



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

BHA HOUSING/BUSINESS SOLUTIONS COMMITTEE MINUTES

HOUSING/BUSINESS SOLUTIONS HYBRID COMMITTEE MEETING OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD 4:00 PM AT 600 PARK AVENUE AND/OR REMOTELY ON JANUARY 18, 2024.

1. CALL TO ORDER: Meeting was called to order at 4:01 p.m.

2. ROLL CALL:

Present:

Chair Jeff Flood
Commissioner Diane West

Absent:

Subchair Andre Henderson

Excused:

Commissioner Joan Hanten

BHA Staff Present:

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

3. SUBCOMMITTEE CHAIR COMMENTS: None

4. HOUSING REPORTING: Comments by Ms. Reed.

4.1 Property Management Staffing Additions

In preparation for the repositioning, we have added the positions of Property Operations Manager, Maintenance Supervisor, and Community Connections Manager. Carol Sittler is the new Property Operations Manager. Ms. Sittler's replacement Zack Lujan comes to us with many years of experience. Mr. Lujan is looking forward to building community relationships. Ben Calhoun was hired as the Supervisor Maintenance. Maintenance will play an important role in the reposition. Mr. Calhoun will analyze the current system and work on improving workflow to ensure maintenance operates smoothly, stays on track and is accountable. Leif Wagner was hired as the Community Connections Manager. Mr. Wagner, who is very connected in the

community, is excited to rebuild the Community Connections team. Mr. Wagner's top priority is the Family Self-Sufficiency program.

In addition, we hired a replacement for the Admission Specialist and a Housing Navigator. The Housing Navigator will work closely with Kristy Yeadon's team on leasing up the 250 vouchers.

4.2 Bay Vista Community and Homeless Shelter

At the January 17, 2024, City Council meeting, the city voted to go with Option B, the Hybrid Shelter Pallet. What does this mean. It means our community will not have a Homeless Shelter directly across from Oyster Bay. It was amazing to watch how the community come together. Residents are rejoicing and planning a celebration for making a difference in local government.

Commissioner West appreciated the team for their work in preparation for the City Council meetings and the long hours spent attending the meetings.

Ms. Stanton would also like to thank staff. We were thrilled that the City Council voted the way they did. It was important that residents felt heard. But this is only the first step. We need to be aware that things may have a way of changing. We can expect to see some pushback. It is the city's desire for BHA to take the lead. We need to work closely with the city to be our partner. We don't have the structure or the means to do this alone. It is important that we understand our role and responsibilities when it comes to the need for the homeless. We can't turn away from this growing crisis.

The County is very supportive of the hybrid model and has since reached out to Ms. Stanton. Ms. Stanton will reach out to the mayor. The County agreed to coordinate a community meeting next week on Tuesday. The goal is to figure out how to make a legislative ask and how that will work to help keep the Salvation Army open longer. Housing will be structuring our referral process for those who are homeless to better assist in finding housing.

4.3 Lease-up of 250 Vouchers (Lower than average leasing)

Housing met with Kristy Yeadon who will lead her team on leasing up the 250 vouchers from HUD. We have Memorandum of Understandings in place. We will use the Yardi system (Rent Café) to manage the lease up. It is important to educate the community not to lose federal resources. We could not have done this without the support of our partners. We are very excited.

4.4 RentCafe Implementation Update

We are working towards implementing Rent Café. Rent Café will allow residents to submit documents electronically. This will help staff streamline the process and move everything towards paperless.

5. BUSINESS SOLUTIONS REPORTING: Comments by Mr. Schanne.

5.1 Aspire

Mr. Schanne gave a brief overview of the Business Solutions department structure. This department is part of an organizational restructure plan to bring consistent programmatic and operation support, information technology services, quality control, communications, learning and development, business improvement and customer service to every part of our organization. Business Solutions partners with other departments to provide support, help departments achieve their goals, become efficient, and assist with data security. One of our big goals was to implement our new Learner Center from the new platform for on demand training, onboarding new hires etc.

5.2 Project Connect

Project Connect is a community wide who pulls together partners. This is an area where Business Solutions helps BHA as a community convener. Ms. Sharp is now serving as Chair of the Kitsap Housing and Homelessness Coalition. This is a network of service providers. A great foundation of communication. BHA has a strong history and presence in strengthen partners. The Project Connect Fairs will be held next week in Poulsbo, Bremerton, and Port Orchard. This is a One-Stop free event helping individuals and families in need. A copy of the flyer will be shared with Board members to share with others.

Ms. Kennedy applauded Ms. Sharp and Ms. Castle for the work that they did with Aspire to get it up and running. This improved our annual training and has made other training materials available. We will continue to push implementing it.

Commissioner West is excited for what we are doing within our community and loves the enthusiasm. She is proud to be a part of the BHA Board of Commissioner. Keep up the good work.

Ms. Stanton announced that BHA was awarded \$6.5 million from the Washington State Commerce Department for affordable housing projects in Kitsap County. The award will complete the funding gap for the Evergreen Bright Start property project where we will provide housing for young adults. Expect to see some public relations come out and a ribbon cutting ceremony. This is incredibly news!

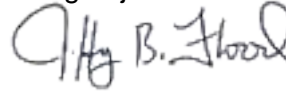
6. FUTURE HOUSING/BUSINESS SOLUTIONS COMMITTEE MEETING:

The next Housing/Business Solutions Committee Meeting – Thursday, April 18, 2024, at 4:00 PM.

7. ADJOURNMENT: There being no further business meeting adjourned at 4:43 p.m.



Executive Secretary



Chair of the Board

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