

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: June 28, 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 Special Meeting Minutes held on May 31, 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 May 2016.

D. FINANCIAL REPORTS:

- Finance Director's May 2016 Monthly Report Narrative.
- May 2016 Financial Statements, Check Registers are enclosed in Board Packet.
- Resolution #1204: Approval Of KHA's FY 2016-2017 Agency & Program(s) Operating Budgets;
- Resolution #1206: Approval For Eligible KHA Employee 1% Cost of Living Adjustment/COLA (July 1, 2016 – June 30, 2017)

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1205 - Charges & Other Charges for the Period Ending May 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 June 28, 2016 Board Packet.
2. KHA Board Committee Assignment:

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. Scholarship Applications to be presented at KHA's July 26, 2016 Board Meeting.
2. Commissioner Ethics Training (available via e-learning through NAHRO).
3. Strategic Planning Training (available via e-learning through NAHRO).

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
May 31, 2016
“Special” Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick’s “Special” meeting, held at the Authority’s Administration Office/Community Center at 1915 W. 4th Place, Kennewick, Washington on May 31, 2016 and called to order by Commissioner Turner at 7:45 A.M.

Roll Call:

Board Members Present:

Pat Turner – Chair

Nikki Griffith

Christopher Webb, Resident Directly Assisted

Board Members Absent:

Robin Callow - Excused

Leo Perales – Excused

Thomas Moak - Excused

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Marc Rodriquez – Maintenance/CFP Director

Amanda Taylor – Compliance Director/HCV Supervisor

Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Annual Board Meeting held on April 26, 2016. Commissioner Webb 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.

1. Motion: Commissioner Webb moved to approve the April 2016 disbursements in the amount of \$1,028,080.25. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 3 No: 0
2. Reviewed “Draft” KHA FY 2016-2017 Agency & Program(s) Operating Budgets

E. Executive Director’s Report:

KHA’s Executive Director, Lona Hammer presented the Executive Director’s Report.

1. Resolution #1203: Approval of Write-Offs for KHA's Public Housing Program, Tenant Rent, Move-out Charges and other Charges for the Period Ending April 2016. Motion to approve Resolution #1203 by Commissioner Webb and seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 3 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's May 31, 2016 Board Packet.
2. Commissioner Webb moved to postpone committee assignments until all Commissioners are present. Commissioner Turner seconded the motion. All Commissioners were in favor: Ayes: 3 No: 0

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: No Meeting
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:**

1. Resolution #1201: Approval of KHA's FY16 Streamlined Annual Agency Plan. Motion to approve Resolution #1201 by Commissioner Webb and seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 3 No: 0

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:48 A.M.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair