



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR MEETING BOARD MEETING MINUTES**  
Wednesday, February 18, 2015 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. 4<sup>th</sup> Street  
Port Angeles WA 98362

**CALL TO ORDER**

The meeting was called to order at 1:00 p.m. by Commissioner Turner.

**ROLL CALL**

Present were: Commissioners Turner, Flodstrom, Weed, Shusterman, Tinker and Teal. Staff members present were Executive Director Kay Kassinger and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance. Excused was Commissioner Rymph.

**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: Executive Director Kassinger’s January Timesheet & Leave Slips, January Regular Meeting Minutes, January Check Registers, excluding SH523 Grants 4 & 5 and the Outpost. Moved by Commissioner Teal, seconded by Commissioner Flodstrom. Commissioner Shusterman asked that the minutes be amended to show that he would like to participate in the development of the CC & R’s as they relate to discussion with the Episcopal Retirement Community opportunity. Voice Vote. Approved as amended.

Approval of Self Help 523 Grants 4 & 5 January Check Registers. Moved by Commissioner Flodstrom, seconded by Commissioner Tinker. Voice Vote. Approved. Commissioner Teal abstained.

Approval of Outpost January Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Voice Vote. Approved. Commissioner Tinker abstained.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kassinger presented a written report and stated that since her report was issued, there were some changes and adjustments to them.

Commissioner Turner asked about the 6 units that had been an issue due to methamphetamine use. Executive Director Kassinger explained that 2 units had families moved in and 1 was in the process of being prepared for a move in. The other 3 units, which had a higher level of contamination may require a new work plan. Dr. Locke had approved a work plan, but since his departure, the file is being reviewed by another individual, who may require a new work plan, approved by the state. Executive Director Kassinger is communicating with the Clallam County Department of Health in order to receive clarification, as the former work plan had been approved.

Executive Director Kassinger explained that she is in discussion regarding the Lee Plaza and PHA's option of first refusal. At this time, a letter regarding exiting the partnership will be sent, with options to be discussed at a later time.

Executive Director Kassinger has met with Kim Leach, the Executive Director for Serenity House regarding the transfer of Sunbelt and working with the Housing Trust Fund. As this is a new area for Ms. Leach, Executive Director Kassinger will be providing assistance through the transfer process. Commissioner Tinker asked if the services component were still to be covered and Executive Director Kassinger stated that as far as she knew, they were.

Executive Director Kassinger stated that she had completed and sent the Mount Angeles View Demolition Application on Tuesday, February 17<sup>th</sup>, following the final resident meeting. There were 6 residents at the meeting and their questions focused on the relocation timeline and process. 5 of the 6 units are currently occupied and relocation of those tenants will occur as needed, with both unit transfers and possible Section 8 relocation vouchers. The first step of the process will be a Fair Housing and Equal Opportunity review by the Seattle HUD office.

Executive Director Kassinger informed the board that she has been asked to sit in on a meeting with all partners of WestEnd Outreach Services (WEOS) due to the reduction in services. Commissioner Tinker stated that loose meetings have been held off and on and the view is that there may be a change in philosophy from the new WEOS administration, which has an impact on not only the mental health community, but the entire community. Peninsula Behavioral Health is also reviewing service options in regard to case management. Commissioner Flodstrom asked if the hospital understood the impact their recent decisions were having and Commissioner Tinker responded that she did not think so. Commissioner Kassinger is looking to establish a relationship with the new hospital administrator, but would prefer to do so individually at first and is open to attending, but not hosting, a partner meeting.

Commissioner Tinker asked about the Mayor's Challenge to end Veteran's Homelessness that Executive Director Kassinger was attending with Kim Leach at the Seattle HUD office and if the invitation could include Commissioner Tinker. Executive Director Kassinger replied to the affirmative and would follow up with HUD staff on the invitation.

Commissioner Turner reviewed the next meeting and explained that it was the Annual Meeting and therefore, Elections of Officers would take place. Her term as Chair has expired and after discussion and an explanation of the responsibilities for the Chair, it was put forth that Commissioner Tinker would be interested in serving as Chair, with Commissioner Weed interested in the Vice-Chair position.

Executive Director Kassinger stated that she had received an email regarding the Low Income Housing Alliance and their advocacy on a House Bill against Income Source Discrimination. Per the Alliance, there are reported incidences where a landlord will not rent to someone if they wish to utilize rental assistance such as a Section 8 voucher. The bill, HB1565-2015-16, would make it illegal to refuse to rent to someone due to their source of income. Our agency has not heard this to be an issue with landlords in Clallam or Jefferson counties; however, Commissioner Tinker stated she was aware of some landlords that will not rent to clients with vouchers. The Alliance has requested our advocating on behalf of the bill with Senator Hargrove since during the last session when a similar bill was put forth he opposed it. Commissioner Flodstrom asked if there was knowledge of his reasons for opposing it and Executive Director Kassinger stated that she would look in to it and then send information to the board.

The Department of Retirement Systems audit will be conducted by the auditors currently on the premises, which will extend their visit by approximately 1 week.

Executive Director Kassinger received a phone call from Patty Morris, with the local Realtor Association, and attend a meeting last Friday, in which a check for \$5433 was presented to PHA for assistance with the Mutual Self Help Home Building program.

The new director of Jefferson Mental Health has contacted Executive Director Kassinger and asked if they could meet regarding possible partnership opportunities. This meeting will probably not occur until March, due to scheduling.

Commissioner Shusterman asked about the Clallam County Home and Lifestyle show referenced in the Development Department report and whether or not it would be possible for PHA to participate in the one scheduled for Jefferson County, which is on the calendar for February 28, 2015. Executive Director Kassinger stated that she would look into it.

Commissioner Turner asked why there was an income discrepancy for budget for the Mount Angeles View Family Development and Executive Director Kassinger stated it was a result of the 6 units which have been offline. The question of the Burke Place expenses being more than income was raised and it was explained that this was due to the end of calendar year and depreciation. Lastly, the status of move-ins at Eklund was asked and Executive Director Kassinger stated that there were 5 more move-ins the first part of February.

Commissioner Teal asked how the bid process in Jefferson County was going in regard to the Self-Help program and Executive Director Kassinger stated that bids were being solicited. Additionally, PHA is close to closing on 9 applicants for Pendley III.

### **REPORTS FROM COMMISSIONERS**

Commissioner Turner reported that she attended the dedication of the home rehabilitated through the Self Help program.

### **OLD BUSINESS**

None

### **EXECUTIVE SESSION**

The board entered into executive session at 2:05 pm to discuss real estate to be acquired by the agency with a maximum purchase price to be determined. Possible action may be taken by resolution after the session.

**NEW BUSINESS**

**Resolution #PHA 2015-02: Acquisition of Real Estate**

Moved by Commissioner Flodstrom, seconded by Commissioner Weed. No discussion was held. Voice Vote. Approved.

**Resolution #PHA 2015-03: Approval of HUD Required Compensation Comparability Analysis**

Moved by Commissioner Teal, seconded by Commissioner Tinker. Executive Director Kassinger explained that this was the annual item requested by HUD. Commissioner Turner asked why the salary for the Director of Acquisition and Development was so low and the board was informed that she had only been employed for 6 months, therefore, it did not reflect a full year's salary. Voice Vote. Approved.

**Next Meeting:**

**ANNUAL MEETING**


Wednesday, March 18, 2015 at 1:00 p.m.

Clallam County Courthouse – Commissioners Meeting Room

223 E. 4<sup>th</sup> Street

Port Angeles WA 98362

**Adjournment:** The meeting adjourned at 2:18 p.m.

  
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Secretary

  
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Board Chair

**Seal:**

