

Housing Authority of the County of Clallam

Board of Commissioners REGULAR BOARD MEETING MINUTES Thursday, May 5, 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, Easling, Boardman, Hamilton, and Attorney Dave Neupert. PHA Commissioner Shusterman was present and Commissioner Teal participated via conference call. HACC Commissioner Fleck and PHA Commissioner Rymph 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

- New Business - Discussion on budget – Director Tietz

Commissioner Boardman moved to approve the agenda as amended, seconded by Commissioner Hamilton. Roll call vote by Commissioner Turner. Approved.

CONSENT AGENDA

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

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No public.

EXECUTIVE DIRECTOR'S REPORT

Peninsula Housing Authority Transition Update – Staff has been working on getting letters and notifications out to partners and funders and requesting additional instructions to make sure all requirements are met. Transitioning the USDA-RD Multi Family program will be the biggest concern.

Affordable Housing Forum – The forum went very well; it included a panel of folks speaking about their role in affordable housing and Jefferson County history. Director Tietz has been talking to other housing partners about doing a two-county forum this fall. In the meantime she has had discussions about regionalizing programs so everyone is working together. Commissioner Turner asked who would be at the forum; Director Tietz replied shelter and service providers would be the main focus but would also invite the public/community members

who may be involved as well as county administrators. Commissioner Boardman asked who attended the forum in Port Townsend; Director Tietz replied people who are interested in finding solutions to affordable housing.

State Auditor – While at the NAHRO regional conference Director Tietz spoke with many housing authorities who are choosing to do RFP's for the financial portion of the audit by a third party. The State Auditor is not required to do the financial portion, but they are required to do the accountability portion. She spoke with vendors about the process: they come in with a team of people and are done in two weeks. This would save a lot of staff time. Director Tietz and Kay Kassinger have been discussing this option. Commissioner Eastling asked how big the accountability portion is; Director Tietz replied it focuses on internal controls and the financial portion is much larger. Commissioner Turner asked how long it would take the State Auditor; Director Tietz replied a few weeks. Commissioner Eastling asked if the vendor would have to be a State sanctioned auditor; Director Tietz replied no just an independent auditor. Washington State is the only state that has the State Auditor do both portions of the audit. Commissioner Turner asked how much the State Auditor costs; Director Tietz replied well over \$20,000 and every year it takes more and more time. Commissioner Shusterman commented he sees nothing bad in this option only cost and time savings. Commissioner Turner asked about the timeline; Director Tietz replied the State Auditor comes in December so we would need to do it before them. Commissioner Turner asked if this would be a joint audit; Director Tietz replied that it would only be Clallam this year.

504 Assessment and Transition Plan – Copies of the report were distributed. Staff will work on the recommendations and come up with a plan.

Sunbelt Apartments/PCMHC – Director Tietz will be meeting with the PCMHC Board on May 19th to discuss the project in more detail. PCMHC is interested in accessing the units for residence by their clients.

Software Transition – Brian Albright of Albright Network will be setting-up and transitioning us to Yardi. Managers will be meeting with him next week to review their needs.

NEW BUSINESS

Garden Court Apartments –The dedication ceremony is set for July 21st; Director Tietz will let the Board more details as available.

Quiet Crisis: Age Wave Maxes Out Affordable Housing – Director Tietz gave an overview of the report. Commissioner Teal expressed a concern that the need for ADA units outweighs what is mandated; in Jefferson County alone 80 percent of Section 8 recipients could benefit from an ADA unit.

Self Help Opportunity Funds (SHOP) – We received communication this week from Community Frameworks about a change in policy. Previously we received \$15,000 per lot with a 10 year loan and after the ten years if it was used for the intended purpose it would become a grant. One-third of 2008 funds will be switched from a liability to a grant. This means approximately \$775,000 will come off the balance sheet and be unrestricted funds. This is very good news and changes the balance sheet quite a bit.

Commissioner Teal asked if there are TBRA's in Jefferson County; Director Tietz replied there are and they are fully leased.

FSS Grant – We received the grant that is to fund two positions. Commissioner Teal asked if this includes Jefferson County; Director Tietz replied it does include Jefferson County.

COMMISSIONERS REPORT

No reports.

OLD BUSINESS

Mt. Angeles View Redevelopment – Kay Kassinger reported on April 27 the team went to a planning commission meeting. This was the first time the planning commission had seen the PRD. The report presented by city staff was inaccurate. Our team met to review the comments in the report and prepared a list of issues for city staff. The PRD was tabled until the May 25 planning commission meeting. It should then go to the City Council meeting on June 7.

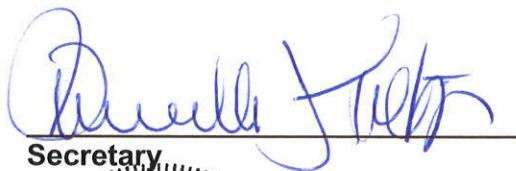
NEW BUSINESS


Resolution #2011-11 - Authorizing staff to write-off bad-debt accounts totaling \$3,362.70 Moved by Commissioner Easling, seconded by Commissioner Boardman. Discussion: none. Roll call vote by Commissioner Turner. Approved.

Budget – Since the last board meeting, Congress adopted a 6 month continuing resolution which included an FY11 budget. The cuts to housing programs are incredibly deep. The Capital fund is cut by 20 percent; currently we receive almost \$500,000. The largest cuts are to the Community Development Block Grants and the Section 8 program. Funding for the housing assistance payment part of the program is not an issue. However, the cuts to the administrative side – staff, benefits, supplies – are retro to January 1 and are in affect a 65 percent funding level with a 78 percent funding level projected for next year. She will take this opportunity to streamline/reorganize all programs and processes in anticipation of greater cuts next year. She reviewed a number of cost saving options. There will be staff layoffs; there is no way to avoid it. In June a new organization chart and budget proposal will be provided to the Board. The Board reached a consensus that a Special Meeting to discuss the budget will be held on Wednesday, May 18 at noon.

Adjournment: The meeting adjourned at 11:23 am. Moved by Commissioner Easling, seconded by Commissioner Boardman. Roll call vote by Commissioner Turner. Approved.

Next meeting: Thursday, June 2, 2011 at 10:00 a.m. this will be a joint meeting.


Secretary


Board Chair

