LONGVIEW HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Monday, September 22nd at 4:00 p.m.
820 11th 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, Joan Lemieux
Commissioner, Axel Swanson – present by phone
Secretary, Chris Pegg

Absent
Commissioner, Bruce Fischer
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 Lemieux moved to approve the Consent Agenda as presented.
Commissioner Brigham seconded the motion.

Discussion:
None.

Motion passed unanimously.

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg reported on the following items:

- **Continuing Resolution**: Congress passed a continuing resolution through Dec. 31, 2014 that includes all HUD funded programs as well as other discretionary spending programs

- **Healthy Living Collaborative Summit**: Sec. Pegg will be attending the SW Washington Healthy Living Collaborative Summit in Vancouver, WA on September 23, 2014. The Collaborative is a broad based coalition of agencies working together to alleviate poverty and positively impact the health of citizens throughout SW Washington. The Summit will include sessions and speakers addressing the
connections between safe, stable housing and health and educational attainment of low-income renters and owners.

- **Upcoming Meetings**: Secretary Pegg informed of upcoming meetings scheduled with Speaker Chopp and other Housers in Seattle and the Policy Advisory Team she currently Chairs in Tacoma.
- **Lilac Place**: Construction is now complete at Lilac Place and the units are nearing full occupancy.
- **Staffing Changes**: Secretary Pegg informed the Board that Rosa Hull left the agency. This position will likely remain vacant in the coming year.

**INTRODUCTION OF STAFF** – There was no introduction of staff.

**UNFINISHED BUSINESS**

1. **BOARD DISCUSSION**: Secretary Pegg presented an update on development activity at Lilac Place and Stratford Arms. No action was taken.

**NEW BUSINESS:**

2. **BOARD ACTION**: Approval of Resolution 14-11: Adopting the Annual Budget for FY2015

A motion was made by Commissioner Swanson to approve Resolution 14-11 adopting the annual budget for FY2015. Commissioner Lemieux seconded the motion.

**Discussion**:
Chairman Ostermiller questioned whether funding for completing a Strategic Plan was included in the budget. Secretary Pegg informed the Board she had included funding for this purpose. Funding was also included to cover an increase in travel, an expected increase in health benefits, small merit increases of 2% if warranted, and Housing Choice Voucher administrative fees were estimated at the current 79% proration level. The proposed budget also includes funding for an Administrative Assistant as 20 hours per week although Secretary Pegg is electing to hold off on hiring until there is more certainty around the HUD budgets. The budget also includes an expense for an estimated PILOT payment and a small increase in USDA Rural Development administrative fees. There was no further discussion.

Motion passed unanimously.

3. **BOARD ACTION**: Approval of VIP (Veterans Integration Program) Operations Manager job description and salary range

A motion was made by Commissioner Brigham to approve the VIP Operations Manager job description and salary range. Commissioner Lemieux seconded the motion.


Discussion:
Director of Community Services, Jon Dieter, explained the need for the change in duties. There was no further discussion.

Motion passed unanimously.

4. BOARD ACTION: Approval of Expense Allowance for Landlord Incentive Program Rental Success Coordinator

A motion was made by Commissioner Brigham to approve the expense allowance of $75 per month for the Landlord Incentive Program Rental Success Coordinator. Commissioner Lemieux seconded the motion.

Discussion:
Director of Community Services, Jon Dieter, explained the role of the LIP Rental Success Coordinator. He explained this position is responsible for Rent Well classes, meeting with prospective landlords and follow up meetings with program participants. The present staff member has been funding refreshments and other expenses for this work out of pocket. This small allowance will cover the cost of those expenses. Chairman Ostermiller questioned whether this would be enough and was assured it would be. Chairman Ostermiller requested an explanation of the staff reports handed out at the meeting and the relationship of the Landlord Incentive Program to other Agency programs. Explanation was provided by a variety of staff present. There was no further discussion.

Motion passed unanimously.

EXECUTIVE SESSION: None scheduled.

Chairman Ostermiller adjourned the meeting at 5:35 p.m.

SCHEDULING OF NEXT REGULAR MEETING: October 27, 2014

Respectfully submitted by:

CHRISTINA M. PEGG, Chief Executive Officer

BOARD APPROVAL OF MINUTES

Wayne Ostermiller, Chairperson

Attest: Christina M. Pegg, Secretary

Longview Housing Authority
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