

**Kennewick Housing Authority (KHA)**

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

**Date: September 26, 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 Regular Meeting Minutes held on August 22, 2017.

**B. VISITOR(S) INTRODUCTION:**

Visitors who wish to present to KHA Board Commissioners during open meeting session, August 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. August 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 2017.

**D. FINANCIAL REPORTS:**

- Finance Director's August 2017 Monthly Report Narrative.
- August 2017 Financial Statements, Check Registers are enclosed in Board Packet.

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: Resolution #1232 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending August 2017
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
5. Public Housing Program
  - a. Resolution #1233: Revisions to KHA's Public Housing Program Admission & Continued Occupancy Policy (ACOP)
6. Housing Choice Voucher Programs

- a. Resolution #1234: Revisions to KHA's Section 8 Housing Choice Voucher & Section 8 Project-Based Programs Administrative Plan Policy

**F. BOARD REPORTS & DEVELOPMENT:**

1. KHA Board & Agency Calendar: Calendar provided in KHA's September 26, 2017 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 (Commissioner Griffith & Moran)
4. Tenant Council (TC) Representation (None):
  - a. Sunnyslope Homes TC: On hiatus
  - b. Keewaydin Plaza TC: On hiatus

**H. OTHER / NEW BUSINESS:**

None.

**I. EXECUTIVE SESSION:**

None.

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**August 22, 2017**  
**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 22, 2017 and called to order by Commissioner Turner at 7:45 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Leo Perales – Vice Chair**

**Nikki Griffith**

**Thomas Moak**

**Board Members :**

**Gerald Moran – Excused**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance 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 July 25, 2017. Commissioner Perales moved to approve the Minutes. The motion was seconded by Commissioner Moak. 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 Griffith moved to approve the June 2017 disbursements in the amount of \$1,217,009.96. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1230: Commissioner Moak moved to approve revisions to KHA's Accounting Manual as proposed to the Board. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0
3. Resolution #1231: Commissioner Moak moved to approve revisions to KHA's Capitalization Policy as proposed to the Board. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0

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

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. **Resolution #1228:** Commissioner Moak moved to approve Resolution #1228: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending July 2017. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0
3. **Motion:** Commissioner Moak moved to approve KHA's Executive Director to explore the submission of a Move to Work Application when the HUD Final Rule is published. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0
4. **Motion:** Commissioner Griffith moved to formally support the exploration of a Work Force Housing acquisition and/or new housing construction project. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0
5. **Resolution #1229:** Approving KHA's FY 2017 Section Eight Management Assessment Program (SEMAP) Certification. Commissioner Perales moved to approve Resolution #1229 and Commissioner Moak seconded the motion. 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 via email after the meeting.

G. **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) - On hiatus.
  - b. Keewaydin Plaza Tenant Council (TC) - On hiatus.

H. **Other Business:**

1. Commissioner Moak moved to approve the joining of the Lawsuit against HUD proposed by PHADA. Commissioner Griffith seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

I. **Executive Session:**

None.

J. **Adjournment:**

The Board of Commissioners adjourned at 8:58 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair