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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 JULY 25, 2022.

1. **CALL TO ORDER:** Meeting was called to order at 5:31 p.m.

2. **ROLL CALL:**

Present:

Chair Joan Hanten
Vice Chair Jeff Flood
Commissioner Bo Palmer

Commissioner Andre Henderson
Commissioner Jaime Forsyth
Commissioner Ryan Burton

BHA Staff Present:

Jill Stanton, Executive Director
Andi Reed, Housing Director
Carlita Mendez, CMS Director
Sherman Enstrom, Finance Director
Tim Schanne, CMS Asst. Director
Katie Sharp, Communications Manager
Lorna Camacho, Minute Taker/Communications Manager

3. **PUBLIC COMMENT:** None

4. **CHAIR COMMENTS:** None

5. **COMMISSIONER COMMENTS:**

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: June 27, 2022

6.1.1 Approval of Finance Committee Minutes: June 16, 2022

6.1.2 Approval of Board Retreat Minutes: June 17, 2022

6.2 Approval of Cash Disbursements –
June, 2022: \$19,284,631.43

6.3 Approval of Write-offs for Multi-Family Housing Department -Tenant Accounts Receivable –
June, 2022: No Write offs

- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - June, 2022: No write offs.
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - June, 2022: No write offs
- ☞ **Chair Hanten called for motion to approve the Consent Agenda as presented. Vice Chair Flood moved for approval of motion. Commissioner Forsyth 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.

Ms. Stanton welcome and introduce the new Finance Director, Sherman Enstrom.

1. Housing Choice Voucher and Emergency Housing Voucher Update:

In June we had 49 households request approval to lease units. This rise is specially tied to the increase in our payment standards.

Last week Ms. Stanton attended the Housing Choice Voucher Executive Management training by Nan McKay. This course examines the knowledge, skills, and abilities that leaders need to spark motivation, accomplish objectives, and demonstrate effective leadership. It touched on the performance standards and quality control check we are looking for. Ms. Reed will attend the course in September.

We have a total of 25 out of 38 Emergency Housing Voucher (EHV) holders leased up.

We have six Foster Youth Independence vouchers who have leased up and are expecting three additional referrals soon.

2. IT Update:

IT will be presenting an IT status update following the Executive Report.

3. Board Study Session:

A brief discussion was held regarding the tour of the BHA properties for Commissioners. Due to the safety concerns with COVID, it was agreed Commissioners will drive in separate vehicles. Ms. Camacho will send Commissioners possible dates in the fall and schedule accordingly.

We will be holding a Board Study Session at the Norm Dick's Government Center on September 16, 2022, from 9:00am until 2:00pm. We will have Brawner, and Associates join us to present a repositioning strategy of our public housing units

which is a measure we are taking as part of our long-term financial sustainability planning.

4. Bay Vista Commons Update:

Martha & Mary management team were asked to prepare and provide BHA a Recovery Plan. Ms. Stanton brought forth the Recovery Plan to the Board and will later be shared with HUD. Ms. Stanton pointed out the highlights from the Recovery Plan.

Dated April 8, 2022, a National Investment Center (NIC) report states, "In assisted living, occupancy increased 0.5 percentage point from the fourth quarter of 2021 to 77.9%, up from its pandemic low of 74.2% in the second quarter of 2021 but still below its pre-pandemic level of 84.6%. Martha & Mary has undertaken a number of marketing initiatives to drive more inquiries and applications for Bay Vista Commons.

Medicaid rates have increased which will increase monthly revenue by \$30,000. Current contract is through 2025. Commissioner Palmer commented unless we can produce another plan, we may want to renegotiate contract. At the end of the day, we are cash flow positive, and we want to avoid loses. We should look at ways to be better structure and provide incentives.

Because contract is based on occupancy fee. We could encourage a percentage as an incentive to reach maximum occupancy. Let us get creative stated Commissioner Palmer. Even if we were to sell you want the program running at top shape.

Ms. Stanton agreed to further investigate and review the contract. Ms. Stanton will find out the cost per unit. Ms. Stanton will continue to keep the Board informed on a regular basis.

5. Pendleton Place:

We have 67 of the Pendleton Place units leased up. Staff continue to work closely with the Kitsap Mental Health (KMH) staff. We meet every other week as we manage this building.

6. Budget Update:

All the departments are working diligently on the 2023 budget.

7.1.2 IT Report: Comments by Mr. Finely.

Mr. Finely presented the Board an update of the Network Action Plan presented back in April 2022.

Order replacement switches. Switch installation delayed due to supply chain constraints. Upon arrival will consolidate.

Firewall solution in place for multifactor (MFA). MFA VPN scheduled to go live in August. Firewalls ordered, but implementation will be delayed due to late delivery time from vendor. In the meantime, Mr. Finely upgraded current subscription to protect us.

Servers replaced with Microsoft Defender Endpoint. Determine how we will set up admin access login for IT team. Keep infrastructure on trend.

We have split wireless. Configure guest Wi-Fi to be on its own VLAN with just internet access, BHA network access. Recycle password on a monthly basis.

Patches allows us to monitor computer servers of any unknown. Patching installed and patches will be automatically pushed out to individual computers. Tracking along federal guidelines for patches. Enhanced VPN. Will require MFA for VPN, all admin log in, initial email access on a new device, and subsequently after a 30-day period.

Implement MFA for user authentication on new devices (phone password) and every 30 days thereafter using MS authenticator.

Completed O365 reduce the number of administrators.

Onboard plan working later this summer.

Sherpa desk to help helpdesk is underway. Ticket types should have a measurable SLA for closure.

IT roles working with BHA not clearly defined across BHA. IT needs to be more involved with properties. Need to define what this is, what is reasonable/funded, and what the budgetary impact is to IT. Staff training budget request for all staff, to train on commonly used attack vector and to avoid common mistakes etc. as well as annual training. Clarify physical security roles for IT.

IT added two additional personnel to the Business Application Manager's team.

Commissioner Forsyth asked is there a Disaster Recovery Plan? No, replied Mr. Finely. But we will produce one in the fall.

7.1.3 Resolution B22-17 Adding Bank Signer and Authorization:

With the hiring of the new Finance Director, Resolution B22-17 gives Mr. Enstrom signing authority on behalf of BHA.

Chair Hanten called for motion to approve Resolution B22-17 adding signatory and authorization for Bremerton Housing Authority bank accounts as presented. Commissioner Burton moved for approval of motion. Commissioner Forsyth seconded motion. Chair Hanten called for question. None opposed. Motion carried.

7.2 **Finance:** There are no Finance items.

Mr. Enstrom commented this is a wonderful opportunity for him. He is looking forward to work for BHA.

7.3 **Housing Management:** Comments by Ms. Reed.

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

Waitlist finalized. Brought waitlist implement final rules for Family Self-Sufficiency program.

7.3.2 Property Vacancy Report

We finally secure a contractor to perform the work in reference to the water damage at the Firs. Work has already begun.

We have two units ready for vacancy at Shadow creek.

We expect lower vacancy at Tamarack.

7.3.3 Resolution B22-19 Approving Installation of Security Cameras at the Summit and The Firs

The Housing Committee met and discussed the benefits of improving current security camera system. We expect the new camera system to assist property management staff by identifying tenants that are violating their leases so notices can be issued.

☞ **Chair Hanten called for motion to approve Resolution B22-19 Approving Installation of Security Cameras at the Summit and The Firs as presented. Commissioner Henderson moved for approval of motion. Commissioner Forsyth seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

Chair Hanten complimented Ms. Reed that this is the exact information that the Board is looking for regarding how we will pay for goods/services and its purpose.

7.3.4 Oyster Bay Lot Improvements

The Housing Committee met and discussed options for the Oyster Bay Lot. Commissioner Palmer suggested we do something now, by waiting it will only cost us more money. We should do something and do it right and development the property and set aside the funding. We can no longer wait. Chair Hanten agrees with Commissioner Palmer. We do not know if we will be in a better position. Although this is not in our strategic plan it needs to be addressed. Ms. Stanton agrees. We need to determine what we want to do with the lot and what the cost will be.

Commissioner Palmer suggest we build a shop for maintenance where they can not only park company vehicles but store tools and equipment. Give maintenance what they need especially is we do not have plans to contract out the maintenance work.

The Board recommend that we identify the scope of the contamination among the provided documents. Ms. Reed will go back to the architect and have them design a shop for maintenances use. Ms. Reed will also speak with legal and get their opinion. Once the cost and issues are well identified this will remain as a place holder.

7.3.5 Resolution B22-20 Approve Installation of Exterior Lighting at Tamarack and the Summit

- ☞ **Chair Hanten called for motion to approve Resolution B22-20 Approve Installation of Exterior Lighting at Tamarack and the Summit as presented. Commissioner Palmer moved for approval of motion. Commissioner Burton seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

7.3.6 Resolution B22-21 Approve Submission of FY 2023 Annual Plan

BHA's draft FY 2023 Annual Plan was presented to the public and the Resident Advisory Board (RAB) for the required 45-day review period. RAB agree the Annual Plan is moving on the path they would like us to. The FY 2023 Annual Plan is due to HUD on July 26, 2022. The PHA Certificate of Compliance, form HUD-50077 requires the signature of the Chairperson approving submittal of the Annual Plan to HUD.

- ☞ **Chair Hanten called for motion to approve Resolution B22-21 Approve Submission of FY 2023 Annual Plan as presented. Commissioner Henderson moved for approval of motion. Commissioner Palmer seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

7.4 **Human Resources:** There are no HR items.

7.5 **Contract Management Services:** Comments by Mrs. Mendez

7.5.1 CMS Director Report

The Federal Register published HUD's final rule for Streamlining Management and Occupancy Reviews (MORs) for Section 8 Housing Assistance Programs. The final rule will reduce the amount of MORs CMS will perform annually. It will not begin until the FY 2024 budget. The rating will impact the FY 2024 site visits. However, this does not impact today and/or FY 2023. Staff is well aware of HUD's final rule.

7.5.2 Resolution B22-18 Approving Removal of Ron Packer and Appointment of Sherman Enstrom to the Board of Directors of CMS Contract Management Services

The BHA Board of Commissioners appoints and removes members of the CMS Contract Management Services Board of Directors. Ron Packer will be removed from serving on the CMS Contract Management Services Board of Directors and Sherman Enstrom to be appointed as his replacement.

- ☞ **Chair Hanten called for motion to approve Resolution B22-18 Approving Removal of Ron Packer and Appointment of Sherman Enstrom to the Board of Directors of CMS Contract Management Services as presented. Commissioner Palmer moved for approval of motion. Commissioner Forsyth seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

Chair Hanten remarked that we relate our appreciation to Mr. Packer for stepping in when needed and filling in the gap for us.

8. EXECUTIVE SESSION: None

9. UNFINISHED BUSINESS:

- 9.1 Resolution B22-22 Approving Roof Replacement by Integrity Roofing & Construction, LLC of the 600 Park Avenue Building Room and Authorizing the Execution of a Contract for the Roof Replacement.

- ☞ **Chair Hanten called for motion to approve Resolution B22-22 Approving Roof Replacement by Integrity Roofing & Construction, LLC of the 600 Park Avenue Building Room, and Authorizing the Execution of a Contract for the Roof Replacement as presented. Commissioner Burton moved for approval of motion. Commissioner Forsyth seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

9.2 Executive Director Performance Evaluation

Ms. Stanton delivered her completed Self-Evaluation to the Committee Chair. As Committee Chair, Chair Hanten will distribute a copy of the completed Self-Evaluation to all the Board members and a Feedback Form. Board members are asked to complete the Feedback Form independently of each other and email it to the Committee Chair by August 15, 2022, for compilation. The Committee Chair will share the compiled results with the committee. The Committee Chair will complete a draft of the Performance Evaluation with help from the committee. The Board shall discuss the draft Performance Evaluation in a closed Executive Session at the August Board meeting. Thereafter, the Committee Chair will finalize the Performance Evaluation reflecting consensus reached at the closed Executive Session in August and email it to the Executive Director.

10. NEW BUSINESS: None

11. FUTURE 2022 MEETINGS: August 22, 2022, and September 26, 2022.

Hybrid Finance Committee Meeting – August 18, 2022 @ 4:00PM

Hybrid Personnel Committee Meeting – September 1, 2022 @ 4:00PM subject to change

Hybrid Finance Committee Meeting – September 8, 2022 @ 4:00PM

In-person Reposition Study Session – September 16, 2022 @ 9:00AM to 2:00PM

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:59 p.m.

Jill Stanton

Executive Secretary

Jeff Flood

Chairperson of the Board

SEAL

