

**Kennewick Housing Authority (KHA)**

**AGENDA**  
**KHA BOARD OF COMMISSIONERS**  
**MONTHLY MEETING**

**Date: November 22, 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 October 25, 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 October 2016.

**D. FINANCIAL REPORTS:**

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

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: Resolution #1215 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending October 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 November 22, 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:**

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**  
**October 25, 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. 4<sup>th</sup> Place, Kennewick, Washington on October 25, 2016 and called to order by Commissioner Turner at 7:45 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Thomas Moak – Vice Chair**

**Nikki Griffith**

**Board Members Absent:**

**Leo Perales – Excused Absence**

**Robin Callow - 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 September 27, 2016. Commissioner Moak moved to approve the Minutes. The motion was seconded by Commissioner Griffith. 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 Moak moved to approve the September 2016 disbursements in the amount of \$1,091,699.22. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 3 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 #1212: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending September 2016. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 3 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's October 25, 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 #1213: Revision to KHA FY 2017 Public Housing Program "Flat Rents". Motion to approve Resolution #1213 by Commissioner Moak and seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 3 No: 0
2. Resolution #1214: Revision to KHA FY 2017 Section 8 Housing Choice Voucher Program "Payment Standards". Commissioner Moak moved to approve Resolution #1214 and seconded by Commissioner Griffith. All were in favor: Ayes: 3 No: 0.

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:50 A.M.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair