



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, February 19, 2014 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Clallam County Courthouse
223 E. 4th Street
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Commissioner Turner.

Present were: Commissioners Turner, Teal, Tinker, Flodstrom and Shusterman. Commissioner Hancock attended via telephone. Commissioner Rymph was excused. Also present were staff members Interim Executive Director and Director of Acquisition and Development Kay Kassinger, Director of Asset Management Sarah Martinez, Rental Assistance Director Debbi Tesch, Comptroller Annette Dotlich and Executive Assistant Teresa Rodocker. Legal Counsel Neupert was also in attendance.

REQUEST FOR ITEMS TO BE ADDED TO OR DELETED FROM THE AGENDA

Interim Director Kassinger asked that land discussion with the Episcopal Retirement program be added to New Business and that Sunbelt be added to Old Business. Commissioner Flodstrom moved for adoption of the Amended Agenda, seconded by Commissioner Shusterman. Voice Vote. Approved.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

There were no public attendees.

CONSENT AGENDA

Approval of consent agenda: Interim Executive Director Kassinger's January Timesheet and February Leave Slips, January Regular Meeting Minutes, along with January Check Registers, excluding Section 8. Moved by Commissioner Shusterman, seconded by Commissioner Teal. Voice Vote. Approved.

Approval of Section 8 Housing Choice Voucher Check Registers. Moved by Commissioner Teal, seconded by Commissioner Tinker. Voice Vote. Approved, Commissioner Flodstrom abstained.

INTERIM EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director Kassinger presented a written report and discussed the following items:

The position of Executive Director has been posted with PNRC NAHRO, as well as the Nation NAHRO, AWAH, PHADA, RCAC and the Oregon Housing Association. Applications are to be submitted via email to Commissioner Turner, who will reply with an acknowledgement of receipt and forward them to Commissioner Flodstrom for preparation for the review committee. Executive Assistant Rodocker is listed as someone who can answer questions in regard to the process only. It is hoped that the 1st round of interviews may be held in the month of March, with a goal being to hire someone the first part of June.

Sunbelt: Discussion was held with Kathy Wahto of Serenity House and the Housing Trust Fund regarding the transfer/sale of the Sunbelt property to Serenity House. The Housing Trust Fund is on-board with the process and has provided a list of things that they would like done by both parties prior to this occurring. The goal is to have it complete by the end of June (fiscal year end). IED Kassinger will present a resolution to the board for review by April.

Commissioner Teal asked if this was the reason why there were so many vacancies and it was explained that the units are small and as such, has always been difficult to keep 100% leased.

Interim Executive Director Kassinger, Commissioner Turner and Commissioner Flodstrom met with representatives from the Episcopal Retirement Communities (ERC) in regard to their interest in the affordable senior housing site in the Mt. Angeles View Redevelopment plan. Interim Director Kassinger has contacted HUD and received information from them regarding our options on the property such as selling or leasing to an interested developer. Interim Director Kassinger will have an appraisal prepared to assist the board in determining the best approach for the agency on the property.

Questions were raised as to the infrastructure costs, their admittance guidelines and the possibility of design review. It was explained that the original redevelopment master plan was done with the thought that separate infrastructure may be utilized; so that design is in place, to assist with redevelopment of this area. Admittance would not be limited to members of the Episcopal Church and the housing will be for independent living seniors, not assisted living. Also, the development's CCR's can be developed to include design review.

Commissioner Teal asked about the lot purchasing objectives in Port Townsend. Interim Executive Director Kassinger reported that there is still active pursuit of property being done, with positive conversations being held with Kitsap Bank.

Information regarding the Auditor's Entrance Exam was provided by Commissioner Turner, who felt that it was a very good meeting, with an open dialog regarding the reporting process for suspected fraud, among other things.

REPORTS FROM COMMISSIONERS

Commissioner Turner reported that work continues to be done in regard to methamphetamine issues in housing. Meetings with the offices of Representatives Van de Wege, Hargrove and Theringer have all been positive and information has been received that the Washington State Public Health Department will be moving forward with a change to the WAC, which could take up to 6 months.

OLD BUSINESS

Discussion of the Executive Director search was held during the Director’s Report.
Discussion of the Sunbelt property and possible sale/transfer to Serenity house was held during the Director’s Report.

NEW BUSINESS

Discussion of the meeting with the Episcopal Retirement Center was held during the Director’s Report.

Resolution #PHA-2014-04: Approval of Compensation Comparability Analysis Report for the 2013 compensation of Top Executive, Comptroller and Next Highest Paid Executive, per HUD guidelines. – Commissioner Teal moved. Commissioner Shusterman seconded. Interim Executive Director Kassinger explained that this was the annual review by HUD to ensure that executives receive appropriate salaries. Commissioner Teal asked about the cost of this. Executive Assistant Rodocker explained that the cost had gone down slightly, but due to previous research, the cost was acceptable for the work. Voice Vote. Approved.

Discussion of Employee Presentations at Public Functions was tabled until the next meeting, as Commissioner Rymph had asked for this topic and was unable to attend this meeting.

Next Meeting:

Wednesday, March 19 at 1:00 p.m.
Clallam County Courthouse – Commissioner’s Meeting Room
223 E. 4th Street, Port Angeles WA 983632

Adjournment: The meeting adjourned at 2:00 p.m.

Secretary

Board Chair

Seal: