

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: October 25, 2016
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 September 27, 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 month of September 2016.

D. FINANCIAL REPORTS:

- Finance Director's September 2016 Monthly Report Narrative.
- September 2016 Financial Statements, Check Registers are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1212 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending September 2016
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 October 25, 2016 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:

1. Resolution #1213: Approval of KHA's FY 2017 Public Housing Program "Flat Rents";
2. Resolution #1214: Approval of KHA's FY 2017 Section 8 Program "Payment Standards".

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
September 27, 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 September 27, 2016 and called to order by Commissioner Turner at 7:49 A.M.

Roll Call:

Board Members Present:

Pat Turner – Chair

Thomas Moak – Vice Chair

Nikki Griffith

Robin Callow

Board Members Absent:

Leo Perales – Excused Absence

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Marc Rodriquez – Maintenance/CFP Director

Amanda Taylor – HCV Supervisor/Compliance 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 August 23, 2016. Commissioner Moak moved to approve the Minutes. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 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 August 2016 disbursements in the amount of \$964,956.99. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1210: Authorization for KHA to Open the "Project Development" Bank Account for the Nueva Vista Phase II Project Through Banner Bank. Motion to approve Resolution #1210 by Commissioner Callow and seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0

E. Executive Director's Report:

KHA's Executive Director, Lona Hammer presented the Executive Director's Report.

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's September 27, 2016 Board Packet.

G. **Board Committee(s) Reports:**

1. Budget & Finance Committee: No report.
2. Personnel Committee: Met for discussion regarding recommendations from KHA attorney for personnel policy and the posting of the currently vacant Directly-Assisted Commissioner position.
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. Resolution #1211: Approving KHA Equipment Inventory Write-Offs for Period Ending August 2016. Motion to approve Resolution #1211 by Commissioner Callow and seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0
2. Annual Employee Appreciation Luncheon: KHA requested designation of up to \$600 for this year's Employee Appreciation Luncheon planned for December 21, 2016 with late afternoon after the luncheon to be scheduled as administrative leave for staff members. Commissioner Callow moved to approve KHA's Employee Appreciation Luncheon with designated funding not to exceed \$600.00. Commissioner Moak seconded the motion. All were in favor: Ayes: 4 No: 0.
3. Commissioner Moak moved that KHA's Regular Board Meeting be cancelled for December. Commissioner Callow seconded the motion. All were in favor: Ayes: 4 No: 0.

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:47 A.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair