



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, April 18, 2018 at 1:00 p.m.

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

Wednesday, April 18, 2018 at 1:00 p.m.
Clallam County Courthouse-Commissioner's Meeting Room
223 E 4th St.
Port Angeles, WA 98362

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Weed, Turner, Tinker, Koelsch and Lindholm. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Administrative Assistant Amy Riggins and Executive Administration Specialist Minna Angevine. Absent was Commissioner Shusterman, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested the addition of Resolution 2018-03-Housing Choice Voucher utility allowance update for Clallam County.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's March Timesheet, March Regular Meeting Minutes, March Check Registers excluding Outpost. Moved by Commissioner Turner, seconded by Commissioner Tinker. Voice Vote. Approved.

Outpost March Check Register. Moved by Commissioner Lindholm, seconded by Commissioner Teal. Voice Vote. Approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

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

Executive Director Kassinger reported that the Jefferson County Housing Office Group will be meeting with the City of Port Townsend City Council AdHoc housing committee. The discussion will be around financial resources and perhaps getting some community involvement at this stage.

Executive Director Kassinger gave a presentation to the Clallam County Board of Health in conjunction with Kevin Harkin from Serenity House this past Monday. Mr. Harkin reported that Serenity House has room in its shelters, but are in dire need of funding for services to staff those shelters. Executive Director Kassinger reported to the Board of Health that there is a real lack in affordable housing in Clallam County. Many families are spending more than one third of their income for housing.

Executive Director Kassinger stated that while there is a real demand for housing in Clallam County, there is limited building occurring. Executive Director Kassinger stated that the cost to build in Clallam County is similar to the cost in Seattle however, the rent yielded is far less than that of Seattle. In fact rent from income is insufficient to cover development costs Executive Director Kassinger stated housing homeless families is critical, but in most cases, services are critical as well to insure the household's success.

Executive Director Kassinger reported that the Peninsula Housing Authority has received over 500 applications with the opening of the Housing Choice Voucher waitlist. Peninsula Housing Authority staff will sort through them and input the complete applications into an algorithm to randomly pull 175 families from those applications to place on the Clallam County waitlist and 100 families to be placed on the Jefferson County Waitlist. Commissioner Turner asked what factors are used to determine the number of families placed on each waitlist. Executive Director Kassinger stated that the number is based on the success of families currently holding a voucher in finding units in each county and the expected voucher turnover rate per month.

Commissioner Teal asked when the Peninsula Housing Authority's office in Jefferson County will make the move to the OlyCap offices from their current location. Executive Director Kassinger stated that perhaps in the next 30 to 60 days.

Commissioner Turner asked for an update on the status of the vacant Board of Commissioners positions. Executive Director Kassinger stated that Peter Casey had completed the background check process and his appointment will go before the Clallam County Commissioners at their next meeting and should be in attendance at the Peninsula Housing Authority's Board of Commissioner's meeting in May to receive his Oath of Office. Executive Director Kassinger wanted to express her heartfelt thanks to Commissioner Koelsch for remaining in her position until a replacement candidate came forward as well as being a great advocate for Peninsula Housing Authority. Executive Director Kassinger stated that she has reached out on multiple occasions about the status of the Jefferson County position with no response. Commissioner Turner suggested that perhaps Commissioner Teal and/or Shusterman could write a letter to the editor in the local paper regarding the position.

Executive Director Kassinger reported that a proposed ordinance allowing the use of recreational vehicles as permanent dwellings on private lots has been drafted by a Port Angeles City Council member. It was explained by city staff that they expected the draft ordinance to be announced at the City Council's work session on April 19, 2018.

Commissioner Teal asked for information on the two fires that occurred at Wildwood. Executive Director Kassinger stated that they were both grease fires in two separate units. The first fire occurred in an upstairs unit and the Fire Dept. responded and put the fire out. There was no damage to the surrounding units and the tenant was relocated to a new unit so that the damage from the fire could be cleaned up and repaired. The second fire caused minimal damage to the carpet in the unit and was put out by the tenant.

Commissioner Tinker asked about the status of Sunbelt. Executive Director Kassinger stated that she has sent all the reports to Serenity House for their review and has been in communication with them about the update of the house that sits on the corner of the property.

REPORTS FROM COMMISSIONERS

Commissioner Weed stated that OlyCAP had a community needs assessment completed for both Jefferson and Clallam Counties. It is a very comprehensive report and should be available on the OlyCAP website soon.

Commissioner Teal had nothing to report.

Commissioner Lindholm had nothing to report.

Commissioner Tinker reported that the Veteran Stand Down is scheduled for May 3rd in Forks. June 1, 2018, Sarge's Farm Stand is scheduled to open. A grant is being submitted for the addition of a store - front on Sarge's Attic.

Commissioner Koelsch wanted to say thank you to all the members of the Peninsula Housing Authority Board for being so welcoming and their great friendships. Commissioner Koelsch has really enjoyed her tenure on the Peninsula Housing Authority Board.

Commissioner Turner is in full fundraising mode on the capital campaign for the Olympic Peninsula Boys & Girls Club. The campaign has already raised 50% of the funds needed for the new Boys & Girls Club and when they reach 60%, the campaign will reach out into the Community.

OLD BUSINESS

None

NEW BUSINESS

Strategic Plan Update

Executive Director Kassinger passed out Peninsula Housing Authority's current strategic plan containing staff comments and proposed changes. Executive Director Kassinger also passed out a copy of the 501 Commons summary report that was concluded in October 2017. Executive Director Kassinger would like the Board of Commissioners to provide comments on Strategic Plan update items to be considered from the 501 Commons report.. Commissioner Lindholm stated that Board Development should be added in the strategic plan. Commissioner Turner suggested that a statement pertaining to the agency support of the Board should also be included. Commissioner Weed pointed out several grammatical errors and would like some of the statements made more clear and concise. Commissioner Shusterman had emailed his suggestions to Executive Director Kassinger. Commissioner Shusterman would also like statements to be more clear and concise. Executive Director Kassinger stated that she would add the recommended changes to a new draft edition and include that with May's Board packets for Commissioner's review.

Resolution 2018-02 – Out of State Travel

Moved by Commissioner Turner, seconded by Commissioner Teal. Executive Director Kassinger stated that Rural Community Assistance Corporation is offering a free class on loan packaging for USDA Rural Development 502 loans. Director of Acquisition & Development O'Rourke and Group Worker/Loan Packager Melanie McCaughan would like to attend. Voice Vote. Approved.

Resolution 2018-03-HCV Utility Allowance for Clallam County

Moved by Commissioner Teal, seconded by Commissioner Tinker. Executive Director Kassinger stated this is the revised utility allowance that is updated annually. Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:44 p.m.


Next Meeting:

Wednesday, May 16, 2018 at 1:00 p.m.

Clallam County Courthouse-Commissioner's Meeting Room

223 E 4th St.

Port Angeles, WA 98362


Secretary

Seal:

Peninsula Housing Authority
April 18, 2018 Board Minutes




Board Chair