

**Kennewick Housing Authority (KHA)**

**AGENDA**  
**KHA BOARD OF COMMISSIONERS**  
**REGULAR MEETING**

**Date: October 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 September 28, 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 September 2018.

**D. FINANCIAL REPORTS:**

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

**E. EXECUTIVE DIRECTOR REPORT:**

1. Write Offs: None
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 October 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 & Bates):
4. Tenant Council (TC) Representation (Commissioner Angeniy):
  - a. Sunnyslope Homes TC:
  - b. Keewaydin Plaza TC:

**H. OTHER / NEW BUSINESS:**

1. Resolution #1260: Approval of KHA's FY 2019 Public Housing Program "Flat Rents"
2. Resolution #1261: Approval of KHA's FY 2019 Section 8 Program "Payment Standards"
3. Open House for NVII
4. Employee Appreciation Luncheon
5. Change time and date or cancel altogether December's Regular Board Meeting on December 25, 2018 7:45 AM.

**I. EXECUTIVE SESSION:**

1. KHA Board of Commissioners will go into Executive Session during KHA's Board of Commissioner's October 23, 2018 Meeting in accordance to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**September 25, 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. 4<sup>th</sup> Place, Kennewick, Washington on September 25, 2018 and called to order by Commissioner Turner at 7:48 A.M.

**Roll Call:**

**Board Members Present:**

**Pat Turner – Chair**

**Leo Perales – Vice Chair**

**Thomas Moak**

**Colin Bates – Late 7:53 AM**

**Nikki Griffith – Late 7:54 AM**

**Lyuba Angeniy**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**James Reis – Maintenance/CFP Director**

**Amanda Taylor – HCV Supervisor/Compliance Director**

**Angela Fragozo – Administrative Assistant**

**Verinda Ramirez – Administrative Specialist**

**AGENDA**

**A. Approval of Minutes:**

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on August 28, 2018. Commissioner Perales moved to approve the meeting minutes as presented. Commissioner Moak seconded the motion. 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:**

Verinda Ramirez, KHA's Administrative Specialist, presented the KHA Financial Reports.

1. Motion: Commissioner Moak moved to approve the August 2018 disbursements in the amount of \$979,635.52. The motion was seconded by Commissioner Perales. 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 #1258: Commissioner Moak moved to approve Resolution #1258: Approval of Write-Offs for KHA's Public Housing Program Tenant Rent, Move-Out Charges & Other Charges for Period Ending August 2018. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 6 No: 0

**F. Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's September 25, 2018 Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Discussed tenant complaint presented at the last Board Meeting and possibility of providing dependent healthcare premium coverage for employees' families.
3. Community Needs Ad Hoc Committee: No meeting
4. Tenant Council (TC) Reports:
  - a. Sunnyslope Homes Tenant Council (TC) – No meeting
  - b. Keewaydin Plaza Tenant Council (TC) – Had first meeting back from hiatus and was very well attended.

**H. Other/New Business:**

1. Resolution #1259: Commissioner Moak moved to approve Resolution #1259: Approval of Dependent Medical Premium Coverage. The motion was seconded by Commissioner Perales. All Commissioners were in favor: Ayes: 6 No: 0

**I. Executive Session:**

None

**J. Adjournment:**

The Board of Commissioners adjourned at 8:49 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Pat Turner, KHA Board Chair