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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 NOVEMBER 28, 2022.

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

2. ROLL CALL:

Present:

Chair Jeff Flood

Vice Chair Jaime Forsyth

Commissioner Ryan Burton

Commissioner Andre Henderson

Excused:

Commissioner Bo Palmer

Commissioner Joan Hanten

BHA Staff Present:

Jill Stanton, Executive Director

Carlita Mendez, CMS Director

Andi Reed, Housing Director

Sherman Enstrom, Finance Director

Paula Kennedy, HR Manager

Tim Schanne, Business Solutions Director

Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

Also Present:

Katie Sharp, Communications Manager

Nick Neice, Business Applications Manger

Wally Finley, Information Systems Assessor

3. PUBLIC COMMENT: None

4. CHAIR COMMENTS: None

5. COMMISSIONER COMMENTS: Vice Chair Forsyth announced Commissioner Hanten will not be available to attend tonight's meeting.

Ms. Stanton commented on the Finance/CMS/Personnel Committee who met on November 17, 2022. Reports were reviewed and discussed in detail. Reports will not be brought forward unless necessary at the regular Board meeting as we implement a new meeting format. Committee items that require Board approval will be brought forward at regular Board meetings.

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: October 24, 2022
 - 6.1.1 Approval of Special Board Minutes: October 6, 2022
 - 6.1.2 Approval of Special Board Minutes: November 27, 2022
 - 6.2 Approval of Cash Disbursements –
October, 2022: \$20,105,665.40
 - 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
October, 2022: \$296.98.
 - 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
October, 2022: No write offs.
 - 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
October, 2022: No write offs
- ☞ **Chair Flood called for motion to approve the Consent Agenda as presented. Vice Chair Forsyth moved for approval of motion. Commissioner Burton seconded 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. Housing Choice Voucher & Special Voucher Program Updates:

As of October 30, 2022, there were a total of 1,467 vouchers leased up. Looking back over the last two years we have increased our voucher count by over 150 vouchers. HUD has even taken notice of what we have accomplished. We are on track to fully utilize all our vouchers. We are very proud of the housing department under Ms. Reed's leadership.

The Emergency Housing Vouchers have 29 under lease. The Foster Youth to Independence vouchers have a total of 11 leased up. We continue to receive national press coverage. We hope to lease up to the full 25 vouchers. HUD would then give us another 25 vouchers. The program continues to get a lot of national press coverage including being featured at the Regional 10 Federal Regional Interagency Council on Homelessness (FRICH) meeting held on November 17, 2022.

There was an interesting article in the Kitsap Sun reporting the recent shift in the rental market. Three new complexes in Kitsap County have recently opened and are offering move in incentives to attract renters. We have reached out to the

recently opened complexes to provide more information about the benefits of participating in the BHA voucher programs. We will continue to follow the rental market and take advantage of any opportunities to increase the affordable housing stock.

2. **Public Housing Waitlist Opening:**

BHA opened our Public Housing Waitlist on October 25, 2022. We received 857 applicants for one-bedroom units and 877 applicants for two-bedroom units.

3. **Waitlist Demographics:** Comments by Ms. Stanton and Ms. Sharp.

Presented was the Housing Choice Vouchers and Public Housing Waitlist Demographics PowerPoint Report for the Board's review developed by Katie Sharp, Communications Manager.

This year, BHA took a different approach for the HCV waitlist. Based on the data from 2018, 2021 and 2022, here is a breakdown of those results. In 2018 and 2021, we did not have a large outreach in place. In 2022, we had a strategic campaign which resulted in more applicants. Data showed no significant change in race or demographic. In 2021 and 2022, data showed ethnicity was majority white. This data will help set goals going forward. Data included zip codes to determine where applicants come from. 28% from Bremerton, with 34% outside Kitsap/Mason area. Other counties have expressed interest in this data. We plan to do a presentation for the Kitsap Housing and Homelessness Coalition. Data tracked female versus male applicants. With 72% having female as head of household. Data also tracked other statuses (Elderly, Disability, Displaced, Homeless), tracked household size confirming shortage of one-bedroom units and breakdown of applicant's annual income.

Ms. Sharp mentions we can further breakdown applicants who applied out of state. She pointed out the two things we did differently in 2022. First, Rent Café was introduced in May 2022 which required additional registration process and secondly, there was a much more blanket outreach campaign prior to waitlist opening. So, the next time we open the waitlist, we will use this data to improve our target outreach.

The public housing waitlist data also showed a breakdown in race/ethnicity for this year and female versus male head of household.

Chair Flood would like to see a breakdown for those applicants out of state. PowerPoint will be shared with board members.

4. **Meeting with Mayor Wheeler and City of Bremerton Staff:**

The City of Bremerton is exploring additional efforts to work with BHA to increase affordable housing in our community. Executive Director, Jill Stanton and Communications Manager, Katie Sharp met with Mayor Wheeler and some of his staff to discuss our partnership. We have decided to meet monthly starting in January 2023 to more closely align ourselves in our shared vision for affordable housing in Bremerton and to increase rental assistance. We will consider using capital assistance to acquire additional property.

Chair Flood commented that he is looking forward to hearing from the city going forward. Vice Chair Forsyth would like to see long term goals.

5. **Union Negotiations:**

Both the Office and Professional Employees International Union Local 8, AFL-CIO (OPEIU) and the Teamsters agreements have been executed.

6. **BHA Repositioning:**

We do not have an update for the Board on repositioning as most of the activity will not begin until 2023. However, we want to keep this as a regularly updated discussion topic going forward.

7. **Information Technology:** Comments by Mr. Finley.

A brief presentation was presented on the significant progress on our IT security goals and projects.

Personnel Security – All staff must use Multi-Factor Authentication (MFA) to access BHA resources externally. All BHA personnel now use their personal credentials before connecting to wireless. Guest wireless access segregated from BHA. User passwords are now disabled after 45 days of non-use. This is the best practice and used in the industry. Password strength enhanced across BHA.

Personnel Awareness – Emails sent to staff to enhance personnel security awareness. Security training service procured. IT subscribed to email alerts containing both weekly security vulnerabilities and bulletins. Routine review of hacker/IT websites. Verified BHA information was not mentioned on the Dark Web.

IT Reporting/Resources – IT implemented SherpaDesk helpdesk ticketing. IT Implemented NinjaOne to deploy patches for enhanced system health monitoring. Monthly security dashboard report provided to Ms. Stanton and Mr. Schanne of all detected incidents.

Endpoint Security – IT switched to the next generation anti-virus Defender ATP. Use NinjaOne patch servers across BHA equipment.

Infrastructure – Impacted resources were rebuilt, with both internal and external assistance. Remaining resources were extensively reviewed to ensure only authorized use is permitted. Moved to secure centralized storage of administrator passwords. IT continues to work towards moving everything in the clouds. Thank you, Mr. Finley, for your services with BHA.

7.1.2 Resolution B22-32 Amending the By-Laws of the Bremerton Housing Authority

Changes to the Bylaws were reviewed and approved by legal counsel. Changes were necessary to reflect formatting, clarification throughout, general information and language that apply to all standing committee meetings, language that apply to special board meetings and/or if a meeting falls on a holiday and needs to be rescheduled. The word “Chairman” replaced with “Chair” throughout to be gender-neutral and consistent with RCW 35.82.040. Selected Officers shall hold office for a two-year term for continuity. No regular Board meeting shall be held in the months of December and/or July.

Board members asked to consider amending the By-Laws regarding the above changes.

☞ **Chair Flood called for motion to approve Resolution B22-32 Amending the By-Laws of the Bremerton Housing Authority as presented. Commissioner Burton moved for approval of motion. Vice Chair Forsyth seconded 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 – Discussed Tenant-Based Rental Assistance citizen on waitlist.

7.3.2 Property Vacancy Report

Housing working on getting things leased up that were in a holding pattern. Work on HCV restructuring to begin. Begin moving staff into new positions as of December 1, 2022. Integrate new positions as we can.

Chair Flood recognized the great work on decreasing vacancy.

Property Management has in place a plan for snow and ice. Snow blower available in certain areas and we added a snowplow to our inventory that we recently purchased.

The Family Self-Sufficiency plan was approved by HUD. We are moving forward to make changes.

We are halfway through the implementation of security cameras throughout the properties including additional lighting in some areas. We still are experiencing security issues at Bay Vista Commons. We are working on developing a plan to increase security coverage.

The Kitsap Sun is planning to run an article on Pendleton Place regarding three tenants who were evicted from the Housing First Program. The Sun asked if the program was a failure due to the evictions. Our response is “no”, evictions were due to ensuring the safety of the residents and staff and the program is an overall success with a nearly 96% retention rate in six months which aligns with other Housing First programs across the country. The Sun was later provided statistics.

7.4 Human Resources:

7.4.1 Resolution B22-33 Approving Revisions to the Personnel Policy Manual

The Finance/CMS/Personnel Committee met on November 17, 2022. The committee went through the Personnel Manual Policy draft changes. Changes to the Personnel Manual Policy were reviewed and approved by legal counsel. Changes were necessary to reflect formatting, clarification throughout, and reduce duplicate or unnecessary language that apply.

One significant change pointed out, we removed Holiday Eve and changed to one Floating Holiday to be determined by each individual employee with supervisor approval. Floating Holiday must be used during the calendar year and not fiscal year or will be forfeited.

Vice Chair Forsyth recommend insert word “repeated” to read “repeated/frequent” mocking, teasing, or otherwise inappropriate actions toward someone based on a protected characteristic located on Page 5 of the Personnel Policy Manual.

- ☞ **Chair Flood called for motion to approve Resolution B22-33 Revisions to the Personnel Manual Policy as presented. Commissioner Henderson moved for approval of motion. Vice Chair Forsyth seconded motion. Chair Flood called for question. None opposed. Motion carried.**

7.5 Contract Management Services: Comments by Mrs. Mendez.

7.5.1 WSHFC Request for Proposal (RFP)

On November 10, 2022, the Washington State Housing Finance Commission ("the Commission"), released a Request for Proposals for physical inspection services for tax credit properties. Proposals are due December 5, 2022.

The Finance/CMS/Personnel Committee met on November 17, 2022 and went through the RFP highlights.

The initial agreement term is one year, with up to three one-year renewal periods. The term of the contract is based on an extension which is mutually agreed upon. Inventory includes 1,180 properties that includes 4,100 units. Each property will be inspected once every three years. This is approximately 350 property inspections per year. Inspections would begin in March 2023 and must be conducted between March 1st through October 31st of each year.

We performed physical inspections for the Commission from 2018 to 2019. And feel there are benefits to proceeding with this proposal. Resolution B22-34 authorizes the Executive Director to negotiate contract terms and conditions on behalf of BHA and to authorize the Executive Director to execute an agreement if selected.

The contract award timeline is as follows:

December 5, 2022: Proposals are due.

December 19, 2022: Tentative selection of contractor.

March 1, 2023: Contractor begins performing physical inspections.

Should we be selected, this work would require additional staff to include four full-time staff (three inspectors and one administrative staff). Additional staff would be added to the CMS budget.

- ☞ **Chair Flood called for motion to approve Resolution B22-34 authorize the Executive Director to submit a proposal for physical inspection services, negotiate, and execute an agreement between BHA and Washington State Housing Finance Commission as presented. Vice Chair Forsyth moved for approval of motion. Commissioner Burton seconded motion. Chair Flood called for question. None opposed. Motion carried.**

8. EXECUTIVE SESSION: None

9. UNFINISHED BUSINESS:

9.1 Executive Director Performance Review

Chair Flood stated that Commissioner Hanten and he will meet with Ms. Stanton next month and go over her performance review.

10. **NEW BUSINESS:** None

11. **FUTURE 2022 AND 2023 REGULAR MEETINGS:** January 23, and February 27, 2023.

Special Board Meeting - December 12, 2022, at 10:00AM
December Board Meeting canceled – December 26, 2022
Housing/Communications Committee Meeting - January 19, 2023, at 4:00PM
Finance/CMS/Personnel Committee Meeting - February 23, 2023, at 4:00PM

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:39 p.m.

Jill Stanton

Executive Secretary

Jeff Flood

Chairperson of the Board

SEAL

