

Housing Authority of the County of Clallam

Board of Commissioners REGULAR BOARD MEETING MINUTES Thursday, February 3, 2011 at 10:00 a.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 10:07 a.m. by Commissioner Turner.

Present were: Commissioners Boardman, Turner, Easling and Attorney Dave Neupert. Commissioner Fleck participated via conference call. Staff members present were Executive Director Pam Tietz and Executive Assistant Jami Snyder. Public attendees: Helen Hamilton resident of Terrace apartments was in attendance. Pat Teal resident of Jefferson Housing Authority participated via conference call. David Rymph Chairman and acting Executive Director of the Jefferson Housing Authority was not in attendance.

Point of order: Director Tietz stated that we will be holding the HACC Regular Meeting first then go on to the Peninsula Housing Authority Organizational Meeting. Ms. Teal and Ms. Hamilton will not vote during the HACC Regular Meeting.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

CONSENT AGENDA

Approval of consent agenda: January Regular Meeting Minutes, January 18, 2011 Special Meeting Minutes, November Financial Reports and December Check Registers. Commissioner Boardman moved to approve the consent agenda. Seconded by Commissioner Easling. Roll call vote by Commissioner Turner. Approved.

EXECUTIVE DIRECTOR'S REPORT

Homestead Archdiocese Housing Authority Project – Demolition of the existing units started in January for construction of 30 new units. Director Tietz shared details and pictures of the project.

Funding Award – We received notification that we were successful in our application for Section 8 Housing Choice Vouchers for Non-Elderly Disabled Persons with Disabilities to support 15 vouchers to be used in Jefferson and Clallam counties. The total award is \$77,947 annually and will be renewed each year. These vouchers are specifically for people being discharged from medical institutions. We are working cooperatively with the Department of Social and Health Services, who will make the referrals for the vouchers. Ms. Teal asked about the details

of the program; Director Tietz explained that an individual would have to meet the definition of disability under HUD and be in an institution; this is a very specific voucher program.

Rotary/Gates Foundation Project – Washington Rotary Clubs have been awarded \$1,000,000 from the Gates Foundation to work with local rotary clubs to develop programs to serve homeless families. Director Tietz has been working cooperatively with Serenity House, Healthy Families, and First Step in developing a program application for these funds that four local rotary clubs (two in Sequim and two in Port Angeles) would submit jointly. The program would expand the resources of the Housing Resource Centers to provide 18 to 20 homeless families with children housing assistance. The total grant request is \$10,000 and the local clubs will match it. Commissioner Turner asked if the Rotary in Jefferson County is participating. Director Tietz replied they are working on it with OlyCap. Commissioner Boardman asked how the family would be chosen; Director Tietz replied they go through a screening process at the Housing Resource Center.

Eklund Heights – We did not get the Washington Works grant; we submitted an application for 9 percent tax credits. We also applied for the Housing Trust Fund grant. There are \$2.5 million in Washington Works funds that were returned and are still available. We would need more than that, but if we scaled back the project and only asked for \$2.5 million, we could look at doing a portion of the project with these funds. Only housing authorities who applied previously will be eligible for these funds.

Self Help - We are looking for Self Help families; we need a replacement for the Peninsula Village Project Phase 2. If you know anyone who is interested please refer them to Sarah Martinez.

Security cameras for the senior buildings will be installed this week. The vendor has 90 days to complete the contract, but doesn't think it will take that long.

COMMISSIONERS REPORT

No reports.

OLD BUSINESS

Mt. Angeles View/Community Learning Center – The application was submitted to HUD yesterday. Director Tietz has been working with several organizations including Lutheran Community Services, OlyCap, Peninsula College, Early Head Start, and Head Start to provide content for a \$4.6 million grant application. Funding announcements are scheduled for July. Part of the grant requirements was to obtain a 5 percent cash match. The City of Port Angeles approved \$84,000 from program income from the CDBG fund. HACC will provide the rest of cash match with the understanding that Director Tietz will continue to locate other sources for funding for the \$140,000 between now and July. The narrative was 40 pages in length. Commissioner Teal asked for details about the CLC; Director Tietz explained. Commissioner Turner requested a copy of the narrative.

NEW BUSINESS

Resolution #2011-05 - Authorizing staff to write-off bad-debt accounts totaling \$5,646.81. Moved by Commissioner Easling, seconded by Commissioner Boardman. Discussion: None. Roll call vote by Commissioner Turner. Approved.

Resolution #2011-06 – Authorizing Director Tietz to execute an Agreement to extend time to pay a loan with the City of Port Angeles for the Barton Property on 18th and Owen. Moved by Commissioner Boardman, seconded by Commissioner Easling. Discussion: Director Tietz explained this is a parcel we purchased about four years ago, we paid for half and the City of Port Angeles loaned us the other half. Since we bought it has not been a good time to develop. The City has extended the loan for four more years until we can decide what to do with the property. Commissioner Boardman asked how much the loan amount is; Director Tietz replied \$95,000. Roll call vote by Commissioner Turner. Approved.

This portion of the HACC Regular Meeting was closed at 10:34 am and will be continued after the Peninsula Housing Authority Organizational Meeting.

At 10:35 am the Peninsula Housing Authority Organizational Meeting was convened.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

Update on agency consolidation. Clallam County has appointed five commissioners and Jefferson County has two of the three positions filled. Attorney Neupert and Director Tietz have had a few discussions on the organizational pieces of the merger. Director Tietz has met with senior staff members regarding the list of liabilities and assets to be transferred. Jefferson County has only one asset which is Garden Court apartments and one bank account. Clallam on the other side has dozens of properties and accounts to transfer which will take some time. Attorney Neupert and Director Tietz have talked about the timing and Director Tietz thinks if we can get everything ready and approved with an effective date of July 1 which is the beginning of fiscal year, it would make the annual audit process easier.

Attorney Neupert administered the Oath of Office for each of the Peninsula Housing Authority Commissioners in attendance. He distributed the Oath of Office form for each commissioner to sign and read the Oath for the phone participants. All responded affirmatively. Mr. Rymph will be sworn in upon his return. Attorney Neupert will get the Oath form to Pat Teal and Cheri Fleck for signatures.

No items to be added to the agenda.

Director Tietz needs a volunteer from each of the Clallam and Jefferson boards to work with senior staff to review the transition plan before it goes to the Board for approval. We will prepare this list and then come back to the Board for a resolution from each county to transfer the assets and liabilities.

Articles of Incorporation and Bylaws: Attorney Neupert made a comment that it is not necessary for the Peninsula Housing Authority to file Articles of Incorporation with the Secretary of State's office. Peninsula Housing Authority was established by resolution by the two counties and the City of Port Townsend; however, the bylaws are necessary. Commissioner Teal had corrections to the bylaws: page 11 paragraph 1.2.3 "date" should be changed to "data" and page 15 paragraph 3.4.1 Executive Director Duties "his" should be changed to "his/her". Commissioner Teal's third comment is on the time the meetings are held. She has a chronic illness and is unable to travel in the morning and would like to change the meeting time. Director Tietz asked Attorney Neupert if the time needs to be in the bylaws. Attorney Neupert

replied that it does not. There is also the question of alternating meeting locations. These items can be taken care of when the resolution is submitted for approval and then we will update the bylaws. Director Tietz stated that we received a request from The Leader to be notified of all Board meetings. Commissioner Teal also noted that on page 17 paragraph 4.5 Order of Business that we need to add New Business.

Commissioner Turner had a question on paragraph 3.5 Secretary about adding "or her designee;" ex officio means that Director Tietz signs the resolutions but does not take the notes. Commissioner Turner had a comment on county designation for the chair and vice chair, we don't want to lock this in the bylaws but we should follow this practice.

Attorney Neupert provide the following list of corrections:

- 1.2.5 Need to complete the sentence with "to accomplish the *purposes of the Authority.*"
- 1.4 Capitalize South in street address
- 2.2.25 Change "of" to "or" before Jefferson
- 3.4.1 Executive Director Authority: Add "(o) Acts as spokesperson for the Authority."
- 4.1 Change to Open *Public Meetings Act*
- 4.3 Change the reference from Section 4.6 "except as otherwise provided in these Bylaws or under applicable law."
- 4.6 Change this to state: "All proceedings of the Board of Commissioners shall be by motion or resolution, and maintained in a journal of proceedings of the Authority. All resolutions shall be in writing and uniquely numbered."
- 4.8 Delete the first sentence, change the second sentence to "The vote on all motions and resolutions shall be by voice vote, entered in full upon the minutes of the meeting, together with the ayes, nays, absent and abstentions."
6. Add a new section called Minutes "The minutes of the meeting as approved by the Board shall represent the sole, final and considered determination of the Board as to the motions, resolutions, and other matters set forth therein, superseding all statements made by the Commissioners at the meeting."

These changes will be incorporated and included in the next board packet. If there are any other changes, let Pam or Jami know.

Resolution PHA-2011-01 - Appointing Pamela J. Tietz as Executive Director and as Secretary of the Board of Commissioners for the Peninsula Housing Authority and as such she shall have such implied powers as are necessary and appropriate to carry out the duties imposed upon her as Executive Director. Moved by Commissioner Teal, seconded by Commissioner Boardman. Discussion: None. Commissioner Turner called for a voice vote. Approved.

Each individual gave a brief explanation of their background.

Next meeting: Thursday, March 3, 2011 at 10:00 a.m. The Board moved by consensus to hold the next meeting with some Board members participating via conference call.


Adjournment: The organization meeting adjourned at 11:05 a.m. Moved by Commissioner Easling, seconded by Commissioners Boardman and Hamilton.

Commissioners Hamilton and Teal were excused from the meeting.

The HACC Regular Meeting reconvened for Executive Session. The Executive Session will last for approximately 10 minutes, there will be no action; labor negotiations and litigation will be discussed.

Executive Session – Executive Session began at 11:07 a.m. to discuss labor negotiations and litigation. Regular session reconvened at 11:20 a.m.

Adjournment: The meeting adjourned at 11:50 a.m. Moved by Commissioner Boardman, seconded by Commissioner Easling. Approved.


Secretary


Board Chair

