

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
SPECIAL MEETING

Date: May 31, 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 Annual Meeting Minutes held on April 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):

None.

C. STAFF PROGRAM & DEPARTMENT REPORTS:

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

D. FINANCIAL REPORTS:

- Finance Director's April 2016 Monthly Report Narrative.
- April 2016 Financial Statements, Check Registers are enclosed in Board Packet.
- Copy of "Draft" KHA Budget

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1203 - Charges & Other Charges for the Period Ending April 2016
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 May 31, 2016 Board Packet.

G. 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:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Resolution 1201: Approval of KHA's FY16 Streamlined Annual Agency Plan

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
April 26, 2016
Meeting Minutes

Minutes of the Annual 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 April 26, 2016 and called to order by Commissioner Moak at 7:45 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair

Pat Turner

Robin Callow

Leo Perales – Left early at 8:28 AM

Chris Webb

Board Members Absent:

Nikki Griffith-Excused

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Marc Rodriguez – Maintenance/CFP Director

Angela Fragozo – Administrative Assistant

Norma Benavides-Accounting Clerk/Departmental Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on March 22, 2016. Commissioner Turner moved to approve the Minutes. The motion was seconded by Commissioner Webb. All Commissioners were in favor: Ayes: 5 No: 0
2. The Board of Commissioners reviewed the minutes of the Special Board Meeting held on April 12-13, 2016. Commissioner Perales moved to approve the Minutes. The motion was seconded by Commissioner Callow. All Commissioners were in favor: Ayes: 5 No: 0

B. Visitors:

Hermelinda Sierra introduced KHA's new Accounting/Departmental Assistant, Norma Benavides, to the Board of Commissioners.

C. Staff Program & Department Reports:

Commissioner Moak requested to adjust the agenda to accommodate Commissioner Perales leaving a few minutes early and directed Ms. Sierra to move forward with the KHA audit review, tax return review, and financial reports which required Board action.

D. Financial Reports:

1. Hermelinda Sierra, KHA's Finance Director, presented the KHA Audit Report.
Motion: Commissioner Turner moved to accept the KHA July 1, 2014-June 30, 2015 annual audit report. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0

2. Hermelinda Sierra, KHA's Finance Director, presented the tax return for Nueva Vista.
Motion: Commissioner Webb moved to accept the Kennewick Affordable Housing LLLP's tax return for the Nueva Vista development. The motion was seconded by Commissioner Callow. All Commissioners were in favor: Ayes: 5 No: 0
3. Hermelinda Sierra presented the KHA financials for March, 2016.
Motion: Commissioner Perales moved to approve the March 2016 disbursements in the amount of \$1,163,036.13. The motion was seconded by Commissioner Webb. All Commissioners were in favor: Ayes: 5 No: 0

E. Board of Commissioners Annual Elections:

1. Commissioner Moak postponed committee assignments until all Commissioners are present. Chairperson Moak called for nominations of Chair and Vice Chair. Commissioner Moak was initially re-nominated but nomination did not stand due to the Bylaws. Commissioner Callow subsequently nominated Commissioner Turner as Chairperson. All Commissioners were in favor: Ayes: 5 No: 0

Commissioner Callow nominated Commissioner Leo Perales as Vice Chairperson. All Commissioners were in favor: Ayes: 5 No: 0

Commissioner Tom Moak excused Commissioner Perales to leave early at 8:28 am. Ms. Hammer continued to present the balance of the Executive Director's Report.

F. Executive Director's Report:

Ms. Hammer presented the Executive Director's Report.

1. Resolution #1202: Approval of Write-Offs for KHA's Public Housing Program, Tenant Rent, Move-out Charges and other Charges for the Period Ending March 2016 in the amount of \$2,392.89. Motion: Commissioner Turner moved to approve Resolution #1202 and seconded by Commissioner Webb. All Commissioners were in favor: Ayes: 5 No: 0
2. Members discussed the topic of the creation of long-term office, shop and storage space and the need to plan for future needs.
3. Members also discussed the potential to acquire the multi-family farm worker housing in Benton City currently owned by the City of Richland.

G. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's 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 cancel/reschedule this meeting.
Motion: Commissioner Turner moved that the May 24, 2016, Regular Meeting of the KHA Board of Commissioners be cancelled and rescheduled (as a Special Board Meeting) to May 31st or another date in May or early June acceptable to all Commissioners. Motion seconded by Commissioner Webb. All Commissioners were in favor: Ayes: 4 No: 0

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

1. Commissioner Moak noted that all Committee assignments would remain in place until new members were assigned, stating that Commissioner Griffith continued to be assigned to the Finance Committee and could review the KHA budgets.
2. Budget & Finance Committee: No report
3. Personnel Committee: No meeting
4. Community Needs Ad Hoc Committee: No meeting
5. Tenant Council (TC) Reports:
 - a. Sunnyslope Homes Tenant Council (TC) No meeting
 - b. Keewaydin Plaza Tenant Council (TC): Commissioner Webb reported on the Keewaydin Plaza Tenant Council meeting.

I. **Other Business:**

1. Ms. Fragozo noted that she would send a letter to Commissioners with regard to KHA email set up before the end of the week.
2. Commissioner Webb noted that Nueva Vista tenants have requested the KHA establish a designated smoking area.

J. **Executive Session:**

None

K. **Adjournment:**

The Board of Commissioners adjourned at 9:42 A.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair