

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: July 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 June 28, 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 June 2016.

D. FINANCIAL REPORTS:

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

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: None.
2. Nueva Vista Project Update
 - a. Resolution #1207 - Authorizes KHA to Complete And Submit The 2016 Department of Commerce Combined Funding Round Application to Request Funding For The Nueva Vista Phase II Project
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 July 26, 2016 Board Packet.

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

1. Finance/Budget Committee (Commissioners Griffith & Perales):
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioners Callow & Griffith):
4. Tenant Council (TC) Representation (Commissioner Webb):
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Review Scholarship Applications.
2. Commissioners Chris Webb & Perales narrative of PNRC-NAHRO Annual Conference
3. OPMA – Electronic Communications Practice Tips

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
June 28, 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 June 28, 2016 and called to order by Commissioner Turner at 7:45 A.M.

Roll Call:

Board Members Present:

Pat Turner – Chair

Thomas Moak

Robin Callow

Leo Perales (arrived late 7:58 AM)

Christopher Webb, Resident Directly Assisted

Board Members Absent:

Nikki Griffith - Excused

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Marc Rodriguez – 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 Special Board Meeting held on May 31, 2016. Commissioner Webb moved to approve the Minutes. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 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. Motion:

Commissioner Moak moved to approve the May 2016 disbursements in the amount of \$987,616.53. The motion was seconded by Commissioner Callow. All Commissioners were in favor: Ayes: 5 No: 0

1. Resolution #1204: Approval Of KHA's FY 2016-2017 Agency & Program(s) Operating Budgets. Commissioner Webb moved to approve the Minutes. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0
2. Resolution #1206: Approval For Eligible KHA Employee 1% Cost of Living Adjustment/COLA (July 1, 2016 – June 30, 2017). Commissioner Perales moved to approve the Minutes. The motion was seconded by Commissioner Webb. All Commissioners were in favor: Ayes: 5 No: 0

E. **Executive Director's Report:**

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

1. Resolution #1205: Approval of Write-Offs for KHA's Public Housing Program, Tenant Rent, Move-out Charges and other Charges for the Period Ending May 2016. Motion to approve Resolution #1205 by Commissioner Perales and seconded by Commissioner Webb. All Commissioners were in favor: Ayes: 5 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's June 28, 2016 Board Packet.
2. KHA Board Committee Assignment: Commissioner Webb moved to keep same members on committee assignments with adding Commissioner Perales on Finance Committee. Commissioner Perales seconded the motion. All Commissioners were in favor: Ayes: 5 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. Board was presented with the option to take Commissioner Ethics Training & Strategic Planning (available via e-learning through NAHRO). In case they didn't have time or the ability to attend during a conference.
2. Commissioner Webb moved to approve the Employee Compensation Table as presented. Commissioner Moak seconded the motion. All Commissioners were in favor: Ayes: 5 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