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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 MAY 22, 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

Paula Kennedy, Human Resources Manager

Ron Packer, Accounting Operations Manager

Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Welcome Commissioner West.

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: April 24, 2023

6.1.1 Approval of Housing/Business Solutions Committee Minutes: April 20, 2023

- 6.2 Approval of Cash Disbursements –
April 2023: \$20,661,226.86
 - 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
April 2023: \$312.24
 - 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
April 2023: No write offs.
 - 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
April 2023: No write offs.
- ☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Commissioner Hanten moved for approval of motion. Commissioner Burton 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:

Included in your packet was a copy of the PHAS score. Our score was 83 out of 100 which designates us as a Standard Performer. But it is our goal to be a Higher Performer. As having a High Performer designation provides benefits not available for Standard Performer. Ms. Stanton will go over her in detail the PHAS Score Report PowerPoint presentation at the end of her report.

2. Partners and Advocates:

We continue to meet with stakeholders interested in creating a young adult housing project on a regular basis. We are still at the beginning stages. Stakeholders are interested in purchasing 25 apartments as well as wrap around services to young adults between the ages of 18-24 experiencing homelessness or at risk of homelessness. We have submitted two separate applications to Kitsap County for funding.

We received nine stabilization vouchers and Housing Kitsap received five stabilization vouchers. HUD's goal for these vouchers is to partner with health care providers to use these vouchers as part of a holistic plan to provide housing and health services to create better life outcomes for households. Our plan is to issue a Request for Proposal (RFP) for Project-Based vouchers specially to health care organizations.

3. **Financial Strength:**

Things are happening. We are working on writing a Communication Plan. We will be meeting with Brawner Company on June 5, 2023. At the June Board meeting we will bring forth a resolution prepared by legal counsel for Board approval to establish partnership with Brawner Company. We will do an in-depth presentation at the next Housing/Business Solution Committee meeting. We will also have to hold two resident meetings prior to the resolution. Total estimated cost for this project is between \$2.5 and \$3 million.

4. **Organizational Capacity:**

The compensation study has been completed. Ms. Kennedy to share details under HR.

5. **Other Reports:**

Sherman Enstrom resigned, and his last day was Friday, May 19, 2023. We have posted the Finance Director position and received two applications. We are moving forward with the process.

Ms. Stanton presented the PHAS Score Report 2022 PowerPoint presentation in detail. PHAS is the scoring system used by HUD to assess a PHA's performance in Public Housing. There are four indicators totaling 100 points. (Physical Assessment, Financial Assessment, Management Assessment, and Capital Fund Program). We received a score of 83 out of 100.

We are a small housing agency with fewer than 250 units. We only receive PHAS assessment every other year as a standard performer. As a high performer you can request a PHAS assessment every year or every three years.

How can PHA improve PASS score. By HUD inspecting 100% of units. PHA can better understand the scores in advance. Focus attention on capital fund use. Invest in physical things and look at maintenance on all properties, units, and systems through the year. There may be opportunities to reinvest.

The Board is interested in learning more about the scoring process, and the history of other housing authorities that may have declined. Ms. Stanton will go over PHAS Score Report again in six months.

7.2 **Finance:** Comments by Ms. Stanton.

The Finance/CMS/Personnel Committee met on May 18, 2023, and presented the Second Quarter Financial Reporting January 2, 2023, through March 31, 2023. Ms. Stanton pointed out highlights of the Second Quarter Financial Reporting PowerPoint. Overall, the second quarter ended with a cash positive of \$920,997.

Cash increased due to the drawing down of capital fund revenue into operations and increase revenue from CMS. Restricted cash is made up of several components with various reserves. Outstanding debt obligation have a high debt cover ratio but is doing fine. The Income Statement with a net income of \$1.4 million is higher than what we budgeted for. Ms. Stanton went over each program in detail. Housing Choice Voucher (HCV) is doing better than budgeted. We did receive an increase in fees. Bay Vista Commons (BVC) is back on track with vacancies reduced due to the increase from Medicare and Section 8 cash flow.

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 over the amount budgeted by 109%. Which is good news. Other programs are on target. There are 2700 folks currently on the wait list. FSS participants increased by five. We have an FSS participant who graduated with more than \$37,000 in his escrow account. Participant was on the program for five years. Thoughts are underway on how we can celebrate participant success in a grand gesture.

Bay Vista Commons occupancy is up and trending in the right direction. We are not leasing up and/or issuing new vouchers but working with those who wish to move. We are issuing project-based vouchers that were obligated to. Including 30 vouchers for the Veterans Village program.

7.3.2 Property Vacancy Report

We have made progress. We have applicants who moved in at the beginning of May. We continue to have water damage issues. And are working on getting water pucks into all of the properties/units.

Pendleton Place is at 100% occupied since January.

7.3.3 Resolution B23-08 Approve Revisions to the ACOP Policy

The Bremerton Housing Authority is revising its Admissions and Continued Occupancy Policy (ACOP) to incorporate changes provided by Nan McKay.

Throughout the document, language related to Housing Opportunity Through Modernization Act (HOTMA) final ruling has been updated.

- ☞ **Chair Flood called for a motion to approve Resolution B23-08 Approving Revisions to the ACOP Policy as presented. Commissioner Hanten moved for approval of motion. Commissioner Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.4 **Business Solutions:** There are no BS action items.

7.5 **Human Resources:** Comments by Ms. Kennedy.

7.5.1 Compensation Study

The Finance/CMS/Personnel Committee met on May 18, 2023, and Ms. Kennedy presented the Compensation Study completed by Gallagher Benefit Services, Inc. Ms. Kennedy pointed out highlights of the Compensation Study and recommendations from Gallaher to the Board. Gallagher Benefit Services, Inc presented the Compensation Study to both unions and to BHA employees.

The objective of the study was to ensure competitiveness with the external market, fair and equitable compensation relationships within the organization, maintain pay equity compliance and enable maintenance by BHA staff post implementation.

Gallagher and BHA identified 16 housing authority organizations in several states that are comparable in size and location. 11 of the 16 responded. Additional market data was collected from the published surveys sources that represented both the public and private sector.

Not only did we look at job descriptions, but each person was also looked at and fit within that salary range. Overall, BHA's salary ranges are highly competitive with the custom survey market salary ranges. Which is good news.

Recommendations came back and Gallaher did recommend three non-union roles change grades upwards based on their respective evaluation against the market. Although, last year's salary increases were high as we negotiated both union contracts. Those salary increases were reflected in this Compensation Study. It was determined BHA continue to utilize the existing salary schedule as they are. In addition, Gallagher recommends we give a 0.75% increase for all employees, with the exemption of the Executive Director. Which was included in the budget earlier.

Looking ahead Gallagher recommend we continue to conduct regular reviews of the compensation system and market and give increases on an annual basis. Overall, the benefits programs at BHA are considered highly competitive. And finally, recommend that BHA conduct a study of this nature every 3 to 5 years.

Chair Flood was pleased to see that we were highly competitive in our salary structure.

Ms. Stanton was also pleased with the survey results. When the study was presented to staff, it was well received. Ms. Stanton pointed out we could not have done this without the hard work of Ms. Kennedy, making sure all the job

descriptions were updated and the established trust among staff. Ms. Kennedy did an amazing job.

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

8. **EXECUTIVE SESSION:** None

9. **UNFINISHED BUSINESS:**

Commissioner Hanten confirming date of July 21, 2023, for Board retreat.

Prior to COVID the Board discuss holding a regular in-person Board meeting offsite closer to clients. Chair Flood hopes to have in-person meetings soon. Ms. Stanton and Ms. Camacho will work with Chair Flood to get this on the calendar.

Commissioner Hanten expressed the Boards appreciation to Mr. Packer for stepping up in the finance department.

The employee appreciation event will be held on July 12, 2023, at Evergreen Park. Formal invitations will be sent to the Board.

Chair Flood is working on replacement for Vice Chair.

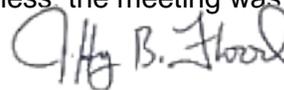
10. **NEW BUSINESS:** None

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

Housing/Business Solutions Committee: June 22, at 4:00 PM

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

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:43 p.m.



Executive Secretary

Chair of the Board

SEAL

