LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Monday, June 22rd, 2015 at 4:00 p.m.
820 11th Avenue
Longview, WA
Minutes to Regular Meeting

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

Present
Chair, Lori Bashor-Sarancik
Vice Chair, Linda Brigham
Commissioner, Cosette Leary
Commissioner, Bruce Fischer
Commissioner, Wayne Ostermiller
Secretary, Chris Pegg

Absent
Commissioner, Peter Bennett

Staff Present
Finance Director, Tom Drake, Housing Programs Supervisor, Vickie Rhodes, Asset Manager, Katie Bonus, Director of Community Services, Jon Dieter, VIP Assistant Manager, David Pennington

Public Present
Teresa Purcell, Purcell Public Affairs

CHANGES TO THE AGENDA – Secretary Pegg requested that an action item be added to New Business – Approval of Veteran Driver job description and salary range.

OPPORTUNITY FOR PUBLIC DISCUSSION – No comments.

CONSENT AGENDA

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

Discussion:
Finance Director Tom Drake reported there was a payment made to the agency resulting in a reduction in the Write-Off of Doubtful Accounts. Mr. Drake distributed an updated Write-Off of Doubtful Accounts report.

Commissioner Fischer amended his motion to include the new report. Commissioner Ostermiller approved the amendment. Motion passed unanimously.
BOARD COMMITTEE REPORTS: Commissioner Fischer provided the Board with a report from the Finance Committee. The auditors met with the Finance Committee to explain the audit process and major areas of focus for this year and to answer any questions.

CHAIRMAN AND SECRETARY REPORTS:

Chairperson Bashor Sarancik discussed the process for monthly board packet distribution and asked Commissioners whether they would be willing to try receiving them electronically. There was general agreement among the Commissioners so Secretary Pegg will begin electronic distribution in July with hard copies available if needed and at the front desk.

Secretary Pegg reported on recent changes to Housing Choice Voucher Administrative fees and the current status of both the state and federal budget processes.

INTRODUCTION OF STAFF

There was no staff introduction this month.

UNFINISHED BUSINESS

1. CONTINUATION OF STRATEGIC PLANNING DISCUSSION: Teresa Purcell of Purcell Public Affairs led the Board and staff through a discussion to clarify next steps in the planning process. Two subcommittees were formed to discuss further refinement of priority areas identified in earlier discussions and dates were scheduled for future meetings.

2. BOARD ACTION: Approval of Vision, Mission, Values

A motion was made by Commissioner Fischer to approve the draft Vision, Mission and Values. Commissioner Brigham seconded the motion.

Discussion:
Commissioners expressed their satisfaction with the process and final draft document.

Motion passed unanimously.
NEW BUSINESS

1. BOARD ACTION: Approval of VIP Driver/Mobile Office Assistant job description and salary range.

A motion was made by Commissioner Fischer to approve the VIP Driver/Mobile Office Assistant job description and salary range as presented. Commissioner Brigham seconded the motion.

Discussion:
David Pennington explained the role of this position. It is currently a permanent, part-time position. Designating this as a regular, part-time position will include a cost for benefits. The VIP budget has sufficient funding to cover this additional cost. Hourly wages are already included in the budget.

Motion passed unanimously.

2. BOARD ACTION: Approval of Veteran Employment Specialist and Job Developer job descriptions and salary ranges.

A motion was made by Commissioner Fischer to approve the Veteran Employment Specialist and Job Developer job descriptions and salary ranges as presented. Commissioner Ostermiller seconded the motion.

Discussion:
Jon Dieter explained that a grant application had been submitted to the Dept. of Labor that would require the hiring of these two positions. The grant has not been announced yet, however grant instructions state the program should be up and running as of July 1, 2015. The request to approve these positions will be too late if delayed until the regular monthly board meeting in July. If the grant is not funded, these positions will not be hired.

Motion passed unanimously.

EXECUTIVE SESSION: None scheduled.

SCHEDULING OF NEXT REGULAR MEETING:

July 27, 2015

There being no further business to discuss, Chairperson Bashor Sarancik adjourned the board meeting at 6:00 pm.
Respectfully submitted by:

CHRISTINA M. PEGG,
Chief Executive Officer

BOARD APPROVAL OF MINUTES

Lori Bashor Sarancik, Chairperson

Attest: Christina M. Pegg, Secretary