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HYBRID ANNUAL BHA MINUTES

ANNUAL 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 SEPTEMBER 26, 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 Andre Henderson

Commissioner Jaime Forsyth
Commissioner Ryan Burton

Excused:

Commissioner Bo Palmer

BHA Staff Present:

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

3. PUBLIC COMMENT: None

4. CHAIR COMMENTS: Chair Hanten accompanied by Commissioner Forsyth attended the NAHRO Conference held in San Diego, CA. Chair Hanten gained a new understanding for RAD, repositioning and why. Chair Hanten had opportunity to speak with an Executive Director and CFO from other housing authorities who went through a repositioning and found it informative. Attended a legal track where the focus was on accommodating disability and what you need to accommodate and what the disability law covers over what HUD will allow especially when care givers are involved.

5. COMMISSIONER COMMENTS: Commissioner Forsyth attend the Commissioners Fundamental track. This training solidified their knowledge even more. Focus was on how things were presented, branding and communication. Commissioner Forsyth believes we can do better and sees opportunity going forward.

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: August 22, 2022

6.1.1 Approval of Finance Committee Minutes: August 18, 2022

6.1.2 Approval of Personnel Committee Minutes: September 1, 2022

6.2 Approval of Cash Disbursements –
August, 2022: \$19,652,769.72

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
August, 2022: \$65,182.13

6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
August, 2022: No write offs.

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
August, 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.

1. Housing Choice Voucher and Emergency Housing Voucher Update:

We have a total of 1,454 vouchers leased up. Ms. Reed’s efforts have been great. We are seeing progress and with the preferences that will be adopted in our Administrative Plan, we can expect to see our numbers continue to increase. We applied for two new allocation, VASH vouchers and Stability vouchers that HUD has made available.

2. Conferences:

Several staff members attended the YARDI conference held in San Diego, CA in anticipation of implementing several new components of the software to give staff and the people we serve better technology options to streamline our processes.

We will have staff and Chair Hanten attend the Housing Washington conference to be held in Spokane, WA where we are thrilled to be receiving an award for our creativity in addressing the housing needs in our community.

3. Trauma Informed Care Training:

This month efforts went into effect to provide Trauma Informed Care (TIC) training agency wide. Training was made mandatory to our frontline staff and optional for the rest of the agency. And outside facilitator was brought in from Kitsap Strong.

4. Meeting with Derek Kilmer:

Ms. Mendez and Ms. Stanton met with Representative Derek Kilmer to discuss the various challenges (funding, building and/or acquiring units) that we are facing at BHA. Representative Kilmer asked that Ms. Stanton accompany him to speak to others.

Discussed the recently issued request for information regarding the Project Based Contracts work that is performed by CMS and the impact it would have to lose the work we perform. Representative Kilmer is dedicated to helping us and offered to submit a letter to HUD on our behalf.

5. Committee Meetings:

Ms. Stanton spoke with each of the Board member regarding the restructure of our Board Committees. We will only have two committees. The committees will be composed of Finance, CMS, Personnel Committee and Housing and Communication Committee. The committees will meet four times per year. Ms. Camacho will send out the form to choose which committee each Board member wants to serve on. We will have three Board members per committee. The purpose is to have the high level of details discussed during committee meetings and not at a Board meeting.

7.2 Finance: Comments by Mr. Enstrom, Ms. Stanton, Mr. Schanne, and Ms. Sharp.

7.2.1 Resolution B22-24 Approving FY 2023 Budget

The Finance Committee met on September 15, 2022 and went through the proposed FY 2023 Budget in detail. Noting key differences. High net income revenue. Cash flow for all the BHA managed properties. Funds pulled from CMS to cover the shortfall predicted for the Housing Choice Voucher Program due to underutilization. But believes next year and the year after we will be in a better position.

Restructure a group of staff throughout the agency including IT into their own department who will support both BHA and CMS. This team will identify as Business Solutions.

\$1.1 million increase from prior year in capital expenditures. Increase in Rental Income, Other Revenue and Expenditures. What you're not seeing, is the projected loss of \$350,000 in HCV. The financial decisions need to be in alignment with our vision and mission. We think about this when we consider our resources. This year we will have less capital expenditures than in the past.

Increase in staffing level 92 to 98. The headcount increased by six positions and does show some reductions of positions and additions that were seen by the Directors as needed in their areas. Breakdown of each department and positions was pointed out.

Ms. Sharp and Mr. Schanne created Strategic Plan for FY 2023 "Focus on the Good". How are we going to look at goals and how we measure ourselves. The document included in your packet is to show the Board and public what our high-level focus is. Strategic Planning is a structured approach to defining, measuring, and achieving our goals

If you recall this was discussed with the Board back in June. Our structured approach to defining, measuring, and achieving our goals is where we refined our previous goals by identifying the four most important components critical to our long-term success. These "Strategic Focus Areas" help to determine the objectives, desired outcomes, and associated projects we would like to accomplish moving forward. We later understand that wording matters, that statements are compelling and clear. Some examples of what is behind the Strategic Focus statements shared.

Focus Area One: Recognize sustainable, understand what our clients' needs are that we don't have now. During orientation, the way we speak to clients can be improved upon and it matters. The tone used and how we say it. Use technology to connect in an approachable way.

Focus Area Two: Work around getting information out to the community on the organization. Work on mission statement. Communication will be key when repositioning.

Focus Area Three: Based on concerns with Brawner. Certain action needs to take place. Work with PR consultant firm. Apply with HUD. Work around Admin Plan. Winning CMS rebid.

Focus Area Four: Connecting staff to each other as one BHA. Improve customer service. Empower staff and be great at customer service.

We recognize that some objectives may take multiple years to complete. Therefore, our key metrics for FY 2023 are based on the actionable and reasonable steps that can be taken to make measurable progress in the upcoming year.

We hope to have a public facing document to present to the Board and ready for the public.

- ☞ **Chair Hanten called for motion to approve Resolution B22-24 Approving FY 2023 Budget as presented. Vice Chair Flood moved for approval of motion. Commissioner Burton seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

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

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA – no comments.

7.3.2 Property Vacancy Report

Making progress with water damaged units. Expect Shadow Creek to be completed next week. Vacancy at The Firs due to several folks who passed away. Shadow Creek will be completed next week. Several units in the process of being turned.

7.3.3 Resolution B22-26 Approval of Revisions to the Administrative Plan

The Housing Committee met earlier on September 26, 2022, and went through the revisions in detail. Noting which Chapter, and which Section changes are necessary throughout. The Admin Plan oversees the Section 8 program. This is our go to whenever we have a question.

Made recommendations on the things Authority should change to streamline process. Included Preference Policy. Included language in Chapter Four; Page 12 - to read “BHA will work with following partnering services agencies and added or government entities”. Included language to provide flexibility to public housing participants should someone feel unsafe or health concerns. When changes are made to the Admissions and Continued Occupancy Policy (ACOP) that impact the Admin Plan we need to make changes in both places.

- ☞ **Chair Hanten called for motion to approve Resolution B22-26 Approval of Revisions to the Administrative Plan and added language as presented. Commissioner Burton moved for approval of motion. Commissioner Forsyth seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

7.3.4 Resolution B22-27 Approval of Family Self-Sufficiency Plan

The Housing Committee met earlier on September 26, 2022, and went through the Family Self-Sufficiency (FSS) Plan in detail. The FSS Plan is design to help families develop goals over a five-year period. Participants could put aside funds into an escrow account. When participants graduate from the program, they can take the funds out of escrow to put towards purchasing a house.

HUD published a new rule on May 16, 2022. One of the requirements of the final rule is that any housing authority that runs an FSS program must submit a FSS Plan to HUD by the end of September 30, 2022. With the new rule we are able expand program to public housing participants and not just Section 8

BHA runs a voluntary FSS Program and administers Housing Kitsap's FSS Program which is a mandatory program. The FSS Plan is written to provide guidance for both FSS Programs.

- ☞ **Chair Hanten called for motion to approve Resolution B22-27 Approval of Family Self-Sufficiency Plan as presented. Commissioner Forsyth moved for approval of motion. Commissioner Henderson seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

7.3.5 Resolution B22-28 Approval of Revisions to Admissions and Continued Occupancy Policy (ACOP)

The Housing Committee met earlier on September 26, 2022, and went through the revisions in detail. Nothing changes to the ACOP because of revisions to the Admin Plan and FSS Plan.

- ☞ **Chair Hanten called for motion to approve Resolution B22-28 Approval of Revisions to Admissions and Continued Occupancy Policy (ACOP) as presented. Commissioner Forsyth moved for approval of motion. Vice Chair Flood seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

7.4 Human Resources: Comments by Ms. Kennedy.

7.4.1 HR Manager Report

Compensation Study Update:

We have contracted with consulting firm, Gallagher Benefit Services, to conduct a compensation study to ensure that our staff are being paid fairly and equitably both in comparison to the market and within the organizational structure. This is something the union has demanded be done. Consultant is asked to look at every position and not benchmark certain positions. The cost of \$110,00 was included in the FY 2023 budget. A presentation with staff was held last week. Timeline for the project is expected to take six months to complete.

Union Negotiations Update:

We are currently in negotiations with both our OPEIU and Teamsters Unions. We do have a tentative agreement with OPEIU but cannot go into the details at this time. We have another meeting with Teamsters tomorrow.

We will need to schedule a special Board meeting once the contracts are agreed upon. Hope to hold the meeting first part of October.

FY 2023 Recommended Pay Increases:

Item tabled. To be discussed during special Board meeting.

7.4.2 Resolution B22-25 Approving Revisions to the Education Program Policy

We would like to increase the annual amount allowed for Tuition Reimbursement of undergraduate and graduate degree course fees from \$2,500 to \$5,250, the maximum amount allowed by the IRS as non-taxable reimbursement.

We would like to also include Certification Programs as part of Professional Development allowing employees that want to develop and improve their skills and work performance an alternative means to do so. The efforts to have a program available to everyone is impactful and more meaningful for those who cannot afford education. This has been a underutilize program and we hope to change that.

Employees who are interested would need to apply. If Employees failed to pass their class, they would be required to reimburse a certain percentage to the Authority. Should more than four employees apply, Authority would have to consider variables and increase the budget as needed.

Based on our outreach we have had three employees' express interest in this program for the upcoming year. We will budget \$21,000 for this program. At the increased reimbursement amount this allows for up to four employees to participate.

As part of our goal of being equitable we like to amend the policy granting the Executive Director the discretion, under certain circumstance, to allow BHA to pay the course fees in advance. This would allow employees that are unable to pay the coursework fee upfront and wait for reimbursement to still take advantage of the program.

- ☞ **Chair Hanten called for motion to approve Resolution B22-25 Approving Revisions to the Education Program Policy as presented. Vice Chair Flood moved for approval of motion. Commissioner Burton seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

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

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. The initial comments were due August 20, 2022. HUD extended their due date to September 28, 2022. Our comments were submitted September 26, 2022 before the scheduled due date.

7.5.2 Resolution B22-23 Amending CMS PBCA Voucher Manager Name Change

Lori Mannerude, Vouchers Manager has recently had a name change to Lori Colvin, and a revised delegation of authority is therefore required.

- ☞ **Chair Hanten called for motion to approve Resolution B22-23 Amending CMS PBCA Voucher Manager Name Change as presented. Commissioner Forsyth moved for approval of motion. Commissioner Burton seconded motion. Chair Hanten called for question. None opposed. Motion carried.**

8. EXECUTIVE SESSION: None

9. UNFINISHED BUSINESS:

9.1 Executive Director Performance Review

Comments received from some commissioners, not all. Chair Hanten will begin draft and review with Vice Chair Flood. Ms. Stanton will be out for the month of October. Chair and Vice Chair plan to meet with Ms. Stanton in November. Outstanding comments from commissioners due to Chair Hanten by September 30, 2022. Update on where we shall be provided at the October Board meeting.

10. NEW BUSINESS:

10.1 Election of Officers – Chairperson and Vice Chair to serve a two-year term for continuity.

10.1.1 Chairperson – Nomination/Motion

Commissioner Forsyth made motion to elect Vice Chair Flood as Chair.

- ☞ **There being no other nominations, Chair Hanten called for approval of motion to appoint Vice Chair Flood as Chair. All approved. Motion carried.**

10.1.2 Vice Chair – Nomination/Motion

Commissioner Burton made motion to elect Commissioner Forsyth as Vice Chair.

- ☞ **There being no other nominations, Chair Hanten called for approval of motion to appoint Commissioner Forsyth as Vice Chair. All approved. Motion carried.**

11. **FUTURE 2022 REGULAR MEETINGS:** October 24 and November 28, 2022.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:17 p.m.

Carlita Mendez Acting
Executive Secretary

Jaime Forsyth Acting on behalf of
Chairperson of the Board

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