

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: March 22, 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 February 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):

Chris Webb

C. STAFF PROGRAM & DEPARTMENT REPORTS:

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

D. FINANCIAL REPORTS:

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

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: One
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 March 22, 2016 Board Packet.

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

1. Finance/Budget Committee (Commissioner Griffith): No meeting
2. Personnel Committee (Commissioners Moak & Turner): Meeting Report and Resolution #1200
3. Community Needs Committee (Commissioners Callow & Griffith): No meeting
4. Tenant Council (TC) Representation:
 - a. Sunnyslope Homes TC: No meeting this month
 - b. Keewaydin Plaza TC: Hammer

H. OTHER / NEW BUSINESS:

1. Annual Agency Plan Draft – Currently published for 45 day public comment period

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
February 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. 4th Place, Kennewick, Washington on February 23, 2016 and called to order at 7:45 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair
Pat Turner
Robin Callow

Board Members Absent:

Nikki Griffith-Excused

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 January 26, 2016. Commissioner Callow moved to approve the Minutes. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 3 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. Ms. Sierra reported that auditors were completing the audit.

1. Motion: Commissioner Turner moved to approve the January 2016 disbursements in the amount of \$1,121,615.45. The motion was seconded by Commissioner Callow. All Commissioners were in favor: Ayes: 3 No: 0
- 2.

E. Executive Director's Report:

Ms. Hammer presented the Executive Director's Report.

F. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Provided copy in KHA's February 23, 2016 Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: No report

2. **Personnel Committee:** Commissioner Moak and Commissioner Turner presented the Personnel Committee Policy Manual recommendations.
Resolution #1198: Approval of Updates to KHA's Personnel Policy Manual, specifically items 1 through 6, as referenced in the Personnel Committee Memorandum dated February 18, 2016. Motion to approve Resolution #1198 by Commissioner Callow, seconded by Commissioner Turner. Discussion with regard to item number 3, eliminating not paying of annual leave and sick leave for employees leaving KHA, regardless of reason or notice. This item was subsequently pulled for additional review. Approval of Resolution #1198, items 1, 2, 4, 5, and 6. All Commissioners were in favor: Ayes: 3 No: 0
Call for motion to approve item #3 of Resolution #1198, motion not made. Item 3 sent back to KHA Personnel Committee for further discussion and study.
3. **Community Needs Ad Hoc Committee:** Commissioner Callow reported on the Community Needs Committee meeting. She indicated she would like to see more innovation in the future development projects KHA develops and the use of universal design. She suggested visiting handicapped units developed in our area and suggested looking into the development of a commercial kitchen to teach work skills and possibly rent the space out to other entities. She also suggested that we investigate whether we could add innovative assistive technology to our units such as tenant lifts, roll-in showers and other accessibility features. She indicated that she had investigated LEED certification and that this certification would not be feasible for our projects at this juncture. Committee also discussed afterschool programs and submission of the 2163 application for Nueva Vista Phase II.
4. **Tenant Council (TC) Reports:**
 - a. Sunnyslope Homes Tenant Council (TC) No meeting
 - b. Keewaydin Plaza Tenant Council (TC)

H. Other Business:

1. Ms. Sierra presented the Operating Fund; Calculation of Operating Subsidy and the accompanying Application for Federal Assistance (SF-424) for the Operating Subsidy for KHA's Public Housing units.
Motion: Commissioner Callow moved to approve the Operating Fund; Calculation of Operating Subsidy and the accompanying Application for Federal Assistance (SF-424) for the Operating Subsidy for KHA's Public Housing units. Motion seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 3 No: 0

I. Executive Session:

None

Adjournment:

The Board of Commissioners adjourned at approximately 9:15 A.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Thomas Moak, KHA Board Chair