

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: November 28, 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 October 23, 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 October 2018.

D. FINANCIAL REPORTS:

- Finance Director's October 2018 Monthly Report Narrative.
- October 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 November 28, 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. Exploration of Rental Assistance Demonstration (RAD) Program Conversion of current Public Housing Program units
2. Exploration of Property Purchase, of Acquisition Funding and Submission of 2060 Affordable Housing Application

I. EXECUTIVE SESSION:

KHA Board of Commissioners will go into Executive Session during KHA's Board of Commissioner's November 28, 2018 Meeting 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.

**Housing Authority City of Kennewick
Board of Commissioners
October 23, 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 October 23, 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 7:58 AM
Nikki Griffith**

Board Members Absent:

Lyuba Angeniy - Excused

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 25, 2018. Commissioner Perales moved to approve the meeting minutes as presented. Commissioner Griffith 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:

Hermelinda Sierra, KHA's Finance Director, presented the KHA Financial Reports.

1. Motion: Commissioner Perales moved to approve the September 2018 disbursements in the amount of \$958,597.90. The motion was seconded by Commissioner Griffith. 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. Motion: Commissioner Moak moved to approve change of Board of Commissioners Regular Board Meeting from the 4th Tuesday of the month at 7:45 AM to the 4th Wednesday of the month

at 7:45 AM beginning November 2018. The motion was seconded by Commissioner Bates. 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 October 23, 2018 Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Discussed and reviewed Executive Director's employee evaluation and issued a copy to the rest of the Board of Commissioners for review and comments.
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) – Officers were absent

H. Other/New Business:

1. Resolution #1260: Approval of KHA's FY 2019 Public Housing Program "Flat Rents" Motion to approve Resolution #1260 by Commissioner Perales and seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 5 No: 0
2. Resolution #1261: Revision to KHA FY 2019 Section 8 Housing Choice Voucher Program "Payment Standards". Commissioner Griffith moved to approve Resolution #1261 and seconded by Commissioner Perales. All were in favor: Ayes: 5 No: 0
3. Annual Employee Appreciation Luncheon: KHA requested designation of up to \$600 for this year's Employee Appreciation Luncheon planned for December 20, 2018 with late afternoon after the luncheon to be scheduled as administrative leave for staff members. Commissioner Griffith 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: 5 No: 0.
4. Commissioner Moak moved that KHA's Regular Board Meeting be cancelled for December 2018. Commissioner Bates seconded the motion. All were in favor: Ayes: 5 No: 0

I. Executive Session:

1. At 8:30 AM Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners would resume into executive session for fifteen (15) minutes 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. At 8:35 AM, Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners public meeting was resumed back in open session. Then at 8:45 AM Commissioner Turner – Board Chair publicly announced KHA Board of Commissioners would resume into executive session to continue discussions. At 8:55 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 9:03 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Pat Turner, KHA Board Chair