



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Annual of Commissioners REGULAR BOARD MEETING MINUTES May 15, 2024, at 12:00pm

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

Meeting location:

Peninsula Housing Authority, Conference Room

2603 S Francis

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, Teal, and Fellin. Executive Director Sarah Martinez, In-House Counsel Alex Schodowski and Administrative Assistant Zoe Hansen. Commissioner Cunningham arrived after roll call. Commissioner, Robinson and Commissioner Turner were excused. 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 April timesheet, April Regular Meeting Minutes, April Check Registers through, Public Plaza. Moved to approval by Commissioner Tinker, seconded by Commissioner Teal. Voice vote, approved. April Check Register Section 8. Moved to approve by Commissioner Tinker, seconded by Commissioner Teal. Voice vote, approved. Commissioner Webster, abstained. April Check Register Outpost. Moved to approval by Commissioner Teal, seconded by Commissioner Webster. Voice vote, approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

As stated in the Director's report, Executive Director Martinez reported on attending the Housing Solutions Committee meeting. Director Martinez and Development Director O'Rourke met with the Ad-Hoc Committee for review of the funding application for Eklund at Gales; the 24 unit building in East Port Angeles. The Committee made a recommendation to the Housing Solutions Committee to fund the project. After a very lengthy discussion it was decided to table this funding request. The Committee needed more financial information from the County's Finance Department. The Committee wanted a better understanding of what the obligations of the funds are as the Commissioners have already approved funding for another project. There was a concern regarding construction financing and developer fees. During the last quarterly Self-Help meeting we learned that because of the reduction of the 502 Direct Loan program in the Federal FY24 budget there were no funds available in Washington for our current Self-Help Group. The PHA submitted a 523 grant application at the end of April for Self Help funds, which covers the costs to administer the program, however without the

502 loans the 523 will be held at the state level. We will re-evaluate the Self-Help program in October in hopes there will be an approved Federal FY25 budget with 502 loan funding. In the June Board meeting, the budget for PHA will reflect some changes with regards to staff and positions.

REPORTS FROM COMMISSIONERS

Commissioner Tinker: On Saturday May 18, 2024, Minsky Place is having their Open House from 1-4 pm. Meet at the JC Penney's lot for the shuttle. Extended an offer to hire a Case Manager who has a master's in public health. This person will be engaged with Jefferson County, Veterans and hopefully active Coast Guard housing.

Commissioner Cunningham: Appreciates the Housing Authority and keeping our tenants safe. Attended the PBH Gala. He was very impressed with the Executive Director who spoke and with all the elected officials who were present. A great public-relations event.

Commissioner Fellin: No significant updates

Commissioner Brotherton: Reported that Housing Advisory Plan 2023-2028 report is good information. In medium housing—permitted versus middle income need. Clallam County is doing well at 104% and Statewide is 60%. Jefferson County is worse than Clallam County.

Commissioner Teal: Attended the City of Port Townsend's comprehensive plan update regarding housing. Jefferson County is not doing well according to affordability and incomes. Attended a meeting with Heather Dudley-Nollette, Director of Development with Bayside Housing & Services. Heather mentioned Commerce funding to build 32 units. They are struggling with funding and keeping affordable housing and projects.

Commissioner Webster: Reported that OlyCap has hired a new Housing Director, Viola Ware from Port Angeles.

OLD BUSINESS

Executive Martinez reported on the draft of the Strategic Plan that Josh provided. The plan can be our working document. To be used as a tool to work through action items.

NEW BUSINESS

Executive Session: Director Martinez's Performance Assessment. The Executive session was estimated to take 15 minutes. It began at 1:16 pm and ended at 1:27 pm. **Move to approve the Performance Review as summarized in the Executive Session by Commissioner Cunningham, seconded by Commissioner Tinker. Voice vote, approved.**

Adjournment: The meeting adjourned at 1:32 pm

Next Regular Meeting:

Wednesday, June 20, 2024, 2024, at 12:00 P.M.

Port Angeles Main Library, Coffey Room

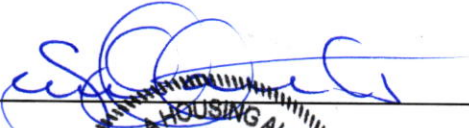
2210 South Peabody Street

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