Chair Jerry Bakken called the meeting to order at 4:01 PM. Introductions were made all around.

**PRESENT:**
Chair, Jerry Bakken  
Vice Chair, Marchelle Knapp  
Commissioner, Peter Bennett  
Commissioner, Allan Rudberg  
Commissioner, David Spurgeon  
Secretary, Jennifer Westerman

**ABSENT:**  
Commissioner, Jenny Oskey

**STAFF:**
Katie Bonus, Asset Manager  
Vickie Rhodes, Housing Assistance Programs Manager  
Rob Smith, Manager of Community Services  
Becky Phillips, Finance Manager

**GUESTS:**
Linda Brigham, Longview Resident  
Michael Jarnum- United Health Care Representative  
Mary Allice Wallis – Longview City Council

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

**OPPORTUNITY FOR PUBLIC DISCUSSION:** Michael Jarnum represented Jordan Wright who could not be in attendance. Michael presented Medicare options for qualifying applicants. There is no premium cost for the client. Funded by insurance provider and government. Provided contact information for Jordan Wright for further questions.

**STAFF REPORTS:**
Becky Phillips, Finance Manager, reported that Phillips and Vice Chair, Knapp reviewed the financials prior to the meeting. She also reported the following extraordinary items: $35,000.00 was spent on cabinets for the Phoenix House using a reimbursable grant; there may be a small dip in cash at the end of March that will be reimbursed in April. Finance Manager, Phillips also stated that HUD paid $17,000.00 in back administration fees.

Katie Bonus, Asset Manager, reported an overall 99% occupancy rate. She also gave an update on the CDBG capital projects in process.

Vickie Rhodes, Housing Assistance Programs Manager, explained the HCV statistics to the Board.
Rob Smith, Manager of VIP, reported on a new grant opportunity for the Veteran’s programs. HOSWWA may submit an application. The VA put out word that this new NOFA may help replace the SSVF funds.

**CONSENT AGENDA:**
Vice Chair, Knapp motioned to approve the consent agenda. Commissioner, Bennett seconded the motion. Motion passed unanimously.

**CHAIRMAN/SECRETARY’S REPORT**
Secretary, Westerman reviewed the progress on the Strategic Plan. (Updates are available on the HOSWWA web site).

Westerman gave a summary of housing related bills at the legislature and urged the commissioners to support HB1406 through their legislative representatives. This bill allows for local control of tax funds to address affordable housing issues. Secretary Westerman also gave an update on development activities including Willapa Center Development (see new business) and a new development opportunity located at 38th and Pennsylvania in Longview.

**UNFINISHED BUSINESS:**

**BOARD DISCUSSION:** Commissioner Training - Held over to next meeting,

**NEW BUSINESS:**

**BOARD DISCUSSION/ACTION:** Resolution 19-15: Partnership with JPCHA for Willapa Center
Secretary, Westerman reviewed Resolution 19-15 which creates partnership with HOSWWA and JPCHA for developing Willapa Center. HOSWWA becomes the initial limited partner with authority as the general partner.
Commissioner, Bennett motioned to approve Resolution 19-15. Vice Chair, Knapp seconded the motion. Passed unanimously.

**BOARD DISCUSSION/ACTION:** Resolution 19-16: Payment Remittance Agreement
Secretary, Westerman reviewed Resolution 19-16. Payment Remittance Agreement between JPCHA and HOSWWA. JPCHA will remit any Seller Loan Payments to HOSWWA.
Vice Chair, Knapp motioned to approve the resolution. Commissioner, Bennett seconded the motion. Past unanimously.

**BOARD DISCUSSION/ACTION:** Resolution 19-17: Owner Authorization
Secretary, Westerman requested approval of Resolution 19-17. Approval will give Secretary, Westerman authority to authorize all owner documents on behalf of Lilac Place, LLLP.
Vice Chair, Knapp motioned to approve Resolution 19-17. Commissioner, Bennett seconded the motion. Passed unanimously.

**BOARD DISCUSSION:** Janus Youth Group Reports From January and February
Secretary, Westerman reviewed the reports from Janus Youth Group. Advised the format has changed and there is more detail. The Board expressed their appreciation.

**EXECUTIVE SESSION:** None
The meeting was adjourned at 5:15p.m.

**SCHEDULING OF NEXT REGULAR MEETING:** Special Meeting Monday, April 22nd @ 3:00pm. Will be held at the Women’s Club in Longview, WA

Respectfully submitted by:

JENNIFER WESTERMAN, Chief Executive Officer

BOARD APPROVAL OF MINUTES

Jerry Bakken, Chair  
Date: 4/25/19

Attest: Jennifer Westerman, Secretary  
Date: 4/25/19