



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
ANNUAL BOARD MEETING MINUTES
Wednesday March 18, 2020 at 1:00 p.m.

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

Meeting Location:

Jefferson County Courthouse
Commissioners Meeting Room
1820 Jefferson St.
Port Townsend, WA

CALL TO ORDER

The meeting was called to order at 1:01 p.m. by Commissioner Teal.

ROLL CALL

Present were: Commissioners Teal, Turner, Fellin and Richardson. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez and Executive Administrative Assistant Christy Niles

Via Phone were: Commissioners Tinker, Shusterman, and Weed; Legal Counsel Allison Mahaney
Absent Commissioner Lindholm - 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 February Timesheet, February's Regular Meeting Minutes and February Check Registers up to Outpost. Commissioner Turner moved to approve, Commissioner Richardson seconded. Voice vote approved.

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

ELECTION OF OFFICERS

Commissioner Turner moved that Commissioner Teal continue as Board of Commissioner Chair and Commissioner Lindholm continue as Vice Chair. Commissioner Richardson seconded. Voice approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kassinger gave a Rental Assistance Demonstration regarding the application center acceptance.

Update on Jefferson County Homeless Housing Task Force RFP process; an application was submitted within the timeline but found after the review committee completed their work. The review committee has been requested to review the application and resubmit the scoring to the Task Force. There is sufficient time for the recommendations to be given to the Board of County Commissioners for action at their first meeting in April.

End of session Legislation Report, Capitol Budget has appropriated another 30 million dollars to the Housing Trust Fund.

Executive Director Kassinger and Asset Management Director Martinez conferenced with Representative Kilmer to provide an agency update and discuss agency needs for the next legislative session.

REPORTS FROM COMMISSIONERS

Commissioner Turner stated that the Boys and Girls Club has received funding from state and local businesses. By the April board meeting there should be 2 stories completed, and a walk through of the building will be available for any board members interested. The existing Boys and Girls Club is open at this time with a maximum of 50 children during the Covid-19 outbreak.

Commissioner Fellin
Nothing to report

Commissioner Richardson informed that Dove House is running on a skeleton crew, being creative on ways to assist the clients at this time. They have supplied the staff with cell phones to assist and give the ability to connect during this time. Construction of the Recovery Café is still going strong but the grand opening scheduled for May 5th has been postponed.

Commissioner Teal noted there are 17 people who are high risk within her neighborhood.

Commissioner Shusterman has been self-isolating since his return to Washington from Florida. An article in the Port Townsend Leader stated the latest proposal for the Lincoln School is to transform it into an Event Theatre.

Commissioner Tinker announced that Sarge's Place second hand store has closed due to the Covid-19 outbreak. Commissioner Tinker will be the only staff member working from the office, focusing on keeping the Vets housed as many are high risk.

Commissioner Weed has been recovering from pneumonia and is feeling better. He will be retiring and his last Board meeting will be in April.

OLD BUSINESS

Executive Director Kassinger introduced a draft of PHA Internal Control Policy asking if there were questions or additions they would like to address. Commissioner Weed asked if the auditors had any recommendations to improve our process, Executive Director Kassinger stated that the auditors were very positive and recommended no changes to the Internal Control Policy that is being followed at this time.

NEW BUSINESS

Executive Director of OlyCAP Cherish Cronmiller joined our meeting to give us information on how OlyCAP is handling the Covid-19 outbreak. Their offices are closed to the public though staff is available to assist clients by phone and internet. A Google on-line form is available for clients to apply for assistance.

Agency planning for infectious disease:

PHA has physical barriers between staff and the public at the offices, annual HUD inspections have been cancelled for the next 30 days, new move in inspections will continue since the units are vacant, work orders will consist of emergency repairs only.

The office will continue to see clients at this time by appointment only while practicing social distancing and cleaning and sanitizing after each client.

Senior and disabled buildings are addressing the social gathering areas limiting the number of people gathered at one time.

Corona Virus (Covid-19) postings have been placed in all common areas and within the offices to address hand washing, sanitizing and social distancing guidelines.

At this time PHA is open with caution but will revisit as circumstances evolve.

Annual Meeting Adjourned: The meeting adjourned at 2:40 p.m.

Next Meeting:

Clallam County Courthouse

April 18, 2020 1:00pm

Change of venue due to Covid-19

Peninsula Housing Authority

Call in Via Zoom

1-(470)-499-0077 Pin# 284229709


Secretary


Board Chair

Seal:

