

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: March 27, 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 February 27, 2018.

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 February 2018.

D. FINANCIAL REPORTS:

- Finance Director's February 2018 Monthly Report Narrative.
- February 2018 Financial Statements, Check Registers are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1241 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending February 2018
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 March 27, 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:

1. Resolution #1242: Approval of KHA's FY 2018 Agency Annual Plan

I. EXECUTIVE SESSION:

1. None.

Housing Authority City of Kennewick
Board of Commissioners
February 27, 2018
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 February 27, 2018 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

John Parker

Others in Attendance:

Lona Hammer – Executive Director

James Reis – Maintenance/CFP Director

Amanda Taylor – HCV Supervisor/Compliance Director

Angela Fragozo – Administrative Assistant

Carol Hescocock – Accounting Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on January 23, 2018. Commissioner Moak moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Perales. 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:

Carol Hescocock, KHA's Accounting Assistant, presented the KHA Financial Reports.

1. Motion: Commissioner Perales moved to approve the January 2018 disbursements in the amount of \$1,190,745.30. The motion was seconded by Commissioner Griffith. 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. Resolution #1240: Commissioner Perales moved to approve Resolution #1240: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending January 2018. The motion was seconded by Commissioner Griffith. 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 February 27, 2018 Board Packet.

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

1. Budget & Finance Committee: No report
2. Personnel Committee: Discussed Succession Planning and By-laws
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) – Discussed various issues brought up by the council.

H. **Other Business:**

None

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 9:20 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair