



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, August 10, 2011 at 1:00 p.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 1:04 p.m. by Commissioner Shusterman.

Present were: Commissioners Fleck, Boardman, Hamilton, Teal and Attorney Dave Neupert. Commissioners Easling and Turner were excused from the meeting. Commissioner Rymph arrived as the meeting was in progress. Staff members present were Executive Director Pam Tietz and Executive Assistant Teresa Rodocker, who was introduced to the board at that time. Public attendees: no public.

ADDITIONS TO THE AGENDA

There was no request for additions to the Agenda.

CONSENT AGENDA

Approval of consent agenda: July Regular Meeting Minutes, May Financial Reports and June Check Registers. Commissioner Boardman moved to approve the consent agenda, seconded by Commissioner Fleck. Voice vote. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

EXECUTIVE DIRECTOR'S REPORT

Executive Assistant, Jami Snyder, is no longer employed by our agency. Teresa Rodocker has been promoted to this position effective today.

Housing Washington will be held in Spokane September 26-28th. Both Kay and I will attend. This is both a continuing education and networking opportunity.

Commissioner Training will be available with dates to be announced at a later time. Director Tietz will try to make sure that PHA Commissioners are informed of the choices/locations.

Section 8 occupancy is up slightly. PHA-owned unit occupancy reports were not available for board packets due to staff transition.

The transition to the PHA is almost completed. Staff is still working on updating bank account signatures cards and some other small items. We are still waiting for USDA-RD to complete the Garden Court transaction. We have completed all the USDA-RD required paperwork.

After completing some preliminary due diligence Rosecrans property staff elected NOT to bid on the property at the auction. The three basic issues were the value of the lots, the development cost and the risk it may create, and the terms required by the auction house.

Director Tietz had the opportunity to spend the day with Mary McBride, HUD Regional Administrator, in Forks on July 19th touring properties and talking to local leaders. Commissioner Fleck was also present for a portion of this day. She was shown Burke Place Apartments, Sarge's Place, the new WEOS clubhouse, and the Catholic Housing Services project under construction. During lunch Director Tietz spoke with her about issues related to rural areas and specifically about our request for VASH vouchers.

Director Tietz pointed out that the Section Eight Management Assessment Program (SEMAP) Certification is on the agenda for a resolution and that PHA will continue to be a "High Performer" for the program.

NEW BUSINESS

Commissioner Rymph asked if we were done with all signing related to the transition. Director Tietz stated no, we were not.

Resolution #PHA-2011-14 – Authorizing the write off for a delinquent account totaling \$1,189.60. Moved by Commissioner Boardman, Second by Commissioner Fleck. Voice Vote-Approved.

Resolution #PHA-2011-15 – Approving the FY2011 Section 8 Management Assessment Program (SEMAP) Certification. Discussion was held with Director Tietz explaining that this was our annual certification report card. Commissioner Teal asked if this was for both counties and it is. Moved by Commissioner Boardman, Second by Commissioner Fleck. Voice Vote-Approved.

Resolution #PHA-2011-16 – Approving an amendment to the PHA's Capitalization Policy. Discussion was held with Director Tietz explaining that this is required by the USDA. Moved by Commissioner Rymph, seconded by Commissioner Hamilton. Discussion: none. Voice vote, approved.

Property Tour by Board

Interested board members were invited to tour Port Angeles properties with Director Tietz after the meeting.

Next meeting: Wednesday, September 14, 2011 at 1:00 p.m.

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

Shusterman will not be at the November 9 meeting. Rymph will not be at December meeting.

Secretary

Board Chair

Seal: