



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, December 19, 2018 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:

Wednesday, December 19, 2018 at 1:00 p.m.
Clallam County Courthouse-Commissioner's Meeting Room
223 East 4th Street
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Commissioner Weed.

ROLL CALL

Present were: Commissioners Weed, Teal, Turner, Casey, Tinker, and Shusterman. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, and Executive Administration Specialist Minna Angevine. Commissioner Lindholm arrived after appointment. Absent was Commissioner Richardson. Excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Excutive Director Kassinger's November Timesheet, November Regular Meeting Minutes, November Check Registers up to the Outpost. Moved by Commissioner Shusterman, seconded by Commissioner Teal. Voice Vote. Approved.

November Check Registers for Outpost.

Moved by Commissioner Turner, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

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

Executive Director Kassinger provided a copy of the letter she wrote to USDA in response to the high risk classification of the current 523 Technical Assistance Grant and future award. Executive Director Kassinger has not yet received any return correspondence. Executive Director Kassinger does not expect the high risk classification to be a factor for the new grant because as soon as an extension on the current grant has been granted, the reasons for the high risk classification will be gone.

Executive Director Kassinger reported that Jefferson County has received the cost estimate for the sewer system in Port Hadlock. The proposal should be ready for public comment by February.

Executive Director Kassinger reported that the Family Self Sufficiency program had 16 graduates with over \$31k in 2018. Executive Director Kassinger also reported that 19 new participants were already signed up for the program.

Executive Director Kassinger stated that she has invited Brawner and Associates to give a presentation of their proposal of HUDs RAD program for the Senior Buildings, Lee Plaza and future phases of MAV to the Peninsula Housing Authority's Board members at the February or March meeting.

REPORTS FROM COMMISSIONERS

Commissioner Teal reported the sad news that Toby Olsen of Disability Rights has passed away.

Commissioner Shusterman had nothing to report.

Commissioner Tinker reported that she has submitted an application to Clallam County for 2060/2163 funds

Commissioner Turner reported that the Boys & Girls Club only needs to raise \$1.2 million to complete the funding for the new building. Commissioner Turner reported that the Boys & Girls Club applied to the state for a \$500k grant.

Commissioner Casey reported that he recently read the book Evicted by Matthew Desmond. Commissioner Casey highly recommends the book and wanted to note it is well written and very informative.

Commissioner Weed had nothing to report.

OLD BUSINESS

Executive Session – Expected to last 20 minutes to discuss personnel action in regards to the Succession Plan. Action expected to follow. Entered into Executive Session at 1:40pm

Returned from Executive Session at 1:58pm

2018-14 PHA Succession Plan

Moved by Commissioner Teal, seconded by Commissioner Tinker. Commissioner Lindholm asked for clarification on the number of Board Members that make up a committee as outlined in the Succession Plan. Legal Counsel Neupert explained that a minimum number of Commissioners are needed so as not to make a quorum, 4 is the maximum before a quorum is established. Commissioner Turner suggested the language be revised to state a maximum number of 1 less than a quorum of Board Members. Commissioner Casey asked if language should reflect that one member of the committee be from Jefferson County. It was agreed that this would be left for discussion at a time when the committee is needed. Commissioner Lindholm asked if a resolution is required to adopt the Succession Plan and could it be revised after adoption. Legal Counsel Neupert stated that best practice is to adopt the plan by resolution as the Board of Commissioner's set policy for the agency. If the need arises to deviate from Succession Plan as adopted, an amended resolution would be the best course of action. Commissioner Teal asked if the list of stakeholders should be updated to include Homeward Bound. Executive Director Kassinger stated that she would update the list to include them. Voice Vote. Approved as amended by discussion.

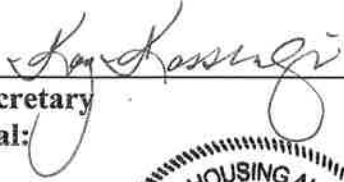
NEW BUSINESS

None

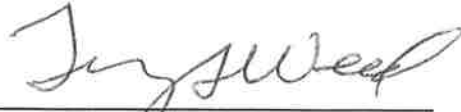
Adjournment: The meeting adjourned at 2:14 p.m.

Next Meeting:

Wednesday, January 16, 2019 at 1:00 p.m.
Clallam County Courthouse-Commissioner's Meeting Room
223 East 4th Street
Port Angeles, WA 98362



Secretary
Seal:



Board Chair

