



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, July 11, 2012 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
2603 S. Francis Street, Port Angeles WA

CALL TO ORDER AND ROLL CALL

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

Present were: Commissioners Flodstrom, Boardman, Turner, Teal and Shusterman. Commissioners Fleck and Rymph were excused. Also present were Legal Counsel Dave Neupert and staff members Executive Director Pam Tietz, Director of Acquisition & Development Kay Kassinger and Executive Assistant Teresa Rodocker.

Public attendees: Bryan Maple

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Mr. Maple introduced himself to those members of the board he had not met before. He stated that he had served on the Board of Commissioners in the past and that he was interested in coming back and has turned in his application to the Clallam County Commissioners. As a member of the community, he has been approached by people with questions and comments and that has led him to believe that now would be a good time for him to give back, with a strong focus on the Resident Councils and opportunities for the City of Sequim, where he now resides. He feels bad that there is not strong participation in regards to the Resident Councils, as there was in the past, and he would very much like to be involved in bringing those back again in a positive manner.

Mr. Maple also asked how a person would find out where they were at on the waitlist. Director Tietz asked Executive Assistant Rodocker to respond. She explained that when applicants asked, they were told if they were in the top 50, top 100, etc., and then they were told what date they applied and what date the people who were next on the list applied, but that exact places were not given, due to changes that could occur, based on applicants with preferences coming in at a later time.

Commission Chair Turner thanked Mr. Maple and discussed the option of setting up a meeting with herself, Director Tietz and Mr. Maple in order to discuss his thoughts in regards to the Resident Council programs very soon.

ADDITIONS TO THE AGENDA

Director Tietz asked that we had a discussion regarding Oly Vista to Old Business.

CONSENT AGENDA

Approval of consent agenda: May Regular Meeting Minutes, April Financial Reports and May Check Registers. Commissioner Shusterman moved that the agenda be adopted with the additions, Commissioner Boardman seconded. Commissioner Teal requested that a correction be made to the paragraph under Resolution #PHA-2012-19 to read that the work was being done with the least "inconvenience" to the tenants. There were no further additions or corrections to the minutes. There were no further corrections or amendments. Voice Vote. Approved.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board for their review and provided verbal information and updates as follows:

Software Conversion: Employees are moving forward under the direction of Comptroller Dotlich. Many staff, primarily management, are working long hours to get things done as we move through the kinks. While there have been some concerns from staff, things are moving forward quickly and positively.

Board of Commissioners Vacancy: Director Tietz heard from Trish in the County Commissioner's office and found out today that the Resolution Amendment has been done and emailed to the City of Port Townsend and Jefferson County for review. It will be presented to the Clallam County Commissioners on Monday, July 16th, during their work session. Additionally, 2 applications for the current vacancy have been received. 1 is from Bryan Maple and the other is from Sylvia Hancock, both of whom are Sequim residents.

Homestead: A contract amendment has been drafted and is ready to be presented to the board under New Business for a Resolution Approval.

Sunbelt: Director Tietz has met with both Serenity House of Clallam County and Peninsula Behavioral Health regarding Sunbelt. She feels strongly that there are some options involving Sunbelt for the two agencies and has asked Director of Acquisition & Development Kassinger to work with them regarding roof and heating inspections and/or concerns.

Meeting Locations: Director Tietz asked Executive Assistant Rodocker to report on research regarding possible meeting locations. She explained that while there were many locations, many had fees associated with them. At this point she is waiting for a response from the Library and then a full report will be ready for the board at the next meeting.

Director Tietz updated the board on her activities and meetings in Jefferson County, including meetings with the Tri-Area Food Bank Board, Janet Anderson from OlyCap and as a speaker for the East Jefferson Rotary Club on June 21st. Due to the software conversion, Director Tietz's activities in Jefferson County slowed down this month.

Catholic Housing Project Dedication: The units will be known as Catherine of Siena Village and the dedication will occur on Wednesday, July 18 at 11:30 am. Commissioners who are planning to attend are Commissioner Flodstrom, Commissioner Turner, Commissioner Boardman and Commissioner Fleck. Additionally, there is a Shelter Provider's meeting in Forks at 10 am that day as well. It was determined that this would also be a good opportunity to tour the other properties as well. Director Tietz will be leaving at 8 am and Executive Assistant Rodocker will be making an effort to arrange carpools based on staff/board attendance.

REPORTS FROM COMMISSIONERS

None

OLD BUSINESS

Oly Vista (addition to agenda): Director Tietz asked Director of Acquisition & Development Kassinger to address this issue. She informed the board that we have been asked to continue to the second application round and she was working with Commissioner Fleck on this step. The funding will be used for homeless veterans and while there are no other applicants from our area for this specific type of programming, there is a large amount of competition, including the Makah Tribe, so it is just a process of going through the steps as requested.

OLD BUSINESS (cont.)

Management Employee Compensation/Benefits: The original report was received 2 weeks ago, however there were some areas of concern regarding the process used for both the Director of Acquisition & Development and the Comptroller positions. Executive Assistant Rodocker worked with the Nelrod Company to address these areas and a corrected report was received yesterday. Director Tietz has not had time to fully review the report, but it is clear that we are in compliance in regards to salaries and HUD requirements.

Additionally, Director Tietz has met with the management staff and they have some recommendations regarding benefits for senior management, who will not be receiving a cost of living increase this year, as the budget does not allow for it. With the software conversion taking priority right now, Director Tietz will prepare a report for this for the next board meeting.

NEW BUSINESS

Resolution #PHA-2012-021: Contract Amendment between Peninsula Housing Authority and Washington State Dept. of Commerce regarding Housing Trust Fund Contract #96-493-251. Moved by Commissioner Teal, seconded by Commissioner Shusterman. Executive Director Tietz explained that this amendment will provide PHA with funds for necessary work at the Homestead Apartments, along with deferring the final payment. Commissioner Flodstrom asked how rent increases would affect the ability to re-pay any of the debt and if the renovations would provide a rent review. Director Tietz explained that in order to have a rent review, the property needed to be inspected by a certified inspector and past history has shown this to be very difficult. However, it is something that does need to be considered. Voice Vote. Approved.

Regional Housing Forum: Scheduled for November 14th in the morning, with an end time of 1 pm, this provides a conflict to our board meeting. Director Tietz will be attending the Forum and encouraged board members to do so as well. It will be held at the Jamestown Tribal Center and Executive Assistant Rodocker will determine if it will be possible for the PHA Board to meet in one of their meeting rooms beginning at 1:30 pm that day. Legal Counsel Neupert reminded the board of the requirement to advertise the change of the Regular Meeting time and location.

Next meeting: Wednesday, August 8, 2012 at 1:00 p.m. at the Port Angeles Administrative Offices.

Adjournment: The meeting adjourned at 1:53 p.m.

Secretary

Board Chair

Seal: