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## HYBRID ANNUAL BHA MINUTES

MINUTES OF THE HYBRID ANNUAL 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 25, 2023.

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

2. **ROLL CALL:**

**Present:**

Chair Jeff Flood  
Vice Chair Ryan Burton  
Commissioner Joan Hanten

Commissioner Andre Henderson  
Commissioner Diane West

**Excused:**

Commissioner Susie Beil

**BHA Staff Present:**

Jill Stanton, Executive Director  
Andi Reed, Housing Director  
Windy Epps, Finance Director  
Carlita Mendez, CMS Director  
Paula Kennedy, Human Resources Manager  
Katie Sharp, Communication Manager/Minute Taker  
Junie Tudela, Contracts Manager  
Colleen Bradshaw, Contracts Supervisor

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** None.

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: August 28, 2023

6.1.1 Approval of Finance/CMS/Personnel Committee Minutes: August 24, 2023

- 6.2 Approval of Cash Disbursements –  
August 2023: \$21,253,457.16
  - 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –  
August 2023: \$1,134.00.
  - 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -  
August 2023: No write offs.
  - 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -  
August 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:

We are pleased to notify the Board that HUD has awarded BHA an additional \$1.8 million dollars of Housing Assistance Payment (HAP) funding for Lower-Than-Average Leasing (LTAL) to allow us to issue more of our unfunded voucher allocation. As we discussed at the last board meeting, we are technically in shortfall which means that we had to stop issuing vouchers. Although this funding source does not get applied to the shortfall calculation, we can use it to issue more vouchers. Housing Kitsap also received approximately \$800 thousand for additional HAP. Between both housing authorities, this will fund vouchers for approximately 250 families. We are developing a strategy to accomplish the additional issuing and leasing of these vouchers and will report further to the Board about how we intend to accomplish this goal. Kitsap County has one of the most underutilized voucher programs in Washington State, so this is great news for Bremerton and Kitsap County and the families who need these vouchers.

This month we issued a request for proposals for project-based projects utilizing our stability vouchers. Stability vouchers are similar to EHV’s where services must be provided. We are hoping to partner with service agencies who can provide the types of services like mental and physical healthcare for the households to successfully remain in stable housing. BHA has 7 stability vouchers and Housing Kitsap has 4. Therefore, we originally hoped to issue a total of 11 project-based vouchers in this program, but we heard recently that HUD has on record that we

have 12 total stability vouchers available, so we plan to maximize their use by issuing them all as project-based.

Several leaders in our community visited a pallet shelter in Everett, WA on September 19<sup>th</sup>. As you know, Bremerton's lack of shelters and affordable housing has reached a state of crisis. Although BHA's role in housing is long-term permanent stable housing, we have a strong interest in shelter solutions. We believe dignity in all housing is imperative to the health and safety of our unhoused neighbors. Once people become stable in shelters and are ready for a permanent solution, BHA provides housing opportunities through our voucher program and our housing units. As the City of Bremerton and Kitsap County pursue shelter options, we believe it is important that we voice our opinions and be part of the solution from the beginning.

2. **Partners and Advocates:**

We are thrilled to inform the Board that we were recommended to receive an award in the amount of \$4 million dollars of acquisition funding for the young adult apartment complex, Evergreen Bright Start from the Kitsap County CIAH funding and City of Bremerton HOME funding. The awards require approval by the Kitsap County Commissioners and the Bremerton City Council in October. Since the Kitsap County vote is scheduled for the same time as the next regular BHA Board meeting, Ms. Stanton requested to move the October meeting to another date. The Commissioners were in favor of this request and Chair Flood and Commissioner Hanten added that they would like to attend in support of the funding as well. Ms. Stanton agreed to send follow-up information to the commissioners regarding the meeting on October 25, 2023, at 5:30pm.

This award is a huge investment from our local jurisdiction and quite an accomplishment for BHA. Ms. Stanton want to thank our partners, Kitsap Mental Health Services (KMHS), Scarlet Road, Coffee Oasis, and OESD for all their work and support on this project and the grant applications we've been working diligently on. In addition to this funding, KMHS has also received two funding awards to provide on-site services and to provide rental assistance for 5 units.

The affordable housing task force is also stepping up to help with other services such as seeking out additional funding, providing work opportunities, and performing the eligibility assessments. This will be an amazing opportunity for our community.

Ms. Stanton also wants to thank our staff, specifically Brian Olson, Greg Verini, Katie Sharp, and the entire Executive Leadership team for all the work and planning that has gone into this project and is still on-going.

We are now submitting our grant application to Commerce and hoping for \$6.5 million dollars, which should be enough to purchase the building. The purchase

and sale agreement will need to be signed by October 31, 2023, but it will have a contingency for financing since we won't know about the additional grant until December 2023. A resolution will be brought to the board at the October meeting to allow the Executive Director to sign the agreement. Chair Flood asked if we expect to use unrestricted cash if we don't receive the full amount from the grant. Ms. Stanton shared that we are lining up other funding opportunities, just in case, but BHA is very confident that this project will be able to move forward with the funding that has already been received.

3. **Financial Strength:**

This month we will be bringing the budget to the Board for approval. We are excited about the investments that we are making now to improve our financial strength in the future, which includes pre-development expenses for our repositioning project. Ms. Epps has made significant changes to the budget presentation and will be presenting the budget at the committee meeting in detail and then in summary at that board meeting.

4. **Organizational Capacity:**

We are excited to have two staff members starting Leadership Kitsap this month. Karisha Stanley and Ebony Searles are both long-term employees at BHA and have advanced in our agency through promotional and educational opportunities. We are proud of both employees and excited to watch their journey through Leadership Kitsap!

5. **Other Reports:**

Ms. Stanton discussed the availability of Board members for a Board and Leadership retreat sometime later in 2023 or early 2024. The Commissioners were supportive of a possible meeting in December and look forward to receiving recommendations for dates.

Ms. Stanton also discussed information regarding the laptops that are being provided to each Commissioner. The Commissioners agreed that they want IT to set up the laptop and then they will pick it up when ready.

**7.2 Finance:**

7.2.1 Resolution B23-15 FY 2024 Budget

Ms. Epps provided a summary from the presentation provided in the ePacket given during the Finance/CMS/Personnel Committee meeting held on September 21, 2023. There were no questions from the Commissioners.

- ☞ **Chair Flood called for a motion to approve Resolution B23-15 FY 2024 Budget as presented. Commissioner Hanten moved for approval of motion. Commissioner Henderson seconded the motion. Chair Flood 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

Ms. Reed shared the Tenant-Based Occupancy Report. Ms. Reed noted that BHA received continued funding for the CoC program. This rental assistance program is provided in conjunction with Kitsap Community Resources. With the announcement of the LTAL additional HAP funding, Ms. Reed also shared BHA will begin issuing vouchers to households on the HCV waitlist as well as through referrals from partner organizations as allowed by existing MOU agreements.

Ms. Stanton added that HUD is in favor of this combination strategy because the success rate of finding a home is higher when the voucher holder has access to services. Commissioner Hanten asked if those on the waitlist were aware that not all vouchers were being pulled from the existing HCV waitlist. Ms. Stanton clarified that households will be directed to the referral agencies when asked but selecting off the waitlist will still be a priority.

#### 7.3.2 Property Vacancy Report

Ms. Reed shared the monthly Property Vacancy Report. Commissioner Hanten asked about the increase in vacancies for the upcoming budget year. Ms. Reed clarified that BHA does not expect vacancies to increase but wanted to be realistic in the budget. The hope is that the addition of the new maintenance supervisor will decrease the length of time for unit turns. There will also be a focus on ensuring all property upgrades during the repositioning consider ease of maintenance and effort needed for long-term upkeep.

Chair Flood asked about the “HUD approved vacancies” noted for Winfield in the report. Ms. Reed clarified that those units had to be taken offline because of their extensive needs due to water damage, insurance claims, and contractor timing. Approved vacancies do not negatively impact our overall HUD rating for PHAS like regular vacancies would.

#### 7.3.3 Resolution B23-21 Approving Procurement Management Plan for the Rental Assistance Demonstration (RAD) Repositioning Project

The Housing Authority of the City of Bremerton has prepared the Procurement Management Plan (the Plan) for the Rental Assistance Demonstration (RAD) repositioning project for approval by the Board of Commissioners.

Board approval of the Plan is needed in order for the RAD repositioning project to move forward.

- ☞ **Chair Flood called for a motion to approve Resolution B23-21 Approving Procurement Management Plan for the Rental Assistance Demonstration (RAD) Repositioning Project as presented. Commissioner Henderson moved for approval of motion. Commissioner Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.3.4 Resolution B23-22 Approving Submission of the Pre-Development Budget for the Rental Assistance Demonstration (RAD) Repositioning Project

The Housing Authority of the City of Bremerton has prepared the pre-development budget (the Budget) for the Rental Assistance Demonstration (RAD) repositioning project for approval by the Board of Commissioners.

Board approval of the Budget is needed in order for the RAD repositioning project to move forward.

- ☞ **Chair Flood called for a motion to approve Resolution B23-22 Approving Submission of the Pre-Development Budget for the Rental Assistance Demonstration (RAD) Repositioning Project as presented. Commissioner Hanten moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

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

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

7.5.1 Resolution B23-20 Authorizing PBCA Managers to Sign Housing Assistance Payment Contracts

As a PBCA contractor for Washington State, Nebraska, and Utah, BHA has the responsibility of entering into subsidy contracts with HUD and property owners. The prime signatory for BHA on HAP contracts is the Executive Director.

Our PBCA contracts grant us a short timeframe to sign and turnover contracts from the date signatures are received from property owners. Past BHA board resolutions have granted signature authority to leaders in key CMS management roles to sign on behalf of the Executive Director. This practice allows us to meet our signature timeframes per our contract.

It is my recommendation that we amend the CMS PBCA Contracts Manager name change to Junie Folliett, and allow the Contracts Manager, and Colleen Bradshaw,

Contracts Supervisor to sign Housing Assistance Payment Contracts on behalf of Bremerton Housing Authority.

- ☞ **Chair Flood called for a motion to approve Resolution B23-20 Authorizing PBCA Managers to Sign Housing Assistance Payment Contracts as presented. Commissioner Henderson moved for approval of motion. Vice Chair Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.6 **Business Solutions:** There are no BS items.

8. **EXECUTIVE SESSION:** None.

9. **UNFINISHED BUSINESS:**

9.1 Executive Director Performance Review

Chair Flood shared that he and Vice Chair Burton met with Ms. Stanton and are very pleased with her progress as Executive Director. Since her initial three-year term is ending in January 2024, they look forward to executing another contract so she can remain in her role.

10. **NEW BUSINESS:**

10.1 Rescheduling October 2023 Board and Committee Meeting

Because the Kitsap County Commissioners will be voting to approve the funding recommendation for the CIAH funding and the Evergreen Bright Start Property, Ms. Stanton and several board members would like to attend. The Commissioners agreed to move both the October regular board meeting and Housing/Business Solutions Committee meeting forward one week.

The revised BHA meeting dates are:

October 23, 2023 Regular Meeting changed to:  
October 16, 2023 @ 5:30PM

October 19, 2023 Housing/Business Solutions Committee Meeting changed to:  
October 12, 2023 @ 4:00PM

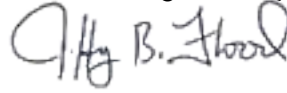
11. **FUTURE 2023 REGULAR MEETINGS:** October 16, and November 27, 2023  
(No Board Meeting in the month of December).

October 12, 2023 @ 4:00PM Housing/Business Solutions Committee  
November 16, 2023 @ 4:00PM Finance/CMS/Personnel Committee

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:29 p.m.



Executive Secretary



Chair of the Board

SEAL

