

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
“ANNUAL” MEETING

Date: April 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 March 22, 2016.
2. Approval of KHA’s “Special” Meeting Minutes held on April 12, 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 scheduled

C. STAFF PROGRAM & DEPARTMENT REPORTS:

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

D. FINANCIAL REPORTS:

- Finance Director’s March 2016 Monthly Report Narrative.
- March 2016 Financial Statements, Check Registers are enclosed in Board Packet.
- Audit Review & Approval.
- 2015 Tax Return Approval.

E. BOARD OF COMMISSIONERS ANNUAL ELECTIONS:

1. Election of KHA Board Chair, Vice-Chair and Board Committee(s) Assignments.

F. EXECUTIVE DIRECTOR’S REPORT:

1. Write Offs:
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items

5. Public Housing Program
6. Housing Choice Voucher Programs

G. BOARD REPORTS & DEVELOPMENT:

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

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

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

I. OTHER / NEW BUSINESS:

None.

J. EXECUTIVE SESSION:

None

Adjournment

Housing Authority City of Kennewick
Board of Commissioners
March 22, 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 March 22, 2016 and called to order by Commissioner Moak at 7:45 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair
Pat Turner
Nikki Griffith
Leo Perales

Board Members Absent:

Robin Callow-Excused

Others in Attendance:

Lona Hammer – Executive Director
Hermelinda Sierra – Finance Director
Marc Rodriquez – Maintenance/CFP Director
Amanda Taylor – Compliance Director/HCV Supervisor

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on February 23, 2016. 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:

Chris Webb

Commissioner Perales was introduced to Commissioners, staff and KHA's visitor.

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 and Commissioners discussed the potential to revise financial reports and whether it was feasible to have a rolling, twelve-month report.

1. Motion: Commissioner Turner moved to approve the February 2016 disbursements in the amount of \$995,300.10. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0

E. Executive Director's Report:

Ms. Hammer presented the Executive Director's Report.

1. Resolution #1199: Approval of Write-Offs for KHA's Public Housing Program, Tenant Rent, Move-out Charges and other Charges for the Period Ending February 2016. Motion to approve Resolution #1199 by Commissioner Griffith and seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0

Board members agreed that the Special Board meeting to approve the Annual Agency Plan be held as a single issue, email meeting and votes to approve/disapprove returned via email. Members reviewed a copy of the draft plan currently out for public comment.

F. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's March 22, 2016 Board Packet.
2. PNRC-NAHRO: Members pointed out that the May 2016 Board of Commissioners meeting scheduled to be held at the same time PNRC-NAHRO was in session and members decided to reschedule this meeting. A list of dates will be sent to Board members with rescheduling of the meeting to take place at the April Board meeting.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: No report
2. Personnel Committee: Commissioner Moak reported that the Personnel Committee had interviewed two qualified residents for the position of Resident Directly-Assisted Commissioner. Resolution #1200: Appointment of KHA Resident Directly-Assisted Commissioner, Christopher Webb. Motion to approve by Commissioner Griffith and seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0
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:

None

I. Executive Session:

None

Adjournment:

The Board of Commissioners adjourned at 9:09 A.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Thomas Moak, KHA Board Chair