller Dotlich to Portland Oregon. Moved by Commissioner Rymph, seconded by Commissioner Boardman. Discussion: Request to allow Commissioner Flodstrom to attend, should his schedule allow it. Voice Vote, with amendment in regards to Commissioner Flodstrom. Approved.

Resolution #PHA-2012-010 – Approval of Revision to PHA Procurement Policy. Moved by Commissioner Boardman, seconded by Commissioner Rymph. Discussion: Commissioner Teal had some items to review as did Commissioner Shusterman. Due to the need for Director Tietz to review these items, this resolution was tabled until the next meeting.

Resolution #PHA-2012-011 – Approval of Proposed FY2013 Annual Plan for submission to HUD (required to be submitted no later than 4/13/12). Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. Discussion: Commissioner Teal pointed out a spelling correction and also that pages 44 & 45 were duplicates. Voice Vote. Approved with corrections.

**MASON COUNTY HOUSING AUTHORITY:**

Peninsula Housing Authority has been approached by Mason County Housing Authority to see if there was a possibility of our administering of their Housing Choice Voucher Program. Director Tietz explained that distance, expense, travel time and other issues contributed to her recommendation that we not move forward on this, but instead refer them to other Housing Authorities closer to them, such as Grays Harbor County. The board concurred.

**REPORTS FROM COMMISSIONERS**

None

**EXECUTIVE SESSION:**

The board entered into Executive Session at 1:55 pm for approximately 15 minutes in order to review personnel matters.

General Board Meeting reconvened at 2:15 pm.

The board entered into Executive Session at 2:17 pm for approximately 5 minutes in order to review personnel matters.

General Board Meeting reconvened at 2:18 pm.

**OLD BUSINESS**

**EXECUTIVE DIRECTOR EVALUATION:** Director Tietz was presented with an evaluation of her job performance. Commissioner Shusterman explained the scoring factor and explained that at this time, the score given to Director Tietz, based on a scale of 1 – 5, with 5 being the highest, was 4.8. Director Tietz thanked the board. It was determined that more clarification was needed in regards to Risk Management, as it now affects more than just safety. A report from Director Tietz as to what is currently done in this area was requested. It was felt that Risk Awareness would be a more apt term and that this area would be included in the next review. Commissioner Flodstrom offered to provide information to Executive Assistant Rodocker for the purpose of updating documents as needed.

**Next meeting:** Wednesday, May 9, 2012 at 1:00 p.m. at the Jefferson County Office. Carpool will be available.

**Adjournment:** The meeting adjourned at 1:50 p.m.

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**Secretary**

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**Board Chair**

**Seal:**