



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, May 9, 2012 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
5210 Kuhn Street, Port Townsend WA

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:04 p.m. by Commissioner Turner.

Present were: Commissioners Shusterman, Boardman, Turner, Teal and Rymph. Legal Counsel Dave Neupert arrived at 1:06 pm. Commissioners Fleck and Flodstrom were excused from the meeting. Staff members present were Executive Director Pam Tietz 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

None.

CONSENT AGENDA

Approval of consent agenda: April Regular Meeting Minutes, March Financial Reports and April Check Registers. There were no additions or corrections to the minutes. Commissioner Rymph moved to approve the consent agenda. Seconded by Commissioner Boardman. There was no discussion. Voice vote. Approved.

QUARTERLY FINANCIAL REPORT

Comptroller Dotlich provided a written report presented by Director Tietz. Commissioner Turner asked how revenues for the Cost Center were received. Director Tietz explained that it was fee-related. Director Tietz explained that Comptroller Dotlich attended the Casterline Training and information was provided regarding the NRA (Net Restricted Assets) and the expected changes to occur in this area. PHA currently holds this and it may be that the funds will be placed in a federal account and that we would then have to request the funds when it is needed. This will present a challenge as we do not know from month to month how much is needed. Commissioner Teal asked about the difference in Section 8 income to budget. Director Tietz explained that we had budgeted conservatively as we did not know, at that time, how much funding would be taken by HUD.

Funding regarding TBRA was explained in regards to the cuts being made. Director Tietz covered how the families who were losing assistance were selected and that it was possible that more funds could be available at the end of the year, but a large amount was not anticipated. Also, referrals could be made for the families losing assistance to the Section 8 program; however, vouchers are not currently available in that area.

Under Administrative Expenses, it was asked why the deficit showed 824.56%. Director Tietz stated that she would question Comptroller Dotlich for a better explanation regarding that. Additionally, the income received under Supportive Housing Program was much lower than budgeted. As this was a new program, the amount in the budget was a "guess" and will be more in-line in the next budget.

EXECUTIVE DIRECTOR'S REPORT

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

SAFETY COMMITTEE:

A complete review of our training program has been done by Executive Assistant Rodocker. Training of all staff for both required and recommended training will begin in June. The Safety Committee is working diligently on Accident Prevention as well.

YARDI CONVERSION:

Director Tietz stated that this was moving forward under the direction of Comptroller Dotlich, who is doing a wonderful job organizing training for all staff and ensuring that the transition will go smoothly. It is anticipated that we will go live the last week of June, which may affect our ability to provide reports in a timely manner for the next month, but it will be done as quickly as possible. Additionally, a full program purge is being completed before the transition so that the most accurate information regarding our waiting list will be transferred. Conversion will include transferring data files for participants and vendors, but the accounting piece may be a bit more involved.

WEST END HRC:

The difficult decision was made to end the participation of PHA with the West End Housing Resource Center. Conversations were held by Director Tietz, Serenity House, West End Community Center and West End Outreach Center. Peninsula Housing Authority's term will end on June 30, 2012. Funding in place will be sub-contracted to Serenity House, who is going to take over that program for the time being. The one employee may be able to transfer to Serenity House as well.

NLC:

National League of Cities has been very interested in the Supportive Housing programs offered in our area. Director Tietz spoke with them about the participation of all agencies and the cooperation level between the county, the city and the many organizations.

JEFFERSON COUNTY:

Director Tietz explained her participation in conversations with Community Methodist Church, Tri-Area Food Bank and many others. She feels very positive about her conversations and is looking forward to meeting with other organizations in Jefferson County to help determine needs and how Peninsula Housing Authority can be involved in meeting those needs.

REPORTS FROM COMMISSIONERS

Commissioner Shusterman stated that he attended the recent training on Fundamentals for Commissioners in Portland. CORRECTION: He will review the information received to determine if a written report would be needed.

Commissioner Flodstrom had earlier provided a written report which was provided to all board members.

OLD BUSINESS

PHA Commission Vacancy – There is still one vacancy in Clallam County. Efforts are being made to fill this position, however, Clallam County Commissioners are requiring, due to language in their resolution, that this be an assisted person. Discussion was held and it was determined that Director Tietz will go to the County and request that the language be amended, as we already meet that requirement.

NEW BUSINESS

Budget & Planning Session: A budget session is needed. In the past, staff has prepared the budget and submitted to the board for review. Discussion was held as to the best method at this time and it was determined that a budget would be prepared and ready for the board to review at the June Board Meeting. As this will be done during the meeting, it was determined that board members should plan on an extra hour for this meeting (1 pm – 4 pm).

The next part of the discussion focused on Strategic Planning. The current plan in effect is through 2012. As most funding sources require that a Strategic Plan be in place, a planning meeting will be selected at the June meeting to be held in September. Senior staff will be expected to attend this meeting as well. Copies of the 2007 Strategic Plan will be provided to Commissioners prior to the planning meeting.

Resolution #PHA-2012-010 – Approval of Revision to PHA Procurement Policy. Tabled at the last meeting. Moved by Commissioner Boardman, seconded by Commissioner Shusterman. Discussion: Suggestions by Legal Counsel Neupert were provided to all board members. Voice Vote. Approved as amended.

Resolution #PHA-2012-012 – Approval of Commissioner’s Travel Policy. Moved by Commissioner Shusterman, seconded by Commissioner Boardman. Discussion: Many changes and suggestions were made, with the most common theme being some redundancy and a request to abbreviate it. After discussion, it was determined that this Resolution would be tabled until the next meeting.

Resolution #PHA-2012-013 – Approval of Section 8 – HCV Utility Allowance. Moved by Commissioner Shusterman, seconded by Commissioner Boardman. Discussion: Commissioner Rymph asked if this was for Jefferson County as well. It was explained that Jefferson County changes are made in November. The manner in which the data was collected was explained by Director Tietz. Voice Vote. Approved.

Resolution #PHA-2012-014 – Approval of Garden Court Apartments LLC Amended and Restated Operating Agreement. Moved by Commissioner Shusterman, seconded by Commissioner Boardman. Discussion: Director Tietz explained that this was the final agreement and had been reviewed by Foster Pepper. Voice Vote. Approved.

Next meeting: Wednesday, June 13, 2012 at 1:00 p.m. at the Port Angeles Administrative Offices.

Adjournment: The meeting adjourned at 1:35 p.m.

Secretary

Board Chair

Seal: