



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

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

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

The Conference Room
2603 S. Francis Street, Port Angeles WA

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:04 p.m. by Commissioner Turner.

Present were: Commissioners Turner, Boardman, Teal and Shusterman and Attorney Dave Neupert. Commissioner Fleck attended via conference call. Commissioners Easling and Rymph were excused from the meeting. Staff members present were Executive Director Pam Tietz, Director of Acquisition and Development Kay Kassinger, Comptroller Annette Dotlich and Executive Assistant Teresa Rodocker. Public attendees: no public.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

QUARTERLY FINANCIAL REPORT

Comptroller Dotlich presented the Quarterly Financial Report. Supporting documentation broken down by property was provided to the Board. Budget is in line in almost all areas and we are on target for the current fiscal year projections. Explanation of "in-line" was given and it was determined that the "THRU" date was incorrect and it should have read 12/31/11. Comptroller Dotlich explained that the way things are set up in the Lindsey computer system, the reports don't always show both income and expenses on the same report. Comptroller Dotlich then excused herself from the remainder of the meeting.

CONSENT AGENDA

Approval of consent agenda: January Regular Meeting Minutes, December Financial Reports and January Check Registers. There were no additions or corrections to the minutes. Commissioner Shusterman moved to approve the consent agenda. Seconded by Commissioner Teal. Voice vote. Approved.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board and discussed the following items:

Occupancy

The increase in rental assistance units is primarily due to the new Forks Housing LLC lease ups. However, we are currently spending more funds than we are receiving through Section 8. There is currently a halt on the issuing of vouchers and we are using reserves to ensure program support.

GARDEN COURT

We are still waiting for USDA-RD to complete the transaction. We will keep trying and as of today, all units are leased and it is on budget.

HOMESTEAD

We have not yet received our contract amendment from the Department of Commerce. This was a request to defer debt payment for 5 additional years.

BALANCE OF STATE CONTINUUM OF CARE FUNDING

No announcement of HUD Supportive Housing Grant. It was due to be announced in January, however, last time it was not announced until March. Funding was requested for 16 additional units, with 8 in Jefferson County and 8 in Clallam County. This is a program where PHA leases the unit, then sublets to the tenant. It is worked in conjunction with a local service provider. In Jefferson County it would be Jefferson Mental Health and in Clallam County we work with a variety of agencies.

OXBOW

One of the Oxbow owners called again, after this report was written. The owner would like to find any possible way to make the transfer work. Director Tietz has asked Foster Pepper to contact their accountant to determine if a transfer without tax consequences to the owner could be done. One of the two owners interested in proceeding with the transfer is in the hospital and unfortunately, is not expected to make it.

BOARD ADVOCACY

This was postponed due to weather. It has not yet been re-scheduled, but Martha Ireland from Serenity House is working on it and we will let you know as soon as we have a new date.

JEFFERSON COUNTY AFFORDABLE HOUSING FUNDS

After this report was written, Director Tietz did receive a response from Phil Morley. A meeting is scheduled for Tuesday the 15th with Director Tietz, Mr. Morely and Mr. David Sullivan. Mr. Sullivan is the Chair of the Olycap Board.

HRC FUNDING

Funding in the amount of \$20,800 was received from Consolidated Homeless Grant (CHG) with 75% available now and the remainder to follow. This will be used for the Housing Resource Center.

RCAC MANAGEMENT REVIEW

Review conducted in March of 2011, however, we never received a copy of it until now. Apparently RCAC thought it has been previously sent via email, but it had not been. All of the requirements have been met and many of the recommendations were either already in place or are now in place.

ANNUAL AUDIT

The entrance conference was held on January 31st with staff and Commissioner Boardman. The exit conference will be scheduled at a later time. There has been no information provided to us as of yet.

RESERVE FUNDS

There has been no information received to inform us as to when the funds will be requested. Director Tietz does look daily to see what, if anything, is posted, but nothing yet. This is very challenging for budgeting purposes. As this will be done for a calendar year, it will be done this calendar year. Funds won't actually be taken, however, the amount we receive will be reduced, which will then require us to use our reserves. Director Tietz is confident of our financial position even when this does occur.

EMPLOYEE RECOGNITION

Director Tietz would like to instill a two-prong Employee Recognition Program. The first item would be a staff driven Employee of the Quarter program. Staff members would nominate co-workers for this award, nominations would be reviewed by a committee of staff members and the award would be presented at the staff meeting following the selection of the employee. Award would include some type of recognition certificate and something like a reserved parking spot. Consideration is still being given to the complete recognition award. This award would then cumulate in an Employee of the Year award to be presented by the Board of Commissioners.

Additionally, tenure awards would be given at 2 years, 5 years and then in five year increments from that point forward. The Board of Commissioners would then present these on a quarterly basis to the employees who have achieved this status in the past quarter.

BOARD RSVP

Director Tietz would like to institute a mechanism for RSVPs for board meetings. At this time, it will be her assistant Teresa who will email or call all board members on the Monday before the board meeting to ask for RSVPs. This will provide us with information regarding quorums prior to the meeting, allowing us to make arrangements as needed.

BOARD VACANCIES

With last year's resignation from Commissioner Hamilton and the expected resignation of Commissioner Easling, discussion was held to determine how to recruit new board members. Commissioner Turner suggested that service club members, such as Rotary Members, would be a place to start. With the resident requirement met already, it is not necessary to have a resident at this time, however, it would be beneficial to have someone from Sequim as we would not longer have a Sequim representative. Commissioner Boardman suggested Candace Pratt, Sequim City Council Member and a question was raised as to conflict of interest. Legal Counsel Neupert advised that there would only be a conflict if direct funding from the City of Sequim were involved. Commissioner Turner also suggested individuals with backgrounds in finance, construction and/or development.

Commissioner Turner would like to move forward on this within the next two weeks if possible. It is time to schedule a board retreat and begin the budget process for next fiscal year and it would be beneficial to have the new board members in place at that time.

REPORTS FROM COMMISSIONERS

No reports at this time

OLD BUSINESS

Board Vacancies: Discussed during Director Tietz’s report.

Development Department Updates: Director of Acquisition and Development Kassinger
Our request for Tax Credit funding did not score high enough. Due to preferences that benefit more urban areas, until the criteria is changed rural requests will always be low on the list. Other agencies have the same struggles and Director Kassinger is actively working in the background to get people to express their concerns over the scoring criteria, which right now favors the I5 corridor and homeless projects. Therefore, it is not being actively distributed throughout the state. Commissioner Shusterman requested contact information for the Housing Commission.

Director Tietz also mentioned that during a recent meeting in Olympia she was having lunch with other housing officials and the Director of the Tax Credit Division joined them and participated in a discussion about the scoring criteria. Director Tietz felt that he listened and may be open to viewing it more in the future.

NEW BUSINESS

Executive Director Evaluation – Various evaluation forms will be collected (Port, City, PHA, etc) and will be forwarded to all board members for review. Members of the board will then send all comments on the forms only to Teresa. Commissioner Turner and Teresa will then meet to structure the evaluation form to be used. At that time, the process for the review itself will be determined.

RESOLUTION #PHA-2012-004: Approval of updated Peninsula Housing Authority Employee Handbook. Moved by Commissioner Shusterman, seconded by Commissioner Boardman. Discussion: Commissioner Shusterman wished to revise the handbook to remove all references to the Board in the Travel Policy and asked that the Board Travel Policy be included in the Board Handbooks instead. Voice Vote. Approved with revision as suggested by Commissioner Shusterman.

RESOLUTION #PHA-2012-005: Adopting new Public Housing Flat Rents. Moved by Commissioner Boardman, seconded by Commissioner Shusterman. Discussion: Commissioner Shusterman asked for clarification of when it was completed and for the name of the organization to be corrected from Housing Authority of Clallam County to Peninsula Housing Authority. Voice Vote. Approved with name change.

Next meeting: Wednesday, March 14, 2012 at 1:00 p.m at the Port Angeles Administrative Office.

Adjournment: The meeting adjourned at 2:40

Commissioner Rymph will not be in attendance at the March meeting.

Secretary

Board Chair

Seal: