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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 AUGUST 22, 2022.

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

2. **ROLL CALL:**

Present:

Vice Chair Jeff Flood
Commissioner Bo Palmer
Commissioner Andre Henderson

Commissioner Ryan Burton
Commissioner Jaime Forsyth

Excused:

Chair Joan Hanten

BHA Staff Present:

Jill Stanton, Executive Director
Andi Reed, Housing Director
Sherman Enstrom, Finance Director
Paula Kennedy, HR Manager
Tim Schanne, CMS Asst. Director
Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

3. **PUBLIC COMMENT:** None

4. **CHAIR COMMENTS:** Vice Chair Flood facilitated meeting in Chair Hanten's stead.

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 Annual Minutes: July 25, 2022

6.1.1 Approval of Housing Committee Minutes: July 11, 2022

6.2 Approval of Cash Disbursements –
July, 2022: \$19,527,788.53

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

The Housing Choice Voucher (HCV) department began implementing key performance measurements needed to get us to meet our full utilization goals. We plan to have a net lease up of fifteen per month. This will keep us on track to meet HUD’s goals for us in one year. We believe we have the capacity to manage more.

The Emergency Housing Voucher (EHV) program had a total of twenty-six leased up, with eight households shopping, two pending eligibility, and two open slots.

We have been issued thirteen Foster Youth Independence vouchers, with eight having leased up. Our partners at Olive Crest have identified another thirteen households who are potentially qualified and interested in joining this program. Which would place us well above that and if we need more vouchers HUD will give it to us. BHA is ranked high for utilization for Washington state.

2. **Adopt a Spot:**

BHA signed up for the City of Bremerton’s Adopt a Spot program. We will be responsible for cleaning the two blocks around the 600 building. A kick-off will be held next month.

3. **Board Study Session:**

A Board Study Session will be on September 16, 2022, from 9:00am to 2:00pm held at the Norm Dick’s Government Center.

Based on poll among Board members for a property tour, property tour will be held on October 28, 2022. If less than 3 Board members, Board members and Ms. Stanton may carpool.

4. **Customer Service Training:**

In the month of August, all employees participated in Customer Service training.

5. **Pop up Covid19 Vaccination Clinic and Back to School Drive:**

Our DE&I Ambassadors partner with Kitsap Public Health and scheduled a Pop-Up COVID 19 Vaccine Clinic at our Summit at Bay Vista property to be held on August 25, 2022. At the same time, we have gathered school supplies for our residents through our Back-to-School Drive.

6. **Community Needs Assessment Survey by KCR:**

The Community Needs Assessment survey is open for responses from community members in Kitsap County. Kitsap Community Resources conducts a comprehensive assessment every three years to evaluate the needs and assets in our community. This year, BHA is one of the many survey supporters and had input in which data to collect, specifically as it relates to housing needs. The total cost for this survey \$76,000. BHA will be making a financial contribution of \$3,000 for the survey data tool that will be available to the community if acceptable by the state auditor.

During the Annual Board meeting held in September, new officers will be selected. The Vice Chair will take the place of Chair. Board members will nominate a new Vice Chair.

New Board committees will be selected among the four Board committees. Board committees to serve a two-year term for continuity. Committees Subchair will be a voluntary basis and/or discuss with Board Chair and Executive Director. Committees will meet quarterly, and or as often as needed for discussion of pending actions items or other timely BHA activities.

A brief discussion was held regarding how often Board meetings and/or Committee meetings should be held. Board members were asked to suggest what day and time they would prefer. Ms. Stanton will clear this with legal that we are not violating any laws.

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

7.2.1 Third Quarter Review FY 2022

The Finance Committee met on August 18, 2022, and discussed the Summary Report Income Statement and Property Data in details. Overall, we do have a combined net profit. We have a strong cash position, but we will not meet our budgeted projections this year. The primary reason for that is that we spent \$1 million on the five new homes purchased which was not included in the budget. In

addition, we had some unexpected one-time expenses and have invested in new positions in the HCV department to meet our lease up expectations. We have also incurred losses at our Bay Vista Commons property due to higher-than-normal vacancies attributed to COVID-19.

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

7.3.1 Housing Director Report

1. **Restructuring:**

The HCV department is restructuring the organizational chart and making changes to job descriptions. We are in the process of replacing the Assistant Housing Director position and have made an offer. The new hire will begin September 12, 2022. We are finalizing the standard operating procedures developed by CVR. We will add some Yardi detail to the manuals and then begin training staff on the SOPs.

2. **Administrative Plan:**

We are collaborating with a consultant who specializes in vouchers and increasing utilization. The consultant was asked to review the Admin Plan for opportunities granted to PHAs to streamline that BHA could benefit from. Recommendations to be presented at a Housing Committee meeting in early September.

3. **Oyster Bay:**

We contacted three attorneys that specialist in situations like Oyster Bay. An attorney was selected and provided with information regarding Oyster Bay. We are investigating reimbursement from the City of Bremerton and the possibility to build on the lot. More to come.

4. **HUD Inspections**

We had several REAC inspections performed at the properties in the month of August. Because the properties that received a score above 90, the properties will not be inspected again until 2025.

5. **Firs:**

We had another water loss claim in early August. We are collaborating with the adjuster to develop the scope of work so we can put the rehabilitation of the units out to bid. The Firs will continue to have issues with vacancy loss because of these insurance claims.

We are finalizing the bid documents for the kitchens at the Firs. The cost for these was significantly higher than budgeted – we anticipated \$300,000 but the estimate came back at just under \$1 million. We have received bids for remodeling 20 of the 60. But it was not easy. Contractors not bidding on work due to the size of the project.

Commissioner Palmer suggest we add language adding more units that way contractors would want to bid on the work.

Received notification of a large fight at Winfield Apartment. Fight was capture on camera and tenant was issued a notice to vacate. Law enforcement will add additional patrol and we will add 24/7 security until we have this under control.

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

New waitlist count 2,689.

7.3.3 Property Vacancy Report

Costly unit turnovers due to resident eviction, water damage sustain at two units at Shadow Creek, and fallen tree at Winfield which is still being worked on.

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

7.5 **Contract Management Services:** Comments by Mr. Schanne.

7.5.1 CMS Director Report

On July 27, 2022, HUD published a request for information to collect industry comments on a draft PBCA solicitation. Industry comments are due August 29, 2022. Industry believes this is too quick of a timeline and have petition to request for an extension. We are moving forward and will continue to be prepared for when the bid does come out.

8. EXECUTIVE SESSION:

8.1 Purpose is to review the performance evaluation of the Executive Director per RCW 42.30.110(1)(g). This portion of the meeting is closed to the public.

The Executive Session commenced at 6:30 p.m. for a period of 15 minutes. Regular portion of board session reconvened at 6:45 p.m.

Ms. Stanton was asked to forward her completed Self-Evaluation to the Board.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS: None

11. FUTURE 2022 MEETINGS: September 26, and October 24, 2022.

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

Hybrid Finance Committee Meeting – September 15, 2022 @ 4:00PM

In-person Reposition Study Session – September 16, 2022 @ 9:00AM to 2:00PM
Commissioner Palmer will not be available, he will be out of town.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:46 p.m.



Executive Secretary



Chairperson of the Board

SEAL

