



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**

Wednesday, January 17, 2018 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Wednesday, January 17, 2018 at 1:00 p.m.

Clallam County Courthouse-Commissioner's Meeting Room

223 E 4<sup>th</sup> St.

Port Angeles, WA 98362

**CALL TO ORDER**

The meeting was called to order at 1:03 p.m. by Commissioner Weed.

**ROLL CALL**

Present were: Commissioners Teal, Lindholm, Weed, Tinker and Koelsch. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Comptroller Annette Dotlich, and Executive Administration Specialist Minna Angevine. Washington State Auditor's Office (SAO) representatives Megan McFarlane and Melody Schneider. Absent were Commissioners Turner and Shusterman, excused.

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

Executive Director Kassinger requested the addition of the SAO presentation of the Entrance Conference for the Peninsula Housing Authority for the audit period of Fiscal Year End 2017. Melody Schneider from SAO presented on the scope of the audit that will be performed for Peninsula Housing Authority.

**COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

None

**CONSENT AGENDA**

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

Outpost December Check Register. Moved by Commissioner Lindholm, seconded by Commissioner Koelsch. Voice Vote. Approved.

**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.

Commissioner Lindholm requested information on what was happening with the vacated Jefferson County Commissioner position. Executive Director Kassinger stated that Jefferson County Administrator Philip Morley is looking at doing more outreach to find an individual outside the Port Townsend City Limits.

Executive Director Kassinger reported that she attended the 2<sup>nd</sup> meeting regarding the proposed Jefferson County Housing Office Group. Discussed was outlining basic guidelines of what is needed at this time. Peninsula Housing Authority Attorney Dave Neupert will be writing the 501c-3 application. Executive Director Kassinger stated that the goal of the group is to create the office and hire an Executive Director with sufficient funding for a 2 year period. Executive Director Kassinger reported that the Executive Director would be tasked with outlining a specific project by the end of the first year.

Executive Director Kassinger stated that it is time to update the Peninsula Housing Authority's Strategic Plan. We will discuss the current Strategic Plan at the March meeting and expect to hold a work session after the April Board Meeting to finalize the updated Strategic Plan.

Executive Director Kassinger wanted to remind Peninsula Housing Authority Board members that the March Board meeting is the Annual Meeting with the election of officers.

### **REPORTS FROM COMMISSIONERS**

Commissioner Weed would like to see more discussion around the agency financials. Also, OlyCap issued tablets to all their Board Members. OlyCap is going paperless but want to remain in compliance with Public Records. Board Reports are obtained electronically rather than paper copies being mailed to individual Board Members. Commissioner Weed will let everyone know how it works out with OlyCap.

Commissioner Koelsch had nothing to report.

Commissioner Teal had nothing to report

Commissioner Lindholm reported that Craft3 is working with Jefferson County PUD to be able to start to offer energy efficiency loans to qualified home owners. Commissioner Lindholm stated that Craft3 would like to look at this partnership with Clallam County PUD as well.

Commissioner Tinker reported that it was reported at the Shelter Provider Network meeting that \$15,000 was raised for the warming center in Sequim. This equates to 50 days of operation for the warming center. Commissioner Tinker reported that Annie Carver from Peninsula College was also at the meeting to talk about the construction of 2 student housing buildings within walking distance of the college. These buildings will house international students as well as students with specific needs. These buildings should be open and operational by fall of 2019. Habitat for Humanity is also starting 3 new buildings in the Maloney Heights area.

### **OLD BUSINESS**

Executive Director Kassinger stated that the Peninsula Housing Authority Board position was touched upon in her Director's report but questions were made about how the interview process would work and if the existing Peninsula Housing Authority Board Members would be able to ask questions during the interview process. Executive Director Kassinger stated that she had contacted Jefferson County Administrator Philip Morley. Mr. Morley stated that if there were specific questions that PHA Board members would like to have asked, please forward those to him and he would make sure that they were included. Jefferson County Commissioners would be conducting the interviews for prospective Board Members. Jefferson County Commissioners are looking for an applicant that understands the needs of affordable housing in and around Jefferson County.

### **NEW BUSINESS**

**Amended Resolution 2017-15** – For Cost Extension on 523 grant

Moved by Commissioner Tinker, seconded by Commissioner Lindholm. Executive Director Kassinger explained that RCAC has recommended that Peninsula Housing Authority amend the amount that was

originally requested from USDA to reflect in whole hundred dollar increments. This will increase the amount originally requested from \$77,223 to \$77,300. Voice Vote. Approved.

**Adjournment:** The meeting adjourned at 2:34 p.m.

**Next Meeting:**

Wednesday, February 21, 2018 at 1:00 p.m.  
Clallam County Courthouse-Commissioner's Meeting Room  
223 E 4<sup>th</sup> St.  
Port Angeles, WA 98362

  
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**Secretary**

  
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**Board Chair**

**Seal:**

