



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

HYBRID BHA MINUTES

MINUTES OF THE HYBRID REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM AT 600 PARK AVENUE AND/OR REMOTELY ON OCTOBER 16, 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
Commissioner Susie Beil

BHA Staff Present:

Jill Stanton, Executive Director
Andi Reed, Housing Director
Windy Epps, Finance Director
Carlita Mendez, CMS Director
Tim Schanne, Business Solutions Director
Paula Kennedy, Human Resources Manager
Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Chair Flood, Commissioner West, Ms. Stanton, and Mrs. Mendez, recently attended the NAHRO Conference held in New Orleans, LA. The conference was well attended and very informative.

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 Annual Minutes: September 25, 2023

6.1.1 Approval of Finance/CMS/Personnel Committee Minutes: September 21, 2023

6.2 Approval of Cash Disbursements –
September 2023: \$22,545,205.36

- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable – September 2023: No write offs.
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - September 2023: No write offs.
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - September 2023: No write offs.

☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Commissioner Henderson moved for approval of motion. Commissioner Hanten 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 continue to work on issuing and leasing up vouchers funded through the Lower-the-Average Leasing set aside funding. The plan will include Request for Proposal for another 50 units.

2. Partners and Advocates:

We applied to the Washington Department of Commerce for Housing Trust Fund dollars and for Apple Health and Home Fund dollars. The requested amount was \$6.5 million. BHA was awarded \$4 million from the Kitsap County and City of Bremerton funding. Board members invited to attend the October 23, 2023, Kitsap County Commissioner and the October 25, 2023, City of Bremerton City Council meetings for vote.

The Shelton Veteran’s Village received their certificate of occupancy. They received two referrals from veteran’s affairs and four for regular vouchers.

3. Financial Strength:

We expect to submit our RAD application to HUD soon. We are currently looking at the recommendations and making decisions about the remodeling work on our properties. We will come back to the Board with an update on our repositioning.

4. **Organizational Capacity:**

We are planning our end of the year staff celebration which will be held on December 13, 2023. Staff from out of state will fly in for the event. We continue to look for ways to express our appreciation for our amazing staff.

5. **Other Reports**

We will begin working with you on information and availability about our December Board of Commissioners and Executive Team dinner.

Commissioner Henderson was reappointment by the City of Bremerton for another two-year term.

In the Kitsap Sun, an article mentioned a possible Bremerton location for a homeless shelter next to Oyster Bay. This location is directly across from our property and single-family homes, and elderly designated facilities etc. Ms. Stanton and Mayor Wheeler had a conversation regarding our concerns about the surrounding areas. Board members are encouraged to share their concerns at upcoming meetings with the City of Bremerton.

Commissioners inquired what communication we intend to do with our residents. We have a responsibility to our residents to educate them on the process site selection. Encourage residents to attend public meetings and advocate their opinions. The board agrees it is important for residents to get involved.

A prior resident made several threats towards our staff. We have taken extra measures to protect staff. The lobby area is closed to the public and we have moved to appointments only.

7.1.2 Resolution B23-23 Authorizing the Executive Director to enter into a Purchase and Sale Agreement with LP2 Warren Multi-Family LLC

☞ **Chair Flood called for a motion to approve Resolution B23-23 Authorizing the Executive Director to enter into a Purchase and Sale Agreement with LP2 Warren Multi-Family LLC as presented. Commissioner Beil moved for approval of motion. Vice Chair Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.2 Finance: There are no Finance 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

Ms. Epps is working on creating a new reporting format in collaboration with Ms. Reed for the Board. We are not pulling folks off from the waitlist. We are in the process of hiring an FSS Coordinator. We had one termination for non-compliance. Bay Vista Commons has 38 of 45 vouchers being utilized.

7.3.2 Property Vacancy Report

We had a few terminations and some tenants who passed.

The Firs have zero vacancy.

We continue to have folks moving out. The process for unit turns has made a great progress. We have three units that HUD has approved for vacant.

7.3.3 Resolution B23-24 Approving Revisions to Administrative Plan

The Housing/Business Solutions Committee met on October 12, 2023, to discuss the revisions to the Administrative Plan.

☞ **Chair Flood called for a motion to approve Resolution B23-24 Approving Revisions to Administrative Plan as presented. Commissioner Henderson moved for approval of motion. Commissioner Hanten 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:** There are no CMS items.

7.6 **Business Solutions Reporting:**

7.6.1 The Housing/Business Solutions Committee met on October 12, 2023, to discuss the awarded grant received to support our work for Fiscal Year 2024 to achieve compliance with the NIST cybersecurity criteria. The NIST framework will help protect our sensitive data, provide insurability after the incursion and to be competitive for the PBCA rebid.

8. **EXECUTIVE SESSION:** None.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:**

Board members are encouraged to wear BHA name tags, apparel etc. when representing BHA at Kitsap County and/or City of Bremerton meetings. Board members are asked to reach out to Ms. Camacho if in need of apparel and one will be provided.

11. **FUTURE 2023 REGULAR MEETINGS:** November 27, 2023 (No December Board meeting).

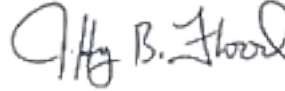
Reports submitted for approval in December will be presented at the January Board meeting.

November 16, 2023 @ 4:00PM Finance/CMS/Personnel Committee.

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:18 p.m.



Executive Secretary



Chair of the Board

SEAL

