



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday, April 15, 2020 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners.
Video Conference with Peninsula Housing Authority
Via Zoom: link available on website- <https://peninsulapha.org/>

CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Commissioner Teal.

ROLL CALL

Present were: Commissioner Turner, Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Comptroller Annette Dotlich, Development Director Annie O'Rourke, Rental Assistance Director Debbi Tesch and Executive Administrative Specialist Christy Niles. Video Conference attendees were: Commissioners Teal, Lindholm, Tinker, Shusterman, Richardson, Fellin and Legal Counsel Allison Mahaney. Absent was Commissioner Weed, excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Lindholm: Discussion of a process for Peninsula Housing Authority tenants to communicate with board members.

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 up to Outpost. Moved to approve by Commissioner Turner, seconded by Commissioner Shusterman. Voice Vote. Approved.

Approval of April Outpost check Registers. Moved by Commissioner Turner, seconded by Commissioner Shusterman. 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 proceeding with her verbal report.

Executive Director Kassinger informed the board that Jefferson County Affordable Housing has suspended all meetings due to Covid-19, there will be no information on this until meetings are resumed.

Executive Director Kassinger informed the board that Foster Garvey completed the approval of the Peninsula Housing Authority Employee Handbook.

The location for the May board meeting has been verified and will be held at Peninsula Housing

Authority via Zoom and or Teleconference.

Executive Director Kassinger attended a teleconference with Washington State Department of Commerce for the Sea Ridge RAD conversion. Executive Director Kassinger stated that there will be no changes made to the contract.

The Press Release to inform the public of Executive Director Kassinger's retirement from PHA and announcement of the appointment of Sarah Martinez as the Executive Director is prepared and ready for Commissioner Teal's approval.

Director of Asset Management Sarah Martinez gave an update on the process in place to handle clients who have reduced incomes due to Covid-19 and their ability to pay rent.

Martinez stated that she does not foresee any shortfalls at this time, tenants are asked to put in a change of situation and PHA staff will complete a speedy turnaround which in most cases will reduce their rent and increase subsidy until they receive unemployment or they are able to return to work. Repayment agreements are being set with our commercial tenants allowing them to make periodic payments.

Commissioner Lindholm asked if Peninsula Housing Authority has the flexibility to do deferments or forgive past due rents.

Martinez explained that our programs do not allow us to forgive rents which is where the repayment agreements come in. The PHA has been flexible in the past and will continue to do so.

REPORTS FROM COMMISSIONERS

Commissioner Turner reported that she feels very fortunate the state has allowed construction to continue on the new Boys and Girls Club. She noted that the Capitol Fund Campaign for the funding of the Boys and Girls club project is going great, they just received an amazing donation.

Commissioner Tinker reported one of her veterans at Sarge's place had passed away, she was very thankful one of PHA's programs was able to provide him with the most stability he has had in years.

Commissioner Richardson reported Dove House is rotating only a few employees in the office and working from home to adhere to the Governor's social distancing policies. Dove house received assistance from Jefferson Community Foundation to help in need families to stay current on rent and meet their basic needs.

Commissioner Teal had no significant updates

Commissioner Fellin had no significant updates

Commissioner Shusterman discussed an article in the Port Townsend Leader regarding the Cherry Street Property, it seems many people feel that the building is an eye sore and should be torn down. Shusterman made an appeal to the upcoming Executive Director Sarah Martinez asking her to try and assist in finding a use for the property, he sees the potential and feels that it deserves some thought.

Commissioner Lindholm had no significant updates

OLD BUSINESS

Resolution PHA#2023 – Adoption of the FY 2020 Annual Plan Significant Amendment for submission to the Department of Housing Urban Development.

UPDATE FROM THE EXECUTIVE DIRECTOR

MEETINGS/OFFICE UPDATES

April 23, 2020 – HUD RAD Kickoff Call

April 24, 2020 – Sea Ridge RAD Financing Plan submitted to HUD

May 7, 2020 – Rental Assistance Demonstration (RAD) Team Call

Effective March 23, 2020 – all agency offices are closed to the public until further notice. Employees will be working with clients via mail, e-mail and telephone. Office staff will meet with clients if they deem it essential and only if safety precautions can be maintained. Maintenance staff will only enter occupied units for emergency repairs.

ACQUISITION AND DEVELOPMENT REPORT

Please see attached report.

ASSET MANAGEMENT REPORT

Please see attached property reports.

RENTAL ASSISTANCE REPORT

Please see attached report.

FINANCE REPORT

Please see attached financial reports.

NEW BUSINESS

HUD RAD Kick off Call – The PHA/Brawner team participated in a call with the HUD RAD team, which included a HUD contractor to provide technical assistance if needed. The call was short, informative, and gives us the ability to access technical assistance should we need it.

Public Housing/Lee Plaza repositioning – During our last PHA/Brawner call the team decided on the name Public Plaza for our public housing/Lee Plaza partnership. This partnership will be the owner of the Senior/Dis. Building and the Lee Plaza for the purposes of a 4% tax credit deal. We are currently working on publishing an RFP for seismic consulting services and an RFQ for a general contractor.

FY2021 budget and reorganization – During the last several months, as management prepared for the transition of the Executive Director, we began discussions about how we could best accomplish reduction of expenses to the cost center and prepare for a portfolio reposition. Through those discussions it became clear the agency needed a minor reorganization to ease the financial toll on the cost center and create support for staff as subsidy changes from one program to another. We plan to eliminate the Director of Asset Management and Rental Subsidy Director positions and introduce a new management position, Director of Housing. This position would oversee all housing programs. We will also introduce a Housing Programs Manager position. A non-supervisory role, this position will oversee and assist with compliance of all housing programs and provide direct support to staff. These changes accomplish the goals of reducing expenses to the cost center and increasing staff power to accommodate an increase in PBV as we reposition.

NEW BUSINESS

Resolution PHA#-2024 – Approval of the FY2021 Five Year and the FY2021 Annual Plan for the submission to the Department of Housing and Urban Development, authorizing Director Kassinger to sign the PHA Plan Certification Compliance with PHA plans and Related Regulations for said FY2021 plan.

Resolution PHA#2025 – Approval to write-off accounts receivable deemed as uncollectable.

ADDITION TO THE AGENDA

Communications with the Board of Directors:

Commissioner Lindholm discussed a way the public would be able to reach out to the board with concerns. Executive Director Kassinger informed the board there is a regulatory appeal process in place and HUD also has staff in place to answer client questions or complaints. Director of Asset Management Sarah Martinez will reach out to other Housing Authorities and find out what practices they use and will bring back information to the next meeting for further discussion.

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

Next Meeting:

Wednesday, May 20, 2020 at 1:00 p.m.

Video Conference with Peninsula Housing Authority

Via Zoom: link available on website- <https://peninsulapha.org/>

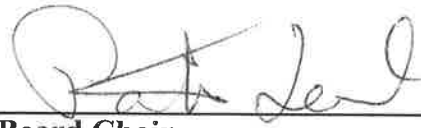
Peninsula Housing Authority

2603 S Francis St.

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Secretary



Board Chair

Seal:

