



## Peninsula Housing Authority

### Board of Commissioners REGULAR BOARD MEETING MINUTES

Wednesday April 19, 2023 at 1:00pm

*Serving Clallam and Jefferson Counties*

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 98363

and/or

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

#### **CALL TO ORDER**

The meeting was called to order at 1:04 pm by Commissioner Webster.

#### **ROLL CALL**

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

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

Resolution #PHA-2023-12, Authorization to Request ARPA Funding

Letter from Lee Plaza Residents

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

#### **CONSENT AGENDA**

Approval of consent agenda: Executive Director Sarah Martinez March Timesheet, March Regular Meeting Minutes, March Check Registers through Public Plaza Operating. Moved to approve by Commissioner Tinker, seconded by Commissioner Teal. Voice vote, approved. March Outpost Check Register. Moved to approve by Commissioner Turner, seconded by Commissioner Fellin. Commissioner Tinker abstained.

#### **EXECUTIVE DIRECTOR'S REPORT**

Director of Development Annie O'Rourke sat in for Executive Director Martinez at the April Clallam County Housing Solutions Committee meeting. There was good discussion surrounding the RFP for 1406 and 1590 funds, and it was ultimately determined the RFP was not ready for approval by the HSC and required more work. Director O'Rourke and Timothy Dalton are working together to revise it until it is ready to be sent to the RFP Committee, who will review it and make recommendations to the Housing Solutions Committee for any further updates. PHA will be receiving a Live United award at the United Way of Clallam County's May 13<sup>th</sup> Live United Prom. Commissioners Robinson and Tinker will be accepting on behalf of Director Martinez.

Director Martinez and Director of Housing Debbi Tesch attended the April 16<sup>th</sup> Connectivity Fair in Jefferson County, the goal of which was to bolster inter-agency awareness and cooperation for members of the public. Director Martinez attended the April 13<sup>th</sup> ribbon cutting for Dawn View Apartments – formerly the All View Motel, purchased and converted by Peninsula Behavioral Health. PHA is ready to apply for the Continuing Affordability Grant when NOFOs are rolled out, which is anticipated to be in June.

### **REPORTS FROM COMMISSIONERS**

Commissioner Teal: Attended OlyCap's 7<sup>th</sup> Haven ribbon cutting, along with Commissioner Webster and Director of Housing Tesch. Also noticed two lots for sale for \$95k on 22<sup>nd</sup> and Cliff St.

Commissioner Fellin: No significant updates.

Commissioner Turner: No significant updates.

Commissioner Tinker: NORVHN purchased the old VFW Hall across from the Forks post office and is currently moving in. It will expand their footprint to approximately 3,000 sq ft.

Commissioner Brotherton: No significant updates.

Commissioner Webster: Jefferson County recently formed a Coordinated Entry Advisory Board. They will be reaching out to PHA with a data sharing agreement to help in the collection and coordination of information across multiple housing providers and nonprofit organizations. Attended a meeting for the Housing Solutions Network. Commissioner Webster is also providing her assistance in data analysis and recommendations for emergency shelter and transitional supportive housing. The state of WA recently released projected housing needs by income level, highlighting vast local need for accelerated progress in development of more affordable housing.

### **OLD BUSINESS**

#### **EXECUTIVE SESSION**

The Executive Session was estimated to take fifteen minutes and end at 1:45pm; it ended at 1:40pm, falling short of expected time by five minutes. Commissioners discussed Director Martinez's evaluation.

#### **NEW BUSINESS**

Discussion of Board meeting time. This agenda item was tabled to ensure the requesting Commissioner (Cunningham) be able to participate.

Letter from Lee Plaza Residents. Discussed letter and ensuing meeting with residents. No action taken.

Resolution #PHA-2023-09, Authorization for Accounts Receivable Collections Write Off. Moved to approve by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

Resolution #PHA-2023-10, Authorization for Energy Rebate Application(s). Moved to approve by Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2023-11, Authorization for Sale of Port Townsend Lots. Moved to approve by Commissioner Teal, seconded by Commissioner Fellin. Voice vote, approved. Commissioner Webster abstained.



Resolution #PHA-2023-12, Authorization to Request ARPA Funding. Moved to approve by Commissioner Teal, seconded by Commissioner Fellin. Voice vote, approved.

**Adjournment:** The meeting adjourned at 2:34pm

**Next Meeting:**

Wednesday, May 17, 2023 at 1:00pm  
Clallam County Board of Commissioners Chambers  
223 East 4<sup>th</sup> Street  
Port Angeles, WA 98363

And virtually:

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

<https://peninsulapha.org/>

  
Secretary

Seal:



  
Board Chair