

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: July 27, 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 June 22, 2022.

B. VISITOR(S) INTRODUCTION/PUBLIC COMMENT:

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 June 2022.

D. FINANCIAL REPORTS:

- Finance Director's June 2022 Monthly Report Narrative.
- June 2022 Financial Statements and Check Register are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs:
 - a. Resolution #1357: Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges For The Period Ending June 2022
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 July 27, 2022 Board Packet.

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

1. Finance/Budget Committee (Commissioners Filmer & Foster):
2. Personnel Committee (Commissioners Moak & Turner):
3. Community Needs Committee (Commissioner Filmer & Moak):
4. Design, Construction & Acquisition Committee (Commissioner Bates & Foster):

H. OTHER / NEW BUSINESS:

None

I. EXECUTIVE SESSION:

None

Housing Authority City of Kennewick
Board of Commissioners
June 22, 2022
Meeting Minutes

Minutes of the Board of Commissioners of the Housing Authority City of Kennewick's meeting, held in person and remotely via GoToMeeting on June 22, 2022, and called to order by Commissioner Bates at 7:46 A.M.

Roll Call:

Board Members Present:

Colin Bates – Chair

Thomas Moak

Pat Turner

Darin Foster – (Remotely)

Board Members Absent:

Reanette Fillmer – Vice Chair (Excused Absence)

Others in Attendance:

Lona Hammer – Executive Director

Hermelinda Sierra – Finance Director

Armando Solis – Maintenance & Development Director

Martha Rivas – Director of Property Management

Amanda Taylor – HCV Supervisor/KHA Compliance Director

Angela Fragozo – Administrative Assistant

AGENDA

A. Approval of Minutes:

1. The Board of Commissioners reviewed the minutes of the Annual Board Meeting held on May 25, 2022. Commissioner Turner moved to approve Meeting Minutes as revised correct. The motion was seconded by Commissioner Bates. All Commissioners were in favor: Ayes: 4 No: 0

B. Visitors:

New staff introductions included Aimee Cruz – Receptionist/Intake Assistant, Ashley Myers – HQS Inspector, Paulina Valdez – FSS Coordinator

C. Staff Program & Departmental 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 Moak moved to approve the May 2022 disbursements in the amount of \$981,167.35. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1354: Approval Of KHA's FY 2022-2023 Agency & Program(s) Operating Budgets With Updated Employee Compensation Table. Commissioner Foster moved to approve Resolution #1354. The motion was seconded by Commissioner Moak. All Commissioners were in favor: Ayes: 4 No: 0

3. Resolution #1355: Approval For Eligible KHA Employee 2% Cost of Living Adjustment/COLA (July 1, 2022 – June 30, 2023). Commissioner Foster moved to approve Resolution #1355. 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.
2. Resolution #1353: Commissioner Turner moved to approve Resolution #1353: Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges For The Period Ending May 2022. The motion was seconded by Commissioner Bates. All Commissioners were in favor: Ayes: 4 No: 0
3. Discussion regarding the Strategic Plan and checking with Matt Truman for availability to act as Facilitator.

F. Board Reports & Development:

1. KHA Board & Agency 12-month Rolling Calendar: Members were provided with a copy in KHA's June 22, 2022, Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: Met on June 13, 2022 to review FY22-23 Budget with revised Compensation Table and COLA
2. Personnel Committee: Looking to work on several action items in the near future
3. Community Needs Committee: No meeting
4. Design & Construction Committee: No meeting

H. Other Business:

1. Resolution #1356: Approval of Expenditure of KHA Business Activities Funds or KHA Line of Credit Funds For Predevelopment Activities For The Bubble on Gum-Home Sweet Home Affordable Housing Project And The Submission of Multiple Grant/Loan Applications to Secure Development Funding For The Project. Commissioner Moak moved to approve Resolution #1356. The motion was seconded by Commissioner Turner. All Commissioners were in favor: Ayes: 4 No: 0

J. Adjournment:

The Board of Commissioners adjourned at 9:36 AM.

ATTEST:

Lona Hammer, Secretary/Executive Director

Colin Bates, KHA Board Chair