

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: October 27, 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 October 27, 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 October 2021.

D. FINANCIAL REPORTS:

- Finance Director's October 2021 Monthly Report Narrative.
- October 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 November 24, 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:

KHA Board of Commissioners will go into Executive Session during KHA's Board of Commissioner's November 24, 2021 Meeting in accordance to 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.

**Housing Authority City of Kennewick
Board of Commissioners
October 27, 2021
Meeting Minutes**

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on October 27, 2021 and called to order by Commissioner Moak at 7:55 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair

Colin Bates – Vice Chair – Late 7:55 AM

Pat Turner – Late 7:55 AM

Darin Foster – Left early at 9:05 AM

Board Members Absent:

Reanette Fillmer – Excused

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 September 22, 2021. Commissioner Turner moved to approve Meeting Minutes as presented. The motion was seconded by Commissioner Bates. 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 Turner moved to approve the October 2021 disbursements in the amount of \$ 958,357.98. The motion was seconded by Commissioner Bates. 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 process of review of Executive Directors evaluation and discussion of changes needed in the Bylaws regarding day and time meeting monthly.
3. Community Needs Ad Hoc Committee: No meeting, but plans to meet in combination with Design, Construction & Acquisition committee
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. Resolution #1338: Approval of KHA’s FY 2022 Public Housing Program “Flat Rents”. Commissioner Turner moved to approve Resolution #1338. Commissioner Moak seconded the motion. All were in favor: Ayes: 4 No: 0.
2. Resolution #1339: Approval of KHA’s FY 2022 Section 8 Program “Payment Standards”. Commissioner Bates moved to approve Resolution #1339. Commissioner Turner seconded the motion. All were in favor: Ayes: 4 No: 0.
3. Strategic Plan – Commissioner Turner planned to turn in her additions to the SWAT Analysis within a couple of days. Further discussion among the Board Commissioner continued regarding providing input to or about current Strategic Plan components.

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