



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

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

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

Wednesday, October 17, 2018 at 1:00 p.m.
Jefferson County Courthouse – Commissioner’s Meeting Room
Basement Level
1830 Jefferson Street
Port Townsend, WA 98368

CALL TO ORDER

The meeting was called to order at 1:01 p.m. by Commissioner Weed.
Oath of Office administered to new Commissioner Brian Richardson.

ROLL CALL

Present were: Commissioners Weed, Tinker, Teal Turner and Richardson. Staff members present were Executive Director Kay Kassinger, Legal Counsel Dave Neupert, Rental Assistance Director Tesch and Executive Administration Specialist Minna Angevine. Absent were Commissioners Shusterman, Lindholm and Casey. Excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested the addition of Resolution PHA2018-19, update to HCV utility allowance, Jefferson County.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger’s September Timesheet, September Regular Meeting Minutes, September Check Registers up through MAV I LLLP - Construction. Moved by Commissioner Turner, seconded by Commissioner Teal. Voice Vote. Approved.

September Check Registers for Outpost.

Moved by Commissioner Turner, 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 on Commissioner Teal’s question from September’s Board meeting pertaining to the work orders completion time for Mount Angeles View. Executive Director Kassinger stated that the completion time was correct due to some extensive unit turnovers.

Executive Director Kassinger stated that she and Director of Rental Assistance Tesch met with Executive Committee members of the Elks Lodge about the renovation of the 5th floor to turn the units back in to rental units. Elks members are gathering data to see what is needed for the units if they were set up for Homeless, Transitional or Permanent Housing. Commissioner Tinker asked how many units there would be. Executive Director Kassinger stated there would be 6 units if the units would be Permanent Housing. Commissioner Turner asked what kind of timeframe is being looked at. Executive Director Kassinger stated that units could be ready as soon as next year. Commissioner Weed asked what role the Housing Authority would play. Executive Director Kassinger stated that the committee members were looking to see what the units would need if they were to be used in each of the classifications.

OlyCAP has been approved to be a Service Provider in Clallam and Jefferson counties and will be funded through the State Medicaid program. OlyCAP will be able to provide Supportive Services and Employment Services through a DSHS referral bases at this time. OlyCAP will be able to take direct referrals after the first of the year.

Executive Director Kassinger and Director of Rental Assistance Tesch will travel to Port Townsend to meet with Aislinn Palmer at Bayside housing to look into a future permanent housing model.

Executive Director Kassinger stated that the November Board meeting is scheduled for the day before Thanksgiving at Jamestown S'Klallam Tribe. At this time, two Board members will be absent and there may not be a quorum to conduct business. Executive Director Kassinger would like to know if the meeting should be moved to the preceding week, November 14, 2018. Commissioner Turner moved to change the date of the November Meeting to November 14, 2018 at 1pm, location to be determined on availability. Commissioner Teal seconded. Voice Vote. Approved.

Executive Director Kassinger reported that Peninsula Housing Authority had a recent Family Self Sufficiency graduate.

Executive Director Kassinger reported that Peninsula Housing Authority maintenance staff has completed a punch list of items for the Sunbelt Apartments that came from Serenity House for work to be completed prior to the transfer.

Executive Director Kassinger stated that as part of the Tax Credit application for Mount Angeles View I, LLLP, the Partnership must give \$25k to a non-profit in support of housing. Executive Director Kassinger stated that the funds will be split between OlyCAP (60%) and Lutheran Community Services (40%).

Commissioner Teal asked how the AdHoc housing committee meetings were going and when will the next one be held. Executive Director Kassinger stated the next AdHoc committee meeting will be held on October 19, 2018 at 3pm. Executive Director Kassinger did not feel that the final review of documents will occur at this meeting.

Commissioner Weed had a question about the United Way forum that Executive Director Kassinger attended. Commissioner Weed asked whether the 95 documented homeless children was a high number or a low number or if there was a trend. Executive Director Kassinger stated that the trend was not addressed but that the number is probably larger than what is currently known by the school district.

REPORTS FROM COMMISSIONERS

Commissioner Tinker reported that Sarge's Farm stand is closing at the end of October and the stand has brought in \$13k in sales since July. Commissioner Tinker reported that OlyCAP will be providing Supportive Services for Veteran Families (SSVF).

Commissioner Richardson had nothing to report.

Commissioner Turner reported that the Boys & Girls Club has reached almost 70% of their funding on their Capital Campaign for the new Port Angeles Club House.

Commissioner Teal had a meet & greet with the Jefferson County Commissioner candidate.

Commissioner Weed had nothing to report.

OLD BUSINESS

None

NEW BUSINESS

2018-18 – Update to the HCV Admin Plan

Moved by Commissioner Turner, seconded by Commissioner Teal.

Director of Rental Assistance Tesch stated that the changes to the HCV Admin Plan are due to regulatory language from HUD. Director of Rental Assistance Tesch stated the main changes are the Criminal History will have a look back of 3 years rather than 5 years and Housing Quality Standard (HQS) inspections will now occur every other year rather than every year. Commissioner Turner asked if a move-in inspection starts the 2 year timeframe for the HQS inspections. Director of Rental Assistance Tesch stated that is correct. Commissioner Turner asked for clarification on a background check for guests. Executive Director Kassinger stated that background checks cannot be performed on guests, only persons living in the unit. Verbiage and spelling corrections were pointed out throughout the changes to the admin plan. Commissioner Teal moved to adopt the admin plan with changes as discussed, seconded by Commissioner Richardson. Voice Vote. Approved.

2018-19 HCV Utility Allowance update, Jefferson County.

Moved by Commissioner Tinker, seconded by Commissioner Teal.

Director of Rental Assistance Tesch stated that this resolution is just the annual update to the Utility Allowances for Jefferson County.

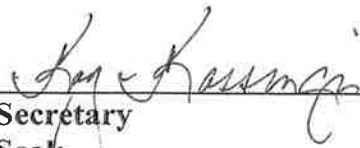
Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:12 p.m.

Next Meeting:

Wednesday, November 14, 2018

Time and date to be determined and published.


Secretary
Seal:


Board Chair

