



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday, September 12, 2012 at 1:00 p.m.

The Public is invited to attend the meeting of the Board of Commissioners at:
Clallam County Courthouse, Suite 4
223 E. 4th Street, Port Angeles WA

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:00 p.m. by Commissioner Turner.

Present were: Commissioners Flodstrom, Boardman, Turner, Teal and Shusterman. Commissioners Fleck and Rymph were excused. Also present were Legal Counsel Dave Neupert and staff members Executive Director Pam Tietz and Executive Assistant Teresa Rodocker.

Public attendees: Phyllis Kelly

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Phyllis Kelly, a resident at the Mt. Angeles View Villa, spoke regarding issues within the facility with tenants that she felt were dangerous. She stated that issues had been brought to the attention of the Property Manager and the Housing Assistant and that while they were responsive, she had been told that certain things she was asking for needed to go to individuals with a higher level of authority. The dangerous individuals involved made other tenants feel unsafe, with many of them not in the public part of the facility without having someone else with them and not using the elevator if one of the tenants who they were uncomfortable with were already in there.

Commissioner Turner and Director Tietz thanks Ms. Kelly for her input and Director Tietz followed up with an explanation that all of these issues were reviewed at many levels and while she could not speak in regards to specific tenants due to privacy laws, she was reviewing many instances to determine if the lease agreement had been broken.

Assistant Rodocker provided contact information to Ms. Kelly for herself and Director Tietz so that she would have access to them should any other situations arise.

ADDITIONS TO THE AGENDA

None

CONSENT AGENDA

Approval of consent agenda: August Regular Meeting Minutes and August Check Registers. No financials were provided for this meeting due to year end reporting. Commissioner Boardman moved that the agenda be adopted and Commissioner Teal seconded. Commissioner Turner asked for a correction to the minutes regarding Page 2, Paragraph 9 to change the name of the first commissioner listed to that of Commissioner Flodstrom. There were no further additions, corrections or amendments to the agenda. Voice Vote. Approved.

REPORTS FROM COMMISSIONERS

Commissioner Shusterman asked for a discussion regarding the receipt of the board packets at an earlier time. His request was based on making sure enough time for the commissioners to be able to review the packet in-depth prior to the meeting. The packets are typically mailed out the Wednesday before the board meeting, with the board receiving them via mail on Thursday. Discussion included that having it come earlier could result in not having month end numbers, which could require a second mailing, information presented at the board meeting without the commissioners being able to review it prior to the meeting or having the information be one month behind.

Legal Counsel Neupert first addressed the board by stating that he had been a recipient of some of the emails regarding these concerns and he wanted to ensure that the board was aware that using the "reply all" feature for email was not acceptable due to the Public Meeting Act. Assistant Rodocker asked if that included her email for meeting attendance and was told no, as it was not a "reply all" situation.

Additional discussion from the board resulted in the staff agreeing to mail the packets out on Tuesday, with the board receiving them via mail on the Wednesday prior to the meeting. This could then be reviewed in 2-3 months to determine if this was a viable solution. A secondary consideration may be given to changing the meeting day to later in the month, but the board was hesitant to discuss this unless all commissioners, including the new one yet to be appointed, would be in attendance.

Commissioner Turner reported that she is still working to schedule a meeting with Bryan Maple to have a discussion with him regarding the Resident Council programs.

EXECUTIVE DIRECTOR'S REPORT

Director Tietz presented a written report to the Board and provided a verbal report as follows:

Litigation Update: Director Tietz handed out a letter received in regards to the litigation that Housing Authorities are involved with in regards to HUD reserves.

SHOP Award: \$60,000 was received that will be used to partner with the Jefferson County Habitat for Humanity for the development of lots that will be used by both organizations. PHA should have 8 lots for Self-Help use.

Newspaper Article: Director Tietz brought attention to a newspaper article regarding Self-Help and the current homes being built. One of the individuals in the picture is the daughter of one of our employees. The groundbreaking held last Thursday was very successful and everyone is looking forward to the dedication when the homes are done.

Fair Market Rent: The proposed Fair Market Rents for 2013 have been received and there are many increases. If the proposed numbers be approved, it could be an increase in costs to PHA of approximately \$25,000 per year.

New Property Reports: Director Tietz presented the new property reports that will give information per property in order to provide a clearer view of which property is accomplishing what. Commissioner Turner asked about the Goals and Accomplishments being together and Director Tietz responded that this would be adjusted.

Board Handbooks: Director Tietz presented the new Board Handbooks prepared for the commissioners. These were prepared with the thought that someone just joining the board would be able to review it and have a clear understanding of the agency, the responsibilities of the board, the properties and how they are set up and will hopefully answer questions board members may have about their participation.

Housing Washington: To be held in Tacoma this year, information regarding this is included in the board mailings should anyone be interested in attending.

DSHS MOU: Director Tietz presented the Memorandum of Understanding between Peninsula Housing Authority and the Department of Social and Health Services regarding updated services. Commissioner Shusterman asked if this was something that needed approval prior to being signed by Director Tietz. Legal Counsel Neupert responded that it was not an outlay of funds or staff resources and that it was within the job description of the Executive Director to sign this. Director Tietz stated that it was an agreement for services that are already being offered and that there was no outlay of funds or resources.

OLD BUSINESS

Paid Time Off Policy for Exempt Staff: Director Tietz presented an updated proposal to alter the leave process for exempt staff in which the sick leave and annual leave would be combined into a general leave, allowing a bit more flexibility for management in utilizing their leave time. The updates involved were based on discussion held at the last meeting regarding the maximum allowed accrual of 500 hours, the cash out policy and the requirement that at least 2 weeks of time off be used each year. Commissioner Flodstrom moved for approval, Commissioner Boardman seconded. Voice Vote. Approved.

November 14th PHA Meeting Date – Executive Assistant Rodocker has secured the Administration Board Room at the Jamestown S'Klallam Center beginning at 1:30 pm for the November 14th board meeting. This will follow the Regional Homelessness Forum at the same location which is scheduled to end at 12:30. Lunch will be provided in the Administration Board Room immediately following the forum.

NEW BUSINESS

Executive Director Contract: The employment contract for Director Tietz was distributed to each commissioner. The original contract was from March of 2009 and has a 3 year term, with additional years automatic unless changes are requested by either the Director or the Board. Since there have been changes in regards to salary due to a paycut Director Tietz voluntarily took in the last year, and there have been some other adjustments, board members were asked to review the contract, send comments to Director Tietz and further discussion would happen at the next board meeting.

Resolution #PHA-2012-026 – Approval of Policy for Reporting Known or Suspected Losses to the Washington State Auditor's Office. Moved by Commissioner Boardman, second by Commissioner Shusterman. Discussion was held regarding how to determine what was reportable. Director Tietz stated that the policy was to ensure that every loss was reported, with the decision made at a higher level as to what needed to be reported. Voice Vote. Approved.

Resolution #PHA-2012-027 – Approval of Uniform Schedule of Tenant Charges. Moved by Commissioner Flodstrom, seconded by Commissioner Shusterman. Discussion was held in regards to some of the changes not being clear. Director Tietz explained that the form was originally done in color and that the new charges were the ones at the top of each section.

Adjourned to Executive Session at 2:20 pm for an estimated 5 minutes.

Reconvened to Regular Session at 2:25 pm.

Next Meeting:

Wednesday, October 10, 2012 at 1:00 p.m.
Peninsula Housing Authority
Port Townsend Office
5210 Kuhn Street
Port Townsend WA 98368

Adjournment: The meeting adjourned at 2:26 p.m.

Secretary

Board Chair

Seal: