



**HOUSING AUTHORITY  
CITY OF KENNEWICK  
(KHA)**

**BOARD OF  
COMMISSIONERS  
MEETING  
FOR  
JUNE 27, 2017  
7:45 A.M.**



**Kennewick Housing Authority (KHA)**

**AGENDA**  
**KHA BOARD OF COMMISSIONERS**  
**MONTHLY MEETING**

**Date: June 27, 2017**  
**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 May 23, 2017.

**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 2017.

**D. FINANCIAL REPORTS:**

- Finance Director's May 2017 Monthly Report Narrative.
- May 2017 Financial Statements, Check Registers are enclosed in Board Packet.

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: Resolution #1225 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending May 2017
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 27, 2017 Board Packet.

TURN OVER

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

1. Finance/Budget Committee (Commissioners Griffith & Perales): No meeting
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Griffith & Moran)
4. Tenant Council (TC) Representation (None):
  - a. Sunnyslope Homes TC: No meeting this month
  - b. Keewaydin Plaza TC: On Hiatus

**H. OTHER / NEW BUSINESS:**

None.

**I. EXECUTIVE SESSION:**

None.

**Housing Authority City of Kennewick  
Board of Commissioners  
May 23, 2017  
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. 4<sup>th</sup> Place, Kennewick, Washington on May 23, 2017 and called to order by Commissioner Turner at 7:47 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Leo Perales – Vice Chair**

**Nikki Griffith**

**Thomas Moak**

**Gerald Moran**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance Director**

**Marc Rodriquez – Maintenance/CFP Director**

**Amanda Taylor – HCV Supervisor/Compliance Director**

**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 25, 2017. Commissioner Moak moved to approve the Minutes. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 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 Moak moved to approve the April 2017 disbursements in the amount of \$814,060.35. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0
2. **Motion:** Commissioner Moak moved to approve KHA's Budget as proposed with 1% COLA. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0

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

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. **Motion:** Commissioner Moak moved to rescind Resolution #1222 which was previously approved during April 25, 2017 meeting. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 5 No: 0

3. Motion: Commissioner Moak moved to approve Resolution #1223: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending April 2017. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 No: 0
4. Motion: Commissioner Moak moved to approve Resolution #1222 as amended: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending March 2017 as amended. The motion was seconded by Commissioner Perales. 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 May 23, 2017 Board Packet.

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

1. Budget & Finance Committee: Reviewed KHA Proposed Budget
2. Personnel Committee: No report
3. Community Needs Ad Hoc Committee: Commissioner Moran toured KHA facilities.
4. Tenant Council (TC) Reports:
  - a. Sunnyslope Homes Tenant Council (TC) On Hiatus until September with proposed picnic at that time.
  - b. Keewaydin Plaza Tenant Council (TC) Proposed hosting picnic June 20, 2017.

H. **Other Business:**

1. Reviewed past strategic plan and gave Commissioner copies for further review at future meetings

J. **Executive Session:**

None.

K. **Adjournment:**

The Board of Commissioners adjourned at 9:10 A.M.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair