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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 JUNE 26, 2023.

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

2. **ROLL CALL:**

**Present:**

Chair Jeff Flood

Commissioner Joan Hanten

Commissioner Ryan Burton

Commissioner Diane West

**Absent:**

Commissioner Andre Henderson

**Excused:**

Commissioner Bo Palmer

**BHA Staff Present:**

Jill Stanton, Executive Director

Andi Reed, Housing Director

Carlita Mendez, CMS Director

Tim Schanne, Business Solutions Director

Katie Sharp, Communication Manager

Michele Raymond, Quality Assurance Analyst

Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

**Also Present:**

Rob

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Thank you for attending today's Board meeting in-person.

5. **COMMISSIONER COMMENTS:** The Mills Crossing ribbon ceremony was fabulous.

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: May 22, 2023

6.1.1 Approval of Finance/CMS/Personnel Committee Minutes: May 18, 2023

- 6.2 Approval of Cash Disbursements –  
May 2023: \$21,187,185.01
  - 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –  
May 2023: No write offs.
  - 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -  
May 2023: No write offs.
  - 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -  
May 2023: No write offs.
- ☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Commissioner West moved for approval of motion. Commissioner Hanten 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.

#### 1. Residents and Participants:

HUD announced that BHA was awarded \$104,679 for our Foster Youth Independence program and \$110,209 to fund the nine stability vouchers that we have been awarded.

#### 2. Partners and Advocates:

We are in the beginning stages for the operational grant for the Young Adult Housing Project that Kitsap Mental Health Services applied for. Part of the grant included rental assistance for two years for five units.

We met with and will be exploring what funding may be available through the county and city to provide additional capital funding for Shadow Creek and the young adult housing project later.

#### 3. Financial Strength:

The Brawner Company performed an onsite tour and inspected the eight properties that we need to reposition. Brawner took into consideration the capital needs of properties and long-term desires. We hired a Development Project Manager who will start July 10, 2023.

The State Exit Audit meeting was held June 13, 2023. We are pleased to share that this was another clean audit with no findings.

4. **Organizational Capacity:**

The Employee Appreciation Event will be held at 11:30 am on July 12, 2023, at Evergreen Rotary Park. We hope our Board members can join us.

Last week staff participated in the Juneteenth Freedom Festival and at the Pride celebration. BHA and Kitsap Community Resources will host the Landlord Event to be held on June 28 from 2:00 to 4:00 pm. Details can be located on the BHA website.

5. **Other Reports:**

Commissioner Palmer's term will expire on July 23, 2023. Ms. Stanton would like to acknowledge Commissioner Palmer's years of service on the Board. BHA is in the process of identifying another Board member to fill Commissioner Palmer's vacant seat.

- 7.1.2 Resolution B23-09 Authorize the Executive Director the authority to cause the formation of a Limited Liability Limited Partnership (LLLP) named in connection with the Bremerton Housing Authority.

As part of the reposition we will be forming a Limited Liability Limited Partnership (LLLP) in connection with the Bremerton Housing Authority's reposition project. The LLLP will be a tax credit partnership structured to receive low-income housing tax credits for the project to include eight properties.

☞ **Chair Flood called for a motion to approve Resolution B23-09 Authorize the Executive Director the authority to cause the formation of a Limited Liability Limited Partnership (LLLP) named in connection with the Bremerton Housing Authority as presented. Commissioner Hanten moved for approval of motion. Commissioner Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

- 7.1.3 Resolution B23-10 Authorize the Executive Director the authority to cause the formation of a Limited Liability Company (LLC) named BHA Development instrumentally in connection with the Bremerton Housing Authority's Repositioning Project

The main purpose of the LLC is to have a single-member limited liability company available to participate as a partner in a partnership before a tax credit partner has been admitted to the partnership or after a tax credit partner has exited the partnership.

- ☞ **Chair Flood called for a motion to approve Resolution B23-10 Authorize the Executive Director the authority to cause the formation of a Limited Liability Company (LLC) named BHA Development instrumentally in connection with the Bremerton Housing Authority's Repositioning Project as presented. Commissioner Burton moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

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

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

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

We are spending 100% of the grand funding.  
Continuum of Care at 99%.  
We have over 4,700 applicants on the waitlist.  
We have 30 participants in the Family Self-Sufficiency (FSS) program.

Chair Flood expressed how wonderful it was to be a part of the FSS graduation ceremony.

7.3.2 Property Vacancy Report

The unit vacancy reflects progress made. We are seeing vacancies coming down. Although, we are not tracking where people are moving to. We do track whether the notice submitted was voluntary or not.

Ms. Stanton pointed out if you compare FY 2022 to FY 2023 you will see a huge jump. This has been our goal because of the Fair Market Rent (FMR) increase. Outcome reflects the amount of work that has gone into our progress.

7.3.3 Resolution B23-11 Approving Submission of FY 2024 Annual Plan

BHA has prepared the FY 2024 Annual Plan for submission to HUD by July 18, 2023. The draft FY 2024 Annual Plan was presented to the public and the Resident Advisory Board (RAB) for the required 45-day review period. No comments were received from the public or RAB.

A brief discussion was held regarding RAB and how engaged members of the board are. The RAB who met once a month have taken ownership of their responsibilities. The RAB also works closely with the Community Connections team. The Board would like to find a way to get the RAB more involved in reading the Annual Plan.

- ☞ **Chair Flood called for a motion to approve Resolution B23-11 Approving Submission of FY 2024 Annual Plan as presented. Commissioner Hanten moved for approval of**

**motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

**7.4 Business Solutions:** Comments by Mr. Schanne.

**7.4.1 Oversight Reporting Connected to BHA Strategy**

The Housing/Business Solutions Committee met on June 22, 2023. Mr. Schanne spoke briefly about the efforts addressing Cyber Security risks and what we are hearing about housing authorities under attack across the nation. Board members may be a potential victim of phishing attempts and what can we do to avoid risks.

With the leadership and guidance of Mrs. Raymond, CMS has successfully completed the ISO 9001 external audit and is now ISO certified. CMS underwent an external audit which was difficult with zero findings on the very first audit which was something special. The auditor shared several observations:

- Why are the staff who work here so happy? How refreshing it is to see. Staff were confident in their ability and work.
- For the first external audit you have a solid quality management system. This was significant. The key aspect was that CMS went beyond the process of holding themselves accountable.

Mrs. Mendez and Mr. Schanne applaud Mrs. Raymond for all her effort and hard work.

What's next. Quality Control (QC) shadowed us during the management review meeting. We contacted SAFE Boat, another ISO certified agency. Who offered to give us a tour. The goal is to learn from others who are ISO certified.

**7.5 Human Resources:**

Chair Flood is working with Ms. Kennedy and Board members on the performance review for the Executive Director.

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

**7.6.1 Strategic Focus Area 3 – Financial Strength**

**Missouri Management & Occupancy Reviews:**

On June 13, 2023, we successfully completed our first set of site-visits in Missouri. The ramp up team continues to meet with Missouri. We are working with them to develop a MOR work plan for the upcoming quarter. We will continue to strength our partnership with Missouri and build a connection with Missouri Property Owners.

**ISO 9001:2015 Certification:**

The ISO 9001 certification will prepare us for the PBCA rebid. We are so grateful that we had Ms. Raymond to help lead the way.

**8. EXECUTIVE SESSION:** None

**9. UNFINISHED BUSINESS:** Chair Flood is working on recruiting a replacement to fill the vacant seat on the Board.

**10. NEW BUSINESS:** None

**11. FUTURE 2023 REGULAR MEETINGS:** June 26, 2023, and August 28, 2023 (at Summit). (No Board Meeting in the month of July).

Employee Appreciation Event: July 12, at 11:30 AM

Strategic Planning Retreat: July 21, at 9:00 AM

Finance/CMS/Human Resources Committee: August 24, at 4:00 PM

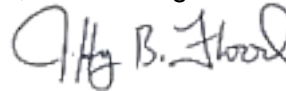
Finance/CMS/Human Resources Committee: September 21, at 4:00 PM

Housing/Business Solutions Committee: October 19, at 4:00 PM

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



Executive Secretary



Chair of the Board

SEAL

