

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: August 25, 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 July 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 July 2021.

D. FINANCIAL REPORTS:

- Finance Director's July 2021 Monthly Report Narrative.
- July 2021 Financial Statements, Check Register 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 August 25, 2021 Board Packet.

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

1. Finance/Budget Committee (Commissioners Foster & Fillmer):
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Fillmer & Bates):
4. Design & Construction (Commissioner Bates & Foster):
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
July 28, 2021
Meeting Minutes

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

Roll Call:

Board Members Present:

Thomas Moak – Chair

Colin Bates – Vice Chair (arrived at 8:19AM)

Pat Turner

Nikki Griffith

Reanette Fillmer

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Amanda Taylor – HCV Supervisor & Compliance Director

Martha Rivas – Senior Property Manager

Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on June 23, 2021. Commissioner Fillmer moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 4
No: 0

B. Visitors:

Darin Foster – Future Commissioner to take over upcoming vacant position

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 Bates moved to approve the July 2021 disbursements in the amount of \$1,064,358.44. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1335: Approval of Revision to KHA's Accounting Manual. Commissioner Fillmer moved to approve Resolution #1335. The motion was seconded by Commissioner Turner. 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.

F. **Board Reports & Development:**

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

1. Commissioner Nikki Griffith resigned her position to take over vacant COK Planning Commission position effective immediately.
2. Resolution #1336: Addition to KHA's Section 8 Housing Choice Voucher Program and Section 8 Project-Based Programs Administrative Plan Policy. Commissioner Turner moved to approve Resolution #1336. The motion was seconded by Commissioner Fillmer. All Commissioners were in favor: Ayes: 4 No: 0

I. **Executive Session:**

None

J. **Adjournment:**

The Board of Commissioners adjourned at 8:53 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Tom Moak, KHA Board Chair