



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

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

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

Wednesday, July 18, 2018 at 1:00 p.m.
Jefferson County Courthouse – Commissioner’s Meeting Room
1830 Jefferson Street
Port Townsend, WA 98368

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Casey, Teal, Tinker, Shusterman and Lindholm. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, and Executive Administration Specialist Minna Angevine. Absent was Commissioner Weed excused. Commissioner Turner phoned in through the Director’s Report part of the meeting.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

None

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s June Timesheet, June Regular Meeting Minutes, June Check Registers up through MAV Construction Project. Moved by Commissioner Lindholm, seconded by Commissioner Tinker. Voice Vote. Approved.

June Check Registers for Outpost. A correction was made to the amount to read \$2,258.84. Moved by Commissioner Shusterman, seconded by Commissioner Lindholm. Voice Vote. Approved. 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 dedication of the first building of Sea Ridge at Mount Angeles View will be held on August 22, 2018 at 1:00pm. There will be a dedication ceremony and tours of the released building will be available.

Executive Director Kassinger stated that she and Commissioner Lindholm attended the Emerald Coast Opportunity Zone (OZ) listening session on Monday. The Washington State Department of Commerce stated that this was one of the best applications received. The Federal Regulations are not yet complete for OZs but expected within a few more weeks. At that time investors will be able to determine what

types of projects to fund and we'll see if OZs include an affordable housing component. Executive Director Kassinger thinks Eklund Heights may be the only agency project in the pipeline to benefit from OZ investment.

Executive Director Kassinger reported that the Port Townsend Ad Hoc committee will meet Thursday afternoon to further discuss the allocation of Document Recording fees in Port Townsend. Executive Director Kassinger stated that a discussion will also occur on the article that was in the PDN regarding the tax exemptions that the Port Townsend City Council is looking to implement.

Executive Director Kassinger stated that she had completed Peninsula Housing Authority's portion of the Department of Commerce's packet to transfer the Sunbelt Apartments to Serenity House and has forwarded it on to Serenity House for completion. Legal Counsel Neupert has been working on the transfer agreement. The Department of Commerce does not foresee any issues that would hinder the transfer process. HUD would like to transfer to be complete by October 1st to coincide with the start of Serenity House's Supportive Housing Grant renewal start date.

Executive Director Kassinger stated that she has reached out to Philip Morley concerning Brian Richards' application to be on this Board. Executive Director Kassinger has not received a response at this time.

Commissioner Turner disconnected at this time.

REPORTS FROM COMMISSIONERS

Commissioner Lindholm said that Craft3 is looking to explore the potential of becoming an Opportunity Zone lender. There are still many unanswered questions that need to be explored at this time.

Commissioner Shusterman had nothing to report.

Commissioner Teal is involved with the Accessible Communities Advisory Committee (ACAC) of Jefferson County. It is time to start submitting funding applications. The ACAC is looking for projects and proposals. Commissioner Lindholm asked where the funds come from. Commissioner Teal stated that the funds come from parking tickets of those parked illegally in designated handicap parking. The state collects the fees and \$100 of each ticket goes into this fund. Commissioner Teal wondered if Garden Court needs any ADA upgrades that could be paid for out of these funds.. Commissioner Teal reported that the funds could be used for capital improvement. Executive Director Kassinger stated that she would look into it. Commissioner Teal stated that the committee will be meeting in the next two weeks to start making a list of the projects. Commissioner Tinker asked if Clallam County could participate in receiving these funds. Executive Director Kassinger mentioned there is a disability group within the County, but they have not applied. Commissioner Teal stated that even the smaller amounts of money can be very impactful.

Commissioner Tinker reported that Sarge's Farm Stand opened on July 2nd. Sales were approximately \$2,000 in the first twelve days. Commissioner Tinker stated that the stand is growing their own produce and working with Reaume Farms a Washington State certified organic farm. Commissioner Tinker stated that the goal is to get residents of Sarge's Place out working on the farm. Sol Duc farms is also working with them. Approximately 500 blueberry bushes will be planted in order to have a U-pick farm. Commissioner Tinker reported that she was able to get into the farmer's market nutritional program. It is the first time that vouchers for WIC have ever been able to be accepted on the west end of Clallam County. 20 people have already been signed up.

Commissioner Casey had nothing to report.

OLD BUSINESS

None

NEW BUSINESS

Amended 2017-16-523 Grant application

Moved by Commissioner Shusterman, seconded by Commissioner Lindholm. Executive Director Kassinger stated that this resolution is to amend the original grant application resolution that was approved in 2017. Executive Director Kassinger stated that this amendment increases the equivalent units from 16 in the original resolution to 17 to include the recently purchased foreclosed home. Commissioner Lindholm asked if we need to be specific about the numbers. Executive Director Kassinger said that we do. Voice Vote. Approved.

2018-10 – Update to Employee Handbook (Pages 14-62)

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Executive Director Kassinger stated that Peninsula Housing Authority’s insurance, the Housing Authority Risk Retention Pool (HARRP), requires that the Employee Handbook be reviewed and certified every three years. Washington State has recently made a change to the sick leave policy. Executive Administration Specialist Angevine stated that the updates are to include the new sick leave law that came into effect January 1, 2018. Peninsula Housing Authority (PHA) has been in compliance with the law, but wanted to make sure the new language from the law was included in our Employee Handbook. Executive Administration Specialist Angevine stated that PHA has a more generous sick leave policy than what the state law allows. Additionally, there were some minor formatting changes. Executive Director Kassinger stated that the updated Mission Statement was included as well. Executive Administration Specialist Angevine noted that the definition of regular part time employment was updated. Commissioner Casey asked what percentage of employees are union. Executive Administration Specialist Angevine stated that, other than the five department heads, legal counsel and herself, there is approximately 95%. PHA only has two part-time employees.

Commissioner Shusterman suggested several grammatical and formatting changes. Moved by Commissioner Shusterman subject to the amendments as discussed. Commissioner Lindholm seconds. Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:20 p.m.

Next Meeting:

Wednesday, August 15, 2018 at 1:00 p.m.
Clallam County Courthouse – Commissioner’s Meeting Room
223 East 4th Street
Port Angeles, WA 98362


Secretary


Board Chair

Seal:

