



Peninsula Housing Authority

**Board of Commissioners
REGULAR BOARD MEETING
MINUTES**

Wednesday, July 17, 2019 at 1:00 p.m.

Serving Clallam and Jefferson Counties

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Jefferson County Courthouse
Commissioner's Meeting Room-Basement Level
1820 Jefferson St
Port Townsend, WA 98368

CALL TO ORDER

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

ROLL CALL

Present were: Commissioners Teal, Richardson, Shusterman and Turner via phone. Staff members present were Executive Director Kay Kassinger, Legal Counsel Allison Mahaney and Executive Administration Specialist Christy Niles. Absent were Commissioners Lindholm and Commissioner Tinker 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 July Timesheet, July Regular Meeting Minutes,

July Check Registers up to Outpost. Part of consent agenda approval

Approval of July Outpost check Registers. Part of consent agenda approval

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 Kay Kassinger began by inviting the board members to participate in the Clallam County Fair booth for Peninsula Housing Authorities' Self Help Build program.

Executive Director Kay Kassinger discussed the South Seven HUD Section 202 Senior Housing in Port Hadlock and the annual board meeting to review financial audit reviews, compliance reports as well upcoming capital projects. All reports were positive for the property and the program. The property is owned and operated by OlyCAP. Peninsula Housing Authority would like to apply in 2020 for a HUD Section 202 application at the Mount Angeles View partnering with OlyCAP. This program will be rent subsidy as well as service dollars.

Executive Director Kay Kassinger discussed an interview that she had with Conor Dowley with the Sequim Gazette. The interview was regarding the lack of available subsidized housing in Sequim. Executive Director Kay Kassinger will share the information with the board when the article comes out.

Commissioner Richardson asked if Executive Director Kay Kassinger is attending the Sewer Working Group meetings. Executive Director Kay Kassinger relayed that she is still attending. Some of the comments received so far are that the costs are very high. There are still a lot of variables, Executive Director Kay Kassinger does not know at this time what the outcome will be.

Executive Director Kay Kassinger had a discussion with Commissioner Weed and he plans to be back in October, which will be in time to participate in the succession planning for the new Executive Director.

REPORTS FROM COMMISSIONERS

Commissioner Richardson reported that Dove House closed on the Recovery Cafe building and are moving forward on the rehab, funds are coming in. Clients and volunteers are involved.

Commissioner Turner had nothing to report.

Commissioner Shusterman had nothing to report.

Commissioner Teal reported that Habitat for Humanity is beginning construction on the 2 lots near her home and it seems to be progressing well.

OLD BUSINESS

Succession plan for Executive director Kay Kassinger was further discussed. Salary ranges will need to be researched for this area prior to advertising the position. Commissioner Shusterman, Teal and Tinker will be on the committee. Advertising will need to begin by October 1st. Commissioner Turner asked if we are ahead of the curve on this. Executive Director Kay Kassinger in her opinion believes that they are. The first meeting has been set for August 21st following the Board meeting.

NEW BUSINESS

Approval of PHA Resolution 2019-10 Accounts receivable write off uncollectable debt in the amount of \$2424.19

Kay stated that this is a quarterly write off.

Moved by Commissioner Shusterman, Second by Commissioner Richardson. Approved

Approval of PHA Resolution 2019-11 Elevator maintenance on Senior, Disabled elevator systems. Executive Director Kay Kassinger explained that the hydraulic systems, main controllers need to be replaced. Public Housing Capital Fund Grants are in the budget to cover the cost. Thyssenkrupp submitted the successful proposal and will be contracted to do the work.

Moved by Commissioner Shusterman, Second by Commissioner Richardson. Approved

Adjournment: The meeting adjourned at 1:58 p.m.

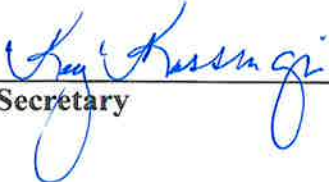
Next Meeting:

August 21, 2019 1pm

Clallam County Courthouse-Commissioner's Meeting Room

223 E 4th St

Port Angeles, WA 98362


Secretary


Board Chair

Seal:

