



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday, May 20, 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 1:04 p.m. by Commissioner Teal.

ROLL CALL

Present were: Executive Director Sarah Martinez, Comptroller Annette Dotlich, Development Director Annie O'Rourke and Executive Administrative Specialist Christy Niles. Video Conference attendees were: Commissioners Teal, Lindholm, Tinker, Shusterman, Richardson, Fellin, Turner and Legal Counsel Allison Mahaney.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Commissioner Shusterman: Update on the water claim with the City of Port Angeles, will be addressed in old business.

Requested changes to be made to April 2020 minutes:

- In reports from Commissioners – Commissioner Shusterman's report – change name of the Lincoln Building to the Cherry Street Building
- In additions to the Agenda – replace the word clients with public.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

None

CONSENT AGENDA

Approval of consent agenda: Executive Director Kay Kassinger's April Timesheet, April Regular Meeting Minutes as amended, April 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 Martinez presented a written report and asked if there were any questions prior to proceeding with her verbal report.

Executive Director Martinez began with discussion following up to last month's request from Commissioners regarding how Housing Authorities in other Counties handle public interaction and questions directed to the Board of Directors. Most HA's have information on their website directing the public to their Human Resources contact which in turn will contact the board with questions and or concerns. Additionally, other HA's include language on their website encouraging the public to attend meetings. The PHA board members agreed this is the best way to handle any questions directed to the Board of Directors from the public, approving this process.

Executive Director Martinez addressed the replacement of Director of Asset Management, this will not be a replacement but rather a small re-organization which has been incorporated into the FY2021 budget. The plan will save the cost center \$30,000 in wages by reducing management salaries, adding 2 new positions within programs, eliminating 2 existing management positions and creating 1 new position, replacing 1 position in a program that has been vacant for approximately 2 years, giving more support in Section 8. This will help to handle the additional workload ahead with the RAD conversion and the Voluntary Streamline Conversion. A new PHA organizational chart will be created showing changes.

REPORTS FROM COMMISSIONERS

Commissioner Turner stated, it has been a big week at the Boys and Girls Club, the walls have been completed on the gymnasium and things are moving along nicely. Youth of the Year has been awarded to one of the Port Angeles Boys and Girls Club Youths for the second year in a row, what an honor.

Commissioner Tinker reported the local Veterans Association Clinic will visit Sarge's Place and test all tenants and staff for Covid-19 at no cost. United Way has announced they have received funds through a consolidated homeless grant to assist Clallam County veterans and widows of veterans in need of rental assistance.

Commissioner Richardson reported Dove House Recovery Café continues construction slowly with social distancing safeguards in place.

Commissioner Lindholm had no significant updates

Commissioner Fellin had no significant updates

Commissioner Shusterman had no significant updates

Commissioner Teal informed the board the Habitat home next door to her has begun construction again, she is hoping to have a new neighbor soon.

OLD BUSINESS

Resolution PHA 2020-26 Adoption of the Peninsula Housing Authority Internal Controls Policy.

Resolution PHA 2020-27 Ratifying Sarah Martinez as the Executive Director of the Peninsula Housing Authority effective May 1, 2020.

City of Port Angeles water claim update, Legal Counsel Allison Mahaney reported the water claim has been drafted and is ready to present, unfortunately civil matters are not being heard at this time due to Covid19.

UPDATE FROM THE EXECUTIVE DIRECTOR

MEETINGS/OFFICE UPDATES

May 21, 2020 – Bi-Weekly PHA Redevelopment Meeting – Via Zoom
May 27, 2020 – Union Negotiation Meeting
June 4, 2020 – Bi-Weekly PHA Redevelopment Meeting – Via Zoom

June 2, 2020 update – At the current time with Clallam County in Phase 2 the PHA will remain closed to the public. 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

RFP for Legal Services – The RFP for Legal Service was published May 28th, 2020 in the Peninsula Daily News, Port Townsend Leader, Kitsap Sun, Daily Journal of Commerce and the Minority Women's Business Journal. Responses are due back June 15th, 2020.

Public Housing/Lee Plaza repositioning – The RFP for Design-Build Services was sent out to interested parties on May 28th 2020 and due back June 17th, 2020. The RFP for Seismic Risk Review was sent out on May 29th, 2020 and due back June 5th, 2020.

OLD BUSINESS

PHA Website Commissioner Contact – The PHA's website has been updated to reflect the changes discussed and agreed upon by the Commissioners in the May meeting.

EVENTS CALENDAR

PHA Board Meeting
Clallam County Courthouse
Commissioners' Meeting Room
Port Angeles, WA

DATE
June 17, 2020

TIME
1:00 pm

Until Governor Inslee relaxes the requirement, PHA Board Meetings will be held via video and telephone conferencing from our offices at 2603 S. Francis Street, Port Angeles, WA

NEW BUSINESS

Resolution PHA 2020-28 – Approval of the FY2021 Financial Budget.

Resolution PHA 2020-29 – Approval of the application for the Affordable Housing Program Grant.

Resolution PHA 2020-30 – Adoption of the new utility allowances beginning June 2020.

Resolution PHA 2020-31 – Approval and authorization of all transactions pertaining to the development of Public Plaza LLLC.

Adjournment: The meeting adjourned at 2:25 p.m.

Next Meeting:

Wednesday, June 17, 2020 at 1:00 p.m.

Video Conference with Peninsula Housing Authority

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Peninsula Housing Authority

2603 S Francis St.

Port Angeles, WA 98362

Secretary

Board Chair

Seal:

