



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
ANNUAL MEETING BOARD MEETING MINUTES
Monday, March 17, 2014 at 1:00 p.m.

The Public is invited to attend the Annual 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 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 and Executive Assistant Teresa Rodocker. Legal Counsel Neupert was also in attendance.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Terry Weed, retired from Clallam Transit and current board member for Olympic Community Action Program (OlyCAP) was in attendance, with an interest in applying for an open board position.

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

Resolution #PHA 2014-10 – Approval of Purchase of Computers and Software for required upgrade

ELECTIONS OF OFFICERS

Commissioner Shusterman nominated Commissioner Turner as Board Chair. There were no other nominations.. Voice Vote. Approved.

Commissioner Teal nominated Commissioner Shusterman as Board Vice-Chair. There were no other nominations. Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: Interim Executive Director Kassinger's February Timesheet, February Regular Meeting Minutes, along with February Check Registers, excluding Section 8, the Outpost and SH523 Grants 4 & 5. Moved by Commissioner Tinker, seconded by Commissioner Flodstrom. 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.

Approval of the Outpost Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Voice Vote. Approved, Commissioner Tinker abstained.

Approval of Self Help 523 Grants 4 & 5 Check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Voice Vote. Approved, Commissioner Teal abstained.

INTERIM EXECUTIVE DIRECTOR'S REPORT

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

The position of Executive Director was posted with PNRC NAHRO, as well as the Nation NAHRO, AWAHA, PHADA, RCAC and the Oregon Housing Association.

The Audit Exit Conference is ready to be scheduled. Available dates and times are either Wednesday, March 19 at 3:30 pm or Friday, March 21 in the morning. Commissioner Turner requested the date of March 21 at 9:30 am and will be in attendance with staff.

Self-Help properties known as the Pendley Estates are coming along, with an estimated completion date of October. The USDA RD 523 Technical Assistance Grant end date has been extended through October 15, 2014 to coincide with home completion. The Grant resources will be expended in August 2014 requiring the remaining payroll for staff to complete the homes being paid from agency unrestricted funds.

The Annual Plan has been completed and staff has met with tenants of public housing. The public meeting for this will be April 11 at 10:00 am at the administration office and the legal notice was published within the required timeframe.

The roof is on for the Eklund project and things are going smoothly there.

Interim Director Kassinger will be meeting with Paul Purcell, as he prepares to visit with the Forks Hospital Board in regard to developing housing for chronically mentally ill clients. The meeting is to be a conversation about funding ideas, sources, and potential partnership with PHA. Commissioner Teal asked why other hospitals weren't involved and Commissioner Tinker informed everyone that because West End Outreach Services is part of the hospital program in Forks they have a vested interest in many different populations.

Commissioner Turner asked about timelines for demolition regarding the infrastructure at MAV. Interim Director Kassinger replied she is working with HUD for an expedited response and hoping for September or October 2014.

Director of Asset Management Sarah Martinez was asked about the empty storefront at the Lee Plaza. She replied that an existing tenant in a smaller unit wishes to take over the larger one. This should be accomplished within the next 30 days after some work is completed. An advertisement for the smaller unit will be placed this week.

REPORTS FROM COMMISSIONERS

Commissioner Shusterman stated that he had a conversation with John Austin, Chair of the Washington State Board of Health. Mr. Austin then was helpful in putting him in touch with Vicki Bouvier, The Washington State Department of Health Division Rules Coordinator. The handout provided at today's meeting reflects that the process has begun for consideration of a less strict methamphetamine decontamination standard, similar to the one adopted in California. There is a timeline and while it may be optimistic, the fact that much of the information is being adopted from the California standards, it is possible the timeline may be met.

While the original feeling was that there was not going to be opposition to these changes, there are some groups related to children's health rights who have questions and concerns. These are being addressed after full research is completed by the Washington State Department of Health.

Commissioner Teal asked what people should be doing when they had concerns about private landlords who may be renting units with contamination to families with children. It was determined that the best thing to do would be to call the local Health Department.

Commissioner Shusterman also reported that he will not be in attendance for the April meeting.

Commissioner Tinker reported that 2 families have been leased up at the Outpost and there are still 2 units available for homeless veterans with families. Commissioner Turner asked that a flyer of some type be sent to her so that she can distribute throughout the community.

OLD BUSINESS

Discussion of the Executive Director search: Commissioner Turner reported that the search committee had received 4 applications, including one who was felt to be strong in the first round of advertising and a second applicant who the search committee felt may be a probable first interview.

An individual has been invited to come to Port Angeles to attend the April board meeting, meet with senior managers, tour the community and PHA properties, make a presentation of their vision for the agency to the Board and community partners. A schedule of things to accomplish during that visit will be worked out with Commissioner Turner and Interim Director Kassinger.

Commissioner Tinker expressed a concern that by extending an invitation for a candidate to visit in April, we should be careful that we do not give the appearance of a candidate being selected prior to completing interviews with other applicants. The search committee will schedule interviews with any additional applicants via Skype as soon as possible with any additional candidates invited to visit in April as well.

Discussion of the Board Member Recruitment: Commissioner Turner reported that Terry Weed was someone she felt would be a strong addition to the board. In addition, she was having conversations with 2 other individuals as well. All board members were encouraged to continue actively recruiting for board members.

NEW BUSINESS

Amended Resolution #PHA-2014-03: Approval of Change for Out of State Travel and Training

Moved by Commissioner Flodstrom, seconded by Commissioner Tinker. It was explained that due to other classes and a more cost-effective location, Director of Asset Management Martinez would prefer to amend the previous resolution to show that she would now be attending this class in Tampa, Florida, versus Greensboro, North Carolina, with an estimated cost saving of \$550. It was requested that the Amended Resolution have the month of the training corrected to show September instead of October and to have the location of the new class referenced as well. Voice Vote. Approved as amended.

Resolution #PHA 2014-05: Approval of Out of State Travel and Training

Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Director of Asset Management Martinez would like to attend NAHRO's Professional Development System Class for High Performance Management in June of 2014. The request was made to amend the resolution to include travel dates, as well as estimated costs. Voice Vote. Approved as amended.

Resolution #PHA 2014-06: Approval of Out of State Travel and Training

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Interim Director Kassinger and Comptroller Dotlich would like to attend the Pacific Northwest Regional Council NAHRO conference in Portland, Oregon in April of 2014. The request was made to amend the resolution to include conference location, travel dates, as well as estimated costs. Voice Vote. Approved as amended.

Resolution #PHA 2014-07: Approval of Out of State Travel and Training

Moved by Commissioner Shusterman, seconded by Commissioner Flodstrom. Interim Director Kassinger, Construction Supervisor Bruce McCoppen and Construction Supervisor Sue Ferronato would like to attend the Rural Housing & Community Conference (RCAC) in Salt Lake City, Utah in May of 2014. The request was made to amend the resolution to include travel dates, as well as estimated costs. Voice Vote. Approved as amended.

Resolution #PHA 2014-08: Authorization for Interim Director to sign and PHA 5-Year Plan and Annual Plan for the FY2015 PHA Annual Plan

Moved by Commissioner Teal, seconded by Commissioner Shusterman. Commissioner Shusterman asked if there would be an issue with the signing, since the document requested the Board Chair. Legal Counsel Neupert replied that the resolution gave the Interim Director authority to sign, which was sufficient. Additionally, this particular document has been submitted in the past with the signature of former Executive Director Pam Tietz. Voice Vote. Approved.

Resolution #PHA 2014-09: Approval of SHOP Borrowing Resolution for assistance in the purchase of lots for the Mutual Self-Help Program.

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Commissioner Teal asked if she needed to abstain; Legal Counsel Neupert replied that there was no benefit to her from this resolution, so she did not have to. Voice Vote. Approved.

Resolution #PHA 2014-10: Approval of Purchase of Computers and Software for required upgrade. Commissioner Turner explained that this should have been added to the agenda. Moved by Commissioner Shusterman, seconded by Commissioner Tinker. It was explained that due to the loss of support for Windows XP, it will be necessary for us to upgrade. Comptroller Dotlich recommended that 20 computers be purchased with Windows 2013 Home and Business Software. Discussion was held to determine if the agency procurement policy was followed and the board was assured it will be. It was requested that the resolution be amended to read “Approve the purchase of 20 computers and/or Windows 2013 Home and Business Software as necessary at an amount not to exceed \$22,000.00 Voice Vote. Approved.

DISCUSSION: 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.

EXECUTIVE SESSION

The board entered Executive Session at 2:35 pm for the purpose of discussing real estate acquisition in Jefferson County. The session was expected to last 10 minutes with Board action taken upon return to the Regular Session. The board returned to Regular Session at 2:49 pm.

Amended Resolution #PHA 2013-48: Approval to include additional lots in negotiations. Moved by Commissioner Tinker, seconded by Commissioner Flodstrom. Voice Vote. Approved

Next Meeting:

Wednesday, April 16 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 2:50 p.m.

Secretary

Board Chair

Seal: