

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: February 23, 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 January 26, 2022.

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 January 2022.

D. FINANCIAL REPORTS:

- Finance Director's January 2022 Monthly Report Narrative.
- January 2022 Financial Statements, Check Registers 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 February 23, 2022 Board Packet.

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

1. Finance/Budget Committee (Commissioners Filmer & Foster): Resolution #1347: Approval of KHA Employee Emergency Cost of Living Adjustment (COLA) And Revised Agency And Program Operating Budget
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Filmer & Bates):
4. Design, Construction & Acquisition Committee (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
January 26, 2022
Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held remotely via GoToMeeting on January 26, 2022, and called to order by Commissioner Moak at 7:46 A.M.

Roll Call:

Board Members Present:

Thomas Moak – Chair

Colin Bates – Vice Chair, excused absence

Pat Turner

Darin Foster

Reanette Fillmer

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director, arrived late at approximately 7:55 am due to technical difficulties with her computer sign-on

Armando Solis – Maintenance & Development Director

Amanda Taylor – HCV Supervisor/KHA Compliance Director

Martha Rivas – Senior Property Manager

Angela Fragozo – excused absence

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Regular Board Meeting held on November 24, 2021. Commissioner Filmer 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:

None

Ms. Filmer noted that the December Finance Report narrative, dated January 13, 2021, should be changed to January 13, 2022. The Finance Report was then delayed until Ms. Sierra arrived and the agenda moved to the Executive Director's Report.

C. Executive Director's Report:

The Executive Director's Report was then presented by Ms. Hammer. Highlights included an update on public housing arrearages and a brief update on potential evictions. Ms. Hammer presented an update on the work groups and committees she served on. Ms. Hammer briefly reported on the State Advisory Council on Homelessness meeting, noting that an interesting PowerPoint was presented by the city of Vancouver's Homeless Response Coordinator on a temporary housing project that replaced a homeless camp in a right-of-way. Commissioners noted that they were interested in receiving a copy of the PowerPoint.

D. Staff Program & Departmental Reports:

Hermelinda Sierra arrived and Commissioners and KHA staff members reviewed monthly program and departmental reports.

E. 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 \$992,962.62. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 4 No: 0
2. Motion: Commissioner Filmer moved to approve the December 2021 disbursements in the amount of \$1,004,976.20. The motion was seconded by Commissioner Foster. All Commissioners were in favor: Ayes: 4 No: 0
3. Members briefly discussed the condition and age of the elevators at Keewaydin Plaza. Mr. Solis noted that KHA would be receiving quotes for replacement of the elevators which he anticipates will be more than \$30,000, noting that we would utilize Capital Fund Program for replacement.

F. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's January 26, 2022, Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: Members reviewed the revised budget. Ms. Sierra presented the revised budget, noting that the revised budget was an overall increase of 2.2% in total expense.
 - a. Resolution #1344: Commissioner Turner moved to approve the KHA revised operating budget. Commissioner Moak seconded the motion. All were in favor: Ayes: 4 No: 0
2. Personnel Committee: Commissioners discussed the Personnel Committee meeting.
 - a. Resolution #1345: Authorizing the creation of the Director of Property Management position and the approval of the addition of the Nueva Vista Community Manager position. Commissioner Turner moved to approve. Commissioner Moak seconded the motion. All were in favor: Ayes: 4 No: 0.
3. Community Needs Ad Hoc Committee: No meeting
4. Design & Construction Ad Hoc Committee: No meeting
5. Tenant Council (TC) Reports: No meeting

H. Other Business:

1. Ms. Hammer presented the revision to the KHA FY 2022, Section 8 Housing Choice Voucher program "Payment Standards" to 120% effective March 1, 2022, noting that HUD has approved the change via the expedited waiver that KHA submitted in late December.
 - a. Resolution #1346: Authorizing revision of KHA FY2022 Section 8 Housing Choice Voucher payment standards, to 120% of FMR, effective March 1, 2022. Commissioner Foster moved to approve. Commissioner Filmer seconded the motion. All were in favor: Ayes: 4 No: 0

2. Commissioner Foster reported out that his wife had received a promotion and that the family had recently relocated to Zilla. Chairperson Moak indicated that he appreciated Commissioner Foster's service and wanted him to stay. Since Commissioners were meeting remotely, he would be able to continue to attend remotely. Commissioner Filmer worried about the precedent this would establish. Ms. Hammer noted that other members had served when they were out of the city of Kennewick jurisdiction. She noted the bylaws, and the city had not established a residency requirement for these positions. Commissioner Foster stated that he planned to reach out to the city of Kennewick to discuss further and hopes to continue to serve.

J. **Adjournment:**

The Board of Commissioners adjourned at 9:10 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Tom Moak, KHA Board Chair