

Kennewick Housing Authority (KHA)

AGENDA
KHA BOARD OF COMMISSIONERS
REGULAR MEETING

Date: September 25, 2024
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 24, 2024.
2. Approval of KHA's Special Meeting Minutes held on August 8, 2024

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:

- Director of Maintenance & Development Report for August 2024.
- Compliance Director Report for August 2024.
- FSS Program & Occupancy Report for August 2024.

D. FINANCIAL REPORTS:

- Finance Director's August 2024 Monthly Report Narrative.
- August 2024 Financial Statements and Check Register are enclosed in Board Packet.

E. EXECUTIVE DIRECTOR REPORT:

1. Write Offs: Resolution #1410 - Approval of Public Housing & HCV Programs Write-Offs for Tenant Rent, Move-Out Charges & Other Charges for the Period Ending August 2024
2. Gum Street Project Update
3. Other Items

F. BOARD REPORTS & DEVELOPMENT:

1. KHA Board & Agency Calendar: Calendar provided in KHA's September 25, 2024 Board Packet.

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

1. Finance/Budget Committee (Commissioners Filmer & Houston):
2. Personnel Committee (Commissioners Bates & Foster):

H. OTHER / NEW BUSINESS:

1. Change or cancel altogether December's Regular Board Meeting on December 25, 2023 7:45 AM
2. Board approval of funds for Employee Appreciation Lunch

I. EXECUTIVE SESSION:

None

**Housing Authority City of Kennewick
Board of Commissioners
July 24, 2024
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 July 24, 2024, and called to order by Commissioner Bates at 7:47 A.M.

Roll Call:

Board Members Present:

Colin Bates – Chair

Darin Foster – Vice Chair (Remote)

Thomas Moak = Left early at 8:51 AM

Reanette Fillmer (Remote)

Lynn Houston – (Remote)

Others in Attendance:

Matt Truman – Executive Director

Hermelinda Sierra – Finance Director

Amanda Taylor – HCV Supervisor/KHA Compliance Director

Armando Solis – Maintenance & Development Director

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 26, 2024. Commissioner Moak moved to approve the Meeting Minutes amending remote status for Commissioner Moak. The motion was seconded by Commissioner Bates. All Commissioners were in favor: Ayes: 5 No: 0

B. Visitors:

None

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 Houston moved to approve the June 2024 disbursements in the amount of \$1,575,074.09. The motion was seconded by Commissioner Fillmer. All Commissioners were in favor: Ayes: 5 No: 0

E. Executive Director's Report:

1. KHA's Executive Director, Matt Truman 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 24, 2024 Board Packet.

G. Board Committee(s) Reports:

1. Budget & Finance Committee: No meeting
2. Personnel Committee: Met July 13, 2024 to discuss various issues including reorganizing Organizational Chart.

H. Other Business:

1. Resolution #1408: Approving KHA's FY 2024 Section Eight Management Assessment Program (SEMAP) Certification. Tabled by Commissioner Bates.
2. Commissioner Bates moved to approve Internal Event funds of up to \$500.00 for team building and any future similar events. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

J. Adjournment:

The Board of Commissioners adjourned at 9:05 AM.

ATTEST:

Matt Truman, Secretary/Executive Director

Colin Bates, KHA Board Chair

**Housing Authority City of Kennewick
Board of Commissioners
August 8, 2024
Special Board Meeting Minutes**

Minutes of the Special Board meeting of the KHA Board of Commissioners was held remotely on August 8, 2024, and called to order by Commissioner Bates at 10:04 A.M.

Roll Call:

Board Members Present:

Colin Bates – Chair

Darin Foster – Vice Chair – Excused Absence

Thomas Moak

Lynn Houston

Reanette Fillmer

Others in Attendance:

Matt Truman – Executive Director

Hermelinda Sierra – Finance Director

Amanda Taylor – HCV Supervisor/KHA Compliance Director

Armando Solis – Maintenance & Development Director

Angela Fragozo – Administrative Assistant

A. VISITORS

None

B. OTHER/NEW BUSINESS

1. Resolution #1408: Commissioner Fillmer moved to approve Resolution #1408: Approving KHA's FY 2024 Section Eight Management Assessment Program (SEMAP) Certification. Commissioner Moak seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0
2. Resolution #1409: Commissioner Moak moved to approve Resolution #1409: Authorizing The Executive Director Or Deputy Director To Execute A General Agreement Of Indemnity (GAI) For The Purpose Of Obtaining Surety Bonds From Any Member Of The Liberty Mutual Group. Commissioner Houston seconded the motion. All Commissioners were in favor: Ayes: 4 No: 0

C. ADJOURNMENT

The KHA Board of Commissioners Special Board Meeting was adjourned by Chairman Bates at 10:24 AM

ATTEST:

Matt Truman, Secretary/Executive Director

Colin Bates, KHA Board Chair