



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR MEETING BOARD MEETING MINUTES
Wednesday, December 17, 2014 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse – Health and Human Services Conference Room
223 E. 4th Street
Port Angeles WA 98362

CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Commissioner Turner.

ROLL CALL

Present were: Commissioners Turner, Teal, Shusterman, and Flodstrom. Commissioner Tinker arrived at 1:07 p.m. Staff members present were Executive Director Kay Kassinger, Accounting Clerk Dianne Wardlow and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance. Excused were Commissioners Weed and Rymph. Also present was Spencer Flegel who has expressed interest in possibly joining the Board of Commissioners.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Spencer Flegel introduced himself and explained that he has spent over 40 years as a building contractor in Spokane and as a resident of Port Angeles for the past 10 years.

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s November Timesheet, November Regular Meeting Minutes, November Check Registers, excluding Section 8, SH523 Grants 4 & 5 and the Outpost. Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Voice Vote. Approved.

Approval of Section 8 Housing Choice Voucher November Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Teal. Voice Vote. Approved, Commissioner Flodstrom abstained.

Approval of Self Help 523 Grants 4 & 5 and Outpost November Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Voice Vote. Approved, Commissioner Teal abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger presented a written report and discussed the following items:

The Department of Health has approved changes to the methamphetamine levels of contamination as proposed. Executive Director Kassinger will be submitting a request to Dr. Locke to have three units released. Three other units will need to undergo cleaning and then a request to release them will be made. Commissioner Turner stated that these changes required a lot of effort but it was well worth it. Commissioner Teal asked if PHA was aware of the renter suing the landlord in Jefferson County. Executive Director Kassinger stated that she was aware and was following the case. Commissioner Flodstrom asked that Thank You letters be sent to the legislators as well as Dr. Locke. Commissioner Turner asked that a copy Dr. Locke's letter be sent to the Board of Health as well.

Washington Family Funds (WFF) in Jefferson County has been discussed with OlyCap who would love to participate and are hoping for budget availability in the near future.

County 2163 Funds: Executive Director Kassinger explained that funding would occur in a pass-thru method and while that will be happening immediately, administrative costs may be allowed if needed. The finance department will be reporting to her on those costs.

Executive Director Kassinger explained that she and Director of Development and Acquisition O'Rourke are working with the Episcopal Retirement Communities to answer property questions. One question specifically asked about design review by PHA. Is there an interest in board members participating in the Master Plan architectural review? Commissioner Tinker answered she would like to be part of the committee. EDK will send an email to the other commissioners regarding their interest in participating.

Commissioner Turner asked if we had heard from the Federal Home Loan Bank (FHLB) on our funding request. Executive Director Kassinger explained that we did not get approval for funding, only four requests were funded instead of the usual 8 – 10 and a formal request for our score sheet has been made.

Executive Director Kassinger reported that she had discussed with the Peninsula Daily News staff the recent photo and caption included with the PDN article about break-ins in downtown Port Angeles. The PDN printed a correction the following day to the reference that the Lee Plaza was the "issue". Executive Director Kassinger, Director of Asset Management Martinez and Property Manager Peterson will be meeting with an organization called Revitalize Port Angeles on Thursday, December 18th at 6 p.m. upstairs at the Landing Mall. The purpose of this meeting will be to explain PHA's role as it relates to the Lee Plaza and the residents of Lee Plaza. Commissioner Turner asked if we had any information regarding a new commercial tenant for the Lee Plaza and Executive Director Kassinger responded affirmatively.

Commissioner Teal asked how the changes to the federal budget were affecting PHA. Executive Director Kassinger stated that all funding is expected to stay level with 2014 funding with the exception of administration fees which may affect staffing.

REPORTS FROM COMMISSIONERS

Commissioner Tinker was asked if there was an update in regard to West End Outreach Services (WEOS). She responded that she believed that WEOS will not be assisting with any housing in Forks as of January 1. Executive Director Kassinger reported that she will be scheduling an appointment with the new CEO of the Forks hospital to discuss the partnership between WEOS and PHA.

OLD BUSINESS

None

NEW BUSINESS

Resolution #PHA 2014-34: Amendment to By-Laws

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Discussion was held with Commissioner Turner asking if the Resolution could be more broad as related to the locations of the meetings. The amended language suggested is "Regular meetings of the Authority are held without notice on the third Wednesday of each month commencing at 1 p.m. Pacific Time at a location in Clallam County, Washington. The May and October regular meetings are held without notice commencing at 1 p.m. Pacific Time at a location in Jefferson County, Washington. The location of each regular meeting shall be published in advance on the Authority's website. All locations will be announced one month prior to the Chairperson." Commissioner Teal moved to accept the proposed amendment to the Resolution. Commissioner Shusterman seconded. Voice Vote. Approved. The Resolution was then approved as amended by Voice Vote.

EXECUTIVE SESSION

The Board adjourned at 1:42 p.m. for Executive Session for discussion of the Collective Bargaining Agreement. Action may be taken following Executive Session.

The Board reconvened from Executive Session at 1:47 p.m. Commissioner Flodstrom moved that the board authorize Executive Director Kassinger to sign the Union Contract with Teamsters Local 589. Commissioner Shusterman seconded. Voice Vote. Approved.

Next Meeting:

Wednesday, January 21, 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 1:50 p.m.


Secretary


Board Chair

Seal:

