



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING
MINUTES

Wednesday, February 19, 2020 at 1:00 p.m.

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

Meeting Location:
Clallam County Courthouse
Commissioner's Meeting Room
223 E 4th St.
Port Angeles, WA 98362

CALL TO ORDER

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

OATH OF OFFICE:

Timothy Fellin was sworn into his seat on the Board of Commissioners by Allison Mahaney, Legal Counsel at 2:04pm

ROLL CALL:

Present were: Commissioners Teal, Lindholm, Shusterman, Fellin, Tinker, Richardson and Weed. Staff members present were Executive Director Kay Kassinger, Legal Counsel Allison Mahaney, Director of Asset Management Sarah Martinez, Development Director Annie O'Rourke, Clallam County Prosecuting Attorney Elizabeth Stanley and Executive Administration Specialist Christy Niles. Absent was Commissioner Turner, excused.

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 January Timesheet, January Regular Meeting Minutes, January Check Registers up to Outpost. Moved by Commissioner Tinker, seconded by Commissioner Weed. Voice Vote. Approved.

Approval of January Outpost check Registers. Moved by Commissioner Shusterman, seconded by Commissioner Richardson. Voice Vote. Approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Kassinger began by informing the board that OlyCAP did not receive Tax Credits this round. OlyCAP's newly hired Executive Director, Cherish Cronmiller will be attending the next Board Meeting. Executive Director Kassinger said that she will be planning a meeting with Cronmiller to discuss any assistance that PHA can provide moving forward with the OlyCAP project.

Executive Director Kassinger discussed a letter written to the editor of Forks Forum by Mr. Alex von Kessler about his concerns with Forks area public housing and her written response. Commissioner Tinker stated that she felt that Executive Director Kassinger's response to the editor was handled well and was well written.

Executive Director Kassinger's overview of her meeting with Serenity House of Clallam County (SHCC) Executive Director Doc Robinson was to help him better understand their ownership of Burke Place Apartments, a HUD Section 811 funded project for chronically mentally ill located in Forks. HUD requires that these projects be owned by a nonprofit. Serenity House owns Burke Place while Peninsula Housing Authority donated the land and manages the property.

Update on the Section 8 waitlist: 500+ applications were received. 98 of those applications were rejected due to late submittal and/or incomplete applications. The Section 8 team is now entering the processed applications into the system for the lottery process. 175 applicants will be chosen for Clallam and 100 for Jefferson County waitlists.

The agency had 2 Family Self Sufficiency (FSS) graduates this month that received several thousand dollars each. Commissioner Randy Johnson requested that Executive Director Kassinger attend the Board of County Commissioners March 30th work session which will focus on the 1406 Affordable Housing funds. Director of Asset Management Sarah Martinez will also attend.

Executive Director Kassinger gave an update on the Commitment to issue the Housing Assistance Payment (CHAP) for the RAD conversion, status has now changed from pending approval to issuance pending. Executive Director Kassinger believes that we should be hearing something soon.

Executive Director Kassinger is part of the RFP scoring team for the Jefferson County Affordable Housing Task Force 2163 and 2060 funds. The team will be finalizing the scoring and sending their recommendations to the Joint Oversight Board (JOB) at the February 26th meeting. The JOB will forward their recommendations to the County Commissioners for final review prior to funds being committed..

Executive Director Kassinger reviewed the U.S.D.A Rural Development Self Help 523 Technical Assistance Grant questionnaire with the board.

REPORTS FROM THE COMMISSIONERS:

Commissioner Tinker announced that Sarge's Place just paid off their loan with Craft3. Tinker informed the board that a podcaster had reached out to her requesting to interview the homeless and veteran population in Forks, to bring some attention to the struggles of homelessness as well as the success stories that they have encountered within the homeless and veteran assistance programs in Forks.

Commissioner Richardson update on the rebuild of the Recovery Café.

Commissioner Fellin on a personal note his wife and 3 daughters just moved into their home and are very happy.

Commissioner Weed announced that he and his wife will be retiring in mid-June and expect to relocate to Montana.

Commissioner Teal noted that two Habitat for Humanity homes built in Port Townsend in her neighborhood will be completed soon, the first will be dedicated on March 7th.

Commissioner Teal announced that she has been appointed to the board for another 5 year term.

Port Townsend school superintendent is retiring.

The Peninsula Daily News has requested an interview with the new Executive Director Sarah Martinez as well as the retiring current Executive Director Kay Kassinger.

OLD BUSINESS:

None

NEW BUSINESS:

Development Director Annie O'Rourke gave a complete presentation on the final Sea Ridge development budget and its challenges.

Resolution 2020-21: Authorization of out of state travel for Director of Asset Management Sarah Martinez to attend a leadership seminar.

Resolution 2020-22: Adoption of the PHA Employee Handbook as presented.

The meeting adjourned to Executive Session at 2:57 p.m.

EXECUTIVE SESSION:

Called to order at 2:58pm for the purposes of discussing the qualifications of an applicant for public office.

Executive Session ended at 3:08pm

The regular session of the board meeting was resumed at 3:09pm

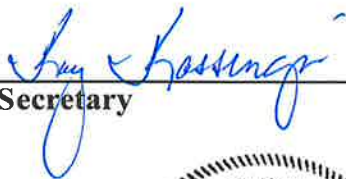
Commissioner Shusterman moved to approve the employment contract for the new Executive Director with changes approved for the terms discussed during the Executive Session. Commissioner Tinker seconded, voice vote approved.

ADJOURNMENT:

The meeting adjourned at 3:12pm

**Next Meeting:
Annual Meeting**

Wednesday, March 18th at 1:00 p.m.
Jefferson County Courthouse
Commissioners Meeting Room
1820 Jefferson St.
Port Townsend, WA 98368


Secretary


Board Chair

Seal:

