

# LONGVIEW HOUSING AUTHORITY

## BOARD OF COMMISSIONERS REGULAR MEETING

Monday, October 27, 2014 at 4:00 p.m.

820 11<sup>th</sup> Avenue

Longview, WA

### Minutes to Regular Meeting

Chair Ostermiller called the meeting to order at 4:00 PM

#### Present

Chair, Wayne Ostermiller  
Vice Chair, Linda Brigham  
Commissioner, Bruce Fischer  
Commissioner, Joan Lemieux  
Secretary, Chris Pegg

#### Absent

Commissioner, Lori Bashor Sarancik

#### Staff Present

Katie Bonus, Vickie Rhodes, Jon Dieter, Tom Drake

Public Present – None

**CHANGES AND ADDITIONS TO THE AGENDA:** None.

**OPPORTUNITY FOR PUBLIC DISCUSSION:** No comments.

#### **CONSENT AGENDA**

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

#### Discussion:

Commissioner Fischer requested that Finance Director Tom Drake provide a financial update for the entire Board since the Finance Committee did not meet. Tom Drake presented a financial report and a brief question and answer period followed.

Motion passed unanimously.

**BOARD COMMITTEE REPORT:** None. The Finance Committee did not meet this month.

#### **CHAIRMAN AND SECRETARY REPORTS:**

Secretary Pegg reported on the following items:

- **Speaking engagement in Ottawa, Canada:** Secretary Pegg was invited by the Canadian Housing and Renewal Association to speak at the annual Legislative conference on October 22, 2014. She provided a brief report about the trip and

the conference which unfortunately occurred on the same day as the shooting at Parliament.

- **National NAHRO Conference:** Secretary Pegg reported on her attendance at the conference. She currently serves on the NAHRO Legislative Committee and the Housing Committee and attended both of those meetings. She briefed the Board on topics discussed at both.
- **State Budgets:** There is a lot of concern at the State level about anticipated cuts in funding for human services due to the McLeary decision and the budget impact expected in 2015 and beyond. These cuts are expected to be much deeper if Initiative 1351 passes which would require reductions in class size at all grade levels. This would likely negatively impact funding for the Housing Trust Fund as well.
- **Federal Budgets:** The current continuing resolution is set to expire on December 10<sup>th</sup>. There is no consensus about what is likely to happen beyond that date however upcoming elections are likely to have a large impact
- **Commissioner Swanson resignation:** Secretary Pegg informed the Board of Commissioner Swanson's resignation from the Board. The City of Longview has received 7 applications from interested parties. Chairman Ostermiller said he spoke with City staff recently and they don't expect that a replacement will be appointed until after the first of the year.
- **Strategic Plan:** Secretary Pegg suggested that scheduling of strategic planning be deferred until a new Board member has been appointed. The Board agreed by consensus.

**INTRODUCTION OF STAFF** – Director of Community Services, Jon Dieter, introduced Paul Ward from the VIP Department.

### **UNFINISHED BUSINESS**

1. **BOARD DISCUSSION – DEVELOPMENT UPDATE:** Secretary Pegg presented an update on development activity at Stratford Arms, 33<sup>rd</sup> Ave. and Hemlock St. Brief discussion followed. She also informed the Board that Lilac Place is now 95% leased up with over 200 families on the waiting list.

### **NEW BUSINESS:**

1. **BOARD ACTION – Approval of Resolution 15-01: Reauthorizing Inter-Program Loans in connection with Lilac Place**

A motion was made by Commissioner Brigham to approve Resolution 15-01 approving inter-program loans in connection with Lilac Place. Commissioner Lemieux seconded the motion.

#### **Discussion:**

Secretary Pegg requested the Board approve this resolution to extend the approval of the inter-program loan in connection with Lilac Place approved by the Board by Resolution 14-04 on December 6, 2013. The permanent loan for Lilac Place has not closed at this time and the sale of the Blackstone Apartments has not yet closed. This is when repayment is expected to occur. Discussion followed.

Motion passed unanimously.

**2. BOARD ACTION – Approval of Resolution 15-02: Approval of Stratford Renovation Loan**

A motion was made by Commissioner Brigham to approve Resolution 15-02 approving the Stratford Renovation Loan. Commissioner Fischer seconded the motion.

Discussion:

Secretary Pegg explained to the Board that this funding was originally structured as a donation from the Agency to the rehabilitation work at the Stratford. It needs to be restructured as a loan to be in compliance with Federal Home Loan Bank requirements. Brief discussion followed.

Motion passed unanimously.

**3. BOARD ACTION – Approval of Job Description and salary range for a Regulatory Compliance Specialist**

A motion was made by Commissioner Lemieux to approve the job description and salary range for a Regulatory Compliance Specialist. Commissioner Brigham seconded the motion.

Discussion:

Katie Bonus, Asset Manager, described the increasing amount of time it is taking her to monitor compliance requirements of the varied funding sources on projects. This position would take over that responsibility and free up Katie's time to fulfill her job responsibilities as Asset Manager. Discussion followed.

Motion passed unanimously.

**4. BOARD ACTION – Approval of Resolution 15-03: Section 8 Management Assessment Program (SEMAP) Certification for FY2014**

A motion was made by Commissioner Brigham to approve Resolution 15-03 approving the Section 8 Management Program Certification for FY2014. Commissioner Lemieux seconded the motion.

Discussion:

Vickie Rhodes, Housing Programs Supervisor, provided background on the SEMAP Certification process and reported on the current certification form. Brief discussion followed.

Motion passed unanimously.

**5. BOARD ACTION – Approval of Resolution 15-04: Personnel Policy Changes**

A motion was made by Commissioner Brigham to approve Resolution 15-04 approving changes to the Personnel Policy. Commissioner Fischer seconded the motion.

Discussion:

Finance Director, Tom Drake, provided a brief description of proposed changes to the Personnel Policy.

Motion passed unanimously.

**6. BOARD ACTION – Approval of Resolution 15-05: 2015 Budget Revision**

A motion was made by Commissioner Fischer to approve Resolution 15-05 approving a revision to the FY2015 Budget. Commissioner Lemieux seconded the motion.

Discussion:

Secretary Pegg reported on recent communication from HUD that increased funding for Section 8 HAP and Administrative fees. She recommended the FY2015 budget be amended to reflect these increases. Chairman Ostermiller requested that Vickie Rhodes, Housing Programs Supervisor, explain how the process works when an applicant is invited off the waiting list, and also provide information about the lack of response she is seeing due to the length of time families have been waiting. Ms. Rhodes provided a detailed report for the Board.

Motion passed unanimously.

**7. BOARD REVIEW – Resignation of Axel Swanson from the Board of Commissioners**

Secretary Pegg informed the Board that Commissioner Axel Swanson had submitted his resignation. Discussion followed. No action was taken.

**EXECUTIVE SESSION:** None scheduled.

Chairman Ostermiller adjourned the meeting at 6:20 p.m.


**SCHEDULING OF NEXT REGULAR MEETING:** **November 24, 2014**

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

  
Wayne Ostermiller, Chairperson

  
Attest: Christina M. Pegg, Secretary