

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

Monday, ~~October 26, 2016~~ 2015

at 4:00 PM

820 11th Avenue

Longview, WA.

Minutes to Regular Meeting

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

Present

Absent

Commissioners

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

Staff

Vickie Rhodes, Housing Programs Supervisor
Katie Bonus, Asset Manager
Jon Dieter, Director of Community Services
Tom Drake, Director of Finance
Gary Gray, Administrative Assistant

CHANGES AND ADDITIONS TO THE AGENDA: None

PUBLIC COMMENT: No comments

CONSENT AGENDA:

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

Discussion –All questions raised by the Commissioners were satisfactorily addressed..

Motion passed unanimously.

BOARD COMMITTEE REPORTS: Finance Committee

Commissioner Fischer had no comments. Commissioner Bashor-Sarancik reported on overall satisfaction with the financial reports. Director of Finance Tom Drake satisfactorily addressed all questions by commissioners.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg reported on the following items:

- Updated commissioners on previous staff meeting concerning changes to health and welfare benefits. Staff shares of benefits will increase starting January 1, 2016. Chris reported that staff understood the increases and very few questions were submitted. New brokers were at the staff meeting and gave a presentation on the Apple Health Plan. They made themselves available after the meeting to answer questions and provide additional information on how to apply for the Apple Plan.
- Upcoming Commissioners tour of property in Kalama and Woodland to be held on October 28, 2015 at 4:00 pm.
- Open house at Stratford on October 29, 2015 starting at 1:00 pm – 4:00 pm. Director of Community Services Jon Dieter discussed the schedule for the event. Some of the veterans residing at the Stratford and VIP staff will be available for questions and directing guests to apartments for viewing. The veterans living in these apartments will be serving refreshments and snacks to guests.
- Suggested a change to the agenda structure. She felt placing the Financial Report before the Consent Agenda would give the commissioners a better understanding of the Consent Agenda before approval.
- **Commissioner Brigham moved that the Finance Committee Report be placed before the Consent Agenda. Commissioner Fischer seconded the motion, the board unanimously approved the agenda change.**

Secretary Pegg made comments about attending the Homeless Advisory Group and the Cowlitz County Commissioners meeting regarding funding for homeless programs using Document Recording fees.

UNFINISHED BUSINESS:

Continuation of strategic planning discussion. Secretary Pegg is soliciting bids for logo development. She is working with Teresa Purcell on the final document and development of work plans for the next board meeting. Commissioner Ostermiller raised the question about future work with Teresa Purcell of Purcell Public Affairs as we roll out the new strategic plan. Secretary Pegg said this discussion will be addressed in the next meeting.

NEW BUSINESS:

BOARD DISCUSSION / ACTION: Approve Resolution 16-01 - Section 8 Management Assessment Program (SEMAP) Certification for FY ending 9/30/2015.

Housing Programs Supervisor Vickie Rhodes gave presentation on the certification.

Commissioner Fischer moved to approve Resolution 16-01. Commissioner Bennett seconded the motion.

All questions raised by the commissioners were satisfactorily addressed by the staff.

Motion passed unanimously.

BOARD DISCUSSION / ACTION: Approve Resolution 16-02 - Amendment of Procurement Policy.

Director of Finance Tom Drake summarized the amendments to the policy and satisfactorily addressed all questions by the board.

Commissioner Brigham moved to approve Resolution 16-02 amending the Procurement Policy. Seconded by Commissioner Bennett.

Motion passed unanimously.

BOARD DISCUSSION / ACTION: December 2015 and January 2016 meetings -possible change of date.

Board and staff Discussed keeping the date of the December 2015 meeting as scheduled. They also encouraged staff to retain the format of past annual meetings and schedule a separate event to introduce the new strategic plan. The date will not change for the January 2016 annual meeting.

No action taken.

EXECUTIVE SESSION: None Scheduled

SCHEDULING OF NEXT REGULAR MEETING:

November 23, 2015


There being no further business to discuss, Chairperson Bashor-Sarancik adjourned the board meeting at 5:00 PM

Respectfully Submitted by:
CHRISTINA M. PEGG, Secretary

BOARD APPROVAL OF MINUTES



Lori Bashor-Sarancik, Chairperson



Attest: Christina M. Pegg, Secretary