



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
ANNUAL BOARD MEETING MINUTES
Wednesday, March 18, 2015 at 1:00 p.m.

The Public is invited to attend the Annual Meeting of the Board of Commissioners at:
Clallam County Courthouse – Commissioner’s Meeting Room
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.

ROLL CALL

Present were: Commissioners Turner, Tinker, Teal and Weed. Staff members present were Executive Director Kay Kassinger, Director of Acquisition and Development Annie O’Rourke, Comptroller Annette Dotlich and Executive Assistant Teresa Rodocker. Legal Counsel Dave Neupert was also in attendance. Excused were Commissioners Flodstrom, Shusterman and Rymph.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None – Acceptance of Agenda moved by Commissioner Weed, seconded by Commissioner Teal. Voice Vote. Approved.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

ELECTION OF OFFICERS

Commissioner Weed nominated Commissioner Tinker as Board Chair, seconded by Commissioner Teal. No other nominations made – Voice Vote. Approved.

Commissioner Teal nominated Commissioner Weed as Vice-Chair, seconded by Commissioner Tinker. No other nominations made – Voice Vote. Approved.

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s February Timesheet, February Regular Meeting Minutes, February Check Registers, excluding the Outpost. Moved by Commissioner Teal, seconded by Commissioner Weed. Commissioner Turner asked that the minutes have the “S” removed after the end of the section for Executive Session. Voice Vote. Approved as amended.

Approval of Outpost February Check Registers. Moved by Commissioner Teal, seconded by Commissioner Weed. Voice Vote. Approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

Prior to Executive Director Kassinger's verbal report, Commissioner Turner asked if a picture had been taken of the units that had undergone changes due to the methamphetamine situation. Executive Director Kassinger stated that pictures with staff would be taken and forwarded to Senator Tharinger's office.

Executive Director Kassinger presented a written report and gave a verbal report on additional items as well.

Executive Director Kassinger stated there is communication with Dr. Locke in regard to getting the Clallam County Environmental Health Department to accept the decontamination work plan he approved prior to his departure.

Executive Director Kassinger discussed the Exit Conference with the Auditor was held and there is 1 finding which relates to the HOME Award for Eklund Heights construction. The funds are documented properly in the agency financials; however, the amount was not reflected on the SEFA. This oversight was addressed as soon as noted. Overall, it was a good audit, with Finance being commended for a job well done. The final report will be submitted for REAC approval, after which it will be posted on the state website. If board members would like a hard copy of the audit, let me know.

Executive Director Kassinger stated that she and Annie O'Rourke, Director of Acquisition and Development met with staff of First Federal to discuss their sponsoring an AHP loan application to the Seattle Federal Home Loan Bank.

Executive Director Kassinger, Comptroller Annette Dotlich and Rental Assistance Director Debbi Tesch viewed a HUD webinar that covered the formula for CY15 Section 8 funding. The HUD formula has the agency spending our CY15 allocated funds with reserves as backfill where needed to lease as many vouchers as possible in this year. CY16 allocations will be based on the funds spent during CY15 so the more units leased provide better funding for the next year. Additionally, Executive Director Kassinger is speaking with OlyCAP about the possibility of providing 4 additional Project-Based Housing Choice Vouchers for units located Northwest Passage in Port Townsend.

Executive Director Kassinger attended the HUD Region X Mayor's Challenge to end Veteran's Homelessness at the Seattle HUD office, along with Kim Leach, Serenity House Executive Director. Presentations were made from communities such as Houston, nearing zero vet homelessness. Local sign on to the program includes Clallam County Commissioners and the Mayor of Sequim.

Executive Director Kassinger reported that the Jefferson County Shelter to Housing meeting was recently held and the combined efforts are paying off, with the 10 Year Plan in the final stages and it is anticipated that it will be presented to the government agencies for their agendas in May or June of this year.

Executive Director Kassinger participated in a teleconference regarding Chimacum Commons, as preliminary talks are occurring in regard to housing options, farm worker housing, retail options and more.

Executive Director Kassinger stated that a review of the Employee Handbook is required every 3 years by the Housing Authorities Risk Retention Pool (HARRP) and it is time for that review. The proposed revisions have been submitted to legal counsel for their comments and any legislative changes needed for inclusion. It is anticipated the proposed changes will be presented to the board for the first review at the next board meeting.

A review of the Memorandum of Understandings (MOU) between West End Outreach Services the Archdiocese (Catherine of Sienna) and Serenity House (Burke Place) is underway. The new hospital CEO is reviewing all agency commitments for compliance. Commissioner Tinker explained that a meeting of West End housing groups was held recently to discuss case management of clients but no conclusions were reached.

Executive Director Kassinger reported that our PHAS score was received after the recent REAC inspection. PHA again was classified as a standard performer, primarily due to the amount of time the meth contaminated units were offline and the rehabilitation occurring at the Manor. Pam Denham from Commerce has informed us that we should consider the Sunbelt project as a sale even though they will be looking at it as a transfer. Annie O'Rourke and Kim Leach will get the Purchase and Sale agreement details wrapped up with final legal counsel review.

PNRC – NAHRO will be having their annual conference in SeaTac this year. Executive Director Kassinger will be attending. Comptroller Dotlich will attend the Casterline Financial training. There will also be information and training for Board Members. Anyone interested has been asked to contact Executive Director Kassinger by April 1, which is when early registration ends.

Commissioner Teal asked about the legal situation reported on the Asset Department page in regard to marijuana use in the unit. Executive Director Kassinger stated that we are federally funded, therefore we follow federal law and as such, the tenants cannot use controlled substances on our properties. The final resolution allows the tenant to leave voluntarily, versus being evicted.

Commissioner Turner asked if Smoking Cessation Program information was being offered to tenants who move in, due to the No Smoking Policies. Executive Director Kassinger stated that it was.

Commissioner Teal asked about oral and medicinal marijuana. Executive Director Kassinger stated that it was the compound in marijuana that was illegal, not the method of use, therefore all marijuana use is against federal law.

REPORTS FROM COMMISSIONERS

Commissioner Tinker reported that Sarge's Place is signing a lease for a home across the street from the current property, with the goal of being able to help more veterans with housing needs.

Commissioner Turner asked that the June agenda include a discussion for a Request for Proposal (RFP) for audit proposals. Commissioner Turner reported that she attended the dedication of the home rehabilitated through the Self Help program.

OLD BUSINESS

None

NEW BUSINESS

Legal Counsel Neupert reviewed the Open Public Meetings and Public Records information. The PHA does have a sound policy in place, with training occurring for all board members and staff, as required. The primary topic addressed was the option of having the board members use a PHA email address for all PHA related business. While Commissioners can use their personal email for PHA business, they do need to be aware that should a request for Public Records relating to this come in, then they will be asked to make their hard drive available.

Executive Director Kassinger asked Executive Assistant Teresa Rodocker to work on this, with options and instructions on PHA email to be provided to the board.

EXECUTIVE SESSION

The board entered into executive session at 2:05 pm to discuss real estate to be acquired by the agency with a maximum purchase price to be determined. Possible action may be taken by resolution after the session. Executive Session is expected to last approximately 15 minutes.

RECONVENE

The board reconvened at 2:21 pm.

NEW BUSINESS

Resolution #PHA 2015-06: Acquisition of Real Estate through Foreclosure Auction

Moved by Commissioner Teal, seconded by Commissioner Tinker. No discussion was held. Voice Vote. Approved.

Resolution #PHA 2015-04: Affordable Housing Program (AHP) Grant Application

Moved by Commissioner Teal, seconded by Commissioner Tinker. Director of Acquisition and Development Annie O'Rourke explained that with scoring changes and partnership changes, this was a very positive thing for PHA. The application process opens in March, it is due in May and a decision will be made in November. Voice Vote. Approved.

Resolution #PHA 2015-05: Request of Re-Use of SHOP Funds

Moved by Commissioner Weed, seconded by Commissioner Tinker. Director of Acquisition and Development Annie O'Rourke explained that this is a revolved account of SHOP funds available to be used to purchase Self-Help land. Our SHOP agreements require Community Frameworks approval prior to re-use of the funds. The application and review process with Community Frameworks is 2 – 4 weeks. These funds would be used for possible Sequim property acquisition. Voice Vote. Approved.

Resolution #PHA 2015-07: Approval of updated Tenant Based Rental Assistance (TBRA) Program Policies and Procedures

Moved by Commissioner Teal, seconded by Commissioner Tinker. Executive Director Kassinger explained that changes to current policy include allowing homeless who may not have come from a shelter program, opening the funds up for assistance to more individuals and families. Additionally, it will allow funds to be used to assist those who may be in an eviction situation. A change was requested to Page 11, showing those that live in Clallam and Jefferson County are eligible, not just Clallam County. The amendment was accepted by Commissioner Teal (first) and Commissioner Tinker (second). Voice Vote. Approved.

Next Meeting:
Wednesday, April 15, 2015 at 1:00 p.m.
Clallam County Courthouse – Commissioners Meeting Room
223 E. 4th Street
Port Angeles WA 98362

Adjournment: The meeting adjourned at 2:41 p.m.

Secretary

Board Chair

Seal: