

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: February 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 January 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):

Former Commissioner

C. STAFF PROGRAM & DEPARTMENT REPORTS:

- Operations Indicator Report (Housing Programs, Leasing & Program Financial Data, etc.) for the month of January 2016.

D. FINANCIAL REPORTS:

- Finance Director's January 2016 Monthly Report Narrative.
- January 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
5. Public Housing Program
6. Housing Choice Voucher Programs

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's February 23, 2016 Board Packet.

TURN OVER

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

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

H. OTHER / NEW BUSINESS:

1. Public Housing Operating Subsidy Approval-H. Sierra

I. EXECUTIVE SESSION:

None.

Housing Authority City of Kennewick
Board of Commissioners
January 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. 4th Place, Kennewick, Washington on January 26, 2016 and called to order at 7:45 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair

Pat Turner

Michael Hartwig

Nikki Griffith

Robin Callow

Board Members Absent:

None

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on December 17, 2015. Commissioner Turner moved to approve the Minutes. The motion was seconded by Commissioner Hartwig. All Commissioners 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:

Hermelinda Sierra, KHA's Finance Director, presented the KHA Financial Reports. Commissioner Hartwig reported that Ms. Sierra would be simplifying financial reporting and looking at the reports that were available within our software system.

1. Motion: Commissioner Turner moved to approve the December 2015 disbursements in the amount of \$1,403,085.49. The motion was seconded by Commissioner Callow. All Commissioners were in favor: Ayes: 5 No: 0

2.

E. Executive Director's Report:

Ms. Hammer presented the Executive Director's Report.

1. Resolution #1196: Write-Offs For KHA's Public Housing Program For Tenant Rent, Move-Out Charges & Other Charges For Period Ending December 31, 2015. Resolution authorized KHA to formally write-off Public Housing Program vacated tenant accounts identified as uncollectible for the period ending December 31, 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 #1196. The motion was seconded by
Commissioner Callow. All Commissioners were in favor: Ayes: 5 No: 0

2. Resolution #1197: Approval of Exploring and Applying for Funding for Nueva Vista, Phase II, with Applications to Benton/Franklin County, Washington State Housing Trust Fund, City of Kennewick, and the Washington State Housing Finance Commission. Commissioner Callow moved to approve Resolution #1197. The motion was seconded by Commissioner Turner. Commissioner Callow requested that KHA not apply for Benton/Franklin County 2163 funds until after further discussion. All Commissioners were in favor of the motion. Ayes: 5 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Provided copy in KHA's January 26, 2016 Board Packet.

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

1. Budget & Finance Committee: No report; Commissioner Moak appointed Commissioner Griffith to the Finance Committee.
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. Ms. Hammer reported that the City of Richland had contacted KHA to discuss properties that were formerly owned by the City of Richland as the City indicated that they were interested in selling the properties. Commissioners discussed this issue and directed Ms. Hammer to meet with the City and collect information.

I. **Executive Session:**

None

Adjournment:

The Board of Commissioners adjourned at 9:10 A.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Thomas Moak, KHA Board Chair