



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

HYBRID BHA FINANCE/CMS/PERSONNEL COMMITTEE MINUTES

HYBRID FINANCE/CMS/PERSONNEL COMMITTEE MEETING OF THE BOARD OF COMMISSIONERS OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD AT 4:00 PM AT 600 PARK AVENUE AND/OR REMOTELY, ON NOVEMBER 16, 2023.

1. CALL TO ORDER: Meeting was called to order at 4:01 P.M.

2. ROLL CALL:

Present:

(Subchair) Ryan Burton
Commissioner Jeff Flood

Commissioner Susie Beil

BHA Staff Present:

Jill Stanton	Executive Director
Windy Epps	Finance Director
Paula Kennedy	HR Manager
Carlita Mendez	CMS Director
Katie Sharp	Communications Manager
Karisha Stanley	DEI Specialist
Lorna Camacho	Office Manager/Executive Assistant/Minute Taker

3. SUBCHAIR COMMENTS: None

4. FINANCE REPORTING: Comments by Ms. Epps.

4.0 Fourth Quarter Review FY 2023

Ms. Epps presented a presentation of the fourth quarter financial review for fiscal year 2023.

- Unrestricted Cash totaling \$25.95 million as of September 30, 2023. This is an increase of \$3.96 million since the beginning of the year. Pointed out side by side comparison of increases and decreases.
- Restricted Cash totaling \$4.4 million which is close to ending balance of last year.
- Debt totaling \$20.9 million. Low debt ratio.
- Income Statement Summary
- Revenue Summary increased Total Revenue was \$10.27 million greater than the 2023 budget largely due to pass-through Housing Assistant Payments (HAP) revenue for Housing Choice Vouchers (HCV) and CMS.
- Expense Summary Total expenses were \$8.75 million greater than 2023 budget. In addition to the pass-through HAP expense, there was also an increase in maintenance expenses.
- Housing Programs and Properties Income Statement – Net income over budget by \$415,000. \$327,000 attributed to an increase in admin revenue, \$89,000 more in public

housing operation subsidy. Transfers to CMS totaled \$312,000 which was less than the budgeted transfers from CMS of \$351,000. \$549,000 transfer capital funds to operating.

- Net Receipts after Expenditures for programs/property
- Housing Choice Voucher Program Administrative loss of over \$190,000, which was \$160,000 better than planned. After transfers from CMS and other transfers. Total Net HCV income is \$111,000.
- HCV Administrative Fees and Expenses (budget vs. actual) \$160,000 better than planned. Revenues exceeded projections by \$350,000, which was partially offset by an increase in administrative expenses totaling \$195,000.

Overall, our net income and cash position exceeded our budget projections.

The Commissioners appreciated the visual during the presentation.

5. CMS REPORTING: Comments by Mrs. Mendez.

PBCA Rebid Update:

The efforts to secure cooperative agreements for the rebid with HUD are progressing. With the completion of a Washington state petition, signed by over 80 affordable housing professionals and affiliates to influence language in the federal budget.

To proactively address legislative matters affecting all BHA work, including our PBCA programs, we are in the process of securing a Government Relations (GR) firm. This strategic move, budgeted for FY2024, aims to ensure we stay ahead of any changes or developments on the legislative front. By doing so, we position ourselves to navigate potential obstacles and maintain operational efficiency.

Successful Annual Compliance Review Update:

The CMS department has successfully completed the annual compliance review for Washington and Utah with no errors or observations noted. HUD reviewers provided commendable comments, recognizing the efforts of specific team members.

6. PERSONNEL REPORTING: Comments by Ms. Kennedy and Ms. Stanley

6.0 DEI Framework Presentation

Ms. Stanley developed a DEI Framework that we will be implementing throughout the agency next year. Ms. Stanley presented an overview of the goals and ways we have been working to move this work forward. Ms. Stanley acknowledged and recognized the wealth of resources that was made available in putting together this guide. Ms. Stanley also created a one-page flyer that can be shared with staff regarding the direction we are focusing on and moving towards. Outline below is a summary of the DEI Framework

- Leading with Equity - Ensure leaders are dedicated to supporting diversity, equity, and inclusion throughout the agency.
- Vision – A future where each person is treated with respect and dignity and provided equal access to information, services and support needed for success.

- Mission – Valuing and embracing the diversity of our workforce and community members to remove barriers and provide tools to access opportunities, programs, services, and information.
- Commitment – Maintain a work environment and administer programs in such a way that differences in culture, lifestyles, etc. are embraced to better serve our community.
- Guiding Values (humility, courage, empathy, integrity, growth, perseverance).
- The five components of the framework (leadership commitment, career development, positive employee experience, active community engagement, inclusive recruitment, and retention).
- Career development – Ensure opportunities for individual development are inclusive and accessible to employees at all levels (focus on employee development).
- Positive Employee Experience – Utilize feedback to improve individual employee experience (focus on engagement and community connections).
- Active Community Engagement – Strengthen our community presence in Bremerton to serve vulnerable populations (focus on community engagement).
- Inclusive Recruitment and Retention – Improve processes around recruiting and hiring to attract and retain diverse talent.
- Meaningful Resident Connection – Coming soon! Utilize feedback to improve resident and participant experience. Connecting with residents and participants.

The Commissioners expressed their support and gratitude for the work that we are taking on. And for including residents.

7. FUTURE FINANCE/CMS/PERSONNEL COMMITTEE MEETING:

February 22, 2024, at 4:00 PM

8. ADJOURNMENT: There being no further business meeting adjourned at 5:00 P.M.

Jill Stanton

Executive Secretary

Jeff Flood

Chairperson of the Board

SEAL

