

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
MONTHLY MEETING

Date: April 28, 2021
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 March 24, 2021.

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.

New Commissioner:

Reanette Fillmer

C. STAFF PROGRAM & DEPARTMENT REPORTS:

- Operations Indicator Report (Housing Programs, Leasing & Program Financial Data, etc.) for the months of March 2021.

D. FINANCIAL REPORTS:

- Finance Director's March 2021 Monthly Report Narrative.
- March 2021 Financial Statements, Check Registers are enclosed in Board Packet.

E. BOARD OF COMMISSIONERS ANNUAL ELECTIONS:

1. Election of KHA Board Chair, Vice-Chair and Board Committee(s) Assignments.

F. 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

G. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's April 28, 2021 Board Packet.

H. BOARD COMMITTEE(S) REPORT (Report Status to Discuss/Discussed During Meeting):

1. Finance/Budget Committee (Commissioners Griffith & Perales):
2. Personnel Committee (Commissioners Moak & Turner): Resolution #1332 – Approval of Case Management Position For KMH And Establishment of an Authority-Owned Property Management Department
3. Community Needs Committee (Commissioner Perales & Bates):
4. Design, Construction & Acquisition Committee (Commissioner Bates & Griffith):
5. Tenant Council (TC) Representation:
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

I. OTHER / NEW BUSINESS:

1. Strategic Planning Process
2. Name of Corporation
3. Name of Kennewick Micro Homes Community
4. Resolution #1331 – Approval of Disbursements of Funds From Business Activities For Administrative Staff Appreciation Day Each Year

J. EXECUTIVE SESSION:

None.

Housing Authority City of Kennewick
Board of Commissioners
March 24, 2021
Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on March 24, 2021 and called to order by Commissioner Moak at 7:47 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair

Pat Turner

Nikki Griffith

Board Members Absent:

Colin Bates – Excused Absence

Leo Perales – Excused Absence

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

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 February 24, 2021. Commissioner Turner moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 3 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 Turner moved to approve the February 2021 disbursements in the amount of \$943,743.94. The motion was seconded by Commissioner Griffith. 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 #1328: Commissioner Turner moved to approve Resolution #1328: Approval of KHA's FY 2021 Agency Annual Plan and Capital Fund Program Plan. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 3 No: 0

3. Resolution #1329: Commissioner Turner moved to approve Resolution #1329: Approval of KHA’s FY 2021 Section 8 Program “Payment Standards”. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 3 No: 0
4. Resolution #1330: Commissioner Turner moved to approve Resolution #1330: Approval of KHA’s Public Housing Shortfall Plan. The motion was seconded by Commissioner Griffith. 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 March 24, 2021 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) – No meeting

H. **Other Business:**

None

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 9:10 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Tom Moak, KHA Board Chair