



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

**BOARD OF
COMMISSIONERS
MEETING
FOR
AUGUST 22, 2017
7:45 A.M.**



Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: August 22, 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 July 25, 2017.

B. VISITOR(S) INTRODUCTION:

Visitors who wish to present to KHA Board Commissioners during open meeting session, July 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. July 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 July 2017.

D. FINANCIAL REPORTS:

- Finance Director's July 2017 Monthly Report Narrative.
- July 2017 Financial Statements, Check Registers are enclosed in Board Packet.
- Resolution #1230: KHA Accounting Manual Revision
- Resolution #1231: KHA Capitalization Policy Revision

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1228 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending July 2017
2. Nueva Vista Project Update
3. Delafield Update
4. Administrative & Staff Items
5. Public Housing Program
6. Housing Choice Voucher Programs

- a. Resolution #1229: Approving KHA's FY 2017 Section Eight Management Assessment Program (SEMAP) Certification

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's July 25, 2017 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 (Commissioner Griffith & Moran)
4. Tenant Council (TC) Representation (None):
 - a. Sunnyslope Homes TC: On hiatus
 - b. Keewaydin Plaza TC: On hiatus

H. OTHER / NEW BUSINESS:

1. HUD Lawsuit Letter

I. EXECUTIVE SESSION:

None.

**Housing Authority City of Kennewick
Board of Commissioners
July 25, 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. 4th Place, Kennewick, Washington on July 25,2017 and called to order by Commissioner Turner at 7:45 A.M.

Roll Call:

Board Members Present:

Pat Turner – Chair

Leo Perales – Vice Chair

Nikki Griffith

Board Members :

Thomas Moak – Excused

Gerald Moran – Excused

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on June 27, 2017. Commissioner Perales moved to approve the Minutes. The motion was seconded by Commissioner Griffith. 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 Griffith moved to approve the June 2017 disbursements in the amount of \$1,287,805.13. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 3 No: 0

E. Executive Director's Report:

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Motion: Commissioner Perales moved to approve Resolution #1226: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending June 2017. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 3 No: 0

3. Motion: Commissioner Perales moved to approve Resolution #1227: Housing Authority City of Kennewick Nueva Vista Phase II – Omnibus Resolution. Commissioner Griffith seconded the motion. 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 July 25, 2017 Board Packet.

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

1. Budget & Finance Committee: No report
2. Personnel Committee: No report
3. Community Needs Ad Hoc Committee: No report
4. Tenant Council (TC) Reports:
 - a. Sunnyslope Homes Tenant Council (TC) -On hiatus.
 - b. Keewaydin Plaza Tenant Council (TC) -On hiatus.

H. **Other Business:**

None.

I. **Executive Session:**

None.

J. **Adjournment:**

The Board of Commissioners adjourned at 8:11 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair