

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
SPECIAL MEETING

Date: May 22, 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 Annual Meeting Minutes held on April 24, 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 month of April 2018.

D. FINANCIAL REPORTS:

- Finance Director's April 2018 Monthly Report Narrative.
- April 2018 Financial Statements, Check Registers are enclosed in Board Packet.
- Resolution #1249: Approval Of KHA's FY 2018-2019 Agency & Program(s) Operating Budgets
- Resolution #1250: Approval For Eligible KHA Employee 1% Cost of Living Adjustment/COLA (July 1, 2018 – June 30, 2019)

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1248 - Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending April 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 May 22, 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 (none):
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Assignment of Board Committees

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
April 24, 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 April 24, 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

Board Members Absent:

Colin Bates (Excused)

Others in Attendance:

Lona Hammer – Executive Director

James Reis – Maintenance/CFP Director

Amanda Taylor – HCV Supervisor/Compliance Director

Angela Fragozo – Administrative Assistant

Hermelinda Sierra – Finance Director

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on February 27, 2018. Board Chair approved Meeting Minutes as presented.

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 Perales moved to approve the March 2018 disbursements in the amount of \$997,371.20. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 3 No: 0
2. Motion: Commissioner Moak moved to approve issuance of a company credit card to James Reis, KHA Maintenance/CFP Director with a limit of \$5000.00. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 3 No: 0

E. Board of Commissioners Annual Elections:

1. Annual Election for Board Chair, Vice-Chair & Board Committees:

Commissioner Moak moved to nominate Commissioner Turner as "Chair". Commissioner Perales seconded the motion. All in favor: Ayes: 3 No: 0

Commissioner Moak moved to nominate Commissioner Perales as “Vice-Chair”. Commissioner Turner seconded the motion. Those in favor: Ayes: 3 No: 0

Commissioner Turner moved to postpone assignments to Board Committees until next meeting. Commissioner Moak seconded the motion. Those in favor: Ayes: 3 No: 0

F. Executive Director’s Report:

1. KHA’s Executive Director, Lona Hammer presented the Executive Director’s Report.
2. Resolution #1244: Commissioner Moak moved to approve Resolution #1244: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending March 2018. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 3 No: 0
3. Resolution #1246: Revisions to KHA’s Public Housing Program Admission & Continued Occupancy Policy (ACOP). The Admissions and Continued Occupancy Plan (ACOP) is complete. KHA hosted two public hearings on the plan to provide another avenue for input prior to submitting to Commissioners for adoption. No changes were made to the ACOP as a result of the two public hearings. The ACOP distributed to Commissioners prior to board meeting to allow for a thorough review. Commissioner Perales moved to approve Resolution #1246 with effective date of May1, 2018. Commissioner Moak seconded the motion. All were in favor: Ayes: 3 No: 0.
4. Resolution #1245: The Administrative Plan was distributed to Commissioners prior to board meeting to allow for a thorough review. Commissioner Moak moved to approve Resolution #1245 Revising KHA’s Housing Choice Voucher Program and Section 8 Project-Based Programs Administrative Plan policies effective May 1, 2018. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 3 No: 0

G. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA’s April 24, 2018 Board Packet.

H. 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) – No meeting
 - b. Keewaydin Plaza Tenant Council (TC) – No report

I. Other Business:

1. Resolution #1247: Commissioner Perales moved to approve Resolution #1247 Approval of Administration of 15 Project-Based Rental Assistance Vouchers on Behalf of the Spokane Housing Authority. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 3 No: 0

2. Motion: Commissioner Moak moved to authorize KHA to pursue and submit application for HUD's Safety and Security Grant. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 3 No: 0

J. Executive Session:
None

K. Adjournment:
The Board of Commissioners adjourned at 8:58 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair