



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, November 14, 2018 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:

Wednesday, November 14, 2018 at 1:00 p.m.
Jamestown S'Klallam Tribal Center
Administrative Office's Conference Room
1033 Old Blyn Highway
Sequim, WA 98382

CALL TO ORDER

The meeting was called to order at 1:01 p.m. by Commissioner Weed.

ROLL CALL

Present were: Commissioners Weed, Teal, Turner, Lindholm, Casey and Richardson. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Director of Asset Management Sarah Martinez and Executive Administration Specialist Minna Angevine. Absent were Commissioners Shusterman, and Tinker. Excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested the addition of Resolution PHA2018-22, Clallam County 2060/2163 application.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's October Timesheet, October Regular Meeting Minutes, October Check Registers up through Outpost. Moved by Commissioner Teal, seconded by Commissioner Lindholm. Voice Vote. Approved.

EXECUTIVE DIRECTOR'S REPORT

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

Commissioner Lindholm asked about Bayside Housing report from October Board Meeting and if Bayside is going away from serving homeless or are they just adding to their mission and expanding into permanent housing. Executive Director Kassinger stated that Bayside is looking to expand but zoning will be the main issue.

Executive Director Kassinger reported that Brawner Development will be presenting their revised plan with updated financial and operating information they were provided on a Rental Assistance

Demonstration (RAD) proposal for part of AMP 1, all of AMP 2 and the Lee Plaza properties. The presentation should occur approximately December 14, 2018.

Executive Director Kassinger reported that Staff Attorney Dave Neupert is on track to win the judicial race for Clallam County District Court Judge. Outreach has been done for contracting for a new attorney. A Request for Proposal will be published soon. The goal is to have a contract and a transition plan in place by January 1, 2019.

REPORTS FROM COMMISSIONERS

Commissioner Weed had nothing to report.

Commissioner Richardson is working with Dove House to start a program called Recovery Café. It is a safe and sober place to feel welcome. They are working with a realtor to find a space and hours will most likely be Monday through Friday from 9:00am to 5:00pm.

Commissioner Turner reported that the Boys & Girls Club have raised \$5 million for the new facility. Only \$1.9 million more is needed.

Commissioner Teal encourages Kay to meet with the New Jefferson County Commissioner. He appears to be passionate about housing.

Commissioner Lindholm reported that the Housing Task Force meeting was cancelled.

Commissioner Casey had nothing to report.

OLD BUSINESS

None

NEW BUSINESS

2018-20 – Public Housing ACOP update

Moved by Commissioner Turner, seconded by Commissioner Teal.

Director of Asset Management Martinez stated that the changes to the Public Housing ACOP are due to regulatory language from HUD. Director of Asset Management Martinez also stated that the Peninsula Housing Authority's suitability policy has been updated and incorporated into the ACOP and the Peninsula Housing Authority has updated the Service Animal versus Assistance Animal portion of the lease and has based it off of DOJ language. Director of Asset Management Martinez stated that she met with Property Management staff over several weeks on this update. Commissioner Richardson asked for clarification on the change to the waitlist being administered from a central location to the property level. Director of Asset Management Martinez stated this was to help streamline the waitlist function with Asset Management and due to Property Managers having to manage different properties that require different needs. Commissioner Turner asked for clarification on the language regarding crime as there is no clarification on the length of time. Director of Asset Management Martinez explained that the suitability policy has that listed out by crime. Commissioner Richardson asked why Peninsula Housing Authority is requiring legal identity verification when there could be barriers to obtaining documentation. Director of Asset Management Martinez stated that HUD requires the verification as the participant is receiving federal subsidy. Commissioner Casey asked if the Housing Posters are bilingual. Director of Asset Management Martinez stated that Peninsula Housing Authority post the posters in both English and Spanish. The question was raised as to how the updated ACOP would get to the tenants. Director of Asset Management Martinez stated that the Property Managers would be giving copies out with each recertification as well as have copies available in each of the Property Manager's offices. Discussion on typos occurred. Voice Vote. Approved.

2018-21 Accounts Receivable Write Off's.

Moved by Commissioner Teal, seconded by Commissioner Richardson. Commissioner Turner question why the balances were so large since legal fees are no longer part of the equation. Director of Asset Management Martinez stated that due to tenants not returning recertification paperwork, subsidy is forfeited and rents go to market rate. It also takes time to get the paperwork through the courts to evict the tenants. There has also been significant damage to some of the units. Commissioner Casey asked if Peninsula Housing Authority has a policy about re-renting units to individuals that owe PHA money. Director of Asset Management Martinez stated that the balances are reported to credit agencies and PHA does not allow reentry to subsidized programs until balances are paid in full. Commissioner Turner asked why Peninsula Apartments has such a high balance owed. Director of Asset Management Martinez stated that the Property Manager is dealing with numerous issues that are finally able to be addressed. The question was asked how many repayments tenants are allowed to have. Director of Asset Management Martinez stated that it is at the Property Manager's discretion. Voice Vote. Approved.

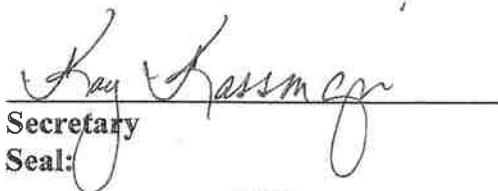
2018-22 Annual Application for Clallam County 2060/2163 funds.

Moved by Commissioner Turner, seconded by Commissioner Richardson. Executive Director Kassinger stated that the application is required to be turned into Clallam County at the beginning of December. Peninsula Housing Authority is hoping to use the funds for the Eklund multifamily lot to begin design of the storm water system. Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:49 p.m.

Next Meeting:

Wednesday, December 19, 2018
Clallam County Courthouse-Commissioner's Meeting Room
223 East 4th Street
Port Angeles, WA 98362


Secretary
Seal:


Board Chair

