

**Kennewick Housing Authority (KHA)**

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

**Date: August 23, 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 July 26, 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 July 2016.

**D. FINANCIAL REPORTS:**

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

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: None.
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
  - a. Resolution #1208: Approval of Exploration and Establishment of a Non-Profit Subsidiary Corporation of KHA Named Kennewick Affordable Homes
5. Public Housing Program
6. Housing Choice Voucher Programs
  - a. Resolution #1209: Approving KHA's FY 2016 Section Eight Management Assessment Program (SEMAP) Certification

**F. BOARD REPORTS & DEVELOPMENT:**

1. KHA Board & Agency Calendar: Calendar provided in KHA's August 23, 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 (Commissioner Webb):
  - a. Sunnyslope Homes TC:
  - b. Keewaydin Plaza TC:

**H. OTHER / NEW BUSINESS:**

None

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick  
Board of Commissioners  
July 26, 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 July 26, 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 – Left Early at 8:44 AM**

**Christopher Webb, Resident Directly Assisted**

**Board Members Absent:**

**Robin Callow - Excused**

**Leo Perales - Excused**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance Director**

**Marc Rodriguez – Maintenance/CFP Director**

**Amanda Taylor – Compliance Director/HCV Supervisor**

**Angela Fragozo – Administrative Assistant**

**AGENDA**

**A. Approval of Minutes:**

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on June 28, 2016. Commissioner Moak moved to approve the Minutes. The motion was seconded by Commissioner Webb. 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 Moak moved to approve the June 2016 disbursements in the amount of \$1,101,329.35. The motion was seconded by Commissioner Webb. 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.

1. Resolution #1207: Authorizing KHA to complete and submit 2016 Department of Commerce Combined Funding Round Application to request funding for the Nueva Vista Phase II

Project. Motion to approve Resolution #1207 by Commissioner Webb and seconded by Commissioner Moak. 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 July 26, 2016 Board Packet.

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

1. Budget & Finance Committee: Met in June prior to June Board Meeting to review KHA's Budget.
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:**

1. Presentation of Scholarship Applicants – Board Chair recommended KHA's Administrative Assistant decide on who should receive the scholarship from among the applicants.

**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