



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 REMOTELY ON NOVEMBER 27, 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 Diane West
Commissioner Susie Beil

ABSENT:

Commissioner Andre Henderson

BHA Staff Present:

Jill Stanton, Executive Director
Angela Branson, Housing Assistant Director
Windy Epps, Finance Director
Carlita Mendez, CMS Director
Tim Schanne, Business Solutions Director
Paula Kennedy, Human Resources Manager
Brian Olson, Development Project Manager
Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Chair Flood hoped everyone had a wonderful holiday.

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 Regular Minutes: October 16, 2023

6.1.1 Approval of Housing/Business Solutions Committee Minutes: October 12, 2023

6.2 Approval of Cash Disbursements –

October 2023: \$21,110,151.11

- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable – October 2023: \$22,321.20
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program - October 2023: No write offs.
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program - October 2023: No write offs.

☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Vice Chair 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:

A meeting will be held with residents on November 28, 2023, at 5:00pm, at Bay Vista Summit regarding information with the proposed shelter. Ms. Stanton, Chair Flood, Mayor and others plan to attend. A letter was released to residents with information regarding the proposed shelter. The City Council plans to decide on the proposed shelter at the December 13, 2023, City Council meeting.

As appointed members by the Mayor, the Board is disappointed that the mayor did not have conversation about the impact the proposed shelter will have on the people we serve. We have a responsibility to our residents. Residents will come to us with their concerns. This was a huge policy decision which had a huge impact on the residents that BHA serves. And the Board has an obligation to give guidance to our Executive Director on how to communicate with our residents.

2. Partners and Advocates:

BHA entered an options contract with the seller of the Warren property. The price of \$10.7 million will be contingent upon the appraisal. We hope to find out the grant awards in December and/or early January. The developer has agreed to hold the building for us. To mitigate the risk, we have agreed to a payment of \$50,000.00 that will be applied to the purchase price. Chair Flood plans to visit the property.

3. Financial Strength:

BHA submitted our Rental Assistance Demonstration (RAD) application to HUD. The next steps are to issue Requests for Proposals for construction companies and develop scopes of work for each site. We have the appropriate staffing we need for the RAD project and a communication plan in place. Everything is coming together.

4. Organizational Capacity:

On December 13, 2023, BHA will be hosting our All-Staff Employee Recognition event on December 13, 2023.

5. Other Reports

On December 18, 2023, the Executive team will host dinner at Sabaidee in Bremerton, WA for the Board of Commissioners.

7.1.2 Resolution B23-25 Approving Removal of Sherman Enstrom and Appointment of Windy Epps to the Sound Communities Board

☞ **Chair Flood called for a motion to approve Resolution B23-25 Approving Removal of Sherman Enstrom and Appointment of Windy Epps to the Sound Communities Board as presented. Commissioner Hanton moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.1.3 Resolution B23-28 Approving Policy on Public and/or Private Partnership and Collaboration in Furtherance of Achieving Housing Stability within the Greater Kitsap Community.

Should BHA expand the inventory of affordable housing, a guide was created in our strategy. We felt it was important to have a form of structure in place. To layout the formal criteria that the Executive Director will follow and make decisions. The formal criteria come directly from the Focus on the Good Strategic Plan presented last summer during the Strategic Planning session.

☞ **Chair Flood called for a motion to approve Resolution B23-28 Approving Policy on Public and/or Private Partnership and Collaboration in Furtherance of Achieving Housing Stability in the Greater Kitsap Community 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: Comments by Ms. Epps.

7.2.1 Fourth Quarter Review FY 2023

The Finance/CMS/Personnel Committee met on November 16, 2023, to review the Fourth Quarter Financial Report for FY 2023 in detail. Ms. Epps pointed out highlights of Unrestricted, and Restricted Cash. Overall, net income totaling \$2.4 million is \$1.5 million greater than the budget.

7.2.2 Resolution B23-26 Authorize Executive Director to Close on Line of Credit

To better position BHA to pursue affordable residential real estate, it is recommended BHA open a revolving line of credit for the purpose of providing bridge/gap financing until permanent financing options can be secured. A revolving line of credit will preserve BHA cash and provide an additional funding source that can be accessed quickly should an opportunity to purchase affordable residential real estate arise.

After meeting with two separate banks, it has been determined that the terms provided by Kitsap Bank are favorable to BHA. Kitsap bank will provide a twelve-month, tax-exempt revolving line of credit that may be renewed for an additional twelve-month period.

The line of credit discussed and proposed by Kitsap Bank is a good way to fund smaller real estate purchases until such a time as they can be refinanced into a long-term financing package.

We also worked closely with Bond counsel to ensure we are in full compliance. Bonds will be issued by Kitsap Bank which is allowed due to tax exempt bond. Kitsap Bank has been great and very flexible to our needs.

- ☞ **Chair Flood called for a motion to approve Resolution B23-26 Authorize Executive Director to Close on Line of Credit as presented. Vice Chair Burton moved for approval of motion. Commissioner Beil seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.3 Housing Management: Comments by Ms. Stanton and Mr. Schanne.

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA

We had more funds spent than allocated for the Section 8 program.

Out of shortfall.

Received additional funding from HUD. Ms. Stanton plans to meet with Ms. Reed to formalize a plan on how to ramp up and spend the additional funding received from HUD.

TBRA have spent 26% of the program's allocation. This program is based in Mason County. Mason County continues to struggle as FMRs are based in Mason County. BHA is working on a plan to get Mason County an FMR study performed to try and get them additional vouchers.

7.3.2 Property Vacancy Report

Progress is improving.

7.3.3 Resolution B23-27 Approving Revisions to Administrative Plan

The Bremerton Housing Authority is revising its Administrative Plan (Admin Plan) to incorporate the award by HUD to BHA of Stability Vouchers and clarification of BHA policy.

Edits to be applied on Page 49, Chapter 8 under BHA Policy:
If they should read "the" owner does not respond, BHA will conduct a special inspection.

☞ **Chair Flood called for a motion to approve Resolution B23-27 Approving Revisions to Administrative Plan with recommended correction as presented. Commissioner Beil moved for approval of motion. Commissioner Hanten seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.3.4 Resolution B23-29 Approving SEMAP Certification for FY 2023

In August 2023, 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 requirement 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 135 total points to assign an overall performance rating.

The score received showed a score of 120 points (89%) out of 135 (100%), which gives us a designation of a standard performer. Just missing high performer status by 1%. Overall, in 11 indicators, BHA earned the maximum number of points possible. In Indicator 6, Housing Quality Standard (HQS) Enforcement, BHA earned 0 out of 10 points. BHA is taking prompt action for improvement in this area. In Indicator 12 Annual HQS Inspections, BHA earned 5 out of 10 points. Missing Indicator 12 by 1%.

Of all the indicators we knew this was an area where we were most vulnerable. Inspections were not conducted during COVID and later we were down one inspector. This summer we launched the YARDI automated system which will help our voucher team be efficient and will allow inspections to be automated and moved to the mobile online system.

Overall, a very encouraging report commented by Commissioner Hanten.

- ☞ **Chair Flood called for a motion to approve Resolution B23-29 Approving SEMAP Certification for FY 2023 as presented. Commissioner Beil moved for approval of motion. Vice Chair Burton seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.4 Human Resources: Comments by Ms. Kennedy.

7.4.1 DEI Framework

The Finance/CMS/Personnel Committee met on November 16, 2023, where Ms. Stanley who developed the DEI Framework gave an overview of the goals and ways, we have been working to move this work forward.

Ms. Kennedy provided the Board with a brief overview of the DEI Framework. The DEI Framework is to be used as a guide for us to follow. The purpose is to set practice and structures in place. The DEI Framework includes five areas of focus and six areas of guiding values:

DEI Framework:

- Leadership Commitment
- Career Development
- Positive Employee Experience
- Active Community Engagement
- Inclusive Recruitment and Retention

Guiding values:

- Humility
- Courage
- Empathy
- Integrity
- Growth
- Perseverance

We created the Culture Corner where different cultures are highlighted. We have the Seat at the Table where Ms. Stanley meets with staff outside of leadership. We completed a review of all the job decisions removing pronouns and other types of barriers. We put in place a blind application review removing name and gender etc. with an emphasis on promoting career development.

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

7.5.1 CMS Reporting

The Finance/CMS/Personnel Committee met on November 16, 2023. Mrs. Mendez gave a PBCA Rebid update and reported on the successful Annual Compliance Review conducted by HUD for Washington and Utah.

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

8. **EXECUTIVE SESSION:** None.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** None.

11. **FUTURE 2023 REGULAR MEETINGS:** No December Board meeting.

Reports submitted for approval in December will be presented at the January 2024 Board meeting.

The new 2024 Board and Committee schedule is available. Ms. Camacho will remove the current schedules from the calendars and replace them with an updated version.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:02 p.m.

Jill Stanton

Executive Secretary

Jeff Flood

Chair of the Board

SEAL

