

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: September 23, 2020
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 August 26, 2020.

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 August 2020.

D. FINANCIAL REPORTS:

- Finance Director's August 2020 Monthly Report Narrative.
- August 2020 Financial Statements, Check Register are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs:
 - a. Resolution #1317: Public Housing Program Write-Offs for Tenant Rent, Move-Out Charges & Other Charges For The Period Ending August 2020
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 September 23, 2020 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 Perales & Bates):
4. Design & Construction (Commissioner Bates & Griffith):
5. Tenant Council (TC) Representation:
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Change or cancel altogether December's Regular Board Meeting on December 23, 2020 7:45 AM

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
August 26, 2020
Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on August 26, 2020 and called to order by Commissioner Moak at 7:45 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair
Leo Perales – Vice Chair
Pat Turner
Nikki Griffith

Board Members Absent:

Colin Bates – Unexcused Absence

Others in Attendance:

Lona Hammer – Executive Director
Carol Hescock – Accounting Assistant
Amanda Taylor – HCV Supervisor/Compliance Director
Armando Solis – Maintenance/Development 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 July 22, 2020. Commissioner Turner moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Moak. 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:

Carol Hescock, KHA's Accounting Assistant, presented the KHA Financial Reports. Noted 2 corrections within last month's Financial Report which were statements that said report was for eleven months when it should have been twelve months and Nueva Vista section should have said it was for 5 months instead of 3.

1. Motion: Commissioner Turner moved to approve the July 2020 disbursements in the amount of \$1,163,241.01. The motion was seconded by Commissioner Moak. 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 #1316: Commissioner Perales moved to approve Resolution #1308: Approval of Write-Offs for KHA's Public Housing & HCV Programs Tenant Rent, Move-Out Charges & Other Charges for Period Ending July 2020. The motion was seconded by Commissioner Griffith. All Commissioners were in favor: Ayes: 4 No: 0

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's July 22, 2020 Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: No meeting.
3. Community Needs Ad Hoc Committee: No meeting
4. Design & Construction Ad Hoc Committee: No meeting
5. Tenant Council (TC) Reports:
 - a. Sunnyslope Homes Tenant Council (TC) – No meeting
 - b. Keewaydin Plaza Tenant Council (TC) – On hiatus

H. **Other Business:**

- I. Lona Hammer, KHA's Executive Director proposed the postponement of the Employee's Appreciation Luncheon due to COVID-19 and Governor Inslee's phasing orders until we are in either phase 3 or phase 4. It was also proposed that a monetary gift of \$100.00 be given to each staff member from unrestricted funds during the time when the luncheon would have occurred in addition to the later date for luncheon.

J. **Executive Session:**

None

K. **Adjournment:**

The Board of Commissioners adjourned at 8:33 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Tom Moak, KHA Board Chair