

**Kennewick Housing Authority (KHA)**

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

**Date: September 27, 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 August 23, 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 August 2016.

**D. FINANCIAL REPORTS:**

- Finance Director's August 2016 Monthly Report Narrative.
- August 2016 Financial Statements, Check Registers are enclosed in Board Packet.
- Resolution #1210: Authorization for KHA to Open the "Project Development" Bank Account for the Nueva Vista Phase II Project Through Banner Bank.

**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 September 27, 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 #1211: Approving KHA Equipment Inventory Write-Offs for Period Ending August 2016
2. Employee Appreciation Luncheon
3. Change time and date of December's Regular Board Meeting on from December 27, 2016 7:45 AM to December 21, 2016 at 11:30 AM or cancel altogether.

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**August 23, 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 August 23, 2016 and called to order by Commissioner Turner at 7:44 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Thomas Moak – Vice Chair**

**Nikki Griffith**

**Leo Perales**

**Christopher Webb, Resident Directly Assisted**

**Board Members Absent:**

**Robin Callow – Excused Absence**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance Director**

**Marc Rodriguez – Maintenance/CFP 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 July 26, 2016. Commissioner Moak moved to approve the Minutes. The motion was seconded by Commissioner Webb. All Commissioners were in favor: Ayes: 5 No: 0

**B. Visitors:**

Carol Cooley – Guest visiting from California

**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 July 2016 disbursements in the amount of \$952,595.74. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 No: 0

**E. Executive Director's Report:**

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

1. Resolution #1208: Approval of Exploration and Establishment of a Non-Profit Subsidiary Corporation of KHA Named Kennewick Affordable Homes. Motion to approve Resolution

#1208 by Commissioner Perales and seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 No: 0

Commissioner Moak proposed the removal of naming subsidiary Kennewick Affordable Home and seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0

2. Resolution #1209: Approving KHA's FY 2016 Section Eight Management Assessment Program (SEMAP) Certification. Motion to approve Resolution #1209 by Commissioner Webb and seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 5 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's August 23, 2016 Board Packet.

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

1. Budget & Finance Committee: Review new financial document formatting.
2. Personnel Committee: No meeting
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 meeting

H. **Other Business:**

None

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 9:09 A.M.

**ATTEST:**

---

Lona Hammer, Secretary/Executive Director

---

Pat Turner, KHA Board Chair