LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Monday, February 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, Joan Lemieux
Commissioner, Wayne Ostermiller
Commissioner, Bruce Fischer
Commissioner, Peter Bennett
Secretary, Chris Pegg

Absent

Staff Present
Katie Bonus, Vickie Rhodes, Jon Dieter, Tom Drake, David Pennington

Public Present – Rebecca Royce

CHANGES AND ADDITIONS TO THE AGENDA: Clark County Consolidated Plan presentation added, Approval of Veterans Navigator Job Description added to New Business

OPPORTUNITY FOR PUBLIC DISCUSSION: No comments.

CONSENT AGENDA

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

Discussion:
None

Motion passed unanimously.

CLARK COUNTY DRAFT 5 YR. CONSOLIDATED PLAN UPDATE: Rebecca Royce presented an update on the 5 Year Consolidated planning process for Clark County. She explained to the Board that funding can and has been provided for qualifying projects in the Woodland area. Longview Housing Authority has received funding for Lilac Place, Beechwood Terrace and Woodside West. Ms. Royce also presented information on the need for affordable housing and services within their service area as well as projections for the coming 5 years.
BOARD COMMITTEE REPORT: Chair Bashor Sarancik reported on the Finance Committee meeting with Director of Finance, Tom Drake and CEO, Chris Pegg. Operationally the organization is doing well. The impacts of the Lilac Place development are still being felt, however the agency is recovering. Tom Drake explained the interprogram loans identified on the financial statements.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg read the letter of resignation submitted by Commissioner Lemieux due to health reasons. The Board thanked Joan for her service and wished her well in her move.

Secretary Pegg updated the Board on scheduling of the Strategic Plan meetings. She also reported on the recent publicity about the County Document Recording fee contract awards.

INTRODUCTION OF STAFF – There was no staff introduction.

UNFINISHED BUSINESS

1. BOARD DISCUSSION – FY2013 Accountability Audit by the State of Washington

Secretary Pegg reported on the recently completed FY2013 Accountability Audit by the State of Washington. It was a clean audit with no findings, however there were items disclosed in a Management letter and a list of recommendations for the management team that she discussed with the Board. All recommendations have been implemented.

NEW BUSINESS:

1. BOARD ACTION: Approval of Establishment of a Fine for Violation of LHA No Smoking Policy

A motion was made by Commissioner Fischer to approve setting a $250 fine for violation of the LHA No Smoking Policy. The motion was seconded by Commissioner Brigham.

Discussion:
Katie Bonus, Asset Manager, provided background on the current smoking policy. She stated that while the current policy works well for most residents, there are some who repeatedly violate the policy. She requested approval of the fine to assist with enforcement of the policy. Board members questioned the amount of the fine and discussed the impact on low-income families. Commissioner Brigham asked whether there would be repayment options available. Staff said yes and that violators would be warned the first time. Board members also asked whether the policy included marijuana and vapes. The current policy does not include vapes. Discussion followed about the emerging research of the impact of vapes on residents. The Board requested that information about vapes be brought back at a future meeting for consideration and future policy inclusion.
Commissioner Fischer requested his motion be amended to include “cause for eviction” language in Section 5 of the Addendum to the Rental Agreement. Commissioner Brigham agreed to the amended motion.

Motion passed unanimously.

2. **BOARD ACTION – Approval of Resolution 15-08: Implementing Amendments to the Section 8 Homeownership Program Administrative Plan**

A motion was made by Commissioner Fischer to approve Resolution 15-08. Commissioner Lemieux seconded the motion.

**Discussion:**
Vickie Rhodes, Housing Programs Manager, explained the proposed changes to the Section 8 Homeownership Program Administrative Plan. There are no significant changes to the Plan. The included changes are required to bring the Plan into better alignment with current HUD regulations, clarify language to better reflect current practice and improve formatting. Discussion followed.

Motion passed unanimously.

3. **BOARD ACTION – Approval of Travel to Washington DC for CEO Chris Pegg and Director of Community Services Jon Dieter.**

A motion was made by Commissioner Fischer to approve travel to Washington DC and associated costs for Jon Dieter to speak at a HAC conference in May and for Chris Pegg to attend the NAHRO Washington Conference in March 2015. Commissioner Brigham seconded the motion.

**Discussion:**
Staff explained the purpose of the travel.

Motion passed unanimously.

4. **BOARD ACTION – Approval to Surplus Property**

A motion was made by Commissioner Fischer to approve surplus action of the 1997 Chevrolet Box Van. Commissioner Ostermiller seconded the motion.

**Discussion:**
Director of Finance Tom Drake reported the vehicle is no longer in use. The vehicle was originally purchased to support the Vet Works program. That program was closed. No other department has a need for the vehicle at this time. Estimated value of the vehicle is between $1,000 and $2,000.

Motion passed unanimously.
5. **BOARD ACTION – Approval of Job Description and Salary Range for the Veteran Navigator position**

A motion was made by Commissioner Fischer to approve the job description and salary range for the Veteran Navigator. Commissioner Ostermiller seconded the motion.

Discussion:
Jon Dieter, Director of Community Services, informed the Board the Veterans Navigator position has been significantly altered due to increased demand on other staff working with the Supportive Services for Veteran Families grant. The changes were substantial enough that a new job description and salary range were warranted. Discussion followed.

Motion passed unanimously.

**STAFF PRESENTATION:** Washington State Housing Needs Study

CEO Chris Pegg presented a summary of the findings in the recently completed Washington State Housing Needs Study including geographic profiles of Cowlitz, Pacific, Wahkiakum and Lewis Counties and the City of Longview.

**EXECUTIVE SESSION:** None scheduled.

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

**SCHEDULING OF NEXT REGULAR MEETING:** March 23, 2015

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

**BOARD APPROVAL OF MINUTES**

Lori Bashor Sarancik, Chairperson

Attest: Christina M. Pegg, Secretary