



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday May 17, 2023 at 1:00pm

The Public is invited to attend the Regular Meeting of the Board of Commissioners.

Meeting location: Clallam County Courthouse  
223 East 4<sup>th</sup> Street, Port Angeles, WA 98362  
and/or

via Zoom: link available on website- <https://peninsulapha.org/>

**CALL TO ORDER**

The meeting was called to order at 1:03 pm by Commissioner Webster.

**ROLL CALL**

Present were: Commissioners Webster, Teal, Fellin, Cunningham, Turner, and Brotherton. Executive Director Sarah Martinez, In-House Counsel Alexandra Schodowski, and Executive Administrative Specialist Katherine Purcell. Commissioners Tinker and Robinson were excused.

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

Resolution #PHA-2023-13, Authorization for Records Project Grant Application  
Resolution #PHA-2023-14, Authorization for Purchase of 727 E. 8<sup>th</sup> Street, Port Angeles

**COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Sarah Martinez April Timesheet, April Regular Meeting Minutes, April Check Registers Moved to approve by Commissioner Teal, seconded by Commissioner Cunningham. Voice vote, approved.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Sarah Martinez met with the Collective Bargaining Unit's Union Representative and Shop Steward on May 8<sup>th</sup> for preliminary negotiations. Medical benefit plans were a major topic of conversation, including the possibility of bargained employees applying for HCA's PEBB. This was presented at May 17<sup>th</sup>'s staff meeting. Director Martinez will meet with the Union Representative and Shop Steward again on Friday, May 19<sup>th</sup> for PHA's counter and further discussion. PHA will be presenting the FY24 budget to the board at next month's meeting, which will include proposed adjustments to wages based on our salary survey and budget capacity. On May 23<sup>rd</sup>, Director Martinez will be meeting with the Clallam County Housing Solutions RFP

Committee. The RFP is continuing to go through revisions and the Committee is working on prioritization of spending within HB1590's constraints. Director of Housing Debbi Tesch is meeting with the Lee Plaza resident who is leading the formation of a Resident Council. There is concern among Lee Plaza residents of unfair targeting by downtown parking enforcement. PHA hopes to gain more insight into their concerns as these meetings with residents continue, as well as aiming to empower residents to advocate for themselves where they can. As federal debate continues regarding raising the debt ceiling, we have not yet received direction regarding the anticipated effects it would have on housing authorities, should no deal be reached before June 1<sup>st</sup>, but NAHRO will be providing an update on May 18<sup>th</sup>.

### **REPORTS FROM COMMISSIONERS**

Commissioner Teal: Attended April's regional NAHRO conference in Portland with Commissioner Webster, which included a seminar on Board of Commissioners ethics, a seminar on BoC equity – focusing on residential advisory and representing residents, and a program regarding permanent supportive housing.

Commissioner Fellin: No significant updates.

Commissioner Cunningham: No significant updates.

Commissioner Brotherton: No significant updates.

Commissioner Turner: No significant updates.

Commissioner Webster: Attended the regional NAHRO conference in Portland with Commissioner Teal, including a session on tax credits, permanent supportive housing, and conducting performance evaluations for Executive Directors.

### **OLD BUSINESS**

Discussion of Board meeting time, proposed by Commissioner Cunningham for accommodation of work schedules. Meeting time to be reevaluated during a complete review of the bylaws. Proposed changes will be presented next month.

### **EXECUTIVE SESSION**

The Executive Session was estimated to take thirty minutes and end at 2:09pm; it ended at 2:11pm, exceeding the expected time by two minutes. Commissioners discussed potential real estate purchase and Director Martinez's evaluation.

### **NEW BUSINESS**

Approval of plan outlined by board chair regarding Executive Director Martinez's annual evaluation in Executive Session. Moved to approve by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

Resolution #PHA-2023-13, Authorization for Records Project Grant Application. Moved to approve by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

Resolution #PHA-2023-14, Authorization for Purchase of 727 E. 8<sup>th</sup> Street, Port Angeles. Moved to approve by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.



**Adjournment:** The meeting adjourned at 2:16pm

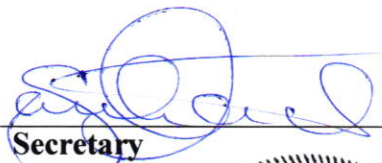
**Next Meeting:**

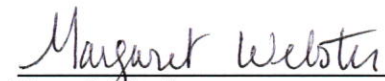
Wednesday, June 21, 2023 at 1:00pm  
Clallam County Board of Commissioners Chambers  
223 East 4<sup>th</sup> Street  
Port Angeles, WA 98362

And virtually:

Link, call, and login information will be available one week before our scheduled meeting on our website at

<https://peninsulapha.org/>

  
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**Secretary**  
Seal:

  
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**Board Chair**

