

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: January 23, 2018
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 November 28, 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 months of November and December 2017.

D. FINANCIAL REPORTS:

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

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1239 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending December 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 January 23, 2018 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):
4. Tenant Council (TC) Representation:
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

None.

I. EXECUTIVE SESSION:

1. None.

**Housing Authority City of Kennewick
Board of Commissioners
November 28, 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 November 28, 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
Thomas Moak
Nikki Griffith**

Board Members Absent:

Gerald Moran – Unexcused

Others in Attendance:

**Lona Hammer – Executive Director
Hermelinda Sierra – Finance Director
James Reis – 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 Regular Board Meeting held on October 24, 2017. Commissioner Moak moved to approve the Meeting Minutes with the revision of the date to reflect it was for September 26, 2017. The motion was seconded by Commissioner Griffith. 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.

1. Motion: Commissioner Moak moved to approve the October 2017 disbursements in the amount of \$839,416.67. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1235: KHA Accounting Manual Revision: Commissioner Perales moved to approve revisions to KHA's Accounting Manual as proposed to the Board. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0
3. Resolution #1236: KHA Disposition Policy Revision: Commissioner Perales moved to approve revisions to KHA's Disposition Policy as proposed to the Board. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0

4. Resolution #1237: KHA Capitalization Policy Revision: Commissioner Perales moved to approve revisions to KHA's Capitalization Policy as proposed to the Board. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0

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

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.
2. Resolution #1238: Acceptance of Mitchell Manor Refinance: Commissioner Moak moved to approve the refinancing of Mitchell Manor as proposed to the Board. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 4 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's November 28, 2017 Board Packet.

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

1. Budget & Finance Committee: No report
2. Personnel Committee: Executive Director's Annual Appraisal completed with Executive Director after Board of Commissioners Meeting in October.
3. Community Needs Ad Hoc Committee: No report
4. Tenant Council (TC) Reports:
 - a. Sunnyslope Homes Tenant Council (TC) – No meeting.
 - b. Keewaydin Plaza Tenant Council (TC) – Held meeting and presented items tenants were interested in obtaining.

H. **Other Business:**

1. Draft Strategic Plan – Board to further review and make comments to current plan by next Board Meeting in January.

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 10:01 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair