

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: November 28, 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 October 24, 2017.

B. VISITOR(S) INTRODUCTION:

Visitors who wish to present to KHA Board Commissioners during open meeting session, October 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. October 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):

Laurie Magnuson – KHA Administrative Specialist

C. STAFF PROGRAM & DEPARTMENT REPORTS:

- Operations Indicator Report (Housing Programs, Leasing & Program Financial Data, etc.) for the month of October 2017.

D. FINANCIAL REPORTS:

- Finance Director's October 2017 Monthly Report Narrative.
- October 2017 Financial Statements, Check Registers are enclosed in Board Packet.
 1. Resolution #1235: KHA Accounting Manual Revision
 2. Resolution #1236: KHA Disposition Policy Revision
 3. Resolution #1237: KHA Capitalization Policy Revision

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: none
2. Nueva Vista Project Update
3. Delafield & Mitchell Manor Updates
 - a. Letter of Interest – Mitchell Manor
4. Administrative & Staff Items
5. Public Housing Program
 - a. Public Housing Program Newsletter

6. Housing Choice Voucher Programs
 - a. HCV Program Newsletter

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's November 28, 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:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Draft Strategic Plan

I. EXECUTIVE SESSION:

None.

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

Board Members Absent:

Gerald Moran – Unexcused

Nikki Griffith – 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 September 26, 2017. Commissioner Turner approved the 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 September 2017 disbursements in the amount of \$904,188.61. The motion was seconded by Commissioner Moak. 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. Resolution #1233: Revision to KHA FY 2018 Section 8 Housing Choice Voucher Program "Payment Standards". KHA's Executive Director proposed to postpone consideration of this resolution to a later date.

3. Commissioner Moak moved to create and hire an Administrative Specialist position as of November 1, 2017. The motion was seconded by Commissioner Perales. 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 October 24, 2017 Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: No report
2. Personnel Committee: Executive Director's Annual Appraisal to be reviewed with Executive Director upon adjournment of Board of Commissioners Meeting.
3. Community Needs Ad Hoc Committee: No report
4. Tenant Council (TC) Reports:
 - a. Sunnyslope Homes Tenant Council (TC) – No meeting, but KHA will be hosting an event on October 26, 2017 to bolster interest in reestablishing tenant council.
 - b. Keewaydin Plaza Tenant Council (TC) – Had elections for TC officer positions.

H. Other Business:

1. Annual Employee Appreciation Luncheon: KHA requested designation of up to \$600 for this year's Employee Appreciation Luncheon planned for December 21, 2016 with late afternoon after the luncheon to be scheduled as administrative leave for staff members. Commissioner Moak moved to approve KHA's Employee Appreciation Luncheon with designated funding not to exceed \$600.00. Commissioner Perales seconded the motion. All were in favor: Ayes: 3 No: 0.
2. Commissioner Moak moved that KHA's Regular Board Meeting be cancelled for December 2017. Commissioner Perales seconded the motion. All were in favor: Ayes: 3 No: 0.
3. Commissioner moved to approve the Executive Director's evaluation and a merit increase of salary in the amount of 5%. Commissioner Perales seconded the motion. All were in favor: Ayes: 3 No: 0.

I. Executive Session:

1. At 8:46 AM Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners would resume into executive session for ten (10) minutes in accordance to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employee or to review the performance of a public employee. At 9:02 AM, Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners public meeting was resumed back in open session.

J. Adjournment:

The Board of Commissioners adjourned at 9:08 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair