



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING
MINUTES

Wednesday December 18, 2019 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Jamestown S'Klallam Tribe
Alderwood Room
1033 Old Blyn Hwy
Sequim, WA 98368

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Tinker, Shusterman, Turner, Richardson, Weed and Lindholm. Staff members present were Executive Director Kay Kassinger, Legal Counsel Allison Mahaney and Executive Administration Specialist Christy Niles. Joined by the public were Timothy Fellin and Ben Casserd

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 November Timesheet, November Regular Meeting Minutes and November Check Registers up to Outpost. Commissioner Lindholm moved to approve, Commissioner Tinker seconded. Voice vote approved.

Approval of Outpost check Registers for October and November. Commissioner Shusterman moved to approve, Commissioner Turner seconded. 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 stated that Lutheran Community Services of Tacoma Santa for Seniors Program reached out to Lisa Worthey, our Senior/Disabled Housing Services Coordinator and asked if we

would be interested in participating in their gifting program. Santa for Seniors provided over 170 baskets of goodies to the tenants at the Senior/Disabled building's which were distributed with the help of Santa, Mrs. Claus (Lisa Worthey) and our very own Elf (Misty Jung, Senior/Disabled property manager).

Executive Director Kassinger notified the board that in 2019 our Family self-sufficiency program (FSS) had 5 graduates totaling \$32,448.00 in escrow the participants received. Two of the 5 participants graduated from college during their time with the program; one with an Associate's degree and one with a Bachelor's degree. Great Job!

Executive Director Kassinger announced that the Rental Assistance Demonstration (RAD) conversion application's 1st portal has been approved by HUD, the 2nd should be approved in January 2020. Executive Director Kassinger and Asset Management staff plans to sit with the tenants involved, discuss the proposal to help with the decision on whether to move forward.

Executive Director Kassinger discussed the fraud discovered at the Peirce County Housing Authority. She feels that PHA has good internal controls in place but plans to submit a Finance Department policy to the board for approval within the coming months. Commissioner Weed stated that OlyCAP conducts a finance meeting to include the agency Director, Finance Manager and up to 3 of the board members prior to the monthly board meeting to review checks and balances.

REPORTS FROM COMMISSIONERS

Commissioner Richardson stated that he has received building permits for the remodel of the Recovery café. They have recruited Ben Casserd, an AmeriCorp volunteer to assist with the remodel.

Commissioner Weed had nothing to report

Commissioner Turner gave an update on the Boys and Girls Club. There was another delay as two more fuel tanks were discovered and needed to be dealt with in order to proceed. The plan is to be able to open the doors for the 209 children in August of 2020.

Commissioner Lindholm confirmed the date change for the board candidate interviews to January 8th beginning at 8am which will be held to fill the vacant Clallam County Board of Commissioner seat.

Commissioner Tinker announced that the Housing Trust Fund Stage 1 Modular Housing Project has been approved and that the Stage 2 application should be submitted in January or February 2020.

Commissioner Shusterman attended the Jefferson County Commissioners meeting. He informed the board that the 1406 Housing Tax was adopted.

Commissioner Teal informed of a private entity in Port Townsend that has 3 acres of land that they would be interested in building 30 or 40 units of multi-family housing. She also noted that a video created by the Housing Solutions Network should be considered for screening at an upcoming board meeting. Director Kassinger stated that she would look into the video.

OLD BUSINESS

None

NEW BUSINESS

Resolution 2019-18 Accounts receivable write off, Commissioner Shusterman requested that moving forward he would like to see a breakdown of any line item that exceeds \$1500 on the accounts receivable write offs that are presented to the board. Commissioner Shusterman moved to approve, seconded by Commissioner Tinker. All in favor, voice vote approved.

Resolution 2019-19 Approval for out of state travel for Director of Acquisitions and Development Annie O'Rourke and Mutual Self-Help Loan Packager Priscilla Leffler to attend the National Self-Help Housing Conference that will be held in Albuquerque NM in February 2020. Commissioner Shusterman moved to approve, seconded by Commissioner Lindholm. All in favor, voice vote approved.

Resolution 2019-20 Approval of the Application to the Housing Trust Fund for roofing at the Lee Plaza. Commissioner Turner moved to approve, seconded by Commissioner Richardson. All in favor, voice vote approved.

EXECUTIVE SESSION

The executive session was called to order at 2:08pm to discuss candidates for the Executive Director position and ended at 2:53pm.

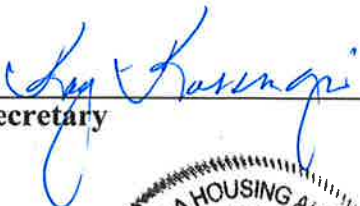
REGULAR SESSION RESUMED

The regular session of the board meeting was resumed at 2:55 pm.

Commissioner Shusterman stated that the applicants for the Executive Director position would answer uniform questions, three of which will be provided ahead of time to allow the candidates time for preparation.

Adjournment: The meeting adjourned at 3:03 p.m.

Next Meeting:
Clallam County Courthouse
12:00pm
Commissioner's Meeting Room
223 E 4th St
Port Angeles, WA 98362



Secretary



Board Chair

Seal:

