

**Kennewick Housing Authority (KHA)**

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

**Date: May 23, 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 Annual Meeting Minutes held on April 25, 2017.

**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 April 2017.

**D. FINANCIAL REPORTS:**

- Finance Director's April 2017 Monthly Report Narrative.
- April 2017 Financial Statements, Check Registers are enclosed in Board Packet.
- Copy of KHA Budget

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: Resolution #1223 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending April 2017
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 May 23, 2017 Board Packet.

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

1. Finance/Budget Committee (Commissioners Griffith & Perales): No meeting
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Griffith & Moran)
4. Tenant Council (TC) Representation (None):
  - a. Sunnyslope Homes TC: No meeting this month
  - b. Keewaydin Plaza TC:

**H. OTHER / NEW BUSINESS:**

1. Strategic Planning Review

**I. EXECUTIVE SESSION:**

None.

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**April 25, 2017**  
**Meeting Minutes**

Minutes of the Annual 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 April 25, 2017 and called to order at 7:47 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Thomas Moak – Vice Chair**

**Nikki Griffith**

**Leo Perales**

**Gerald Moran (left early 8:55 A.M.)**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Carol Hescok – Accounting Assistant**

**Marc Rodriguez – 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 March 25, 2017. Commissioner Griffith moved to approve the Minutes. Commissioner Moak seconded the motion. All were in favor: Ayes: 5 No: 0

**B. Visitors:**

None.

**C. Staff Program & Department Reports:**

Commissioners and KHA staff reviewed monthly program and department reports.

**D. Financial Reports:**

1. Commissioner Moak moved to approve the March 2017 Disbursements in the amount of \$1,102,044.39. Commissioner Perales seconded the motion. All were in favor: Ayes: 5 No: 0

**E. Board of Commissioners Annual Elections:**

1. Annual Election for Board Chair, Vice-Chair & Board Committees:

Commissioner Moak moved to nominate Commissioner Turner as "Chair". Commissioner Griffith seconded the motion. All in favor: Ayes: 5 No: 0

Commissioner Moak moved to nominate Commissioner Perales as "Vice-Chair".

Commissioner Griffith seconded the motion. Those in favor: Ayes: 5 No: 0

Commissioner Griffith moved to keep Commissioner assignments to Board Committees the same. Commissioner Perales seconded the motion. Those in favor: Ayes: 5 No: 0

F. **Executive Director Report:**

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. **Motion:** Commissioner Moak moved to approve Resolution #1222: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending March 2017. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0

G. **Board Reports & Development:**

1. **KHA Board & Agency 12-month Rolling Calendar:** Provided copy in KHA's April 25, 2017 Board Packet.

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

1. **Budget & Finance Committee:** No report.
2. **Personnel Committee:** No report.
3. **Community Needs Ad Hoc Committee:** No report
4. **Tenant Council (TC) Reports:**
  - a. Sunnyslope Homes Tenant Council (TC) – No report.
  - b. Keewaydin Plaza Tenant Council (TC) – No report.

I. **Other Business:**

None.

J. **Executive Session:**

None.

**Adjournment:**

The Board of Commissioners adjourned at 9:25 A.M.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair