



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, April 15, 2015 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioner’s Meeting Room
223 E. 4th Street
Port Angeles WA 98362

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Turner, Tinker, Teal, Flodstrom, Rymph and Weed. Staff members present were Executive Director Kay Kassinger, Director of Acquisition and Development Annie O’Rourke, Executive Assistant Teresa Rodocker, Malinda Angevine, Accounting Technician and Dianne Wardlow, Accounting Clerk. Legal Counsel Dave Neupert was also in attendance. Excused was Commissioner Shusterman. Kay Koelsch was present as a prospective board member.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Turner requested that we add the introduction of Kay Koelsch to Reports of Commissioners.

Executive Director Kassinger requested that we add Resolution #2015 – 12 to the agenda under New Business.

Acceptance of Amended Agenda moved by Commissioner Turner, seconded by Commissioner Flodstrom. Voice Vote. Approved.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s March Timesheet, March Regular Meeting Minutes, March Check Registers, excluding the Outpost and Self Help 523 Grants 4 & 5. Moved by Commissioner Flodstrom, seconded by Commissioner Weed. Voice Vote. Approved.

Approval of Outpost March Check Registers. Moved by Commissioner Turner, seconded by Commissioner Flodstrom. Voice Vote. Approved. Commissioner Tinker abstained.

Approval of Self Help 523 Grants 4 & 5 March Check Registers. Moved by Commissioner Flodstrom, seconded by Commissioner Rymph. Voice Vote. Approved. Commissioner Teal abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger presented a written report and asked if there were any questions prior to her proceeding with her verbal report.

Commissioner Rymph asked why Executive Assistant Rodocker was leaving the agency. Executive Director Kassinger shared with the board that there were opportunities being made available to her and she had made the decision to move on in her career. Commissioner Flodstrom asked for more information on the company she was going to and Executive Assistant Rodocker explained how the company worked and that she was looking forward to expanding a relationship between the private management company and the Section 8 department.

Executive Director Kassinger provided email information including log-in information, passwords and instructions to all Commissioners, except Commissioners Flodstrom and Shusterman who will receive theirs via mail.. Commissioner Rymph questioned the need for this, as it relates to the Cloud, as used by Google Mail. Legal Counsel Neupert explained how the use of Peninsula Housing Authority email would save staff time, should access to individual emails be requested. A test email will be sent to the new email addresses with the contact information for both Malinda Angevine, who will be taking over board duties and support and Mandy Treadway, who coordinates email access.

Executive Director Kassinger explained that she was making efforts to communicate with the engineer reviewing the Demolition Application and was not having any luck

Executive Director Kassinger informed the board she attended the first Housing Working Group for the Port Townsend Comprehensive Plan update. The group includes affordable and market rate housing providers, design professionals, city staff and interested citizens. One of the original 1996 Comprehensive Plan Housing Work Group members is also a part of the group providing a historical perspective on the current plan. The main point the group agreed on regarding the lack of affordable housing in the community is it is market driven. Port Townsend is a desirable place to live. The challenge will be to determine what government's role in increasing the stock is. A few items discussed were parking, stormwater, sidewalks and fire sprinkler requirements that drive up development costs. Future Town meetings and hearings before the Planning Commission and City Council will be held before the Working Group meets again in the fall.

Executive Director Kassinger has met with Pam Brown from West End Outreach Services (WEOS) to discuss WEOS services and case management for Catherine of Siena and Burke Place Apartments. Executive Director Kassinger, Ms. Brown and Kim Leach from Serenity House will discuss possible coordination of services for the clients..

Executive Director Kassinger explained that Debbi Tesch, Director of Rental Assistance will continue to represent Peninsula Housing Authority with the Clallam County Homelessness Task Force and Shelter Provider's Network, while Executive Director Kassinger will primarily be working with the agencies and groups in Jefferson County..

Executive Director Kassinger and Ms. Tesch are also reviewing the process for the Section 8 waitlist and are looking at methods used by other housing authorities, including a lottery system, for when the waitlist will next open. Commissioner Teal stated that comments in Jefferson County meetings reflect that Section 8 was thriving in 2010 and many people are questioning why the waitlist has been closed for so long. Commissioner Turner asked if preferences were given and whether or not it would be possible to review existing preferences before a decision was made on how to proceed with the waitlist. Commissioner Teal asked for confirmation that there were only 23 names remaining on the Clallam

County waitlist. Executive Director Kassinger responded that there were and it was anticipated that they would complete the issuing of vouchers soon and proceed with issuing vouchers in Jefferson county from the waitlist

Executive Director Kassinger explained that there had been an incident in the Family Development on Whidby Avenue involving law enforcement. Trespassers were in a unit, law enforcement was called which resulted in a large police presence on site.. The situation was resolved peacefully.

Executive Director Kassinger then asked if there were any questions.

Commissioner Tinker asked that she be able to provide input into the Jefferson County 10 year plan as it relates to housing for veterans. Executive Director Kassinger recommended she contact Kathy Morgan, with Olympic Community Action Program..

Commissioner Turner asked if we would be able to provide a cost benefit analysis to HUD showing the amount of funds saved by being able to rehabilitate the contaminated units versus demolishing them, which could be used in response to the lower marks received from HUD on our last inspections due to vacancy. Executive Director Kassinger assured her we can and will prepare that analysis to share.

Commissioner Rymph asked why Garden Court is not a part of our monthly financial statements. Executive Director Kassinger explained that Garden Court is a component unit of the agency and based on this structure we don't derive income or expenses from the daily operations, so it is not reflected in the agency budget. However, we do receive monthly statements from the property management company and will include them in future board packets.

REPORTS FROM COMMISSIONERS

Commissioner Teal attended an affordable housing meeting in Jefferson County and discussion at that meeting centered around options for Section 8, foreclosed houses and information for community activities to reduce street and/or tent living.

Commissioner Turner reported that she would not be in attendance at the May 20th meeting.

Commissioner Rymph asked why lunch was provided for the Jefferson County meetings and it was explained that the meeting in May typically ran longer, as this was the meeting in which the budget was presented. The consensus was that food would be available in May, but then no longer be provided at board meetings.

Commissioner Tinker reported that Sarge's Place is purchasing neighboring property in order to provide more housing, training and employment opportunities to veterans. Commissioner Tinker will also be serving as a co-chair for the Shelter Providers Network.

Ms. Kay Koelsch has submitted an application to join the Peninsula Housing Authority Board of Commissioners. Executive Director Kassinger and Commissioner Turner met with her for coffee and invited her to attend today's meeting. Ms. Koelsch gave a brief background of her history, including over 50 years as a realtor and 17 years as a member of the Fresno Housing Authority. She has resided in Sequim since 2012 and is enjoying being close to her family.

OLD BUSINESS

PHA Email Access – Provided by Executive Director Kassinger at the start of the meeting

NEW BUSINESS

EXECUTIVE SESSION

The board entered into executive session at 1:56 pm to discuss real estate to be acquired by the agency with a maximum purchase price to be determined. Possible action may be taken by resolution after the session. Executive Session is expected to last approximately 20 minutes.

RECONVENE

The board reconvened at 2:20 pm.

Resolution #PHA 2015-08: Acquisition of Real Estate

Moved by Commissioner Turner, seconded by Commissioner Flodstrom. No discussion was held. Voice Vote. Approved.

Resolution #PHA 2015-09: Approval of FY2016 Annual Plan for Submission to HUD

Moved by Commissioner Rymph, seconded by Commissioner Teal. Commissioner Teal asked why there was no information regarding Section 8 in the plan. Executive Director Kassinger explained that this plan was specific to Public Housing only. Voice Vote. Approved.

Resolution #PHA 2015-10: Approval of updated Peninsula Housing Authority Employee Handbook

Moved by Commissioner Turner, seconded by Commissioner Tinker. Commissioner Rymph questioned the removal of jeans being allowed for all staff in the dress code. Executive Director Kassinger explained that the purpose is for all agency staff to present a professional image to the clients and public we serve. Commissioner Shusterman provided Executive Director Kassinger with comments on the Drug and Alcohol Free Work Place section since he would be absent from the meeting. His concern was whether employees might have difficulty determining whether marijuana is a controlled substance and recommended adding a new sentence to the first paragraph in section IV. N. DRUG- AND ALCOHOL-FREE WORKPLACE after the second sentence in the paragraph that essentially reads. "Controlled substances include, but are not limited to, marijuana, even though it's use may be permitted under Washington State law in certain situations."

After review and discussion, the board felt Appendix A's definition including marijuana as a controlled substance would be sufficient. Commissioner Teal asked if Page 15 of the Handbook should include e-cigarettes. Paragraph O will now read as "PHA maintains a smoke-free workplace. Employees hired on or after June 1, 2011 must not use tobacco products on the job, including but not limited to smoking cigarettes, e-cigarettes and/or chewing tobacco. Legal Counsel from Foster Pepper requested that pages 32 and 33 of the handbook have the paragraphs removed that relate to the use of sick and/or annual leave while receiving Labor & Industries Worker's Compensation. Legal Counsel Neupert stated that page A-1, paragraph 1.5 be changed to read "subsections 1.3 or 1.4". Commissioner Turner and Commissioner Weed accepted the amendments. Voice Vote. Approved.

Resolution #PHA 2015-11: Approval of Accounts Receivable Write Off

Moved by Commissioner Teal, seconded by Commissioner Rymph. Commissioner Turner questioned why the amounts for Security Deposits were different. Executive Director Kassinger stated that it was based on the unit size and property. Commissioner Weed asked why there was very little cost but a high

legal fee on Gossard. It was explained to the board that the tenant paid their rent on time, however, eviction was necessary for other lease violations, which resulted in the need for legal action. Voice Vote. Approved.

Resolution #PHA 2015-12: Acquisition of Real Estate

Moved by Commissioner Rymph, seconded by Commissioner Flodstrom. No discussion was held. Voice Vote. Approved.

Next Meeting:

Wednesday, May 20, 2015 at 1:00 p.m.
Jefferson County Courthouse – Commissioners Chambers
1820 Jefferson Street
Port Townsend WA 98368

Adjournment: The meeting adjourned at 2:53 p.m.



Secretary



Board Chair

Seal:

