HOUSING OPPORTUNITIES OF SW WASHINGTON
BOARD OF COMMISSIONERS REGULAR MEETING
September 26, 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

Absent

Commissioners
Lori Bashor-Sarancik, Chair
Linda Brigham, Vice Chair
Floyd “Gus” Nolte, Commissioner
Wayne Ostermiller, Commissioner
Peter Bennett, Commissioner
Bruce Fischer, 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
Gary G. Gray, Admin. Asst.

Guests – None present

CHANGES AND ADDITIONS TO THE AGENDA: Secretary Pegg requested that an agenda item be included under new business to approve Resolution 16-16 Amending the Section 8 Administrative Plan.

PUBLIC COMMENT: None.

BOARD COMMITTEE REPORTS: Finance Committee – Commissioner Fischer provided an update to the Board on the monthly financial reports and proposed budget. Finances continue to improve slowly. He commended the staff on their work on development of the FY2016 budget. Commissioner Nolte attended the committee meeting as an observer. No action was taken at the meeting.

CONSENT AGENDA:

➤ Approve Minutes of August 22, 2016 Regular Board Meeting
➤ Approve August 2016 Vouchers As Paid
➤ Approve August 2016 Write Off of Uncollectible Debts
Approved August 2016 Financial Reports
> Approve Lilac Place August 2016 Vouchers As Paid
> Approve Lilac Place August 2016 Financial Reports

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

CHAIRMAN AND SECRETARY REPORTS:

Secretary Pegg updated the Board on the following topics:
- Speaking engagements at the Pathways 2020 meeting and Early Edition Rotary on our work to develop resources for homeless youth;
- Meetings with Chris DesRosier, ED of Cowlitz County Health and Human Services and Chad Connors, Court Administrator regarding creation of systems of care for homeless youth; and
- State Auditors are in the office to conduct an accountability audit for FY2015.

Chairperson Bashor-Sarancik left the meeting at this point for another commitment and turned the meeting over to Vice-Chairperson Brigham.

UNFINISHED BUSINESS:

Board Discussion: Update on Cowlitz County Homeless Youth Outreach Center Development

Secretary Pegg updated the Board on progress on creation of a Homeless Youth Outreach Center and Youth Transitional Housing. Janus Youth Programs have hired a Program Director for the outreach team. Her name is Tynna Purttiman. She will be working out of the HOSWWA office until the Outreach Center is ready. We are still working with the County and City of Longview to get a lease in place, ensure we can use the facility as it’s needed and begin necessary minor rehab.

Secretary Pegg reported that after much discussion the decision was made to wait until 2017 to apply for Housing Trust Funds for the homes. There is still not enough data to document the need or the demographics of the youth we will be serving to be competitive in this round.

Board Discussion: "Bringing School Home, Turning PHAs into Learning Enablers”

Commissioners Ostermiller and Nolte met with several staff to begin discussing ways the agency can support children and families in school. Several ideas were brought up and divided among the attendees for further research. The group
agreed to meet the 4th Monday of every month at 10:00 a.m. to continue these discussions.

NEW BUSINESS:

Approval of Resolution 16-14: Adoption of FY2017 Annual Budget

Secretary Pegg and Finance Manager Becky Phillips updated the Board on assumptions made during development of the FY2017 budget. Commissioner Ostermiller moved to approve Resolution 16-14 as presented. Commissioner Bennett seconded the motion. Discussion followed. Commissioners questioned the assumptions made on costs for employee benefits and the anticipated losses in USDA projects. Staff explained that some of the USDA projects have a lot of cash in reserves so Rural Development is expecting some of that cash to be used before they grant rent increases. This is expected and not cause for concern. There were additional questions about specific budget line items that staff answered. Motion to approve Resolution 16-14 carried unanimously.

Approval of Resolution 16-15 Authorizing the inter-program loan in connection with financing of the Lilac Place Project

Secretary Pegg reported that most of the inter-program loan had been paid off with the most recent developer fee received from the development of Lilac Place. There is a remaining balance owed to Tulip Valley. Staff provided a couple of alternative scenarios for repayment of that debt.

Commissioner Fischer moved to approve Resolution 16-15 as presented. Commissioner Nolte seconded the motion.

Discussion about alternative repayment schedules followed. Commissioners agreed to the recommendation put forward by staff. Motion passed unanimously.

Approval of Job Description, Salary Range and Meal Allowance for the Finance Manager Position

Secretary Pegg updated the Board on the excellent work done by Becky Phillips while acting as Interim Finance Manager following the departure of Tom Drake in April 2016. The arrangement seems to be working well for the agency while reducing staff costs. She presented a job description, proposed salary range and meal allowance for Board approval.

Commissioner Fischer moved to approve the job description, salary range and meal allowance as presented. Commissioner Nolte seconded the motion.
Discussion followed. Commissioner Fischer questioned how much staff is utilizing the services of Mr. Drake under the existing contract. The agency is paying for approximately 6-8 hrs per month under the contract with more time anticipated during year end closing. The arrangement is working well. **Motion passed unanimously.**

**Approval of Resolution 16-16 Amending the Section 8 Administrative Plan**

Housing Programs Supervisor Vickie Rhodes presented recommendations for changes to the Section 8 Administrative Plan.

**Commissioner Fischer moved to approve Resolution 16-16 as presented. Commissioner Ostermiller seconded the motion.**

There was no additional discussion. **Motion carried unanimously.**

**EXECUTIVE SESSION:** None Scheduled

There being no further business to discuss Vice Chairperson Brigham adjourned the meeting at 5:45 p.m.

**SCHEDULING OF NEXT REGULAR MEETING:**

Next Regular Board Meeting scheduled for October 24, 2016.

Respectfully submitted by:

CHRISTINA M. PEGG
Secretary

**BOARD APPROVAL OF MINUTES**

Lori Bashor-Saranick, Chairperson  
Linda Brigham, Vice-Chair  
Attest: Christina M. Pegg, Secretary