

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: January 26, 2022
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 November 24, 2021.

B. VISITOR(S) INTRODUCTION:

Visitors who wish to present to KHA Board Commissioners during open meeting session, may do so in accordance with 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):
Unknown

C. STAFF PROGRAM & DEPARTMENT REPORTS:

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

D. FINANCIAL REPORTS:

- Finance Director's November and December 2021 Monthly Report Narrative.
- November and December 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 January 26, 2022, Board Packet.

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

1. Finance/Budget Committee (Commissioners Foster & Fillmer): Revised Budget presentation Resolution #1344
2. Personnel Committee (Commissioners Moak & Turner):
Resolution #1345 Creation of Director of Property Management position effective 3/1/22
3. Community Needs Committee (Commissioner Fillmer & Bates): No meeting
4. Design & Construction (Commissioner Bates & Foster): No meeting
5. Tenant Council (TC) Representation: No meeting
 - a. Sunnyslope Homes TC:
 - b. Keewaydin Plaza TC:

H. OTHER / NEW BUSINESS:

1. Resolution #1346 Approval of KHA Payment Standard increase to 120% of Fair Market Rents. Effective 3/1/22.

I. EXECUTIVE SESSION: None

J. ADJOURNMENT:

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

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on November 24, 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
Pat Turner – Late 7:56 AM
Darin Foster
Reanette Fillmer**

Others in Attendance:

**Lona Hammer – Executive Director
Hermelinda Sierra – Finance Director
Armando Solis – Maintenance & Development 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 October 27, 2021. Commissioner Bates 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:

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

1. Motion: Commissioner Fillmer moved to approve the November 2021 disbursements in the amount of \$ 893,610.50. The motion was seconded by Commissioner Bates. All Commissioners were in favor: Ayes: 5 No: 0
2. Resolution #1340: Approval of Revision to KHA's Accounting Department Manual. Commissioner Foster moved to approve Resolution #1340. 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.

F. **Board Reports & Development:**

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's October 27, 2021, Board Packet.

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

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Discussed various topics with resolutions to be presented on some of the items that were discussed within the committee meeting.
 - a. Resolution #1341: Authorizing the Creation of a KHA Employee Recognition/Incentive Program and Recognition Awards. Commissioner Turner moved to approve. Commissioner Moak seconded the motion. All were in favor: Ayes: 5 No: 0.
 - b. Resolution #1342: Long-Term Care Program Benefit. Commissioner Foster moved to approve. Commissioner Turner seconded the motion. All were in favor: Ayes: 5 No: 0.
 - c. Resolution #1343: Juneteenth National Independence Day Holiday. Commissioner Turner moved to approve. Commissioner Moak seconded the motion. All were in favor: Ayes: 5 No: 0.
3. Community Needs Ad Hoc Committee: No meeting
4. Design & Construction Ad Hoc Committee: No meeting
5. Tenant Council (TC) Reports: No meetings

H. **Other Business:**

Executive session held.

I. **Executive Session:**

1. KHA Board of Commissioners went into Executive Session during KHA's Board of Commissioner's November 24, 2021, Meeting in accordance with 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 at 9:01 AM for no more than 10 minutes. At 9:10 AM Commissioner Moak – Board Chair stated they needed a few more minutes. At 9:14 AM Commissioner Moak – Board Chair publicly announced KHA Board of Commissioners public meeting resumed back in open session.

Motion: Commissioner Turner moved that the KHA Board of Commissioners approve the Annual Evaluation of Lona Hammer, KHA's Executive Director, as prepared and presented by the Personnel Committee and accepts the Committee's recommendation for a 2% merit increase, adjusting the score in the "safety category" from a 3 to a 4. Motion was seconded by Commissioner Moak. All were in favor: Ayes: 5 No: 0

J. **Adjournment:**

The Board of Commissioners adjourned at 9:10 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Tom Moak, KHA Board Chair