

# Housing Authority of the County of Clallam

## Board of Commissioners REGULAR BOARD MEETING MINUTES Thursday, June 2, 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 10:00 a.m. by Commissioner Turner.

Present were: HACC Commissioners Turner, Boardman, Hamilton, and Attorney Dave Neupert. PHA Commissioners Shusterman and Rymph were present and Commissioner Teal participated via conference call. HACC Commissioner Easling and Fleck were excused from the meeting. Staff members present were Executive Director Pam Tietz, Director of Acquisitions and Development Kay Kassinger, and Executive Assistant Jami Snyder. Public attendees: no public.

### **ADDITIONS TO THE AGENDA**

### **CONSENT AGENDA**

Approval of consent agenda: May Regular Meeting Minutes, May Special Meeting Minutes, March Financial Reports and April Check Registers. Commissioner Boardman moved to approve the consent agenda, seconded by Commissioner Hamilton. Roll call vote by Commissioner Turner. Approved.

### **REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

No public.

### **EXECUTIVE DIRECTOR'S REPORT**

Since the Special Meeting in May, Director Tietz has been implementing staff changes and setting up training for when employees move to new their positions. All layoff notices are effective June 30, 2011. As a result of the reorganization, the Finance Director Sue Calisesi is leaving and will not apply for the newly created Comptroller position. The Comptroller position will be open until filled. Commissioner Boardman asked how crucial it is for candidates to have a housing authority background, Director Tietz responded that direct housing authority experience is not necessary but experience in government accounting principles is important. Commissioner Turner asked what we will do if we can't fill the position by the end of June. Director Tietz responded that there are a couple options. Minna Angevine has enough background to keep us going for now. She may apply for the Comptroller position. The position has been advertised locally and in the NAHRO Monitor. We want to interview and hire the best qualified candidate. Sue Calisesi has offered to come back and do special projects for awhile. Steve Gulliford, retired Executive Director from Island County HA, may agree to contract with us within a finite timeframe and help us until a Comptroller is selected. Steve has

helped us before and knows our accounting software. There is a bookkeeping position that was reduced to part-time and we are unsure if the employee will stay.

Section 8 Vouchers – We are spending more per month than we are receiving, however, we have program reserves to cover it. We are fully leased up and will stop issuing vouchers for awhile; we are also at the point that we are unable to staff and fund the program if it continues to grow. Commissioner Turner asked if this applies to both Jefferson and Clallam; Director Tietz responded yes the money is all in one pot but is tracked separately.

Teamsters Local 589 Union Negotiations – Director Tietz has spoken with Aiken Blitz our attorney and he will finalize the document. We will probably bring the contract to the July meeting for Board approval.

Sunbelt Apartments/PCMHC – We are still talking to PCMHC. Kay did a great presentation for the PCMHC Board, I think they will refer people to us to keep it full, but they are not really interested in owning the building. Commissioner Turner asked that a property tour of both counties be put on the next agenda.

OlyCap – Jefferson County - Director Tietz met with Tim Hockett and the finance person at OlyCap in Jefferson County about the possibility of working cooperatively to provide a HRC like the ones we have in Clallam County. OlyCap is going to review their resources and let Director Tietz know how they want to proceed. Director Tietz will review the costs to administer the program and make sure that we will not running it at a loss. Commissioner Teal asked how the HRC's in Clallam County are funded. Director Tietz responded there are several sources, such as the local recording fees, 2163 funds for case management services, housing prevention and rapid rehousing funds, supportive housing program funds, and security deposit assistance through the TBRA program. Kathy Wahto of Serenity House coordinates the effort for finding sources of funding. The program would be similar in Jefferson County.

## **NEW BUSINESS**

VASH Vouchers – Director Tietz emailed Judith Morris at Representative Dick's office to see if there has been any follow-up. Judith confirmed the vouchers may be available and there may be some movement in July. Commissioner Turner asked how many vouchers; Director Tietz replied 20 for the two counties.

Community Learning Center Grant – We were not awarded the grant. Director Tietz will be asking for a debriefing and wants to know how we scored. Not one rural area was awarded a grant.

PHA Transition Update - Concurrence by the Board to review the PHA Transition Update during the PHA meeting.

## **COMMISSIONERS REPORT**

No reports.

## **OLD BUSINESS**

Mt. Angeles View Redevelopment – Kay Kassinger briefed the Board on the current status. We were scheduled to go to the Planning Commission 10 days ago. We thought we had an agreement with the City Manager and planning that we would not have to dedicate the right-of-way along South Eunice Street. When the revised staff report was received it indicated that

instead of an easement for utilities they wanted 15' of dedicated right-of-way vs. 30' and we hadn't looked at that since we thought we had an agreement. We asked to be removed from the agenda and requested to reopen the public hearing again so that we were able to present our case. This afternoon Kay will be meeting with city representatives to discuss road widths on the avenues within the development and the south Eunice right of way request. The planning Commission Meeting is June 22; we want it done correctly the first time so we don't have to go back to them for additional requests.

Eklund Heights – Impact Capital goes to the Loan Committee today with a proposal for a two-year extension to our loan.

## NEW BUSINESS

Resolution #2011-12 - Authorizing staff to write-off bad-debt accounts totaling \$4,077.27. Moved by Commissioner Boardman, seconded by Commissioner Hamilton. Discussion: Commissioner Hamilton asked how we determine who is on this list. Director Tietz responded that we remove it from accounting and turn it over to collections. Roll call vote by Commissioner Turner. Approved.

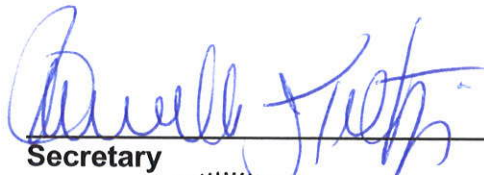
Resolution #2011-13 - Authorizing Director Tietz to sign all documents necessary to enter into a contract with Jordan Excavating for Pendley Estates infrastructure in an amount not to exceed \$550,000. Moved by Commissioner Hamilton, seconded by Commissioner Boardman. Discussion: Kay Kassinger explained three bids were received and Jordan was the low bidder. Roll call vote by Commissioner Turner. Approved.

Family Unification Program Vouchers – Debbi Tesch told the Board we received the 25 vouchers we applied for. This is a cooperative agreement with DSHS. Up to five vouchers will be used by children aging out of foster care.

**Adjournment:** The meeting adjourned at 10:47 am. Jami will send out a schedule of meeting dates and locations.

The HACC Board discussed moving the July meeting to July 13. It will start at the conclusion of the Peninsula Housing Authority Board meeting. Moved by Commissioner Hamilton, seconded by Commissioner Boardman. Roll call vote by Commissioner Turner. Approved.

**Next meeting:** Wednesday, July 13, 2011 at 1:00 p.m. this will be the first meeting of the Peninsula Housing Authority.

  
Secretary

  
Board Chair

