



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, November 14, 2012 at 1:30 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Jamestown S'Klallam Center Administrative Board Room
Old Blyn Highway, Sequim WA 98382

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:30 p.m. by Commissioner Turner.

Present were: Commissioners Flodstrom, Boardman, Turner, Teal, Shusterman and Rymph. Commissioner Fleck was excused. Also present were Legal Counsel Dave Neupert and staff members Executive Director Pam Tietz, Comptroller Annette Dotlich and Executive Assistant Teresa Rodocker.

Public attendees: None

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None:

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

Approval of consent agenda: September Regular Meeting Minutes and July Check Registers. Commissioner Shusterman moved that the agenda be adopted and Commissioner Teal seconded. Corrections to the minutes are to be made to Page 2, Paragraph 1 so that it reads Section 8 instead of Section 9 and Page 2, Paragraph 7 to read Commissioner Turner instead of Commissioner Fleck. Check Registers should read for the month of October. There were no further additions, corrections or amendments to the agenda. Voice Vote. Approved.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board and provided a verbal report as follows:

Staff:

The Property Manager position in Forks has been filled by Pat Soderlind and the Housing Assistant Position in Port Angeles has been filled by Mataya Ellison.

Boys & Girls Club Meeting:

Director Tietz has been in meetings with Mary Budke, Director of the Boys & Girls Club to provide guidance in establishing an MOU as it relates to the Family Center, which is leased by the Boys & Girls Club, but used by other agencies. The purpose behind establishing this MOU is to have the responsibilities of each organization laid out so as to avoid issues, such as cleaning, supplies, etc. A draft has been written and has been submitted to the different organizations for comments.

Port Angeles Police Department:

Director Tietz is in conversation with Chief Gallagher regarding a preliminary review of the possibility of partnering to establish a satellite police station in the area. Discussion from the board included wanting to invite public comment from the residents.

Land Trust:

Director Tietz has been approached by the Land Trust to see if there is any interest in having PHA take over the assets of the Land Trust. A full report, with data to include assets and liabilities has been requested. Upon receipt, Director Tietz will review and then bring to the board for further discussion and action.

Funding Season:

Director of Development Kay Kassinger has been very busy, as this is the funding season. PHA is currently awaiting notifications of different funding requests, which will keep us very busy if approved.

Financial Update:

Comptroller Annette Dotlich spoke to the board regarding financial changes to be made. At the close of FY 2012, a review of all receivables and payables throughout the properties was made. In the review, it was found that there were several receivables and payables that were not trued up in past years. The research was done to validate all receivables and payables and there were some adjustments that needed to be made at year end. These adjustments did affect the bottom line on the balance sheet.

After a review of the written report, Commissioner Turner asked for an explanation of Mental Health First Aid. Executive Assistant Teresa Rodocker addressed by stating that this training was brought to Clallam County and with the diversity of our tenants, it was felt that learning when to differentiate between when law enforcement is required and when first aid is required is sometimes difficult when the mental health of a tenant is involved. We sent two staff members and they felt it was a good training.

REPORTS FROM COMMISSIONERS

Commissioner Turner reported that she has been in touch with Commissioner Fleck. Commissioner Fleck is in the process of possible changes in her job duties and/or employer and should be able to inform the board of her intentions in the near future.

Commissioner Turner reported that the Clallam County Commissioners should be appointing a new board member by November 20, 2012.

Commissioner Turner asked how the change in sending board packets has been working. Executive Assistant Rodocker explained that while getting the information out has not been a issue, there will come times when information is not available through month end as that information is sometimes not available until around the 5th of each month. The option of changing the meeting date to the 3rd Wednesday is still available, however, Commissioner Teal would need to see about the conflict with another item she has scheduled for that day each month and the new commissioner to be appointed would need to be involved in the discussion as well.

OLD BUSINESS

Executive Director Contract:

A draft of the proposed employment contract for Director Tietz was distributed to each commissioner by Legal Counsel Neupert. Comments were received from Commissioner Flodstrom and Commissioner Shusterman. It was determined that the proposed contract would be discussed at this meeting, with Legal Counsel Neupert to make changes as discussed. The contract would then be submitted for final review, with action to be taken at the December board meeting. Areas of discussion included start date (proposed for 1/1/13); Annual Salary (proposed 4% increase – replace 3% paycut taken voluntarily and 1% cost of living); Severance for Cause (propose removal of severance if terminated for cause); E & O Insurance (proposed to review to ensure that director is covered); Language regarding mediation, arbitration and lawsuit (discussion with no final proposal).

NEW BUSINESS

Resolution #PHA-2012-032 – Approval of Accounts Receivable Collection Write-Off.

Moved by Commissioner Shusterman, second by Commissioner Flodstrom. Discussion was held regarding charges to which Director Tietz responded those were typically repairs to be done to units. Voice Vote. Approved.

Resolution #PHA-2012-033 – Approve new Section 8 Administrative Plan language for Vacancy Payments – Section 8 Project Based Units. Moved by Commissioner Shusterman, seconded by Commissioner Teal. There was no discussion. Voice Vote. Approved.

Next Meeting:

Wednesday, December 12, 2012 at 1:00 p.m.
Clallam County Courthouse – Commissioner’s Conference Room
Port Angeles WA 98362

Adjournment: The meeting adjourned at 3:11 p.m.

Secretary

Board Chair

Seal: