



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING
MINUTES

Wednesday August 21, 2019 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 983632

CALL TO ORDER

The meeting was called to order at 1:01 p.m. by Commissioner Teal.

ROLL CALL

Present were: Commissioners Teal, Tinker, Shusterman, Turner and Lindholm. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Rental Assistance Director Debbi Tesch, Legal Counsel Allison Mahaney and Executive Administration Specialist Christy Niles. Absent were Brian Richardson and Terry Weed, Excused

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Teal requested that the Succession Plan be added.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's August Timesheet, August Regular Meeting Minutes and August Check Registers up to Outpost .Commissioner Tinker moved to approve, Commissioner Shusterman seconded. Voice vote approved.

Approval of Outpost check Registers. Commissioner Lindholm moved to approve, Commissioner Turner seconded. Voice vote approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

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

Executive Director Kay Kassinger discussed that the Sunbelt Apartments Transfer agreement has been signed, approved by the Washington State Department of Commerce and has been provided to the title company. Peninsula Housing Authority is still on track to close the transfer transaction on September 30,

2019.

Executive Director Kassinger discussed the Mount Angeles View boundary issues and stated that the completed property survey reflects only land with no buildings in the encroachment. Executive Director Kassinger has sent the survey to the home owners with a letter explaining our position, that she was pleased that there were no buildings involved in the encroachment, only a fence and a rock wall. Executive Director Kassinger stated that Peninsula Housing Authority's preferred method of resolving the issue would be for the homeowners to move the fence and leave the rock wall. If there is no response from the homeowners, Executive Director Kassinger will contact Peninsula Dispute Resolution and request they contact the homeowners.

Commissioner Turner asked if the discussion that was held with mediation lowered the anxiety levels. Director of Asset Management Sarah Martinez replied that she felt the mediation went well.

Executive Director Kassinger stated that she received an email from the Clallam County Commissioners office informing her that they would be administering a board refresher on Open Public Meetings and Public records. This is done every few years. Executive Director Kassinger will make them aware of our next two or three local meetings to give them the opportunity to be there to conduct this refresher. Executive Director Kassinger informed the board that she would verify that this would also count for Jefferson County.

Commissioner Turner asked Executive Director Kassinger if there have been any update on the 1/10th of a percent Affordable Housing Tax on the November ballot in the City of Port Angeles. Executive Director Kassinger responded that she has heard no updates on this, or who is leading it. Commissioner Turner will reach out and try and bring information on this back to the next board meeting.

Commissioner Teal requested a primer on Project Based Section 8 vouchers. Executive Director Kassinger explained to the board in detail how the program works, touching on how the applicants are scored and ranked. Section 8 vouchers are for permanent housing only.

REPORTS FROM COMMISSIONERS

Commissioner Turner commented on the construction of the New Boys and Girls Club, the budget as well as the prospects that they have to contribute at this time.

Commissioner Shusterman had nothing to report.

Commissioner Teal on a personal note expressed that she is enjoying the fruits of her labor. Gathering the first fruits from her apple trees, cherry trees and raspberry bushes.

Commissioner Lindholm had nothing to report.

OLD BUSINESS

Executive Director Succession Plan: The advertising will be placed with Indeed, Work source, NAHRO, Peninsula Daily News and PHA Website.

The ad placed with Peninsula Daily News and other websites will be a small add with a hyperlink directing the applicant to our website where they will have access to the full job description as well as the application. Amendments to update the Executive Director Succession plan will be brought to the September Board meeting. Modifications to the Executive Director Job Description do not need to be approved through a resolution but be in line with the Organizational By Laws.


NEW BUSINESS

Resolution 2019-12 Approval of the FY2019 Section 8 Management Assessment Program (SEMAP) Certification. This the annual report on the agency Section 8 program to HUD.
Commissioner Turner moved to approve, seconded by Commissioner Tinker. Voice voted approved

Resolution 2019-13 Approval of the Procurement Policy Revision. HUD has raised the micro-level purchases from \$3,000 to \$10,000 effectively reducing the administrative burden required for micro-level purchasing. The Peninsula Housing Authorities procurement policy has been revised to reflect the change and remain consistent with HUD procurement.
Commissioner Shusterman moved to approve, seconded by Commissioner Lindholm. Voice voted approved

Adjournment: The meeting adjourned at 2:03 p.m.

Next Meeting:
Clallam County Courthouse- Room #42
223 E 4th St
Port Angeles, WA 98362


Secretary


Board Chair

Seal:

