

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: January 24, 2017
7:45 A.M.

KHA's "Mission" Statement:

Develop and maintain safe, affordable, quality housing that promotes healthy neighborhoods and inspires communities. Create partnership opportunities that support and encourage program participants to become self-sufficient. Manage all assets with fiscal responsibility & integrity.

KHA's "Vision" Statement:

KHA will be known and respected as a regional leader in leveraging resources to create affordable housing programs and opportunities that contribute positively to the community.

A. BOARD MEETING MINUTES:

1. Approval of KHA's Regular Meeting Minutes held on November 22, 2016.

B. VISITOR(S) INTRODUCTION:

Visitors who wish to present to KHA Board Commissioners during open meeting session, may do so in accordance within KHA's Meeting Agenda, visitor will need to state/provide their full name, residency, will have two (2) to three (3) minutes maximum to present to KHA's Board Commissioners. Visitors who wish to submit any documentation/materials/etc. may do so either prior or succeeding a meeting to KHA's Executive Director. KHA Board Commissioners will not take action on visitor's presentation/submitted documentation/materials/etc. during a Board Meeting.

Visitor(s):

None.

C. STAFF PROGRAM & DEPARTMENT REPORTS:

- Operations Indicator Report (Housing Programs, Leasing & Program Financial Data, etc.) for the months of November and December 2016.

D. FINANCIAL REPORTS:

- Finance Director's November and December 2016 Monthly Report Narrative.
- November and December 2016 Financial Statements, Check Registers are enclosed in Board Packet.
- Resolution 1218: Approval to Amend KHA's Procurement Policy

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: None
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
5. Public Housing Program
6. Housing Choice Voucher Programs

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's January 24, 2017 Board Packet.

G. BOARD COMMITTEE(S) REPORT (Report Status to Discuss/Discussed During Meeting):

1. Finance/Budget Committee (Commissioners Griffith & Perales):
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioners Callow & Griffith):
4. Tenant Council (TC) Representation:
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

None.

I. EXECUTIVE SESSION:

1. KHA Board of Commissioners will go into Executive Session during KHA's Board of Commissioner's November 22, 2016 Meeting in accordance to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employee or to review the performance of a public employee.

Housing Authority City of Kennewick
Board of Commissioners
November 22, 2016
Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held at the Authority's Administration Office/Community Center at 1915 W. 4th Place, Kennewick, Washington on November 22, 2016 and called to order by Commissioner Turner at 7:47 A.M.

Roll Call:

Board Members Present:

Pat Turner – Chair

Thomas Moak – Vice Chair

Nikki Griffith – Arrived late (7:52)

Robin Callow

Board Members Absent:

Leo Perales – Excused Absence

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on October 25, 2016. Commissioner Moak moved to approve the Minutes. The motion was seconded by Commissioner Callow. All Commissioners were in favor: Ayes: 3 No: 0

B. Visitors:

None

C. Staff Program & Department Reports:

Commissioners and KHA staff members reviewed monthly program and departmental reports.

D. Financial Reports:

Hermelinda Sierra, KHA's Finance Director, presented the KHA Financial Reports.

1. Motion: Commissioner Callow moved to approve the October 2016 disbursements in the amount of \$1,063,743.14. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0

E. Executive Director's Report:

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Motion: Commissioner Moak moved to approve Resolution #1215: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending October 2016. The motion was seconded by Commissioner Callow. All Commissioners were in favor: Ayes: 4 No: 0
3. Motion: Commissioner Moak moved to approved changes to Personnel Policy as revised by KHA Executive Director & KHA Attorney, Ken Diamond with additional grammatical

corrections as needed. Commissioner Callow seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

F. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's November 22, 2016 Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: No report
2. Personnel Committee: Met for discussion regarding Executive Director's performance review.
3. Community Needs Ad Hoc Committee: No meeting
4. Tenant Council (TC) Reports:
 - a. Sunnyslope Homes Tenant Council (TC) No meeting
 - b. Keewaydin Plaza Tenant Council (TC) No report

H. Other Business:

1. Commissioner Moak moved to increase salary by 5% for KHA's Executive Director effective as of one year from last evaluation. Commissioner Callow seconded the motion. All were in favor: Ayes: 4 No: 0.

I. Executive Session:

1. At 9:42 AM Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners would resume into executive session for five (5) minutes in accordance to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employee or to review the performance of a public employee. At 9:55 AM, Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners public meeting was resumed back in open session.

J. Adjournment:

The Board of Commissioners adjourned at 9:59 A.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair