

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: January 26, 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 December 17, 2015.

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 December 2015.

D. FINANCIAL REPORTS:

- Finance Director's December 2015 Monthly Report Narrative.
- December 2015 Financial Statements, Check Registers are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1196: Approval Of Write-Offs For KHA's Section Program For Tenant Rent, Move-Out Charges & Other Charges For Period Ending December 2015.
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
5. Public Housing Program
6. Housing Choice Voucher Programs
7. Nueva Vista

Resolution #1197: Resolution to submit request for 2060 and 2163 funds for Nueva Vista, Phase II and to move forward with Nueva Phase II development and planning activities.

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's January 26, 2016 Board Packet.

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

1. Finance/Budget Committee (Commissioner. Hartwig):
2. Personnel Committee (Commissioners Moak & Turner):
3. Tenant Council (TC) Representation (None):
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. None

I. EXECUTIVE SESSION:

None.

**Housing Authority City of Kennewick
Board of Commissioners
December 17, 2015
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. 4th Place, Kennewick, Washington on December 17, 2015 and called to order at 11:30 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair

Pat Turner

Michael Hartwig

Nikki Griffith

Board Members Absent:

Robin Callow – Excused

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 November 16, 2015. Commissioner Turner 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 reviewed monthly program and department reports.

D. Financial Reports:

Hermelinda Sierra, KHA's Finance Director, presented the KHA Financial Reports.

1. Commissioner Hartwig moved to approve the November 2015 disbursements in the amount of \$1,292,847.13. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1195: Resolution authorizing the adoption of the revised KHA Accounting Policy was presented. Commissioner Hartwig moved to approve the Resolution and seconded by Commissioner Turner. Commissioners discussed the policy manual and whether the manual required Board approval. All Commissioners were in favor: Ayes: 4 No: 0

E. Executive Director's Report:

1. Resolution #1193: Write-Offs For KHA's Public Housing Program For Tenant Rent, Move-Out Charges & Other Charges For Period Ending November 30, 2015:

Resolution authorized KHA to formally write-off Public Housing Program vacated tenant accounts identified as uncollectible for the period ending November 30, 2015. After approval the uncollectible accounts will be turned over to KHA's Collection Agency for further action as per KHA's Collection Policy. Commissioner Turner moved to approve Resolution #1193. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0

KHA's Executive Director presented the monthly Executive Director's Report. One additional item required action.

Commissioner Turner moved to adopt Resolution #1192 Revising KHA's Housing Choice Voucher Program and Section 8 Project-Based Programs Administrative Plan policies effective January 1, 2016. The motion was 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: Provided copy in KHA's December 17, 2015 Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: no report.
2. Personnel Committee: No report
3. Tenant Council (TC) Reports:
 - a. Sunnyslope Homes Tenant Council (TC)
 - b. Keewaydin Plaza Tenant Council (TC)

H. Other Business:

1. Commissioner Hartwig moved to approve Resolution #1194 authorizing the revision of KHA's By-laws to reflect a change in the date and time of the KHA Board of Commissioners meeting. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 4 No: 0

I. Executive Session:

None.

Adjournment:

The Board of Commissioners adjourned at approximately 12:55 P.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Thomas Moak, KHA Board Chair