



600 Park Avenue
Bremerton WA 98337
(p) 360-616-7241
(f) 360-616-2811
www.bremertonhousing.org

HYBRID BHA HOUSING MINUTES

HYBRID HOUSING COMMITTEE MEETING OF THE BOARD OF COMMISSIONERS OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD 4:00 PM AT 600 PARK AVENUE AND/OR REMOTELY ON **SEPTEMBER 26, 2022**.

1. CALL TO ORDER: Meeting was called to order at 4:31 p.m.

2. ROLL CALL:

Present:

Commissioner Andre Henderson

Vice Chair Flood

Excused:

Subchair Bo Palmer

Chair Joan Hanten (alternate)

Commissioner Jaime Forsyth

BHA Staff Present:

Jill Stanton Executive Director

Andi Reed Housing Director

Carlita Mendez CMS Director

Tim Schanne CMS Assistant Director

Paula Kennedy Human Resources Manager

Lorna Camacho Office Manager/Executive Assistant/Minute Taker

3. SUBCOMMITTEE CHAIR COMMENTS: None

4. COMMISSIONER COMMENTS: None

5. RESOLUTION B22-26 ADMINISTRATIVE (ADMIN) PLAN REVISIONS: Comments by Ms. Reed and Ms. Stanton.

The Bremerton Housing Authority is revising its Section 8 Administrative Plan to incorporate streamlining opportunities allowed by HUD. The changes will reduce verification and inspection requirements for certain participants and situations. In addition, we have developed a preference strategy that has been added to the Administrative Plan. This will help fully utilize our vouchers program and gives us the ability to put preference in place. The sections of the revised chapters have been included in tracked form of your packet. The chapter and page numbers can be found in the lower right corner.

Ms. Reed would like to change language to read “BHA will work with following partnering services agencies and added or government entities”.

We have been talking to different community partners. In addition to understanding what the community is struggling with. Made preference strategy comprehensive. Preference strategy will

target folks who are on fix income where vouchers will be most impactful overtime. If we were to open the waiting list to preference, we would put in place limitations.

Preference strategy include Residency Preference for a family that resides in the City of Bremerton; Disability Preference to disabled persons or families with a disabled member; Veteran Preference for current members of the U.S. Armed Forces, veterans,, or surviving spouses of veterans; Educational/Training Participants for families who have graduated from transitional housing programs for homeless, substance abusers, or victims of domestic abuse; Terminated Housing Choice Voucher (HCV) Housing Assistance due to insufficient funding from its HCV program; Victims of Domestic Violence to families that include victims of domestic violence etc.; and Involuntary Displacement for applicants who have been involuntarily displaced and are not living in standard permanent replacement housing etc.

Streamline process for staff which will is beneficial to participants.

6. RESOLUTION B22-27 FAMILY SELF-SUFFICIENCY (FSS) PLAN: Comments by Ms. Reed.

Family Self-Sufficiency (FSS) is a program that enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies.

Once an eligible family is selected to participate in the program, the PHA, and the head of each participating family execute a FSS Contract of Participation that specifies the rights and responsibilities of both parties. The term of the FSS contract is generally 5 years.

The FSS contract also incorporates the family's individual training and services plan (ITSP). The ITSP is the document that records the plan for the family. That is, the series of intermediate and long-term goals and the steps the family needs to take – and the services and resources they may need to access – to achieve those goals.” Families have the option to have an escrow account to save money to purchase a house.

The Final FSS Rule was published by HUD 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 Family Self-Sufficiency Plan to HUD by September 30, 2022.

BHA runs a voluntary FSS program and administers Housing Kitsap's FSS program which is a mandatory program. Those who are currently enrolled will be asked to complete new paperwork and sign a new contract of participation. BHA currently has 28 participants. Housing Kitsap has 29 participants. The FSS Plan is written to provide guidance for both FSS programs.

BHA subscribed to Nan McKay's model FSS Plan which includes future updates to the FSS Plan. BHA revised the Nan McKay model FSS Plan to reflect BHA policies and procedures. FSS Plan is now available to those in public housing.

7. RESOLUTION B22-28 ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) REVISIONS: Comments by Ms. Reed.

The Admissions and Continued Occupancy Policy (ACOP) is generally the principal document we use for public housing describing in detail the PHA's policies with respect to key topics such as eligibility, tenant selection, admissions preferences, waitlist procedures, rent determination,

utilities, transfers, occupancy guidelines, grievance procedures, pet ownership, and the community.

The Bremerton Housing Authority is revising its Admissions and Continued Occupancy Policy (ACOP) to incorporate streamlining opportunities allowed by HUD, adding the Family Self-Sufficiency Program, updating the transfer policy, and other minor changes. The current ACOP needs to be updated to reflect recent changes in BHA policies. The ACOP is what BHA staff has done a thorough review of the internal changes at BHA and reflected them in the required ACOP revisions.

If Authority has changes in the Admin Plan that may also affect public housing, Authority will go to Board for approval.

Overall, Ms. Andi will later explain at tonight’s Board meeting the difference of the two plans and streamlining process made for staff.

8. FUTURE HOUSING COMMITTEE MEETING:

Tentative future date for the next Housing Committee Meeting – To be determine.

9. ADJOURNMENT: There being no further business meeting adjourned at 5:16 p.m.

Carlita Mendez

Acting
Executive Secretary

Jaime Forsyth

Acting on behalf of
Chairperson of the Board

SEAL

