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HYBRID BHA MINUTES

MINUTES OF THE HYBRID MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM AT 600 PARK AVENUE AND/OR REMOTELY ON JANUARY 23, 2023.

1. **CALL TO ORDER:** Meeting was called to order at 5:32 p.m.

2. **ROLL CALL:**

Present:

Chair Jeff Flood

Vice Chair Jaime Forsyth

Commissioner Joan Hanten

Commissioner Andre Henderson

Excused/Absent:

Commissioner Bo Palmer

Commissioner Ryan Burton

BHA Staff Present:

Jill Stanton, Executive Director

Carlita Mendez, CMS Director

Andi Reed, Housing Director

Sherman Enstrom, Finance Director

Paula Kennedy, HR Manager

Tim Schanne, Business Solutions Director

Katie Sharp, Communications Manager

Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

Also Present:

Joie H.

3. **PUBLIC COMMENT:** None

4. **CHAIR COMMENTS:** None

5. **COMMISSIONER COMMENTS:** None

6. **APPROVAL OF CONSENT AGENDA:** All items listed under the "Consent Agenda" are routine and will be enacted **by one motion** unless a commissioner so requires, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

6.1 Approval of Minutes: November 28, 2022

6.1.1 Approval of Finance/CM/Personnel Committee Minutes: November 17, 2022

6.1.2 Approval of Special Board Minutes: December 12, 2022

- 6.2 Approval of Cash Disbursements –
November 2022: \$20,665,678.58
December 2022: \$20,635,762.25
- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
November and December 2022: \$13,008.79.
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
November and December 2022: No write offs.
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
November and December 2022: No write offs
- ☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Commissioner Hanten moved for approval of motion. Commissioner Henderson seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7. EXECUTIVE DIRECTOR'S REPORT:

7.1 Executive:

7.1.1 Executive Director's Report: Comments by Ms. Stanton and Mrs. Mendez.

1. Residents and Participants:

Ms. Stanton mentioned the different format she is using for her Executive Report. For consistency purposes, the format used is based on the four focus areas of BHA Strategic Plan for Fiscal Year 2023. If there are areas of concern and/or projects Ms. Stanton will inform the Board. The focus areas include the following:

- Customer service surveys
- Tracking response times
- Providing clearer and kinder communications
- Increasing digital equity opportunities to our residents and participants
- Restructuring our Housing Choice Voucher (HCV) team to provide better customer services

While we are at the beginning stages of most of these projects, we are 83% completed with the restructuring of our HCV department which includes transitioning quality control to the Business Solutions team. So that all of our quality control positions are in one department and follow the same format to this work.

2. Partners and Advocates:

Ms. Stanton focus has been on meeting with various organizations. She is working closely with Kitsap Community Resources and St. Vincent DePaul's Executive Directors to form a strategic team of individuals and organizations committed to increasing affordable housing in Kitsap County.

In addition, we are pursuing funding for Shadow Creek development and met with the City of Bremerton and Kitsap County about funding that may be available to BHA. We are hopeful that Kitsap County will be open to help with funds.

In our efforts to increase landlord participation in our HCV program we sent handwritten thank you cards to over one hundred landlords. This effort was recognized, well received and impactful.

3. Financial Strength:

The focus is to address long-term financial sustainability and to position our agency for opportunities granted to high performing agencies. We posted a Request for Qualifications for a Development Consultant on the BHA website. Soon, we will begin the process of creating a public relations plan for the repositioning of our public housing and the remodeling of our housing units.

We expanded the Family Self-Sufficiency program to include our Public Housing residents. The program will allow participants to set aside funds that can later be used for a down payment on a home once they graduate from the program.

We issued a Project-Based Voucher Request for proposals for both BHA and Housing Kitsap which offers a combined total of 99 units to prospective projects in Bremerton and Kitsap County.

We will open our Project-Based waitlist on January 27, 2023, for one day.

In July 2022, HUD issued a draft Request for Proposal (RFP) for industry comments. Mrs. Mendez said there were flaws and issues that we saw with the draft RFP. As part of a PBCA group (Local Housing Administrators Coalition – LHAC), we have been meeting with elected officials on the impacts of HUD's draft RFP. BHA, LHAC along with many other housing associations urged HUD to cancel the draft RFP and pivot to engage with stakeholders to develop a more effective and efficient PBCA scope of work.

Both the House and Senate heard our concerns and wrote appropriation language in the FY 2024 budget. HUD will not be moving forward with the 2022 draft RFP. HUD will engage and consult with stakeholders to develop a more effective and efficient RFP. We do not know what this will look like or when this will happen. But are very thankful to the House and Senate for hearing our concerns. HUD plans to

exercise extension on existing Annual Contributions Contract (ACC) through December 2024. With the option to extend it again as necessary.

4. **Organizational Capacity:**

We have identified thirty-five projects in this focus area. Many IT related projects. We hired the DEI Specialist. And conducted baseline for DEI survey for staff.

5. **Other Reports:**

Commissioner Henderson and Mr. Enstrom attended the PHADA Commissioners Conference held in Florida, January 8-12, 2023. Commissioner Henderson said the conference was very informative and educational. What stood out to him was the advocacy for the community. He thought this could be a natural role for commissioners. Being aware and thinking about our organization and how we look to the public. He would like to think about advocacy for the community and give the agency a better image. He and Ms. Stanton will further discuss.

Chair Flood and Ms. Stanton looked at a vacant property for sale in Tracyton. The property is undeveloped right now, but the property has a lot of potential, said Chair Flood. It's on a corner lot with a connecting street. We would need to look at cost from a realtor perspective. This is a good time to start thinking about our future purpose. When Ms. Stanton saw this property, she immediately thought about one of HUD's strategic goals, the Homeownership Program. Something to consider and be prepared for should the opportunity come about.

A brief discussion was held regarding what happens next. We would need to speak with the owner about how much it would cost to remove the trees from the property. If the Board is supportive of Ms. Stanton pursuing this, she will begin looking for a real estate agent. Before a purchase is even considered, do we want to acquire for development or land banking. We will further discuss it during a committee meeting, then prepare a resolution for Board approval. The Board agrees this warrants further discussion in a committee meeting.

7.2 **Finance:** Comments by Mr. Enstrom.

7.2.1 Resolution B23-01 Approve Revised and Updated Capital Assets Policy

On December 19, 2022, the HUD's Office of Public and Indian Housing (PIH) has issued notice to personal property requirements that updated the level of capitalization on all tangible personal property from \$2,000 to \$5,000. Resolution No. B23-01 replaces the prior capital assets policy with a revised and updated capital assets policy in alignment with HUD guideline.

☞ **Chair Flood called for a motion to approve Resolution B23-01 Approve Revised and Updated Capital Assets Policy as presented. Vice Chair Forsyth moved for approval**

of motion. Commissioner Hanten seconded the motion. Chair Flood called for question. None opposed. Motion carried.

7.3 Housing Management: Comments by Ms. Reed.

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA (November and December)

We did not pull from the waitlist. We did process a few terminations and had one decease participant.

7.3.2 Property Vacancy Report (November and December)

Properties are struggling with vacancies. Last month, we took a different approach. Maintenance will work in groups and focus their efforts on the east side. We have five units we are dedicating staff to complete. Vacancies are higher than we would like.

Some repairs are due to water damage sustained when a tenant above left water running causing damage to unit below and next to them. Although this is an insurance claim, it is difficult to get contractors to come out and perform the repairs. Which the insurance carrier requires as we need someone license and bonded.

7.3.3 Resolution B23-02 Approving Electric Work at Wright Court

A brief discussion was held at the Housing/Business Solutions Committee meeting held on January 10, 2023, regarding the electric work at Wright Court for six of the units that should have been included during the rehabilitation project.

☞ **Chair Flood called for a motion to approve Resolution B23-02 Approving Electric Work at Wright Court as presented. Commissioner Hanten moved for approval of motion. Vice Chair Forsyth seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.4 Business Solutions: Comments by Mr. Schanne.

The Business Solutions Department Structure and Strategy Execution Framework was discussed in detail at the Housing/Business Solutions Committee meeting held on January 19, 2023

Mr. Schanne explained why pulling together a series of functions was helpful in structuring the new department to include IT, Communications, and other cross-agency support functions.

The components of the framework will provide a balanced scorecard that will help us explain the focus area, strategic objective, metric, targets, project, project status and ownership. It enables Ms. Stanton to provide updates to the Board.

We created a one pager and other public facing visuals for the website and for public meetings. This will provide the Board with updates and talking points out in the community. Included in your packet is the BHA Strategic Plan for Fiscal Year 2023. This is the anchor on what we are focusing on this year and the work that we are doing.

The global impact this will have on the agency is great, remarked Chair Flood.

7.5 **Human Resources:** There are no HR action items.

7.6 **Contract Management Services:** There are no CMS action items.

8. **EXECUTIVE SESSION:** None

9. **UNFINISHED BUSINESS:**

9.1 Executive Director Performance Review Update

Ms. Kennedy stated that Ms. Stanton's performance review was completed and filed on December 20, 2022.

10. **NEW BUSINESS:**

At the January 19, 2023, Housing/Business Solutions Committee meeting, Ms. Reed said that the Resident Advisory Board (RAB) would like to request time to approach the Board during regular Board meetings with their concerns and/or questions.

The Board agreed there is a protocol that the public is required to follow. Ms. Reed agreed to come back to the Board with what parameters we are trying to accomplish and suggested recommendations.

11. **FUTURE 2023 REGULAR MEETINGS:** February 27, and March 27, 2023.

Finance/CMS/Personnel Committee Meeting - February 23, 2023, at 4:00PM

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:26 p.m.

Jill Stanton

Executive Secretary

Jaime Forsyth (Acting Chair)

Chair of the Board

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