HOUSING OPPORTUNITIES OF SW WASHINGTON
BOARD OF COMMISSIONERS REGULAR MEETING
August 22, 2016
Monday, 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

Commissioners
Lori Bashor-Sarancik, Chair
Linda Brigham, Vice Chair
Floyd "Gus" Nolte, Commissioner
Wayne Ostermiller, Commissioner
Peter Bennett, Commissioner
Chris Pegg, Secretary, CEO

Staff
Katie Bonus, Asset Manager
Jon Dieter, Director of Community Services
Becky Phillips, Finance Manager
Vickie Rhodes, Housing Programs Supervisor
David Pennington, Veteran Operations Manager
Gary G. Gray, Admin. Asst.

Guests

CHANGES AND ADDITIONS TO THE AGENDA: Secretary Pegg requested that a discussion item be added under Unfinished Business regarding project-based vouchers for the Discovery Village development project in Long Beach, WA.

PUBLIC COMMENT: None.

BOARD COMMITTEE REPORTS: Finance Committee – Chairperson Bashor-Sarancik provided a brief report. There were two corrections to the memo preceding the financials. In general the financial position of the agency continues to improve. Commissioner Nolte attended the Finance Committee and Commissioner Fischer was excused.

CONSENT AGENDA:
> Approve Minutes of July 27, 2016 Regular Board Meeting
> Approve July 2016 Vouchers As Paid
> Approve July 2016 Write Off of Uncollectible Debts
> Approve July 2016 Financial Reports
> Approve Lilac Place July 2016 Vouchers As Paid
> Approve Lilac Place July 2016 Financial Reports

Commissioner Bennett moved to approve the Consent Agenda as presented. Commissioner Brigham seconded the motion.
Discussion – None
Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg updated the Board on the following topics:
- The Cowlitz County draft 10 Year Plan to End Homelessness is now available. She urged commissioners to read through it and make comments. This document drives many of the funding decisions for the County so it's important that it's as accurate as possible;
- The financial difficulties Community Housing on Broadway is experiencing and the possibility of a closure;
- The proposed shelter ordinance scheduled for a City of Longview Council workshop on Thursday, August 25, 2016;
- The shooting of a homeless black immigrant by Kelso police and community reaction;
- Bridges Out of Poverty training available for the public at Lower Columbia College; and
- A meeting scheduled for Wednesday, August 24, 2016 with Senator Patty Murray’s Vancouver, WA and Washington DC staff to discuss housing issues.
- Commissioner Bennett asked a question about the new OSHA regulation regarding mandatory drug testing policies. Secretary Pegg informed him the agency personnel policy is under review by Archbright at this time and that is one of the items they will be looking at.

UNFINISHED BUSINESS:

Board Discussion: Update on Homeless Youth Outreach and Shelter Development

Secretary Pegg updated the Board on progress on creation of a Homeless Youth Outreach Program and Youth Transitional Housing. Janus Youth Programs is in the process of interviewing and hiring two outreach workers. They expect to have staff hired the first part of September, training for two weeks and outreach to begin the end of September. Housing Opportunities staff are working on a lease agreement with Cowlitz County staff for the two homes and a draft budget has been submitted to Cowlitz County Health and Human Services for possible
funding to support additional staffing, minor rehab and other start up costs. Secretary Pegg also reported on meetings with City staff regarding zoning.

Secretary Pegg requested Board approval to apply for WA State Housing Trust funds for rehab of the two homes.

**Commissioner Nolte moved to authorize staff to apply for Housing Trust Funds to rehab the two homes provided by the County. Commissioner Bennett seconded the motion.**

Discussion followed. The motion was approved unanimously.

"Bringing School Home, Turning PHAs into Learning Enablers”

Commissioners continued the discussion about how the Board and staff can encourage and possibly incentivize learning among children living in agency owned and managed housing. Commissioner Nolte discussed the possibility of requesting funding from service clubs to purchase books. Commissioners discussed possible next steps. Chairperson Bashor Sarancik created a subcommittee to work with staff on ways the agency could encourage learning among residents. The subcommittee will be chaired by Commissioner Nolte and will include Commissioner Ostermiller as well as appropriate staff. The Board left assignment of appropriate staff up to Secretary Pegg.

**Project-based vouchers for the Discovery Village development project in Long Beach, WA**

Secretary Pegg reported on progress to date on an application for Housing Trust Funds and Low Income Housing Tax Credits for the Discovery Village Apartments project in Long Beach, WA. This will be a project owned by the Joint Pacific County Housing Authority and managed by Housing Opportunity staff through interlocal agreement. She reminded the Board they had previously agreed to allow JPCHA to project base up to 35 vouchers for a development on this site in 2014. She asked the Board for approval to reduce that number to 28 for this particular project. This is not a request for additional vouchers but a reduction in the number originally allocated for the same site. The Board agreed to this request by consensus.

**NEW BUSINESS:**

Approval of Resolution 16-13: Contracting with Washington State Housing Finance Commission to administer the HUD Homeownership Counseling program.

Vickie Rhodes, Housing Programs Supervisor, and Lori Parsons, Section 8 Advantage and Homeownership counselor provided a summary of the program and answered questions about the grant in the amount of $11,000.
Commissioner Nolte moved to approve Resolution 16-13 as presented. Commissioner Ostermiller seconded the motion. Discussion followed. Commissioner Ostermiller asked if this program was reflected in the goals of the new Strategic Plan and was assured it was in several places. Commissioner Ostermiller requested that Secretary Pegg prepare a report for the next Board meeting on progress to date on the Strategic Plan. Motion carried unanimously.

Approval of Rental Increase and Increase of Security Deposit for 1201 Commerce Ave. Commercial Space

Asset Manager Katie Bonas reported to the Board on the abandonment of the lease space by Hooligans Tattoos. She has shown the space to another prospective tenant who would like to lease it. This tenant has been informed of the higher lease rate and security deposit and is agreeable.

Commissioner Nolte move to approve the increase in rental rate to $1050 per month and increase in security deposit to $1050 effective immediately. Commissioner Brigham seconded the motion.

Discussion followed. Motion passed unanimously.

EXECUTIVE SESSION: None Scheduled

There being no further business to discuss Chairperson Bashor Sarancik adjourned the meeting at 5:30 p.m.

SCHEDULING OF NEXT REGULAR MEETING:

Next Regular Board Meeting scheduled for September 26, 2016.

Respectfully submitted by:

CHRISTINA M. PEGG
Secretary

BOARD APPROVAL OF MINUTES

Lori Bashor-Sarancik, Chairperson

Attest: Christina M. Pegg, Secretary