



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners REGULAR BOARD MEETING MINUTES Wednesday February 15, 2023 at 1:00pm

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

Meeting location Clallam County Commissioners Chambers

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 Teal.

#### **ROLL CALL**

Present were: Commissioners Teal, Webster, Robinson, 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. Commissioner Cunningham joined after roll call. Commissioner Tinker was excused.

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

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

#### **CONSENT AGENDA**

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

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

Executive Director Martinez reported that she and Director of Development O'Rourke have continued their search for a new administrative building, to be further discussed in Executive Session. Clallam County Housing Solutions Committee has hired Timothy Dalton as the Housing Grants Manager. He and Commissioner Johnson met with Directors Martinez and O'Rourke on February 1<sup>st</sup> to discuss planned PHA projects, potential obstacles, and the Housing Solutions Committee. The RFP Committee, which includes Director Martinez, will be meeting February 17<sup>th</sup>. The next steps for the RFP currently rely on local governments compiling appropriate interlocal agreements. The PHA's third party salary study is now complete and a final report should be delivered to PHA shortly. Director Martinez and Comptroller Annette Crawford will be assessing those results in combination with the PHA staff survey and bringing their findings to the March or April board meeting for review and discussion while getting job descriptions updated in advance of bargaining and in conjunction with building out next year's budget. We had a very productive meeting with USDA Rural Development and their Simple Transfer team regarding purchase of the Ox Bow, which seems to meet the criteria for simple transfer. Director

O'Rourke is currently reviewing the Capital Needs Assessment, which we received back from our vendor, and the seller has engaged local counsel which will help aid us through the application process. Director Martinez met with reps from Jefferson County Housing Fund Board to discuss HMIS, which we report to for our TBRA Grant. Moving forward, PHA will be participating in their monthly meetings about how to better serve clients, focusing on improved communication and cooperation between agencies.

### **REPORTS FROM COMMISSIONERS**

Commissioner Turner: Attended a townhall meeting held by For PA, who are developing a plan for tiny homes as a potential aid to local issues with homelessness. Similarly, Pennies for Quarters is planning tiny homes for veterans with a leased 7 acres, but their Executive Director is moving, and TAFY (The Answer for Youth) is planning to place tiny houses in church parking lots. Commissioner Turner hopes that Timothy Dalton, in his new role, will be able to assist in building avenues for cooperation between these like organizations with common goals.

Commissioner Webster: Attended a promising meeting with multiple nonprofits at the Jefferson County Courthouse in order to encourage more joint efforts, from which will spring the Coordinated Entry Advisory Board, which will help with the HMIS data reporting issue. The state's issued report says their current error rate in data is 70%. It is also a goal of the Housing Fund Board to create four separate work groups to address the needs analysis, the assessment, and the drafting recommendations for each type of housing: emergency shelter/transitional, permanent supportive, low income, and workforce.

Commissioner Cunningham: No significant updates.

Commissioner Brotherton: No significant updates.

Commissioner Robinson: Joined approximately 300 other Habitat for Humanity representatives from across the country in Washington D.C. for Habitat on the Hill, an advocacy effort for increased funding to federal housing programs. Commissioner Robinson also serves as the advisor for the Sequim High School Interact Club, the student of which put together a TikTok video about Sequim and alumnus Joe Rantz, who will be the subject of George Clooney's upcoming film adaptation of The Boys in the Boat. The video was successfully circulated to the film's production company and they have secured plans to host a premiere in Sequim – the proceeds from which will be used to build a local homeless youth shelter.

Commissioner Fellin: No significant updates.

Commissioner Teal: Port Townsend City Council and Port Townsend Planning Commission had a joint meeting Monday, but Commissioner Teal was unable to attend. The primary takeaway from this meeting, however, seems to be a desire for increased density in order to increase housing, but the proposed code changes do not guarantee affordability. Also, the City of Port Townsend is getting their funding for the development of Evan's Vista.

### **OLD BUSINESS**

Amended Resolution #PHA-2021-10, Approval of Application for Additional RCAC Funds. Moved to approve by Commissioner Robinson, seconded by Commissioner Webster. Voice vote, approved.

**EXECUTIVE SESSION**

The Executive Session was estimated to take thirty-five minutes and end at 2:30pm; it ended at 2:21pm, nine minutes earlier than expected. Commissioners discussed a potential real estate purchase and Executive Director Martinez's annual review.

**NEW BUSINESS**

Resolution #PHA-2023-01, Approval for Out of State Travel for PNRN NAHRO Conference. Moved to approve by Commissioner Turner, seconded by Commissioner Webster. Voice vote, approved.

Resolution #PHA-2023-02, Approval for Funding Application for Ox Bow Predevelopment Costs. Moved to approve by Commissioner Webster, seconded by Commissioner Brotherton. Voice vote, approved.

**Adjournment:** The meeting adjourned at 2:32pm

**Next Meeting:**


Wednesday, March 15, 2023 at 1:00pm  
Jefferson County Library, Humphrey Room  
620 Cedar Avenue  
Port Hadlock, WA 98339

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

