



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, June 13, 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 1:00 p.m. by Commissioner Turner.

Present were: Commissioners Flodstrom, Boardman, Turner, Teal, Rymph and Shusterman. Commissioner Fleck was 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: no public.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

ADDITIONS TO THE AGENDA

Commissioner Turner requested that we add a discussion regarding reports from the commissioners and a discussion regarding meeting locations.

Commissioner Shusterman moved that the agenda be adopted with the additions, Commissioner Boardman seconded. There was no discussion. Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: May Regular Meeting Minutes, April Financial Reports and May Check Registers. Commissioner Shusterman requested that the minutes be corrected to read that he would review the information received at the recent Commissioner Training to determine if a written report was needed. There was not. There were no further additions or corrections to the minutes. Commissioner Boardman moved to approve the consent agenda. Seconded by Commissioner Shusterman. Discussion: Commissioner Teal questioned the financial report in regards to the cable fees. Director Tietz explained that the cable was set up with PHA paying for it and then in turn the tenants were able to have cable for a lower cost through PHA. Commissioner Turner questioned why we were over expense in regards to evictions. Director Tietz explained that it was due to a large amount of evictions which required legal action. Voice vote. Approved, with Commissioner Flodstrom abstaining from the approval of the May Section 8 Check Registers.

EXECUTIVE DIRECTOR'S REPORT

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

Staff Changes: Deb Alwine, our Self Help Group Worker, has left to pursue opportunities in Arizona. Carolyn Stimbert was hired to replace her and has hit the ground running.

Board of Commissioners Vacancy: Director Tietz has discussed this with Trish in the County Commissioner's office and we are hoping to have a resolution updating our requirements soon.

Software Conversion: Employees are moving forward under the direction of Comptroller Dotlich. With the software change, it may not be possible to provide year-end documents at the July meeting, but they will be provided to the board as soon as possible.

West End HRC: The original intent was to have it pass from PHA to Serenity Housing effective 7/1/12. At the request of Serenity House, the transfer was made 5/31/12 instead.

NAHRO Workshop: Director Tietz provided a handout to board members regarding an upcoming NAHRO Workshop to be held in Yakima in July. Anyone who wishes to attend should be in touch with Executive Assistant Rodocker as soon as possible so that reservations may be made.

Catholic Housing Project: The units will be known as Catherine of Siena Village and the dedication will occur on Wednesday, July 18 at 11:30 am. Commissioners are welcome to attend, but should RSVP to Executive Assistant Rodocker no later than July 6. Carpooling is possible with enough notice as long as a full quorum does not ride in the same vehicle. 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. Commissioner Flodstrom confirmed his attendance at this time.

USDA Correspondence: Notification was received from USDA – Rural Development in regards to the Section 523 Technical Assistance Grant in which it was stated that PHA was now under a High Risk Status Determination. This determination was based on the number of homes completed at the time of the review, the number of families in pre-construction without closed loans and the number of applications received by PHA. Director of Acquisitions and Development discussed the status of the program and the factors affecting the status such as, applicants withdrawing the day of closing, staff situations, the inability to move forward with smaller groups as requested, the current status of the families with approved loans and those on the waitlist. Director Tietz discussed the fact that PHA did not receive this letter; it was only brought to our attention since it was mailed to the board member's in care of our address.

Director Tietz notified the board of her upcoming leave the end of June for a vacation.

Director Tietz updated the board on her activities and meetings in Jefferson County, including meetings with OlyCap, the Food Bank and the Chamber of Commerce.

Commissioner Turner ask Director Tietz more about the Homeless Coalition Conference in Yakima – Director Tietz was asked to present information regarding 10 Year Plans as the Clallam County Plan is the national model for 10 Year plans to end homelessness.

REPORTS FROM COMMISSIONERS

Not a report, however Commissioner Shusterman asked for information regarding the Compensation for executives and how it was determined if we were in-line as compared to HUD. Executive Assistant Rodocker explained that an analysis was done each year and that it was expected that our most recent one would be received by the next board meeting. Commissioner Shusterman asked that the results be provided to the board. Director Tietz explained that at times, comparing was difficult, as the top 5 could include employees from housing authorities with 100 units or with 500 units, so responsibilities may differ.

OLD BUSINESS

PHA Commissioner Vacancy: Discussed during ED Report.

NEW BUSINESS

Meeting Locations: Commissioner Turner asked if research could be done in regards to other meeting locations that might be more readily available, should public wish to attend. She has heard comments in regards to other entities that hold public meetings in locations where visitors must pass through secured areas and locked doors and anyone wishing to attend may feel excluded. Legal Counsel Neupert stated that it was at the pleasure of the board as to where they meet. The Family Center was one option discussed, however it is usually scheduled during our meeting times, especially during the summer time. Executive Assistant Rodocker will research options for more public meeting rooms. Commissioner Rymph did point out that at times it is necessary for staff to obtain information on-site and holding the meetings off-site could result in a delay of critical decisions.

Resolution #PHA-2012-012: Approval of Commissioner's Travel Policy. Moved by Commissioner Shusterman, seconded by Commissioner Teal. There was a request to correct two spelling errors, but no changes to the actual policy. Voice Vote. Approved.

Resolution #PHA-2012-015: Approval of Quarterly Write-off of uncollectible accounts. Moved by Commissioner Teal, Seconded by Commissioner Boardman. Commissioner Teal pointed out an error in the math for R. Koehler. Commissioner Boardman asked how J. Cheeka had such a high rent write off and Director Tietz explained that if she was responsible for the entire market rent, it could be approximately \$650 per month, so it would only take 2-3 months to have this amount reached. Commissioner Flodstrom asked about the policy in place for applicants who wish to rent from us again when they move out owing us funds. Director Tietz stated that they could not receive assistance if they owed us funds or were evicted, however, if they paid back all funds owed, they could then receive future assistance. Voice Vote. Approved.

Resolution #PHA-2012-016: Approval for Director Tietz to submit an application to the Washington State Attorney General's office for funding to help homeowners avoid preventable foreclosures or to ameliorate the effects of the foreclosure crisis. Director Kassinger explained more about the funding source, the options for applying, how the funds are designed to be used and how PHA would implement the use of these funds, if received. Working with financial institutions to prevent foreclosure in the first place was an area of interest for both PHA and local institutions such as First Federal. There are options in how we can apply and Legal Counsel Neupert was asked to explain the options available to PHA in applying for these funds, whether through PHA or by establishing a non-PHA-related non-profit organization. Moved by Commissioner Rymph, seconded by Commissioner Shusterman. There was no further discussion. Voice Vote. Approved.

Resolution #PHA-2012-017: Approval of Write-off of Obsolete Equipment. Moved by Commissioner Rymph, seconded by Commissioner Teal. There was no discussion. Voice Vote. Approved.

Resolution #PHA-2012-018: Approval of 2010 CFP Revision. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Director Tietz explained that we had money in the Capital Fund program and the award requires that we utilize the funds. Asset Manager Madigan explained that you have two years to plan and two years to execute, so this resolution is specifically to spend the money that has already been obligated to us. There was no discussion. Voice Vote. Approved.

Resolution #PHA-2012-019: Approval of Contractor Change Order. Moved by Commissioner Boardman, seconded by Commissioner Rymph. Commissioner Teal asked how the work was being done with the least convenience to the tenants. Asset Manager Madigan explained that it was a 2 day process per unit and that the staff and tenants were working very well together to ensure that things went smoothly. The tenants have been very pleased with their new cabinets. Asset Manager explained that this is for the 20 remaining at the Villa and that when it is time to do the Manor, we will go out and obtain new bids. Voice Vote. Approved.

EXECUTIVE SESSION

Recessed to Executive Session at 2:35 pm for approximately 20 minutes.

Reconvene at 2:55 pm

Moved by Commissioner Teal, seconded by Commissioner Boardman that we participate in litigation in regards to the operating reserves offsets. Commissioner Shusterman requested that we send an accompanying letter with the check stating our understanding that this is the only cost to be assumed by Peninsula Housing Authority. There was no discussion. Voice Vote. Approved.

Budget Session: Comptroller Dotlich and Asset Manager Madigan joined us at 3:00 pm for a review of the FY2013 Budget as presented.

Comptroller Dotlich explained that changes for this year, in comparison to last year, are a heavy focus on rental income and TBRA funding cuts in regards to income. Expense-wise, wage increases for employees per the union contract are required and while the numbers are not yet in our office, it is anticipated that it will be 2.5% so those were the numbers included in the budget. Also included is an increase for retirement costs. There was an increase mid-year last year, so that has been calculated again for this year. However, looking at expenses for the properties and other areas, there were not any large variances expected over the next fiscal year. One of the other big changes is that unrestricted assets will be moved from our control by HUD which places us in a position of needing to ask for the funds on a monthly basis. However, with the many changes in our monthly HAP payments we will not always know the amount we need in order to cover our expenses, so efforts will be made to work around that.

Director Tietz also spoke about the fact that there is nothing in the budget to provide cost of living increases to Senior Management, as they are not covered under the union contract. The annual Compensation Comparability Analysis is being completed and it is anticipated that it will reflect that some Senior Staff are underpaid at this time. Director Tietz would like to present to the board options for providing benefits to senior management, such as general leave vs. sick & vacation; adjusted work schedule, such as 4 tens or 4 nines and a four, etc. The consensus was that Director Tietz would prepare some proposals for the board to review.

Resolution #PHA-2012-020: Adoption of Peninsula Housing Authority FY2013 Budget. Moved by Commissioner Shusterman, seconded by Commissioner Rymph. There was no discussion. Voice Vote. Approved.

Next meeting: Wednesday, July 11, 2012 at 1:00 p.m. at the Port Angeles Administrative Offices.

Adjournment: The meeting adjourned at 3:48 p.m.

Secretary

Board Chair

Seal: