



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, March 15, 2017 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:
Wednesday, March 15, 2017 at 1:00 p.m.
Jefferson County Courthouse – Commissioner’s Meeting Room Basement Level
1820 Jefferson Street
Port Townsend, WA 98368

CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Commissioner Weed.

ROLL CALL

Present were: Commissioners Weed, Lindholm, Rymph, Turner, Koelsch, Shusterman, and Teal. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine. Absent, Commissioner Tinker, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested the addition of Resolutions PHA2017-02, PHA 2017-03, and PHA2017-04. Commissioner Rymph requested the addition of a discussion of 501 Commons/360 Review under old business.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

ELECTION OF OFFICERS

Commissioner Lindholm nominated Commissioner Weed as Board Chair, seconded by Commissioner Shusterman. No other nominations made – Voice Vote. Approved.

Commissioner Turner nominated Commissioner Teal as Vice-Chair, seconded by Commissioner Lindholm. No other nominations made – Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s February Timesheet, February Regular Meeting Minutes, February Check Registers excluding Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Shusterman, seconded by Commissioner Lindholm. Commissioner Lindholm requested clarification in regards to the bank loan mentioned on page 2 of January minutes. Executive Director Kassinger explained that the bank loan is just to have the funds liquid at closing. Voice Vote. Approved.

Self Help 523 Grant 6 and Self Help 502 Construction Loans January Check Registers. Moved by Commissioner Lindholm, seconded by Commissioner Rymph. Voice Vote. Approved. Commissioner Teal abstained.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Kassinger presented a written report and asked if there were any questions prior to her proceeding with her verbal report.

Executive Director Kassinger stated that the financials for Garden Court Apartments were not included in the Board Packets this month due to the timeframe with the new Managing Agency. Comptroller Annette Dotlich is working with AdWest to get the format and accuracy of the financials in line with Peninsula Housing Authority's.

Executive Director Kassinger stated that Peninsula Housing Authority's exit conference with the Washington State Auditor's office will be held on March 23, 2017 at 10:00am at Peninsula Housing Authority main office in Port Angeles. Executive Director Kassinger stated that the attendance of one or more Board Members would be beneficial.

Executive Director Kassinger reported that she has been trying to get into contact with Wendy Clark Geotzen with Clallam Transit regarding the Mount Angeles View Redevelopment and Clallam Transit bus routes.

Executive Director Kassinger reported that she had met with David Timmons and the housing trust group out of Port Townsend. Homeward Bound was in attendance at the meeting and stated that the Homeward Bound board would be willing to allow a reconstitution of the entity.

Executive Director Kassinger reported that Comptroller Dotlich is working on the Peninsula Housing Authority's preliminary budget for Fiscal Year 2018. The preliminary discussions and concerns are that projected staff salaries are up \$74k from previous year and there are concerns that the federal budget will not fund the Tenant Based Rental Assistance (TBRA) or the 523 Self-Help programs sufficiently.

Executive Director Kassinger reported that North Olympic Legislative Alliance (NOLA) had their press release as to who they are and what they do. The press release stated that NOLA will NOT represent interests of political action committees, special interest groups or organizations that have or are perceived to have a lobbying function.

Executive Director Kassinger gave an update on the Washington State Quality Assurance (WSQA) survey that Peninsula Housing Authority is required to participate in. Director of Asset Management Martinez, Director of Acquisition and Development O'Rourke and Comptroller Dotlich are working diligently on completing their respective portions. Peninsula Housing Authority will have it completed by July as is required by the Department of Commerce.

REPORTS FROM COMMISSIONERS

Commissioner Lindholm had nothing to report but will need to leave the meeting at 2:30pm today.

Commissioner Rymph had nothing to report.

Commissioner Teal had nothing to report.

Commissioner Shusterman will be traveling quite extensively in this coming year and will be absent from the September, November and December board meetings.

Commissioner Turner had nothing to report.

Commissioner Koelsch had nothing to report.

Commissioner Weed had nothing to report.

OLD BUSINESS

Executive Director Kassinger supplied updated materials for the Executive Director Evaluation process. Executive Director Kassinger proposes that she will provide her self-evaluation to Executive Administration Specialist Angevine to mail out with the Executive Director Evaluation packets to each Board Member by the end of March. Each Board Member will complete their Evaluation Packet and return to Executive Administration Specialist Angevine, in a provided envelope marked confidential, by April 18, 2017 to compile for April's board meeting. Commissioner Rymph requested that all the

Peninsula Housing Authority Senior Managers' completed questionnaire be mailed to Board Chairman, Commissioner Weed for his review. Executive Director Kassinger responded that she will make the Department Heads aware that this is what needs to happen.

Commissioner Rymph reported that 501 Commons is proposing a 3 part process for the evaluation tool. The approximate cost for this process is \$5,400 for non-member rate or \$4,500 for member rates (membership costs are \$500). There are possible cost saving avenues by involving Board Members more in the Feedback process. Commissioner Lindholm is concerned about the timing of this process with the end of the fiscal year approaching. After further discussion, it was determined that 501 Commons would be engaged to assist with agency review and strategic planning and remove the Executive Director Evaluation process. Not only would this reduce the cost but it would then not overlap with the WSQA timing and provide guidance during our strategic planning update due in 2018. Executive Director Kassinger stated that she would give Comptroller Dotlich the monetary information to put it into the FY2018 budget.

NEW BUSINESS

Resolution #PHA2017-02 – Appoint Agent for Recording

Moved by Commissioner Turner, seconded by Commissioner Shusterman. Executive Director Kassinger explained that it is a requirement to list an agent to receive any claims for damages and record in each County. Rather than list a name, titles were used to prevent a new recording in the event of staff departure. Voice Vote. Approved.

Resolution #PHA2017-03 – Submission of the FY2018 Annual Plan

Moved by Commissioner Teal, seconded by Commissioner Rymph. Executive Director Kassinger explained that this is the second year using the streamlined plan as allowed by HUD due to Peninsula Housing Authority's High Performing Status. The main changes are the increase in vouchers due to the Tenant Protection Vouchers awarded for relocation of Mount Angeles View families in the MAV Phase 1 redevelopment, the budget has been reduced by approximately \$1 million due mainly to the Supportive Housing Program that was not renewed, the Capital Fund is only requires that the obligated funds not expenditures be listed, MAV Family operating fund has decreased due to the redevelopment, and Housing Choice Vouchers operating dollars are decreased due to proration. Commissioner Turner asked for clarification on why there is no demolition listed on the application. Executive Director Kassinger stated that it is only for any new demolition applications and Peninsula Housing Authority had been granted the demolition in the previous year. Voice Vote. Approved.

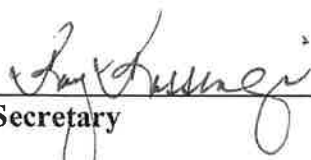
Resolution #PHA2017-04 – Out of State Travel

Moved by Commissioner Turner, seconded by Commissioner Teal. Executive Director Kassinger explained that a Mixed Finance training has come up for Comptroller Dotlich and Director of Asset Management Martinez in Texas. This training is put on by NORHO and follows the entire process of mixed finance from development through lease up. Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:48 p.m.

Next Meeting:

Wednesday, April 19, 2017 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E 4th Street
Port Angeles, WA 98362


Secretary


Board Chair

Seal:

Peninsula Housing Authority
March 15, 2017 Board Minutes

