

**Kennewick Housing Authority (KHA)**

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

**Date: May 26, 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 Annual Meeting Minutes held on April 28, 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.

**C. STAFF PROGRAM & DEPARTMENT REPORTS:**

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

**D. FINANCIAL REPORTS:**

- Finance Director's April 2021 Monthly Report Narrative.
- April 2021 Financial Statements, Check Register are enclosed in Board Packet.
- 2021-2022 Draft Budgets

**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 May 26, 2021 Board Packet.

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

1. Finance/Budget Committee (Commissioners Griffith & Fillmer):
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Fillmer & Bates):
4. Design & Construction (Commissioner Bates & Griffith):
5. Tenant Council (TC) Representation:
  - a. Sunnyslope Homes TC:
  - b. Keewaydin Plaza TC:

**H. OTHER / NEW BUSINESS:**

None

**I. EXECUTIVE SESSION:**

None

**Housing Authority City of Kennewick**  
**Board of Commissioners**  
**April 28, 2021**  
**Annual Meeting Minutes**

Minutes of the Annual Board of Commissioners of the Housing Authority City of Kennewick's meeting, held via GoToMeeting.com on April 28, 2021 and called to order by Commissioner Moak at 7:45 A.M.

**Roll Call:**

**Board Members Present:**

**Thomas Moak – Chair**

**Pat Turner**

**Colin Bates**

**Nikki Griffith – arrived late 7:54 AM and left early at 9:04 AM**

**Reanette Fillmer**

**Others in Attendance:**

**Lona Hammer – Executive Director**

**Hermelinda Sierra – Finance Director**

**Armando Solis – Maintenance & Development 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 March 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 Abstained: 1

**B. Visitors:**

New Commissioner introduction – Reanette Fillmer

**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 March 2021 disbursements in the amount of \$1,025,427.14. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 5 No: 0

**E. Board of Commissioners Annual Elections:**

1. Annual Election for Board Chair, Vice-Chair & Board Committees:

Commissioner Turner nominated Commissioner Moak as "Chair". All in favor: Ayes: 4 No: 0  
Abstained: 1

Commissioner Turner nominated Commissioner Bates as "Vice-Chair". All in favor: Ayes: 4  
No: 0 Abstained: 1

Commissioner Turner move to ratify assignments to Board Committees as follows: Budget & Finance Committee: Commissioners Griffith and Fillmer. Personnel Committee: Commissioners Moak and Turner. Tenant Council Committee unassigned. Community Needs Ad Hoc Committee: Commissioners Bates and Fillmer. Design, Construction & Acquisition Ad Hoc Committee: Commissioners Bates and Griffith. The motion was seconded by Commissioner Bates. All in favor: Ayes: 5 No: 0

F. **Executive Director's Report:**

1. KHA's Executive Director, Lona Hammer presented the Executive Director's Report.

G. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's April 28, 2021 Board Packet.

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

1. Budget & Finance Committee: No report
2. Personnel Committee: Resolution #1332: Commissioner Turner moved to approve Resolution #1332 – Approval of Case Management Position For KMH And Establishment of an Authority-Owned Property Management Department. The motion was seconded by Commissioner Moak. All in favor: Ayes: 4 No: 0
3. Community Needs Ad Hoc Committee: No report
4. Design, Construction & Acquisition Ad Hoc Committee: No report
5. Tenant Council (TC) Reports:
  - a. Sunnyslope Homes Tenant Council (TC)–Inactive
  - b. Keewaydin Plaza Tenant Council (TC)– Cancelled due to COVID-19

I. **Other Business:**

1. Strategic Planning discussion to begin in the coming months.
2. Commissioner Griffith moved to name KHA's Non-Profit Subsidiary as Creating Opportunities for Housing Options (COHO), but if not available then it would be Lives Enriched through Affordable Housing (LEAH). The motion was seconded by Commissioner Fillmer. All in favor: Ayes: 4 No: 0 Abstained: 1
3. Commissioner Fillmer moved to name the Kennewick Micro Homes as Lilac Homes, with amendment provided by Commissioner Bates that if name unavailable then it would be named Alderwood Homes. The motion was seconded by Commissioner Moak. All in favor: Ayes: 5 No: 0
4. Resolution #1331: Commissioner Turner moved to approve Resolution #1331 – Approval of Disbursements of Funds From Business Activities For Administrative Staff Appreciation Day Each Year. The motion was seconded by Commissioner Moak. All in favor: Ayes: 5 No: 0

J. **Executive Session:**

None

K. **Adjournment:**

The Board of Commissioners adjourned at 9:15 AM.

**ATTEST:**

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Lona Hammer, Secretary/Executive Director

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Tom Moak, KHA Board Chair