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## REGULAR BHA MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM AT THE SUMMIT AT BAY VISTA, AT 4650 BAY VISTA BOULEVARD (COMMONS) FIRST FLOOR, BREMERTON, WA ON AUGUST 28, 2023.

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

2. **ROLL CALL:**

**Present:**

Chair Jeff Flood

Commissioner Ryan Burton

Commissioner Andre Henderson

Commissioner Diane West

Commissioner Susie Beil

**Excused:**

Commissioner Joan Hanten

**BHA Staff Present:**

Jill Stanton, Executive Director

Carlita Mendez, CMS Director

Tim Schanne, Business Solutions Director

Windy Epps, Finance Director

Paula Kennedy, Human Resources Manager

Greg Verini, Business Strategy Analyst

Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Welcome Commission Beil.

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: June 26, 2023

6.1.1 Approval of Housing/Business Solutions Committee Minutes: June 22, 2023

6.1.2 Approval of Strategic Planning Session Minutes: July 21, 2023

- 6.2 Approval of Cash Disbursements –  
June 2023: \$21,267,892.07  
July 2023: \$20,955,401.02
- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –  
June 2023: No write offs.  
July 2023: \$11,623.94
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -  
June 2023: No write offs.  
July 2023: \$235.00
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -  
June 2023: No write offs.  
July 2023: No write offs.

☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Commissioner Burton moved for approval of motion. Commissioner West 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:

HUD has awarded BHA 15 additional VASH Vouchers.

Our Housing Choice Voucher (HCV) leadership team and Ms. Stanton met with the HUD shortfall prevention team. Although we do not believe we are in a shortfall or that the projected short fall will occur, technically based on the (two-year tool) we are in a shortfall. HUD asked that we stop leasing. We continue to work through this and should know exactly our position come December.

Our Business Solutions team will be presenting an overview of our Section Eight Management Assessment Program (SEMAP) scoring.

#### 2. Partners and Advocates:

We applied to the County for capital funds to purchase a building where we hope to house young adults ages 18-24 in partnership with Kitsap Mental Health Services. The grant is funded through the recently passed 1/10 of 1% sales tax legislation to be used for affordable housing. We will also ask the Board to approve the submission of an application to the Department of Commerce for this project.

On August 14, 2023, Ms. Stanton was asked to provide public comment at the County Commissioner meeting in support of a housing project in Kingston that, if approved, could potentially create home ownership opportunities for 142 households at or below 80% area medium income.

**3. Financial Strength:**

We have quickly moved through the beginning stages of our repositioning initiative. Later we will bring forth Resolution B23-14 authorizing staff to apply to HUD to convert a portion of BHA's public housing units to project-based Section 8 units. This resolution will begin the process.

**4. Organizational Capacity:**

This is the time of year that we work on staff performance evaluation. Our philosophy and our approach are to have the performance evaluation be a time that we celebrate and honor the achievements of staff.

**5. Other Reports:**

We would like to welcome Reverend Susie Beil to our Board of Commissioners.

**7.1.2 Resolution B23-14 Rental Assistance Demonstration (RAD) Section 18 Application**

This resolution will authorize staff to apply to HUD to convert a portion of BHA's public housing units to project-based Section 8 units.

- ☞ **Chair Flood called for a motion to approve Resolution B23-14 Rental Assistance Demonstration (RAD) Section 18 Application as presented. Commissioner Burton moved for approval of motion. Commissioner Beil seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

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

**7.2.1 Resolution B23-12 Adding Bank Signer and Authorization**

The Finance/CMS/Personnel Committee met on August 24, 2023, to discuss the update necessary due to the hiring of Windy Epps, Finance Director, as an additional signer with the same authorization formally established for continuity of operations.

- ☞ **Chair Flood called for a motion to approve Resolution B23-12 adding signatory and authorization for the Housing Authority of the City of Bremerton (BHA) bank accounts as presented. Commissioner Beil moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

### 7.2.2 Financial Report for the Third Quarter Fiscal Year (FY) 2023

The Finance/CMS/Personnel Committee met on August 24, 2023, to review Bremerton Housing Authority's (BHA) third quarter financial report for FY 2023. Ms. Epps highlighted here the overall (unrestricted and restricted) cash position.

### 7.3 Housing Management: Comments by Ms. Stanton in Ms. Reed's absence.

#### 7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA (June and July)

Based on the numbers, we are spending more than we allocated to spend. In January we spent \$1.2 million, fast forward to July we've spent \$1.5 million. Vouchers issued that are not under contract are at 77%. This is a significant number of vouchers not being funded by HUD. Efforts to get this number to 100% and paid by HUD is ongoing. As of June, VASH vouchers currently 77 out of 100. At present, we have more in inventory than reported.

#### 7.3.2 Property Vacancy Report (June and July)

Vacancies have decreased due to staffing changes. The Maintenance Supervisor position has been posted.

### 7.4 Business Solutions: Comments by Mr. Schanne.

#### 7.4.1 SEMAP Presentation

Mr. Schanne provided an overview of our SEMAP indicators, which measure performance in 14 key areas of public housing agencies (PHAs) that administer a Housing Choice Voucher (HCV) program. SEMAP assists HUD with ensuring PHA compliance and target monitoring so assistance can be provided to those PHAs requiring the most improvement. This is one of the assessments that HUD uses to analyze our programs.

SEMAP remotely measures PHA performance and administration by utilizing HUD's national database of tenant information and data from audits conducted by independent auditors. HUD will then annually assign each PHA a rating on each of the indicators totaling a possible 145 total points to assign an overall performance rating.

In 2019, HUD said we were a standard performer instead of a high performer. We disagreed, appealed our score but was denied. We no doubt believe we are a high performer. A lot has changed in the last year, new leadership, staff and new processes.

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

### 7.5.1 Human Resources Report

The Finance/CMS/Personnel Committee met on August 24, 2023, to discuss the recommended FY 2024 pay increases for OPEIU, Teamsters and qualified non-union employees. The FY 2023 Employee Performance Review processes to promote equity and fairness to staff. And the timeline of the Executive Director Performance Evaluation review process.

## 7.6 **Contract Management Services:** Comments by Mrs. Mendez.

### 7.6.1 Resolution B23-13 Approve Removal of Sherman Enstrom and Appointment of Windy Epps to the Board of Directors of CMS

The Finance/CMS/Personnel Committee met on August 24, 2023, to discuss the removal of Sherman Enstrom from the Board of Directors of CMS due to the hiring of Windy Epps, Finance Director and appoint Windy Epps as his replacement.

☞ **Chair Flood called for a motion to approve Resolution B23-13 Removal of Sherman Enstrom and Appointment of Windy Epps to the Board of Directors of CMS as presented. Commissioner Burton moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

### 7.6.2 Resolution B23-19 Authorizing the Executive Director to Enter into a Service Agreement with MRCC Transformation Solutions

The Finance/CMS/Personnel Committee met on August 24, 2023, to discuss the purpose and need of updating the CMS Certified Multifamily Specialist On-Demand Course due to the numerous HOTMA changes set forth by HUD. CMS currently does not have the staff capacity to make updates to the certification course. And to keep the course relevant, we will need to work with a vendor to make these changes for us.

☞ **Chair Flood called for a motion to approve Resolution B23-19 Authorizing the Executive Director to Enter into a Service Agreement with MRCC Transformation Solutions as presented. Commissioner Beil moved for approval of motion. Commissioner Henderson seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

## 8. EXECUTIVE SESSION:

8.1 Potential real estate purchase per RCW 42.30.110(1)(b). This portion of the meeting will be closed to the public.

The Executive Session commenced at 6:21 p.m. for a period of 15 minutes. The session continued for another 12 minutes and adjourned at 6:48 p.m. Regular portion of board session reconvened at 6:48 p.m.

## 9. UNFINISHED BUSINESS:

### 9.1 Vice Chair – Nomination

Commissioner West and Commissioner Henderson made a motion to elect Commissioner Burton as Vice Chair due to the resignation of Vice Chair Forsyth back in April.

- ☞ **There being no other nominations, Chair Flood called for a motion to appoint Commissioner Burton as Vice Chair. Commissioner Henderson moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

## 10. NEW BUSINESS: Comments by Ms. Stanton.

10.1 Resolution B23-16 Authorizing the Submittal of a 2023 Housing Trust Fund Application for a Traditional Housing Trust Fund and/or Apple Health and Home Grant (KMHS).

- ☞ **Chair Flood called for a motion to approve Resolution B23-16 Authorizing the Submittal of a 2023 Housing Trust Fund Application for a Traditional Housing Trust Fund and/or Apple Health and Home Grant (KMHS) as presented. Commissioner Henderson moved for approval of motion. Commissioner Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

10.2 Resolution B23-17 Authorizing the Submittal of a 2023 Housing Trust Fund Application for a Traditional Housing Trust Fund (Manette). Item pulled.

10.3 Resolution B23-18 Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Soundview LR LLC. Item pulled.

## 11. FUTURE 2023 REGULAR MEETINGS: September 25 and October 23, 2023 (No Board Meeting in December). Chair Flood will attend the Board meeting in person.

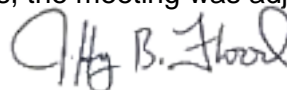
Finance/CMS/Human Resources Committee: September 21, at 4:00 PM

Housing/Business Solutions Committee: October 19, at 4:00 PM

## 12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:55 p.m.



Executive Secretary



Chair of the Board

SEAL

