

**LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**

Monday, March 23, 2015 at 4:00 p.m.

820 11th Avenue

Longview, WA

Minutes to Regular Meeting

Chair Bashor Sarancik called the meeting to order at 4:00 PM

Present

Chair, Lori Bashor Sarancik
Vice Chair, Linda Brigham
Commissioner, Wayne Ostermiller
Commissioner, Bruce Fischer
Commissioner, Peter Bennett
Secretary, Chris Pegg

Absent

Staff Present

Katie Bonus, Vickie Rhodes, Jon Dieter, Tom Drake

CHANGES AND ADDITIONS TO THE AGENDA: None

OPPORTUNITY FOR PUBLIC DISCUSSION: No comments.

CONSENT AGENDA

Commissioner Fischer moved to approve the Consent Agenda as presented.
Commissioner Brigham seconded the motion.

Discussion:

None

Motion passed unanimously.

BOARD COMMITTEE REPORT: Commissioner Fischer presented the Finance Committee report. Committee members and management team members discussed the property management report and the loss of rental income due to extended turnover downtime. The Property Management team has implemented a new system and we expect to see turnover times decline.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg discussed her recent trip to Washington DC and her meetings with Senators Murray and Cantwell as well as Representative Herrera Beutler and their staff. She also informed the Board of the upcoming Board Boot Camp sponsored by the Longview Kelso Chamber of Commerce and the Housing Forum scheduled for

Wednesday, March 25, at Mark Morris High School. Secretary Pegg reminded board members and management team members of the upcoming Strategic Planning meetings scheduled for April and May.

INTRODUCTION OF STAFF – There was no staff introduction.

UNFINISHED BUSINESS

1. BOARD DISCUSSION – No Smoking Policy and E-Cigarettes

Asset Manager Katie Bonus presented information on current research on E-Cigarettes. Board members and staff discussed the lack of definitive information on health impacts and the difficulty of enforcement and agreed by consensus to not include E-cigarettes in the current No-Smoking Policy. This decision may be revisited in the future as new research emerges.

NEW BUSINESS:

1. BOARD ACTION: Approval of Job Description and Salary Range for a Veterans Benefits Specialist

A motion was made by Commissioner Fischer to approve the job description and salary range for a Veterans Benefits Specialist. The motion was seconded by Commissioner Brigham.

Discussion:

Director of Community Services Jon Dieter discussed the need for the new position and explained this will replace an existing, currently unfilled position so there will be no need to amend the budget. He explained the duties of the new position.

Motion passed unanimously.

2. BOARD ACTION – Approval of Job Description and Salary Range for a Resident Services Coordinator

3.

A motion was made by Commissioner Fischer to approve the job description and salary range for a Resident Services Coordinator. Commissioner Ostermiller seconded the motion.

Discussion:

Asset Manager Katie Bonus reported this new position will be replacing the AmeriCorps member previously hired. The AmeriCorps member resigned early due to medical issues and the position has been unfilled for the past two months. Ms. Bonus explained the duties of the new position and her intention to hire a part-time person for the remainder of this year with the expectation that it would be expanded to full time in the new fiscal year. This position will be working at the Woodland USDA properties.

Motion passed unanimously.

EXECUTIVE SESSION: None scheduled.

Chair Bashor Sarancik adjourned the meeting at 6:10 p.m.

SCHEDULING OF NEXT REGULAR MEETING: April 27, 2015

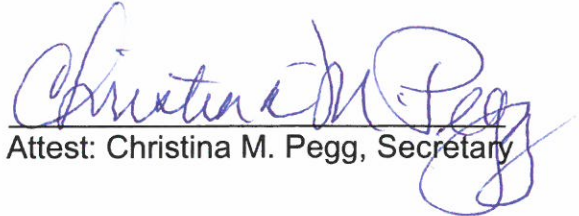
Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES



Lori Bashor Sarancik, Chairperson



Attest: Christina M. Pegg, Secretary