

LONGVIEW HOUSING AUTHORITY BOARD OF COMMISSIONERS SPECIAL MEETING

Tuesday, May 27th at 4:00 p.m.

820 11th Avenue

Longview, WA

Minutes to Regular Meeting

Vice-Chair Brigham called the meeting to order at 4:00 PM

Present

Vice Chair, Linda Brigham
Secretary, Chris Pegg
Commissioner, Bruce Fischer
Commissioner, Joan Lemieux
Commissioner, Lori Bashor-Sarancik

Absent

Chair, Wayne Ostermiller
Commissioner, Axel Swanson

Staff Present

Finance Director, Tom Drake, Housing Programs Supervisor, Vickie Rhodes, Asset Manager, Katie Bonus

Public Present

None

PUBLIC COMMENT –There were no members of the public present.

CONSENT AGENDA

Commissioner Fischer moved to approve the Consent Agenda as presented.
Commissioner Bashor-Sarancik seconded the motion

Discussion:

None.

Motion passed unanimously.

BOARD COMMITTEE REPORTS: Commissioner Fischer provided the Board with a report from the Finance Committee. Cash flow continues to be very tight because of the significant investment in Lilac Place driven by unexpected additional costs. Staff are expecting several revenue sources over the next couple of months which will ease the cash crunch. Operations continue to be in the black with most categories performing better than originally budgeted.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg reported HUD Secretary Shawn Donovan has been selected by President Obama as the new Director of Management and Budget. Julian Castro, Mayor of San Antonio, has been nominated to replace Secretary Donovan. Secretary Pegg also reported on the recently passed FY2015 House Budget. Housing Assistance Payments (HAP) is reduced to a 96% proration and administrative fees reduced to a historically low 66% proration. The Senate still needs to approve their budget and numbers are expected to be higher. Secretary Pegg also reported on progress to date in the sale of Blackstone Apartments. Due diligence work is progressing. Closing is anticipated for the end of June 2014.

INTRODUCTION OF STAFF

There was no staff introduction this month.

PUBLIC HEARING: HUD 5 Year and Annual Plan

Vice Chair Brigham opened the Public Hearing on the agency's HUD 5 Year and Annual Plan at 4:15 p.m. There were no public comments so Vice Chair Brigham closed the Public Hearing at 4:20 p.m.

UNFINISHED BUSINESS

1. **STAFF PRESENTATION:** Secretary Pegg provided a brief update on development projects. No action was taken.

NEW BUSINESS

1. **BOARD ACTION:** Approval to establish a Petty Cash Fund for the VIP Program.

A motion was made by Commissioner Bashor Sarancik to approve the establishment of a Petty Cash fund in the amount of \$2000 that allows staff to make purchases at stores that do not accept company credit cards. Commissioner Lemieux seconded the motion.

Discussion:

Finance Director Drake explained that VIP programs require staff to purchase food (up to \$1500 per month) along with household and other supplies (up to \$500 per month) for program participants. Money can be saved by shopping for supplies at stores that offer big discounts, such as Costco and Winco that only accept cash or debit cards. Funding for this has already been approved in the budget. Finance Dept. will set up a debit card account using a petty cash system that will be maintained in a local bank.

Motion passed unanimously.

2. **BOARD ACTION:** Approval of Resolution 14-08: HUD 5 Year and Annual Plan for the Housing Choice Voucher Program

A motion was made by Commissioner Fischer to approve Resolution 14-08. Commissioner Lemieux seconded the motion.

Discussion:

Housing Programs Manager, Vickie Rhodes, explained the requirements for the 5 Year and Annual Plan and described changes from the prior plan.

Motion passed unanimously.

EXECUTIVE SESSION: None scheduled.

SCEDULING OF NEXT REGULAR MEETING:

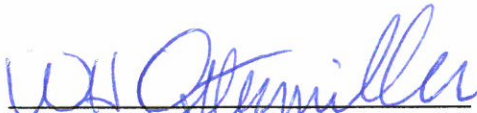
June 23, 2014

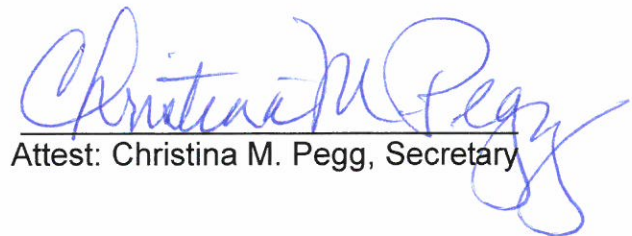
There being no further business to discuss, Vice Chair Brigham adjourned the board meeting at 4:45 pm.

Respectfully submitted by:

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES


Wayne Ostermiller, Chairperson


Attest: Christina M. Pegg, Secretary