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HYBRID BHA MINUTES

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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 JUNE 27, 2022.

1. **CALL TO ORDER:** Meeting was called to order at 5:30 p.m.

2. **ROLL CALL:**

Present:

Chair Joan Hanten
Vice Chair Jeff Flood
Commissioner Andre Henderson

Commissioner Jaime Forsyth
Commissioner Ryan Burton

Absent:

Commissioner Bo Palmer

BHA Staff Present:

Jill Stanton, Executive Director
Carlita Mendez, CMS Director
Tim Schanne, CMS Asst. Director
Katie Sharp, Communications Manager
Lorna Camacho, Minute Taker/Communications Manager

3. **PUBLIC COMMENT:** None

4. **CHAIR COMMENTS:** Thank you for the remarkable board retreat held earlier this month. It was useful for the board and allowed us opportunity to ask questions.

5. **COMMISSIONER COMMENTS:** Vice Chair Flood attended the Employee Appreciation Event held last week and had a wonderful time. He appreciated spending time with staff and getting to know them. Commissioner Forsyth appreciated the opportunity to interact with other board members during the board retreat. Building relationship with each other was important. Overall, wonderful day!

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 Annual Minutes: May 23, 2022

6.1.1 Approval of Housing Committee Minutes: May 9, 2022

6.2 Approval of Cash Disbursements –

- May, 2022: \$19,226,320.55
- 6.3 Approval of Write-offs for Multi-Family Housing Department -Tenant Accounts Receivable – May, 2022: No Write offs
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - May, 2022: No write offs.
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - May, 2022: No write offs
- ☞ **Chair Hanten called for motion to approve the Consent Agenda as presented. Commissioner Forsyth moved for approval of motion. Vice Chair Flood seconded motion. Chair Hanten 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.

Congratulations to Commissioner Henderson on his college graduation.

1. Housing Choice Voucher and Emergency Housing Voucher Update:

We have seen a slight increase in new lease ups this month. We continue to see an uptick both in the availability of affordable rental units and people getting housed due to the increase in the fair market rents. However, we realize that it will take more than the increase of the FMR's to address the severe underutilization of our program. We are strategizing this on many levels. Doing several different things on the website and working with Kitsap Community Resources (KCR).

The Emergency Housing Voucher (EHV) program, we have a total of 18 of 38 fully leased up. BHA is ranked ninth in the state to get folks leased up on this difficult program, but we are getting there. Most success seen collaborating with our community partners.

We have been issued 12 Foster Youth Independence vouchers and three have leased up with a few more in process of leasing up. This has been a successful program for BHA, receiving a lot of local and national media attention.

2. Moving to Work Status:

We have discovered that we are ineligible to apply for Move to Work (MTW) status at this time. There are two scoring systems in place that we do not meet. We are not considered a high performer where we fully utilize our program. Although we meet the financial criteria, we do not meet the operation criteria. We will continue to monitor for other opportunities. The goal is to apply a concentrated effort to receive a high performer status.

3. IT Update:

We had planned to share an in-depth update at the June Board meeting but have moved this discussion to our July Board meeting as we have had some turnover on this team and some of our major projects are scheduled to be complete in July.

4. Board Retreat:

We want to thank the board for their participation at the recent Board Retreat. We found the feedback helpful, and we plan to incorporate the feedback among the leadership team going forward. We do need to decide when to schedule the Repositioning Study Session. We are looking at September 16, 2022. Ms. Camacho will send out a meeting invite to Save the Date on your calendar.

5. Commerce Grant:

Good news, this week we received the \$1.5 million dollars that we were awarded from the Washington Department of Commerce for the purchase of the five new homes in the Bay Vista Development. Three families have moved into these homes and are working to get the two additional homes leased in July.

6. Audit:

We had our exit conference for our annual audit held this month. Vice Chair Flood was in attendance. The audit was a “clean” audit, and, in fact, there were not even any exit items mentioned. This was the first-time auditors had no exit items. Ms. Stanton want to thank Ron Packer and Dene Gray along with the entire financial team for their excellent finance and accounting work during the audit and throughout the year. Vice Chair Flood appreciated the great comments and had a great likeness of BHA and collaborating with staff.

7. In the News:

BHA was featured for Pendleton Place and Foster Youth in our local Seattle HUD newsletter.

8. Juneteenth:

BHA staff participated in the Juneteenth Freedom Festival and the resource fair. With a booth featuring our “Ready to Rent” program. BHA also made a financial donation for the food that was served at the event as we have done in the past.

7.2 Finance: Comments by Ms. Stanton.**7.2.1 Second Quarter FY 2022 Report:**

The Finance Committee met on June 16, 2022. Ms. Stanton provided highlights from the report.

Total beginning cash at \$22.63 million (which includes \$2.22 million of unrestricted replacement reserves) at the beginning of the fiscal year compared to \$20.4 million at the end of the second quarter. This includes purchase of the homes for \$1.5 million.

CMS fees due to funds that we have not collected which will increase our cash. Expect to see an increase in third quarter. Overall, in good cash position.

Net operation income allows us to look at our properties on their own. Bay Vista Commons (BVC) and Housing Choice Voucher (HCV) is a concern but nothing significant to worry about. We believe it is a temporary problem but want the Board to understand why BVC and HCV program is experiencing a loss.

HCV programs combine total loss of \$342,000. Although we must continue to issue vouchers, we do not receive payment until a tenant is leased up. Ms. Stanton, recommend we continue to move forward as HUD is pushing fully leased. Any program underutilize is on a HUD watchlist. BHA is on this list. We expect for this to go down just not now.

There is an opportunity to request for additional admin fee (this is a first) and we have since applied.

BVC continues to struggle. Vacancy at a point where we may need to consider investing funds into property. We would like to schedule a meeting with Martha and Mary (Property Management) and Board to allow them the opportunity to ask questions.

Capital investments does not include purchase of the five homes. Total capital expenditures \$847,000. Some items carried over from prior year. The Resident Advisory Board (RAB) is incredibly involved in this process.

Commissioner Forsyth ask if we foresee any improvements with our properties such as installing ceiling fans, air conditioning etc. This is something Ms. Stanton will follow up on with Ms. Reed.

7.3 Housing Management: Comments by Ms. Stanton.

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA / Property Vacancy Report

7.3.2 Property Vacancy Report

7.3.3 Pendleton Place

7.3.4 Waitlist Update

No comments and/or questions.

7.4 Human Resources: Comments by Ms. Camacho.**7.4.1 Executive Director Annual Performance Review**

The Executive Director will need to complete her self-evaluation following the June Board meeting and then send to the Chair and Vice Chair. Board members are asked to review the self-evaluation and agency goals and then complete the Board of Commissioners Feedback questionnaire. This needs to be sent to the Chair prior to the August Board Meeting. The Chair and Vice Chair will compile board members feedback and have a discussion with board members during an Executive Session at the August Board Meeting. The Chair and Vice Chair will provide the Executive Director a final copy of the Performance Evaluation and discuss it with the Executive Director prior to the September Board Meeting. An announcement will be made at the September Board Meeting that this process has been completed.

We will ask that Ms. Kennedy submit to Ms. Stanton her self-evaluation review with a target deadline end of July. Chair Hanten will have Ms. Stanton's self-evaluation to Commissioners by first part of August. This will ensure we are on target for the executive session.

7.5 Contract Management Services: Comments by Mrs. Mendez**7.5.1 CMS Director Report****Washington State Homeless Service Provider Stipend Program:**

Last month we stated that we were going to submit a proposal for the Washington State Homeless Service Provider Stipend Program. But later identified that the timing was not right and decided as a group to not submit a proposal for this work. Specifically, the schedule for a set of IT projects in our near future was in direct competition with the IT work required to perform the Stipend work.

Last week Mrs. Mendez attended the NLHA Conference held in Washington, DC. A key HUD staff who was in attendance announced that HUD is still working on the rebid. No release date was made available.

8. EXECUTIVE SESSION: None**9. UNFINISHED BUSINESS:** None**10. NEW BUSINESS:**

Vice Chair Flood and Commissioner Henderson attended the PHADA Conference along with Ms. Stanton and Mrs. Mendez last month. Chair Hanten and Commissioner Forsyth along with Ms. Stanton plan to attend the fall NAHRO Conference in San Diego, California. Ms. Camacho will keep Commissioner Burton aware of future training opportunities.

We extended an offer to Sherman Enstrom for the Finance Director position. Mr. Enstrom will start in mid-July.

Ms. Stanton stated that KCR is doing their mandatory five-year community assessment survey. This year they have gone to great lengths to speak with many agencies including us in the development of the survey and are investing in technology that will provide a dashboard and data analysis tool that will be available for other agencies to use including us. Some other agencies are helping with the cost of this. KCR have asked for our help. This is something we have never done in the past and want to run it by the Board and auditors. We believe data will be valuable for strategic planning. There would be no conflict that comes from the Department of Commerce as we would only use unrestricted funds from CMS. The funds would support the new dashboard only and not the mandatory survey.

The Board would like to know whether Housing Kitsap plans to donate as the Board believes the two housing authorities need to come together. The Board would like to know the plan and assess what amount we would want to contribute. Ms. Stanton will follow up with KCR for additional data.

The City approach us regarding the property at Shadow creek. There is an opportunity to build up to twenty-one units. As there is a high demand for one-bedroom units.

New committee assignments will be held in September during the Annual Board Meeting. A new committee we are considering adding "Communication Committee."

Ms. Stanton is planning a tour of the BHA properties for Commissioner. More information to come.

11. FUTURE 2022 MEETINGS: July 25, 2022, and August 22, 2022.

- Virtual Retirement Celebration for Sherryl Hawes – June 30, 2022, at 1:00PM
- Hybrid Housing Committee Meeting – July 11, 2022 @ 4:00PM
- Hybrid Finance Committee Meeting – August 18, 2022 @ 4:00PM

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:23 p.m.

Jill Stanton

Executive Secretary

Joan Hanten

Chairperson of the Board

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