



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING
MINUTES

Wednesday January 15, 2020 at 12:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Clallam County Courthouse
Commissioner's Board Room
223 E 4th Street
Port Angeles, WA 983632

CALL TO ORDER

The meeting was called to order at 12:02 p.m. by Commissioner Teal.

ROLL CALL

Present were: Commissioners Teal, Shusterman, Turner, Weed and Richardson. Staff members present were Executive Director Kay Kassinger

Via Phone were: Commissioners Tinker and Lindholm and Legal Counsel Allison Mahaney

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 December Timesheet, December Regular Meeting Minutes and December Check Registers up to Outpost. Commissioner Shusterman moved to approve, Commissioner Richardson seconded. Voice vote approved.

Approval of Outpost check Registers. Commissioner Shusterman moved to approve, Commissioner Richardson seconded. Voice vote approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger informed the board of the scheduled days off that she will be requesting between January and April 30th, the day of her retirement.

Executive Director Kassinger re addressed the availability of the video created by the Housing Solutions Network. Kassinger will look into having the video available at a future board meeting once it has been released to the public.

Executive Director Kassinger has requested to volunteer for the RFP process of Jefferson County, she was selected and hopes to be able to give input on what has worked and not worked in the process.

Commissioner Lindholm asked if the Request for Proposal reviews will be wrapped up by the time Executive Director Kassinger leaves her position. Kassinger feels confident that it will.

Commissioner Turner asked Executive Director Kassinger for a quick synopsis of the process used for the Section 8 lottery system as compared to the wait list system used in the past. Kassinger explained how the Lottery system works and how it compares to the system used in the past. Kassinger explained the lottery system is being used by other Housing Authorities and is in a more efficient method to assist the clients.

REPORTS FROM COMMISSIONERS

Commissioner Weed stated that he felt comfortable with both candidates that applied for the empty board of commissioners chair and felt the process went well, he also informed the board that he may be leaving the area after September, and will keep the board updated.

Commissioner Richardson discussed that they have begun working through the renovations at the Recovery Cafe and he is happy to see things moving along.

Commissioner Lindholm asked how the Yardi upgrades will affect the audit process. Executive Director Kassinger informed her that Comptroller Dotlich is working with others who have completed the roll out, better understand the bugs, and get them worked out before we go live. It will not affect the State Audit. Executive Director Kassinger is working with Comptroller Dotlich to provide a written Finance Department Policy that will clearly define the agency internal controls. Once the draft is completed, it will be brought to the board for consideration.

Commissioner Tinker
None

Commissioner Turner stated that the Boys and Girls Club is finally beginning to build vertical, it is on track with August 2020 opening. Still reaching out for funding to assist with furnishings.

Commissioner Teal announced that OlyCAP has received funding through the Washington State Department Housing Trust Fund that will provide multi-family housing on the land leased from Jefferson County. 43 units from efficiency apartments up to 3 bedroom units of affordable housing will be built and will include a Head Start on the lower level.

OLD BUSINESS

Nothing to Report

NEW BUSINESS

Sea Ridge Development Budget – The Sea Ridge budget is running on schedule, contractors have been paid and the Key Bank Loan has been paid at this time. The final cost analysis will be tabled until the February meeting due to inclement weather.

Development Director O'Rourke called via conference call to discuss the City of Port Angeles water claim, O'Roarke gave a quick over view of the water claim between the Peninsula Housing Authority and the City of Port Angeles before moving into executive session.

Executive Session: called to order 12:54 pm and ended at 1:05pm

Regular Session resumed

The regular session of the board meeting was resumed at 1:09 pm

The Commissioners moved that Executive Director Kassinger will direct the litigation of the water claim with the City of Port Angeles.

Commissioner Turner moved to approve the motion, Commissioner Weed seconded the motion. Voice vote approved.

Discussion was held by the board members in preparation of the Executive Director Candidate interviews, the order of the candidate questions, who will be administering the questions.

Adjournment: The regular meeting adjourned at 1:31pm

Next Meeting:
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Port Angeles, WA 983632



Secretary



Board Chair

Seal:

