



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, September 20, 2017 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Wednesday, September 20, 2017 at 1:00 p.m.
Clallam County Courthouse – EOC Room, Basement Level
223 E 4th Street
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, Rymph, Koelsch, Turner, Lindholm, Weed and Tinker. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, Director of Acquisition & Development Annie O'Rourke, and Executive Administration Specialist Minna Angevine. Absent, Commissioner Shusterman, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Kassinger requested that Resolution 2017-19 be added to the agenda under New Business. Commissioner Turner moved to approve the agenda as amended, seconded by Commissioner Tinker. Voice Vote. Approved.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kassinger's August Timesheet, August Regular Meeting Minutes, August Check Registers excluding Outpost and Self Help 523 Grants 6 and Self Help 502 Loans. Moved by Commissioner Tinker, seconded by Commissioner Turner. Voice Vote. Approved.

Outpost August Check Register. Moved by Commissioner Turner, seconded by Commissioner Rymph. Voice Vote. Approved. Commissioner Tinker abstained.

Self Help 523 Grant 6 and Self Help 502 Construction Loans August Check Register. Moved by Commissioner Tinker, seconded by Commissioner Lindholm. Voice Vote. Approved. Commissioner Teal 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 reviewed the data received by Fire District 1 on the call rate for Peninsula Housing Authority properties located in Forks. As per the records from Fire District 1, there were 6 calls related to Peninsula Apartments over the previous 8 years. Homestead Apartments did not have any calls related to the specific property. Executive Director Kassinger will use this information when

she begins the conversation with the Fire District. Executive Director Kassinger reported that she will not be discussing Burke Place Apartments or Catherine of Sienna as Peninsula Housing Authority only manages those properties and does not own them.

Executive Director Kassinger reported the Housing Choice Voucher lease up rates in both Jefferson and Clallam Counties are up to 48%. The biggest challenge is for participants that are eligible for 1 bedroom units, as there are so few units available and the rental price continues to rise above the payment standard. Executive Director Kassinger also reported that all Port Angeles Peninsula Housing Authority properties are fully leased at this time.

Executive Director Kassinger reported that she attended a community listening session on affordable housing in Sequim that was organized by a concerned community member. Her goal is to organize homeless, at risk of homeless and formerly homeless into an action group to speak with public legislatures on issues that concern them. She is trying to give a voice to this demographic. Kevin Harkins with Serenity House was in attendance and agreed to put together a group from the local shelter and also do outreach to Salvation Army to put together a dinner to reach out and see if there is interest in joining this outreach.

Executive Director Kassinger reported that Fair Housing Training has been scheduled for all Peninsula Housing Authority staff on October 20, 2017. Peninsula Housing Authority is opening the training up for all partner agencies and eligible landlords to attend.

Executive Director Kassinger reported that focus groups have been scheduled for the 501 Commons survey. The west end Clallam County focus group will be held in Forks at 10:00am on October 11th at the Catherine of Sienna Community Room. Commissioners Tinker and Lindholm will attend this focus group.

The central and eastern Clallam County focus group will meet at OlyCAP's office in Port Angeles on October 12th at 10:30am. Commissioners Weed and Turner will attend Port Angeles focus group. Commissioner Lindholm will attend the Port Angeles focus group as well.

The Jefferson County focus group will meet at OlyCAP's office in Port Townsend on October 12th at 1:30pm. Commissioners Teal, Rymph and Shusterman will attend the Port Townsend focus group. Executive Director Kassinger is still reaching out to agencies for representatives to attend as she has not received correspondence from some that were originally contacted.

Executive Director reported that she will be out of the office for approximately two weeks due to medical issues. Because of this, she had made the decision to step away from the invitation to sit on the Homeward Bound Community Land Trust Board. The elections for Board Members will be October 4th at their annual meeting at the Gardner Community Center.

Commissioner Tinker wanted to congratulate the Peninsula Housing Authority for the clean audit that was completed by Department of Commerce on the Tenant Based Rental Assistance grant.

REPORTS FROM COMMISSIONERS

Commissioner Koelsch had nothing to report.

Commissioner Lindholm had nothing to report.

Commissioner Turner wanted to extend her thanks for the wonderful ground breaking ceremony for Sea Ridge at Mount Angeles View.

Commissioner Teal has been busy with the Homes Now campaign.

Commissioner Tinker reported that there is a Veterans Stand Down on October 5, 2017 from 9am to 3pm at the Clallam County Fairgrounds.

Commissioner Rymph had nothing to report.

Commissioner Weed wanted clarification on what 501 Commons role is at the focus group. Executive Director Kassinger stated that Julie with 501 Commons will direct the questions, the Board members are mainly there to listen and gather the information.

OLD BUSINESS

None

NEW BUSINESS

Resolution #PHA2017-19 – HCV Payment Standard Schedule

Moved by Commissioner Tinker, seconded by Commissioner Rymph. Executive Director Kassinger reported that the HUD approved Fair Market Rents (FMR) for 2018 decreased due to the formula that is used by HUD. Executive Director Kassinger reported that the payment standards for 1 bedroom units are going to be raised to 110% of the fair market rent, the maximum allowed without HUD approval in hopes of assisting those currently searching for units. Executive Kassinger stated that two and three bedrooms will stay at 100% FMR and the four and five bedroom units will be raised to 105% of the FMR to assist those households in their search for units. . Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:04 p.m.

Next Meeting:

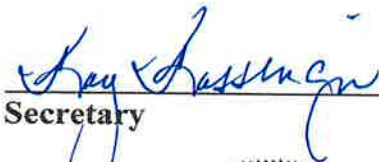
Wednesday, October 18, 2017 at 1:00 p.m.

Jefferson County Courthouse – Commissioner’s Meeting Room

Basement Level

1830 Jefferson Street

Port Townsend, WA 98368



Secretary



Board Chair

Seal:

