



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### **Annual of Commissioners REGULAR BOARD MEETING MINUTES**

June 20, 2024, at 12:00pm

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

Meeting location:  
Port Angeles Main Library, Coffey Room  
2210 South Peabody 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 12:02 pm by Commissioner Webster.

#### **ROLL CALL**

Present were: Commissioners Webster, Tinker, Brotherton, Robinson, Cunningham, Teal, and Fellin. Executive Director Sarah Martinez, Finance Director, Annette Crawford, and Administrative Assistant Zoe Hansen. Commissioner Turner arrived after roll call. No public attended.

#### **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 May timesheet, May Regular Meeting Minutes, May Check Registers through, Public Plaza. Moved to approval by Commissioner Tinker, seconded by Commissioner Brotherton. Voice vote, approved. May Check Register Section 8. Moved to approval by Commissioner Tinker, seconded by Commissioner Brotherton. Voice vote, approved. Commissioner Webster, abstained. May Check Register Outpost. Moved to approval by Commissioner Webster, seconded by Commissioner Brotherton. Voice vote, approved. Commissioner Tinker abstained.

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

As stated in the Director's report, Executive Director Martinez reported on PHA's Fiscal Year 2025 reorganization. Effective July 1, 2024, a new internal organizational chart was created to address succession. This will create a better capacity for the agency. Two new positions were created, Finance Director and Deputy Executive Director. Legal counsel will be replaced with contracted services to be more cost effective to PHA with regards to billing purposes. Annette has applied for the position of Deputy Director and will be looking for a Finance Director to fulfill the goal of succession. Having a Deputy Director will assist in helping with the agency in developing housing based on the Strategic Plan. Director Martinez and Development Director O'Rourke had a dialogue with Brent Butler of Jefferson County. They posted some charrettes as part of their comprehensive plan update. Commissioner Webster and Development Director O'Rourke attended a meeting where they wanted to include PHA in the planning of developing properties in the Port Hadlock area. Director Martinez met with Clallam County and discussed concerns with our application for Eklund at Gales. The

Housing Solutions committee met two weeks ago. They approved the recommendation for the formal resolution to go to the Commissioners to be approved at the next meeting.

## **REPORTS FROM COMMISSIONERS**

Commissioner Tinker: Reported that their new Case Manager, Christina Dalton, started at Minsky Place.

Commissioner Robinson: Habitat has a national relationship with USDA. USDA is planning a symposium virtually with Habitat affiliates. Commissioner Robinson hopes to gain more information regarding funding on 502 direct loans. Groundwork has begun on Veterans 4-plex build on Fairmount. Veterans' applications have re-opened and are looking for active-duty military or veterans to fill the units.

Commissioner Fellin: No significant updates

Commissioner Brotherton: No significant updates

Commissioner Teal: Reported that Heather Dudley-Nollette with Bayside, who's running for County Commissioner, was impressed with Development Director Annie O'Rourke.

Commissioner Cunningham: No significant updates

Commissioner Turner: No significant updates

Commissioner Webster: Attended the Charette. There were some communication issues, but they were productive.

## **OLD BUSINESS**

### **NEW BUSINESS**

#### **Resolution PHA-2024-13; FY 2024 Adoption of Budget**

Move to approve the 2024 Adoption of Budget by Commissioner Tinker, seconded by Commissioner Turner. Voice vote, approved.

#### **Resolution PHA-2024-14; Accounts Receivable Write Offs**

Move to approve the Accounts Receivable Write Offs by Commissioner Tinker, seconded by Commissioner Teal. Voice vote, approved.

#### **Resolution PHA 2024-15; Adoption of 5 Year Strategic Plan**

Move to approve the Adoption of 5 Year Strategic Plan by Commissioner Tinker, seconded by Commissioner Turner. Voice vote approved.

Motion made to cancel the July 2024 Board meeting by Commissioner Turner, seconded by Commissioner Tinker. Voice vote approved.

**Adjournment:** The meeting adjourned at 1:08 pm

SEP 02 2024

**Next Regular Meeting:**

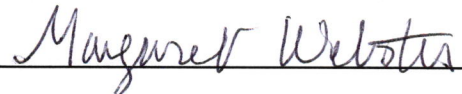
Wednesday, August 21, 2024, 2024, at 12:00 P.M.  
Port Angeles Main Library, Coffey Room  
2210 South Peabody Street  
Port Angeles, WA 98362  
and virtually:

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

<https://peninsulapha.org/>



Secretary  
Seal:



Board Chair