



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, August 19, 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 Teal, Shusterman, Tinker, Turner and Flodstrom. Staff members present were Executive Director Kay Kassinger, Director of Development Annie O’Rourke, Legal Counsel Dave Neupert and Allison Mahaney and Executive Administration Specialist Minna Angevine.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that Peninsula Housing Authority Property Reports be added. Revised agenda approved as per requested.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

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

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

Approval of Self Help 523 Grant 5 July Check Registers. Moved by Commissioner Turner, seconded by Commissioner Flodstrom. 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.

Executive Director Kassinger reported that she had received confirmation that the spraying of pests in Forks at the Peninsula Apartments were indeed for Wasps not Bees.

Executive Director Kassinger also reported that the Foreclosed house in Sequim was looked into but not a feasible project that Peninsula Housing Authority could comfortably move forward on and had to pass on the opportunity at this time to purchase.

Executive Director Kassinger reported that she spoke to a group known as Bike and Build as they were passing through our area. The group is made up of 33 young adults and they were coming through our area on a bike trip that started in Portland Oregon donating their time to several Habitat for Humanity projects and also community service builds in Grays Harbor County and Neah Bay Housing. This group has donated roughly \$2 million to affordable housing projects over the years.

Executive Director Kassinger reported that Peninsula Housing Authority closed out its fourth 523 grant with USDA and that we received an Outstanding rating as the Housing Authority met 5 out of 5 goals of the grant, the hardest one being "servicing clients that are really low income." After much negotiation, Peninsula Housing Authority has also been removed from the High Risk Status from USDA.

Executive Director Kassinger reported Beverly Maines from Episcopal Retirement Community informed her that they are not moving forward with their interest in the senior parcel in the Mount Angeles Redevelopment. Episcopal Retirement Community's board felt that there were just too many changes from what was originally thought as an option and there were several concerns as to the location and proximity of the future Boys & Girls club to the parcel.

Executive Director Kassinger reported she met with Port Angeles Deputy Mayor Patrick Downey regarding the safety of Peninsula Housing Authority residents that live in proximity of the Salvation Army that is taking in transients and homeless. Deputy Mayor Downey was wondering if we had measures or regulations in place on how the Housing Authority polices access to non-residents. Executive Director Kassinger explained that access to the buildings are limited to our tenants or that visitors must be buzzed in to the premises by existing residents. Executive Director Kassinger explained that the Housing Authority has notified our tenants that law enforcement must be called/notified of loitering or unauthorized access to our premises. Executive Director Kassinger requested from Deputy Mayor Downey more cooperation from law enforcement when calls do come in. Deputy Mayor Downey requested a forum meeting with Housing Authority partners be set up and Executive Director Kassinger suggested that Deputy Mayor Downey attend the Homelessness Task Force and/or Shelter Providers Network monthly meetings.

Executive Director Kassinger reported that the results of the Housing Choice Voucher Administrative Fee study performed by HUD, that is set to become effective January 1, 2017, has shown that our agency will received a 27% decrease in our Administrative funding if this is implemented. Executive Director Kassinger stated that she had submitted a letter during HUD's open comments period expressing the need to keep the admin fees status quo since the proposed changes admittedly do not fully address costs to operate a program and if implemented would be harmful to our agency. Executive Director Kassinger also stated that HUD's proposed rule change only considers approximately 65% of the total costs to administrate the program in their calculations.. Commissioner Turner asked if it would be helpful for Peninsula Housing Authority send a letter endorsed by board members off to Senators Cantwell and Murray as well as Representative Kilmer and Executive Director Kassinger stated that yes, she would like to send one off. Commissioner Turner moved that the board endorse a letter to Senators Cantwell and Murray and also include Representative Kilmer expressing the concerns over the

implementation of the new calculation of Housing Choice Voucher Administrative fees and review the draft at the September Board Meeting. Commissioner Teal seconded. Voice Vote. Approved.

Executive Director Kassinger reported that now that all the agency's reorganization has been completed and all positions have been filled, Peninsula Housing Authority has moved forward with the completion of Employee Evaluations. The PHA is looking at changing the current evaluation forms at this time and Executive Administration Specialist Minna Angevine will be sending those forms out to Board Members to complete Executive Director Kassinger's annual evaluation.

Commissioner Tinker asked the status of the Sunbelt Apartments transfer with Serenity House. Executive Director Kassinger stated that it is still in a holding pattern for now. Right now Department of Commerce just wants to verify that Serenity House is in compliance with the regulations and agreements of their funding contracts.

Commissioner Teal asked for clarification on the obligation of the 2013 Capital Funds. Executive Director Kassinger reported that Peninsula Housing Authority was in the process of finalizing the contract on the re-roof project at the Villa Apartments and also collecting bids for new flooring in the common areas at the Terrace Apartments, all of which would use the 2013 Capital Funds. If there are funds left after these projects, the Housing Authority will continue with the bathroom/kitchen project at the Manor Apartments.

Commissioner Teal also asked for clarification of what Olympic Community of Health was and if Jefferson County was involved with this. Executive Director Kassinger stated that yes, Jefferson, Clallam, and Kitsap Counties are in partnership and discussing the building a regional coalition of service providers and partners to increase health care efficiency.

Commissioner Flodstrom posed the question about the concern of the School District with the use of the Lincoln building being used for affordable housing. Executive Director Kassinger stated that she understands the concerns to be the appropriateness of low income clients being close to a school and the School District also maintains a concern that low income families bring a criminal element with them into housing. The scheduled meeting with the Jefferson County School District is to clarify the stigmas imposed on these clients and the Housing Authority's screening process used for housing.

Commissioner Tinker asked if there was any plans to move forward with the rebuilding of the "void" left by a fire that occurred years ago at Peninsula Apartments. Executive Director Kassinger stated that the plan is to move forward with the rebuild as soon as we can secure the funding necessary for the construction.

REPORTS FROM COMMISSIONERS

Commissioner Turner reported that the Boys & Girls club is moving forward with a strategic planning committee to raise funds for the Capital Campaign in Port Angeles.

Commissioner Teal reported that she had a great time at the Jefferson County Fair in the Self-Help booth.

Commissioner Shusterman reported that he too had a good time at the Jefferson County fair but, while the pictures were great, he would like to see more information about Self-Help in the booth. Commissioner Shusterman had also met with Jefferson County Democratic Coalition and asked if they had contacted Peninsula Housing Authority. Executive Director Kassinger stated that she had spoken with a representative and that a meeting was being scheduled.

Commissioner Tinker reported that Camp Sol Duc, the non-profit supportive housing in Forks, has received the following funds: \$31,130 from Clallam County, \$31,300 from First Federal Foundation, \$2,000 from Calm Waters (veterans based volunteer group) and \$500 Rainer. The property can now be secured and a new apartment will be started on the back on the property.

OLD BUSINESS

EXECUTIVE SESSION

The Board entered into Executive Session at 1:54 pm to discuss the purchase of real property in Port Townsend. Executive Session is expected to last approximately 10 minutes with a resolution to follow.

RECONVENE

The Board Reconvened at 2:06 pm

NEW BUSINESS

Resolution #PHA 2015-21: Purchase of Real Property in Port Townsend for Self-Help

Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Voice Vote. Approved.

Resolution #PHA 2015-22: Authorization for Executive Director Kassinger to Apply for Housing Trust Funds

Moved by Commissioner Shusterman, seconded by Commissioner Teal. Commissioner Shusterman asked what project the funding was attached to. Executive Director Kassinger explained that it was for Mount Angeles View redevelopment, Phase 1, Stage 2. Executive Director Kassinger stated that the per unit cost is too costly the way that the plans are drafted but Director of Development Annie O'Rourke will be going back to the architect to see if the buildings can be redrafted but keep infrastructure the same. There are several different scenarios that are up for discussion as the cost per unit would prevent the Housing Authority from qualifying for tax credits. Executive Director Kassinger has expressed that the infrastructure must remain as is but the Housing Authority would like the opportunity to move forward with the Housing Trust Fund application. Voice Vote. Approved.

Next Meeting:

Wednesday, September 16, 2015 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
Port Angeles, WA 98362

Adjournment: The meeting adjourned at 2:18 p.m.



Secretary



Board Chair

Seal:

