



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, August 8, 2012 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:  
**2603 S. Francis Street, Port Angeles WA**

**CALL TO ORDER AND ROLL CALL**

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

Present were: Commissioners Flodstrom, Boardman, Turner, Teal, Rymph and Shusterman. Commissioner Fleck was excused. Also present were Legal Counsel Dave Neupert and staff members Executive Director Pam Tietz, Director of Acquisition & Development Kay Kassinger and Executive Assistant Teresa Rodocker.

Public attendees: None

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

No Public in attendance

**ADDITIONS TO THE AGENDA**

Director Tietz asked that we had a discussion regarding Peninsula Village to Old Business and a discussion regarding her upcoming absence to New Business.

**CONSENT AGENDA**

Approval of consent agenda: July Regular Meeting Minutes, June Financial Reports and July Check Registers. Commissioner Shusterman moved that the agenda be adopted with the amendment that the June Financial Reports be changed to June Preliminary Financial Reports, as the Finance Dept is still working on closing out the year end items. Commissioner Boardman seconded. There were no further additions, corrections or amendments to the agenda. Voice Vote. Approved.

**EXECUTIVE DIRECTOR'S REPORT**

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

Board of Commissioners Vacancy: Waiting to hear about approval on the requested alteration from City of Port Townsend. 2 applications have been received and Director Tietz is optimistic that we could have a full board as early as next month.

Director Tietz asked Executive Assistant Rodocker to report on the search for a new, more open and visible meeting location. It was reported that the County Commissioner's office has two meeting rooms available, one of which is accessible through the main courthouse entrance and will seat approximately 12 people around the table, with seating for an additional 10 – 15 against the walls. It has conference calling capability as well. The large meeting room, which will seat 12-14 around the table, has additional seating for another 50-75 in row seating, conference calling capability, access from the street and a full recording system, however, if a county issue came up for the commissioners, it would be

possible that we would be bumped from that location. It was determined that we would explore the option of using the large meeting room for the next meeting to see how it worked for everyone.

Suspected Voucher Participant/Landlord Fraud: The file has been turned over to the US Attorney's office and they are working on the case in regards to prosecuting the landlord at this point. Should they determine that they do not want to move forward, it would then go on to the State Attorney General for review. If they should choose to not move forward, it would then revert back to Clallam County for prosecution.

Catholic Housing Project Dedication: The dedication went well. Commissioners in attendance were Commissioner Flodstrom, Commissioner Turner, Commissioner Boardman and Commissioner Fleck. There was also a well-attended Shelter Provider's meeting prior to that. Director Tietz passed around a photo that was taken at the event of the property, framed and then given to the housing authority.

PHAS: The FY2011 scorecard from HUD on our Public Housing program was received and we have once again been designated as a high-performer. This allows us access to Capital Funds which are unexpended by other agencies and then re-distributed to high performers, such as ourselves.

Office of Labor Relations Concern: Correspondence with this office has determined that they are going to deny our request in regards to a finding of concern. This is specific to wages that we paid that met the state minimum wage requirements, but were not reviewed prior to the payment of them. The wages paid did meet all requirements and were approved on the annual listing sent out; the issue was that HUD felt a specific approval for that project was needed.

State Auditor Office: Notification has been received that a Property Loss policy must be adopted by our organization, as the housing authority is now required to report every loss to the SAO. These losses could include tenants who fail to report income, loss of property, theft, etc. Legal Counsel Neupert was able to obtain a copy of the policy in place for the City of Tacoma and a rough draft is being typed by Executive Assistant Rodocker for the review process to begin.

Sole Purchase: Emergency repairs required at the Terrace units were required to replace a circuit board in the fire panel, which affected the operation of the elevator. An attempt to get bids from a variety of vendors was unsuccessful, with only one response received, so the purchase of a new fire panel and the installation was done by the sole source.

Comments from the board regarding Director's Report:

Commissioner Rymph asked if there was intent to participate in a hoped-for Jefferson County Housing Fair. Director Tietz is aware of this and has spoken with the individuals who have successfully implemented the Homeless Connect program each year in Clallam County and they are reviewing to see if they would be willing to take on an organizational role.

**REPORTS FROM COMMISSIONERS**

Commissioner Shusterman commented that receiving his board packet via email was convenient and he would like to know if it would be possible to convert the files from Adobe to Word in the transmission process so that notes could be made directly on the paperwork via his computer. This is an option that is being considered by staff as well.

Commissioner Turner reported that she, along with Commissioner Flodstrom and Director Tietz, are working to schedule a meeting with Bryan Maple to have a discussion with him regarding the Resident Council programs.

## **OLD BUSINESS**

Peninsula Village Discussion (added to agenda): Director of Acquisition & Development Kassinger reported in regards to the discrepancy in the first appraisal of the lots and the most recent one. The more recent one came in lower than expected; therefore the lot sales price to the families was lowered.

Paid Time Off Policy for Exempt Staff: Director Tietz presented a proposal to alter the leave process for exempt staff in which the sick leave and annual leave would be combined into a general leave, allowing a bit more flexibility for management in utilizing their leave time. Discussion included adding a maximum accrual of 500 hours, requiring that at least 2 weeks of time off be used each year and that at least one week be in a block period. It was requested that Director Tietz re-write the policy and bring it back to the next meeting for review and/or approval at that time.

Management Employee Compensation/Benefits: The original report from Nelrod was received and while it is a useful tool in determining comparisons with regards to benefits, salary, etc, it was not helpful in determining basic comparability for salaries. Director Tietz contacted entities in Clallam and Jefferson County in order to present figures, however no response was received from Jefferson County organizations. Using the information received, Director Tietz recommended asked that a new salary schedule be approved for the positions of Director of Acquisition & Development and Director of Rental Assistance. This would place them both in position to receive an increase in salary and funding is available through the cost center. Additionally, the Director of Acquisition & Development generates revenue through developer fees it is predominantly those fees that pay that salary. Commissioner Rymph motioned, with simultaneous seconds from Commissioners Teal and Boardman. Voice Vote. Approved.

Alternative Work Schedule: Director Tietz is exploring the possibility of offering senior staff the option of 1 day off every other week, with a review of scheduling, allowing those staff members to compress their work schedules in order to have this benefit. Days would be scheduled with thought given to office coverage, workload, etc. It is not required that the board approve this issue, however Director Tietz wanted to ensure knowledge of her intent prior to implementation.

Resolution #PHA-2012-022 – Adopting the federal definition of “Significant Change in Compensation” for executive compensation. Moved by Commissioner Boardman, seconded by Commissioner Teal. Discussion: Commissioner Rymph asked for clarification of the HUD requirement for this resolution. Voice Vote. Approved.

## **NEW BUSINESS**

Absence of Executive Director: Director Tietz will be absent August 17 – 24. During this time, she will be in a remote area of Alaska and will not have internet/cell phone access. Discussion included the option of altering the by-laws to include how an interim director would be selected for short term time periods such as this. It was determined that Director of Acquisition & Development Kassinger would serve as interim director during this time.

Resolution #PHA-2012-023 – Approval of FY12 Section 8 Management Assessment Program (SEMAP) Certification. Moved by Commissioner Teal, second by Commissioners Shusterman and Boardman simultaneously. Voice Vote. Approved.

Resolution #PHA-2012-024 – Approval of Option Agreement and MOU with North Olympic Regional Veteran’s Housing Network for the Sarge’s Quarters project. Moved by Commissioner Shusterman, seconded by Commissioner Boardman.

Adjourned to Executive Session at 2:25 pm for an estimated 5 minutes.

Reconvened to Regular Session at 2:24 pm.

Discussion: Commissioner Shusterman suggested that the Option Agreement paragraph 5 have “and Optionee shall have no rights to the subject property” at the end. Commissioner Shusterman asked that the word “Buyer” in paragraph 9 be changed to the word “Optionee”. Additionally, as the Memorandum of Understanding was not given to the board in their board packets, Director of Acquisition & Development Kassinger read through it for them. It was determined that board approval for the MOU was not required, but was required for the Option Agreement. The resolution was amended to remove “and Memorandum of Understanding” and add the term “in substance with form attached”. Voice Vote. Approved.

Resolution #PHA-2012-025 – Approval of Bid Acceptance from Storm City Construction as low bidder for Wildwood Terrace roofing project. Moved by Commissioner Teal. Seconded by Commissioner Boardman. Voice Vote. Approved.

November 14<sup>th</sup> PHA Meeting Date – Executive Assistant Rodocker is working with a liaison at Jamestown to see the different meeting room options available, hopefully next week.

**Next Meeting:**

Wednesday, September 12, 2012 at 1:00 p.m.  
Clallam County Courthouse  
County Commissioner’s Office – Suite #150  
233 E. 4<sup>th</sup> Street, Port Angeles, WA

**Adjournment:** The meeting adjourned at 2:50 p.m.

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**Secretary**

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**Board Chair**

**Seal:**